

# FAC- ULTY HAND- BOOK



20<sup>th</sup> YIL  
YEAR

**KADIR HAS UNIVERSITY  
FACULTY HANDBOOK**

2017





## **Kadir Has University Faculty Handbook, 2017**

**STRAR-Strategy Development and Research Office**

**Coordinator:** Prof. Volkan Ş. Ediger

**Content:** Assoc. Prof. Mary Lou O'Neil, Duygu Durmaz, Gizem Tuğba Özkut

**Graphic Design:** Aytekin Kar, İlkhan Akın

**Photography:** Ulaş Tosun

© All rights belong to Kadir Has University. The text and photos published in the handbook may not be reproduced, disseminated, or printed, either in part, or in its entirety, without the prior written permission of the publisher.

# CON- TENT

## CONTENT

<b>The University</b> .....	<b>6</b>
History.....	7
University Founder: Kadir Has .....	8
Philosophy of the University.....	8
Strategic Plan.....	10
<b>Organization</b> .....	<b>12</b>
Board of Trustees.....	13
Rector .....	14
Vice Rector(s).....	14
Senate .....	14
Executive Board.....	15
Secretary General .....	15
Faculties.....	16
Graduate Schools .....	17
Vocational Schools.....	17
School of Foreign Languages.....	18
Research Centers .....	18
<b>Campuses and Facilities</b> .....	<b>20</b>
Cibali Kadir Has Campus.....	21
Bahçelievler and Selimpaşa Campuses.....	22
Classrooms and Facilities .....	23
Technology Facilities.....	24
Information Center.....	25
Restaurants and Cafes.....	26
Banking Services.....	26
<b>Teaching &amp; Research</b> .....	<b>28</b>
Teaching .....	29
• Grading System.....	29
• Exams.....	30
• Course Reserve for Textbooks .....	30
• Office Hours .....	30
• Class Cancellation & Make-up Class .....	30
• Center for Excellence in Learning and Teaching .....	31
Research.....	31
Innovation and Entrepreneurship Office (INEO).....	32
• Scientific Research Project Program (BAP).....	32



• Scientific Research Fund (BAF).....	32
• The Incentive Compensation Program for International Publications .....	33
• Visiting Researcher Program (MAP).....	34
<b>Ethical Standards.....</b>	<b>36</b>
Academic Ethics.....	37
Harassment and Discrimination.....	38
Retaliation .....	39
Malicious and False Accusations .....	39
Social Responsibility.....	39
<b>Regulations, Policies &amp; Responsibilities.....</b>	<b>40</b>
Regulations & Directives.....	41
Student Advising.....	41
<b>Personnel Affairs .....</b>	<b>42</b>
Titles .....	43
Deans and Directors of Vocational Schools.....	43
Head of the Departments .....	43
Teaching Loads .....	43
Working Outside the University .....	44
Retirement .....	44
Notice for Resignation/Termination.....	44
Performance Evaluation for Faculty Members .....	44
Performance Evaluation for Academic Personnel of the School of Foreign Languages (SFL) .....	45
Annual Leave/Vacation.....	45
Illness.....	45
Marriage.....	45
Death .....	46
Leaves of Absence .....	46
Short-term leaves.....	46
Long-term leaves.....	46
Maternity Leaves.....	47
Disability .....	47
<b>Foreign National Faculty Members.....</b>	<b>48</b>
Required Documents for Initial Employment .....	49
Extension of Residence Permit .....	50
Tax Number.....	50
Opening a Bank Account.....	50
Registration of Mobile Devices.....	50
<b>Contact Info.....</b>	<b>51</b>

# THE UNI- VER- SITY

**THE  
UNIVERSITY**



# The University

## History

Kadir Has University (KHAS) was officially established with Law No. 4263 on May 28, 1997 in İstanbul jointly by the Kadir Has Foundation (HASVAK) and the Turkish Foundation of Cardiology. HASVAK took over the management of the university in 2006 with law number 5475. HASVAK was founded in 1991 by Kadir Has, a leading businessman and a philanthropist, for charitable purposes focusing especially on education and health. Numerous educational institutions were established throughout Turkey with the contribution and support of the foundation. Kadir Has, who considered KHAS university to be “his greatest dream realized”, also served as the head of the board of trustees until his death on March 22, 2007.

