

**KADIR HAS UNIVERSITY  
REGULATIONS FOR THE REPRESENTATION OF STUDENTS IN FACULTIES,  
INSTITUTES, VOCATIONAL SCHOOLS AND UNIVERSITY COMMITTEES**

**SECTION I**

**Aim, Content, Legal Foundations and Definitions**

**Aim**

**Article 1** - This regulation sets forth the guidelines for the establishment and running of student representative committees and a university student council with the aim of ensuring the protection and improvement of students' rights as regards education, health, sports and culture, as well as to ensure students' representation in the university's administrative units (faculties, institutes, and vocational schools) and university councils to provide a means for students to express their views, to voice concerns about problems, and to find solutions to problems.

**Content**

**Article 2** – This regulation includes articles concerning the establishment of a student council and that council's responsibilities, range of authority and working principles. This council shall be entrusted with the authority to represent university students in faculties, institutes, and vocational schools.

**Legal Foundations**

**Article 3** – This regulation has been prepared in accordance with the Regulation for Student Councils in Institutes of Higher Education and National Student Councils in Institutes of Higher Education which is based on Article 7 and Article 65 of Higher Education Law 2547.

**Definitions**

**Article 4** - In this regulation:

- a) Student Council shall mean a student collective based on democratic principles that has been established by students and is comprised of students;
- b) A department/program Student Representative shall mean a student who has been elected to represent his/her department or program by students in that department/program at a faculty, vocational school or institute;
- c) A Department/Program Committee shall mean a committee comprised of student representatives of departments/programs at Kadir Has University;
- d) A Representative of a faculty/vocational school/institute shall mean a student representative of a faculty, vocational school or institute at Kadir Has University who has been elected by students in the department or program of these faculties, vocational schools or institutes with the purpose of representing the aforementioned students in the Student Council;

e) A Student Council General Committee shall mean a committee comprised of the representatives of faculties, vocational schools or institutes;

f) A Student Council Assembly shall mean a general committee meeting of the Student Council held in November of each year with representatives of faculties, vocational schools and institutes at Kadir Has University;

g) A Student Council Assembly Board shall mean a board which is selected by the Student Council General Committee charged with the responsibility of ensuring that articles on the agenda are implemented according to the principles of this regulation;

h) A Student Council Executive Board shall mean the managing body of the Kadir Has University Student Council;

i) A Student Council Superintending Committee shall mean the body which superintends the Kadir Has University Student Council; and,

j) A Head of the Student Council shall mean the head of the Kadir Has University Student Council and Student Council Executive Board.

The definitions stipulated in Article 3 of Law 2547 shall be deemed valid for this regulation unless otherwise indicated.

## **SECTION II**

### **Student Council**

#### **PART I**

##### **General Provisions**

##### **General principles about the election of student representatives**

**Article 5** – Elections for Student Council members and boards shall be held in November of each year in accordance with a timeframe and program determined by the rector. If an election does not result in the nomination of a candidate for a unit, then that unit will not have a representative. Students who wish to run as candidate representatives must announce their intention to run at least one week prior to elections, and they shall be permitted to campaign until the end of the work day prior to the election date.

##### **Eligibility criteria for student representatives**

**Article 6** – Student representative candidates:

- a) Must be a registered student of the related faculty, school, vocational school or the institute;
- b) Must not be a member of, or have connections with, a political party;
- c) Must not have failed more than two courses in previous semesters;
- d) Must have at least a 2.00 GPA;
- e) Must never have been subject to disciplinary punishment, and must have a clean police record;
- f) Must be properly registered at the university for the semester in which elections are to be held; and,
- g) Must not have exceeded the requisite period for completing the educational program she/he is enrolled in.

## **PART II**

### **Student council boards**

**Article 7** – Student council boards consist of a department/program student representative, department/program committee, representative of a faculty/vocational school/institute, student council general committee, student council assembly, student council assembly board, student council executive board, student council superintending committee and head of the student council.

## **PART III**

### **Department/program Student Representative**

#### **Election of student representatives**

**Article 8** - Department/program student representatives shall be students registered in, and shall be elected by students from:

- a) Each department of all faculties or schools;
- b) Each department of vocational school programs; and,
- c) Each science department at institutes.

Representatives must win the majority of votes for a given election and shall be elected for a single term lasting two years.