There have been various changes in the institutional structure of KHAS through time. With the latest restructuring of the university, the Vocational School of Justice was established in the academic year of 2012-2013, the School of Applied Sciences was turned into a faculty and the School of Foreign Languages was established in the academic year of 2013-2014. Moreover, the number of research centers at the university has risen to 10 following the establishment of the Innovation and Entrepreneurship Office (INEO) in August 2013 and the Center for Energy and Sustainable Development (CESD) in March 2015. At present, the university, with its six faculties (Engineering and Natural Sciences, Economics, Administrative and Social Sciences, Communication, Law, Art and Design, and Applied Sciences) and two vocational schools, is dedicated to becoming a leader in the educational and cultural fields in Turkey, as well as establishing itself as an international center for research and scientific development.

## University Founder: Kadir Has

Born in Kayseri to Nuri Has and Zekiye Has, Kadir Has graduated from Bogazici College in 1942. In the same year, he married Rezan Has, daughter of Mehmet and Sehime Germirli, a well-respected family in Kayseri. His father, a self-made man who started out in Adana with many factories, was among the founders of Akbank, one of the major banks in Turkey.

Kadir Has went to work as soon as he got married and became one of the most important businessmen in Adana through his work in the automotive trade. He moved to Istanbul in 1960, still mainly concentrating on the automotive trade, and again became one of the leading businessmen of the city. He founded the Mercedes Automotive and Truck Factory, and for many years he worked as the chief executive officer and executive board member of this company. He established the Coca-Cola Company in Turkey. He was also among the partners of Peugeot minibus producers, under the trade name Karsan and also became the distributor for French Michelin tires.

In 1998, Kadir Has received an Honorary Doctorate in Administration, Planning and Economics Education from Çanakkale On Sekiz Mart University, as a commendation for his efforts and endeavors as well as for his moral and financial contributions to the education of future generations.

Kadir Has and Rezan Has have both been generous benefactors making important investments in education and health and have bequeathed their entire estate to HASVAK foundation. They have always believed that their honorable and loyal obligation to Turkey was to give back what they have earned. Kadir Has's biggest passion and final contribution to society was the establishment of the university that bears his name, Kadir Has University.



**Kadir Has**  
Founder

## Philosophy of the University

The founding of KHAS grew out of Mr. Kadir Has's personal philosophy: "I will strive to do and be the best for my country." In keeping with this motto, our purpose is to facilitate the education, development and prosperity of today's youth by means of innovative research and excellence in teaching that inspires independent thinking and practice. We believe that education can fortify our students, as it did earlier generations, to meet the tests of their own time.

Our aim is to create an environment of education, research, and discussion at the level of the best universities in the world. Thus, we offer education based on both traditional disciplines and interdisciplinary models; we foster the skills necessary for continuing social and cultural development; and, while helping students prepare for the future, we encourage their search for higher truths.





Kadir Has University Cibali Campus

The central tenet of Kadir Has University's philosophy is to produce students who are self-confident, who question, who consider all perspectives and evaluate them without prejudices, and who are open to the winds of change.

To reach this goal:

- We hold to international standards of quality while keeping our tuition fees at moderate levels;
- We offer scholarships to all our students with high GPAs;
- We strive to keep class sizes small for better teaching;
- We prefer targeted education over loosely organized programs;
- We support students with advanced technological infrastructure and intellectual resources;
- We update our curricula and syllabi every year in response to international developments and student needs, preferring a dynamic curriculum to static programs;
- We encourage free expression of faculty and student opinions and creative ideas; we focus on positive human relations and a free environment for intellectual discussion;
- We select our faculty members from internationally respected universities and encourage them to consider their fields of expertise from both a local and global point of view;
- We foster social responsibility projects that contribute to the environment and to society, and motivate our students to be responsible citizens;
- By collaborating with prominent international universities, we assist our students to further their education abroad;
- With our doors open to international collaborations, we pursue our goal of becoming a world class university in the center of Istanbul.



December 10<sup>th</sup>, 2011, a strategic plan search conference, Selimpaşa Campus

## Strategic Plan

Concurrent with most Turkish universities, KHAS conducted its own strategy development efforts within the framework of YÖK's Regulation for the Evaluation and Quality Improvement of Academic Standards. Following the promulgation of the regulation in October 2002, a three-member ADEK Commission (Akademik Değerlendirme ve Kalite Geliştirme Kurulu, Commission for the Evaluation and Quality Improvement of Academic Standards) was assembled in November of the same year. However, noteworthy activities started to take place only after the publication of the Guidelines in May of 2006.

The year 2006 was a turning point for KHAS, as a decision was made to shift its orientation from education to research. In order for the university to become an internationally competitive institution, KHAS has made efforts to increase its research output and potential. The work that was carried out between 2006 and 2011, which focused on developing and realizing the university's research strategies, resulted in the establishment of STRAR-The Office of Strategy Development and Research in August 2011. In October of the same year, the office prepared its first report entitled "KHAS Strategy for a Focus on Research." It comprehensively evaluated the current state of the University and proposed a number of policies after comparing it with other universities. Following the discussion of the report at the Board of Trustees meeting in October, it was made available to the University's academic personnel in November.

On December 10<sup>th</sup>, 2011, a search conference was held at the Selimpaşa Campus with the aim of drawing up concrete short-term goals for a shift towards a focus on research. Academic personnel were divided into five groups to discuss the following subjects: Academic personnel, graduate education and students, the synergy between advisors and students. The final report of the Selimpaşa Meeting recommended five central findings:

- Readjustment of the teaching, research, and administrative loads of the academic staff;
- Determination of priority research areas and criteria for employing new academics simultaneously;
- Re-evaluation of the quality, efficiency, and effectiveness of graduate programs in accordance with the research-oriented strategy of the university;
- Determination and re-classification of graduate scholarships and the job descriptions;
- Attraction of visiting researchers from abroad to work with the academic personnel at KHAS.



The Şile Meeting, which was held on the 14<sup>th</sup> and 15<sup>th</sup> of January, 2012, was organized to work on an action plan for Kadir Has University's strategy to increase its capabilities and the number of activities regarding research to pave the way for the transformation of the university into an academic institution that able to compete on the international scale. Representatives from the faculties, departments and administrative units discussed the Selimpaşa Meeting's findings in different brainstorming sessions. The concluding report with a strategic action plan, consisting of short and medium-term recommendations was submitted to the Board of Trustees in February for approval, and was made public in March.

Finally, the preparations for Kadir Has University 2015-2019 Strategic Plan started with an academic workshop held on January 13<sup>th</sup>, 2014 at Selimpaşa Campus. In this workshop, the academic personnel evaluated the details of the Action Plan and exchanged ideas on improving education and research at the University. This workshop was followed by other workshops with the participation of students, alumni, families, and administrative staff. All of these workshops have contributed in various degrees to the qualitative and quantitative content of the Strategic Plan.

The Strategic Plan which was finally adopted on September 26, 2014 is based on five key strategic themes, namely education, research and graduate programs, academic personnel, societal benefit and dissemination, and institutional structuring and infrastructure. In each of these strategic themes, the Strategic Plan puts forward a number of key objectives and short- and mid-term actions to fulfill its objectives. In total, 24 objectives, 80 short-term actions and 83 mid-term actions were adopted.<sup>1</sup>

---

<sup>1</sup> The Kadir Has University 2015-2019 Strategic Plan can be found at <http://www.khas.edu.tr/uploads/2015-2019-stratejik-plan.pdf>

OR-

GA-

NI-

ZA-

TION

**ORGANIZATION**



**Nuri Has** Chairman, **Mustafa Can Has** Deputy Chairman, **Prof. Dr. Mustafa Aydın** Rector, **Prof. Dr. Gökhan S. Hotamışlıgil** Member, **Prof. Dr. Yücel Yılmaz** Member, **Prof. Dr. Şükrü Haniöğlu** Member, **Dr. Levent Bıçakcı** Member, **Mehmet Germirli** Member, **Ağah Uğur** Member, **Ahmet Ünal Çeviköz** Member, **Prof. Dr. Üstün Ergüder** Member, **Prof. Dr. Ayşe Soysal** Member, **Bülent Hiçsönmez** Member.