In the case that a department/program student representative fails to meet the eligibility criteria or leaves the position before completion of the required period, another

representative shall be selected from the related department, program or science department to serve for the remainder of that term.

### **Student representative duties**

**Article 9** – Department/program student representatives shall be entrusted with the following duties:

- a) To carry out student council activities for their departments, programs or science institutes;
- b) To announce student council board decisions to the department represented and oversee their implementation;
- c) To participate in program/department committee meetings of faculties, schools, vocational schools and institutes, and represent their department, program or science institute at these meetings;
- d) To identify students' problems in the departments, programs or science institutes that they represent, and notify the student council and the university's related boards regarding potential solutions for these problems;
- e) To represent students in their departments, programs, or science departments when student events and activities are held;
- f) To improve communications between students in the departments, programs, or science institutes which they represent and the administrative boards of these units;
- g) To coordinate the events and activities of students in the department, program, or science institutes that they represent; and,
- h) To participate in the academic meetings of her/his department, program, or science institute when there are issues which concern students.

### **PART IV**

#### **Department/Program Student Representative Committees**

**Article 10** – A department/program committee shall consist of student representatives from:

- a) Departments at faculties or schools;
- b) Programs at vocational schools; and,
- c) Science institutes.

The department/program committee shall carry out student council work for academic units in the university. These committees shall be under the supervision of the student council general committee and student council executive board.

The department/program committee shall hold their first meeting under the leadership of the student representative of the related faculty/school/vocational school or institute within one week following the finalization of elections. The committee shall meet at least once per month. The agenda, place and date of meetings shall be announced by the head of the committee at least one week in advance to student representatives. The majority of representing members must be present for the committee to convene and a majority of votes must be raised for the committee to come to a decision. In case of a tie, the chair shall cast the deciding vote.

#### **Duties of the student council**

**Article 11** – The duties of the student council shall be as follows:

- a) To carry out work and oversee the implementation of student council decisions by representatives in their units;
- b) To discuss and arrive at decisions concerning the problems of departments, programs, and science institutes;
- c) To create and coordinate student events and activities in their faculties/schools/vocational schools;
- d) To implement projects with the aim of improving communications among the students in their departments, programs, and science departments;
- e) To implement projects with the aim of improving communications between the students of departments, programs, and science departments and the administrative boards of related units; and,
- f) To prepare reports and maintain a database about projects undertaken.

#### **PART V**

##### **Representatives of Faculties/Schools/ Vocational Schools/Institutes**

##### **Student representatives**

**Article 12** - Faculty/school/vocational school/institute student representatives shall be students registered in, and shall be elected by students from:

- a) Departments of faculties and schools;

- b) Programs of vocational schools; and,
- c) Science institutes.

Representatives must win the majority of votes for a given election and shall be elected for a single term lasting two years. In faculties/schools/vocational schools/institutes in which there is only one department/program/science institute, the representative of that department/program/science institute shall act as the representative of that faculty/school/vocational school/institute.

In the case that a faculty/school/vocational school/institute student representative fails to meet the eligibility criteria or leaves the position before completion of the required period, within one month another representative shall be selected from the related faculty/school/vocational school/institute to serve for the remainder of that term. Until a new representative has been elected, the committee of the department/program/science institute shall select one of its members to serve in this position.

#### **Duties of student representatives**

**Article 13** – The duties of the student representative of faculties/schools/vocational schools/institutes shall be as follows:

- a) To carry out student council activities for the faculties/schools/vocational schools/institutes that they represent;
- b) To announce student council board decisions to the faculties/schools/ vocational schools/institutes that they represent and oversee the implementation of such decisions;
- c) To identify students’ problems in the faculties/schools/vocational schools/institutes that they represent, and notify the student council and the university’s related boards regarding potential solutions for these problems;
- d) To represent students in their faculties/schools/vocational schools/institutes when student events and activities are held;
- e) To coordinate student events and activities in the faculties/schools/vocational schools/institutes that they represent;
- f) To lead student representative meetings of the faculty/program/science department in the faculty/school/vocational school/institute that they represent and to notify the related boards about decisions which have been made; and,

g) To participate in the board meetings and the academic meetings of the faculties/school/vocational schools/institutes that they represent whenever issues concerning students arise.

## **PART VI**

### **Student Council General Committee**

**Article 14** – The student council general committee consists of student representatives of faculties, schools, vocational schools and institutes and it is the highest decision-making board of the student council. The student council general committee shall meet at least once per year, and the first regular meeting shall be held in November as a student council assembly with the purpose of drawing up student council boards. The majority of the members must be present for the student council general committee to convene.