## Organization

### Board of Trustees

The Board of Trustees is the highest-ranking body of the University, and is currently composed of thirteen members. The Rector of the University is a permanent member of the Board. Members of the Board of Trustees, except the Rector, are appointed by HASVAK and serve four-year terms, which can be renewed. The Chairman of the Board of Trustees is chosen from among the Board members and serves a four-year term. The Board of Trustees usually meets once a month.

## Rector

The Rector of the University is the highest administrative official. The Rector is appointed by the Board of Trustees with the assent of the Higher Education Council<sup>2</sup>. The Rector serves a four-year term, which is renewable. The Rector represents the University and is responsible to the Board of Trustees for carrying out and enhancing university's academic and administrative capabilities. The responsibilities of the Rector include to serve as a liaison between the Board of Trustees and University personnel on issues of concern to the University administration; after consultation with University units and the University senate, to prepare a budget and staff needs; take the appropriate measure to ensure the highest productivity of the University to increase quantity and quality of scientific production to encourage academic and administrative personnel to improve standards of education and service; to supervise and audit University units and personnel at all levels; exercise other powers and duties as outlined in additional articles to the Law on Higher Education no. 2547.

## Vice Rector(s)

In order to assist with the work of the Rectorate of the University, the Rector may choose up to three Vice Rectors from among the University's full time academics of the rank of full professor. Currently Kadir Has University has three Vice Rectors, one of which is in charge of student affairs while the others are in charge of academic affairs and research. In the Rector's absence, one of the Vice Rectors serves in the Rector's stead. Vice Rectors serve four year terms and their appointments require approval by the Board of Trustees. When the Rector deems it necessary, a recommendation for a change of Vice Rector can be made to the Board of Trustees.

## Senate

The Senate is comprised of the Rector, Vice Rectors, Deans of Faculties and Institutes, Directors of vocational schools, and one elected faculty member from each Faculty who serve three-year terms. The record of the Senate is kept by the Secretary General. The Senate exercises its authority in line with the Law no. 2547.<sup>3</sup>

---

<sup>2</sup> With the Decree No. 676, published in the Official Gazette on October 29, 2016, the procedure of the appointment of rectors was changed. Accordingly, the next rector of the university will be appointed by the President of the Republic of Turkey, based on nomination by the Board of Trustees and the assant of the Higher Educational Council.

<sup>3</sup> The Law no. 2547 on Government University Senates and the Regulation on University Academic Organization published in the Official Gazette on February 18, 1982



**Prof. Dr. Mustafa Aydın**  
Rector



**Prof. Dr. Hasan B. Kahraman**  
Vice Rector



**Prof. Dr. Ali Güzel**  
Vice Rector



**Prof. Dr. Osman Z. Zaim**  
Vice Rector

## Executive Board

The Executive Board under the chairship of the Rector is comprised of the Deans and three professors, representing different educational units and areas of the University, chosen for four years by the Senate from among University's academicians. The Secretary General keeps the record of the Executive Board. The Executive Board exercises its authority in line with Law No. 2547.

## Secretary General

The Secretary General is appointed by the Board of Trustees in consultation with the Rector and can be removed from office in the same manner. The Secretary General is charged with supervising the University's administrative affairs, in line with the Rector's decisions. The Secretary-General is responsible for ensuring all the administrative units work in accordance with university regulations. The administrative units at KHAS are:

- Student Affairs
- Human Resources
- Center for Information Technologies
- Directorate of Health, Culture and Sports
- Information and Documentation Center
- Financial Affairs
- Construction and Technical Works
- Procurement and Administrative Affairs
- Public Affairs and Communication
- Career Center and Alumni Relations
- Security