The student council assembly and its agenda shall be announced in writing by the head of the student council at least fifteen days in advance. In the case that the number of members stipulated by this regulation is not met, the announcement shall be repeated in the same manner.

Decisions concerning the drawing up of boards in the student council general committee shall be made with the majority of participants in a meeting via a confidential vote and public counting; any other decisions which are reached through an open majority vote shall be presented to the Rectorate in the form of a report.

The student council general committee may convene for a special session upon the decision of the student council executive board or via a written request of one-fourth of the general committee members. In such cases, the general committee meeting must be held within a maximum of fifteen days. The meetings and the agenda of special sessions of the general committee shall be specified and executed by the student council executive board.

### **Duties of the student council**

**Article 15** – The duties of the student council shall be as follows:

- a) Electing the head of the student council;
- b) Electing members of the student council executive board;
- c) Electing members of the student council superintending committee;
- d) Discussing and making decisions regarding problems pertaining to the

- student council as well as problems which students are experiencing; and,
- e) Determining the semester objectives of the Student Council.

## **PART VII**

### **Student Council Assembly Board**

**Article 16** – The student council assembly board consists of a chair and two vice-chairs elected from within the ranks of, and by a majority vote of, the student council general committee in the student council assembly which holds its regular meeting in November of every year. Members of the council assembly board may not be candidates for the student council executive board or student council superintending committee.

### **Duties of the Student Council Assembly Board**

**Article 17** – The duties of the student council assembly board shall be as follows:

- a) To carry out items on the agenda in the student council assembly;
- b) To prepare separate voting tickets for candidates running for head of the student council and for membership in the student council executive board and student council superintending committee;
- c) To ensure that elections for the positions of head of the student council, student council executive board and student council superintending committee are conducted via confidential voting and counted in an public manner; and,
- d) To announce the results of elections for the positions of head of the student council, student council executive board and student council superintending committee in the student council assembly. Also, to finalize the assembly with a speech delivered by the newly elected head of the student council and prepare a concluding report which shall be then presented to the rector.

## **PART VIII**

### **Student Council Executive Board**

**Article 18** – The student council executive board shall consist of nine students: a chair, vice chair, secretary, accountant, public relations officer, IT officer, external relations officer, work group coordinator, education officer, and a health, sports and culture officer, all of whom shall be elected by, and be recruited from, student council general committee members. Candidates must receive a majority of votes to be elected and are to serve for two years. In the case that there are not enough representatives on the student council general committee, then the board shall be comprised of five students: head, secretary, accountant, education officer, and health, sports and culture officer. The student council executive board shall operate under the supervision of the student council general committee.

The student council executive board shall meet at least once per month under the supervision of the head of the student council executive board. The agenda, place and date of the meeting shall be announced at least one week in advance to the members of the executive board. The majority of the board must be present for the board to convene, and for any decisions to be made, a majority of votes must be obtained. In the case that the head does not attend the meeting, the vice head will preside, and in the case the vice head does not attend, a member selected by the head shall serve on her or his behalf as the head and shall have the right to vote. In case of a tie, the chair, or representative thereof, shall cast the deciding vote.

### **Duties of the Student Council Executive Board**

**Article 19-** The duties of the student council executive board shall be as follows:

- a) To ensure that decisions made by the student council general committee are implemented;
- b) To identify students' problems and notify the concerned administrative boards about their opinions and comments;
- c) In collaboration with NGOs, to develop projects which support the raising of social awareness and to motivate students to participate in these projects;
- d) To carry out work which encourages students to participate in domestic and international education and youth programs;

- e) To develop and improve relations with domestic and international student organizations;
- f) To create teams who will be charged with developing ideas about campus dining facilities, transportation, accommodation, cafeterias, clubs, scholarships, education, art, culture and sports, and to ensure that these teams function properly;
- g) To notify the student council general committee about the work they have completed;
- h) To announce and oversee the implementation of decisions which have been made by the National Student Council; and,
- i) To generate reports about work that has been undertaken and to maintain databases for these reports.