**Fügen Çamlidere**  
Secretary General

## Faculties

Kadir Has University currently has seven faculties: Engineering and Natural Sciences; Economics, Administrative and Social Sciences; Communication; Law; Management; Art and Design; and Applied Sciences. In the Faculty of Engineering and Natural Sciences, there are 5 departments, namely, Computer Engineering; Electrical and Electronics Engineering; Industrial Engineering; Energy Systems Engineering; and Bioinformatics and Genetics. In the Faculty of Economics, Administrative and Social Sciences, there are 4 departments, namely, Economics; International Relations; Political Science and Public Administration; and Psychology. In the Faculty of Communication, there are 5 departments, including Visual Communication Design; Public Relations and Information; New Media; Radio, Television and Cinema; and Advertising. In the Faculty of Management, there are 5 departments, namely, Management Information Systems; Business Administration; International Trade and Finance; Banking and Insurance; and Accounting and Financial Management. In the Faculty of Art and Design, there are 5 departments, including Industrial Design; Graphic Design; Interior Architecture and Environmental Design; Theatre; and Architecture. Finally, in the Faculty of Applied Sciences, there are 2 departments, including Real Estate and Asset Valuation; and International Trade and Logistics.

The faculties are the primary site of teaching and research at the University, and consist of a Faculty Administrative Board, a Faculty Board and related departments. The Faculty Administrative Board is charged with assisting the Dean with such duties as implementation of academic programs, curriculum, planning and any other matters that may affect activities in the faculty. The Faculty Administrative Board conducts business under the chairship of the Dean of the Faculty. The Faculty Administrative Board consists of three professors, two associate professors and two assistant professors chosen by the Faculty Board for a period of three years. The Faculty Administrative Board meets when called by the Dean.

The Faculty Board has the responsibility to decide on the educational program, research and publication activities of the faculty and to elect members of the Faculty Administrative Board. The Faculty Board is chaired by the Dean and comprised of the heads of departments, three professors, two associate professors and one assistant professor who serve three year terms. The Faculty Board normally meets at the beginning and end of each semester.



Faculty of  
Engineering and  
Natural Sciences



Faculty of  
Economics,  
Administrative and  
Social Sciences



Faculty of  
Communication



Faculty of  
Law



Faculty of  
Management



Faculty of  
Art and Design



Faculty of  
Applied Sciences



## Graduate Schools

The Graduate Schools are responsible for graduate level education at the University. Kadir Has University currently has two graduate schools: Graduate School of Social Sciences and the Graduate School of Science and Engineering. The administration of the Graduate Schools is carried out by a Dean, Graduate School Executive Board, and the Graduate School Board.

Deans of Graduate Schools are appointed by the Rector for a term of three years, which is renewable. The Dean may appoint up to two assistant directors from among the full time faculty for a term of three years.

The Graduate School Administrative Board, operated under the chairship of the Dean, is composed of the Vice Deans and three faculty members to be selected for a period of three years. Candidates are nominated by the respective Graduate School Dean and selected by the Graduate School Board. The Graduate School Board works under the chairship of the Graduate School Dean and is comprised of the Assistant Deans and the heads of the programs of the graduate school.



Kadir Has Vocational Schools - Selimpaşa Campus

## Vocational Schools

There are two vocational schools at the University: Kadir Has Vocational School and Vocational School of Justice.

Vocational school directors are appointed by the Rector for a term of three-year term, which is renewable. The Director may appoint two assistant directors from among the full-time teaching staff of the vocational school for a term of three years. In the absence of the Director, one of the Assistant Directors serve as acting Director.

The Board of a vocational school meets under the chairship of the Director and consists of the Assistant Directors and the heads of the departments or sections of the vocational school. The Administrative Board also operates under the chairship of the Director and is composed of the Assistant Directors and three faculty members to be selected for a period of three years. Candidates are nominated by the respective School Director and selected by the School Board.



School of Foreign Languages

## School of Foreign Languages

The school consists of the departments of Main Foreign Languages and Modern Languages, and is responsible for the KHAS English Preparatory Program, as well as various language courses at the university. The main goal of the KHAS English Preparatory Program is to equip students with the necessary skills to follow their courses thought in English. Courses run according to a modular system. There are two combined modules that last 16 weeks in each semester (fall and spring). At the beginning of the academic year, students are placed in a level in line with their linguistic competence determined by the results of the KHAS placement exam.

## Research Centers

Research Centers carry out research and applied studies in their respective areas. They also provide educational and support activities for various professional areas. Research Center Directors are appointed by the Rector for a term of three years, which can be renewed.

Each Research Center has an Executive Board, which assists the Director in creating and implementing the program of the Center. The Center Executive Board is made up of faculty members from related fields and appointed by the Rector.

Kadir Has University has 8 research centers: Center for Energy and Sustainable Development, Center for International and European Studies, Gender and Women's Studies Research Center, Istanbul Studies Center, Sports Studies Center, Center for Excellence in Learning and Teaching, Turkish Studies Center, and Lifelong Education Center.





# CAM- PUS- ES AND FACILI- TIES

**CAMPUSES AND  
FACILITIES**



Kadir Has University Cibali Campus

## Campuses and Facilities

### Cibali Kadir Has Campus

One of the most important distinctions of Kadir Has University is its facilities and geographical location. The location of Cibali Kadir Has Campus, which is the main campus of the University in the historic centre of Istanbul, makes KHAS a truly unique city university, and offers freedom from city's major traffic congestions. The Campus is close to the central districts of the city such as Eminönü, Taksim, and Karaköy and has easy access to metrobus, metro, bus, and sea lines. The university can be reached using the Eminönü-Eyüp bus line as well as all the other bus lines going in the direction of Unkapanı. In addition to them, Haliç metro station is within walking distance to the campus. There is also a taxi station right in front of the campus.

The Campus is composed of three different structures with a history of ten centuries. At the very bottom, there is a cistern which dates back to the 11<sup>th</sup> century and is composed of 52 columns and 23 domes. Over the cistern, there are remnants of an Ottoman building from the 16<sup>th</sup> century. In the 19<sup>th</sup> century, Tekel Tobacco Factory was constructed over these foundations, on the university in the early 21<sup>st</sup> century.

Behind ancient Byzantine walls stands the oldest part of Istanbul. These ramparts distinguish and define Cibali, the neighborhood where Kadir Has University's main campus is situated. It is only a few meters away from the Haliç, the harbor inlet known to English speakers as "the Golden Horn," since Ottoman times. Cibali takes its name from the time of the conquest of Istanbul when, according to common belief, a soldier from Bursa named Cebe Ali Bey entered the city by breaking through the rampart doors. Since that time this entryway into the city and the neighborhood around it has been Cibali, which is a corrupted form of the name Cebe Ali Bey.

Located nearby, in the present neighborhood of Unkapanı, was the Zeugma Port, which was opened into the city's economic center during the Ottoman era and which continued to be used until the 19th century. Activity around the Zeugma brought liveliness to the surrounding area, but Cibali also benefited from this hustle and bustle: Ottoman warehouses and caulkers along the Haliç shore of Cibali witnessed the flourishing businesses in that part of the area. In earlier times Cibali's harbor called the Puteae, or Porto del Pozzo, was lined with warehouses bursting with goods destined for the consumers of Istanbul. The passageways through the Cibali gates were instrumental in getting these goods from the port and into the city.

After the conquest the Cibali area started to develop. Cibali became a favorite of sea captains and famous seafarers like Murad Reis, Mustafa Pasa and Kemal Reis all had mansions in the neighborhood.

Two factors link Cibali with Istanbul's identity: Fire and tobacco. As Cibali was a trade center and there were many caulkers using flammable materials in the construction of ships, there were, of course, many fires. If there were northeast winds, these fires, both outside and inside the Haliç walls, represented a clear danger, especially because the city at that time was composed of so many wooden houses.

The Cibali Tobacco Factory, founded in 1884, was an important institution that changed the neighborhood socially and economically. Around the turn of the century its large factory building housed both tobacco processing and cigarette production. There were several reasons for locating such a large factory in this small neighborhood. At that time tobacco customs were collected in that area and many people who supplied the factory's manpower lived nearby. Indeed, if we look at the photographs taken during the 1900s that document the life around the factory, the picture is quite remarkable. There were 1500 women and 662 men (a total of 2162 people) working there. The Tekel Cibali Cigarette Factory was, in fact, a small town complete with local police and civil servants, hospitals, a day care center, grocery stores, schools, a fire department, sport facilities, trade unions, and restaurants.