## **PART IX**

### **Student Council Superintending Committee**

**Article 20-** The student council superintending committee shall be selected by the student council general committee from among members of the student council executive board whose tenure is nearing completion and who will graduate in at least two more years. In the case that there are not enough executive board members from which to choose, under the same conditions stipulated in the previous sentence members shall be selected from the general committee with a majority vote and shall serve for one year. The student council superintending committee shall consist of a chair and two members.

### **Duties of the Student Council Superintending Committee**

**Article 21** – The duties of the Student Council Superintending Committee shall be as follows:

- a) To ensure that the student council executive board operates in accordance with the articles stipulated in this regulation and in accordance with the decisions made by the student council general committee; and,
- b) To inform the rectorate and student council general committee about the work it has undertaken.

## **PART X**

### **Head of the Student Council**

**Article 22** – The head of the student council shall be elected via a majority vote held by the student council general committee. The head shall serve for one term which shall last two years. In the case that the head of the council fails to fulfill the eligibility criteria or leaves the position before completion of the term, within one month a new head shall be elected through a majority vote and the new head shall serve for the remaining period. Until a new head is appointed, a member of the student council executive board selected by the other members shall serve as deputy head.

### **Duties of the Head of the Student Council**

**Article 23** – The duties of the head of the student council shall be as follows:

- a) To represent students in domestic and international student events and activities;
- b) To serve as meeting leader and generate the agendas of student council executive board meetings;
- c) To ensure that decisions made by the student council executive board are announced and to oversee the implementation of student council executive board decisions;
- d) At the end of the term, as head of the student council, to present a one-year activity report to the student council executive board; and,
- e) To participate in senate and board meetings when issues pertaining to students are on the agenda.

In the case that the head can not attend a meeting, the vice head or a board member selected by the head may participate in senate or board meetings.

### **Section III**

#### **Other regulations**

#### **Covering the expenses of students working for the student council**

**Article 24** - The expenses of the heads of the boards of the Student Council and other student representatives which are not international in nature shall be covered within the framework of the stipulations in this regulation, and expenses deemed to be within the budget for international endeavors shall be covered by Kadir Has University. Travel

expenses and expenses for participation in events shall be covered by the university's respective budgets.

### **Administration and Finance**

**Article 25** – The student council executive board shall operate under the supervision of the vice rector. The vice rector appointed for this position shall be the budget supervisor for the student council executive board. Accounting shall be carried out by the accountant or assessor appointed by the Finance Office.

The student council executive board shall prepare the annual budget. After acceptance by the student council, it shall be implemented pending approval of the Health, Culture and Sports Office and the approval of the appointed vice rector. At the end of the working year, the board shall present the end-of-term budget first to the student council, and then to the Health, Culture and Sports Office and aforementioned vice rector.

The head of the student council bears the authority to spend budget funds. Spending shall be done solely for the purposes indicated in the budget and within the limits of the budget. The signature of the head and general secretary is required for each expenditure and transaction. For expenditures which exceed the amount stipulated yearly by the university board, the signatures of the head, general secretary and vice head must be obtained with the prior approval of the vice rector. Persons responsible for abuse of the budget shall be subject to financial and criminal legal procedures.

Funds of any kind may not be requested from students under the pretense of member fees or any other kind of fee.

### **Budget**

**Article 26** – Funding for the student council shall be granted by the Rectorate from the university budget.

### **Coordination and Implementation of the Student Council Work**

**Article 27** – The student council must coordinate all work with the university and obtain the approval of related committees and offices, and must abide by the principles of the Constitution of the Republic of Turkey and all other relevant regulations.

### **Length of Term for Representatives and Other Board Positions**

**Article 28** – The duration of all posts in the student council shall be two years.

#### **Termination of Posts for Student Representatives**

**Article 29** – The position held, membership rights and all related duties of student representatives will be terminated if such students are no longer registered at the university for the reason of graduation or other causes, and this applies as well to students who are suspended or expelled from the university per the legislation stipulated in the Higher Education Student Disciplinary Regulations which was published in the Official Gazette, number 18634 (13/1/1985).

#### **Procurement of Room and Equipment for the Student Council**

**Article 30** – A room and necessary equipment shall be appropriated for the student council for the purpose of executing the responsibilities and duties stated in this regulation.

#### **Enactment**

**Article 31** – This regulation is now in force, having been approved by the Kadir Has University Senate at the Senate meeting held on September 6, 2011, numbered 2011/11.

#### **Instatement of Regulation**

**Article 32** - This regulation is hereby instated by the Kadir Has University Rectorate.