On March 1, 1925, after forty years of French administration and with the establishment of the Republic, the control of the factory passed to the state. For many years the factory processed, stored and sold tobacco. Then in 1995 the factory, most of which by that time had been shut down, was totally abandoned. In 1997, the Finance Ministry handed the buildings over to Kadir Has University. Dr. Mehmet Alper was appointed architect in charge of restoration and renovation of the factory buildings into a university campus. In March 1998 the work began. Working together with university planners, the architects in charge of the restoration have taken great care to preserve the original character and architectural integrity of the buildings, while at the same time enhancing the space to suit the university's needs. Between 1998 and 2002, the Tekel Cibali Cigarette Factory was transformed, by the Kadir Has Foundation, from a warehouse that produced and sold tobacco into an institution of higher learning. After four years of restoration work, Kadir Has University Cibali Campus officially opened its doors on February 13, 2002. It now combines elegant facades, sunny atria, and large, airy interiors with quality education and research facilities.

Thus, the main campus of KHAS represents a major step in fulfilling the university's mission of building a future out of the country's past, by establishing in the heart of Istanbul a hub where culture, education and scientific research meet to address the changing needs of Turkey and the world.

## Bahçelievler and Selimpaşa Campuses

The other two campuses are located in Bahçelievler and Selimpaşa. Bahçelievler Campus was established in the academic year of 2000-2001, followed by the establishment of Selimpaşa Campus in the academic year of 2005-2006.

Bahçelievler Campus can be reached by using metrobus or metro lines. The campus, located on the E-5 Road, can also be easily reached by taxi or car. For Selimpaşa Campus, there are two alternatives to private car transport. First option is to use the lines that take off at the Yenibosna station and go in the direction of Silivri. The second option is to take metrobus until Beylikdüzü station and to use the bus lines that go towards Silivri or Selimpaşa. In addition to public transport, there is also a university shuttle that takes off between 8:30-9:00 a.m. from TÜYAP metrobus station, which later takes off from Selimpaşa Campus between 16:00-17:00 p.m. Additional information can be found on the boards in KHAS campuses. There is also a shuttle for academics that takes off from Cibali Campus and



Bahçelievler Campus



goes to Selimpaşa Campus every morning. In all the campuses of KHAS, there are garages available for the use of academics free of charge.

## Classrooms and Facilities

On Cibali Kadir Has Campus, there are the office of the Rector, offices of the faculty as well as administrative units, classrooms, laboratories, conference and cinema halls, the Information Center and student dormitory. The courses of the Vocational School of Kadir Has are carried out on Selimpaşa Campus, which offers its students and personnel a comfortable environment integrated with nature. Bahçelievler Campus serves as the Vocational School of Foreign Languages.

Cibali Kadir Has Campus is composed of four blocks. The Rector's Office as well as the offices of administrative and academic staff are located on Block A. Out of 43 classrooms, 27 are on Block B, 8 are on Block C, and 8 are on Block D. On Block B, there is a reading room, 4 conference halls, 4 computer labs, and classrooms. The classrooms between B-201 and B-223 are located on the first floor, the classrooms between B-301 and B-323 are located on the second floor, the classrooms between B-401 and B-410 are on the third floor, and, the classrooms between B-501 and B-518 are located on the fourth floor. On the C Block, there are 4 ateliers, two stages, a black box theatre, and one Mac computer laboratory (C101) in addition to the classrooms between C-108 and C-212. The classrooms between C-108 and C112 are located on the ground floor while the classrooms between C-208 and C-212 as well as Kadir Has Sahne are located on the first floor. There are two more ateliers on the second floor and a theater studio on the third floor. On the D Block, the newest part of Cibali Kadir Has Campus, there are 8 more classrooms, namely D-97, D-98, D-100, D-105, D-106, D-107, D-114 and D-115, and two theatre rooms and a conference hall.

All classrooms and halls at Kadir Has University are equipped with the latest technology. The wireless network is open to use of academics and students throughout the campus. The videos describing the required configuration steps to use the wireless network and e-mail system on mobile phones can be found on the webpage of the Center for Information Technologies.

Selimpaşa Campus consists of two blocks. The A Block has been used since 2001, while the B Block was put into operation in 2010. All classrooms as well as academic and administrative offices are located on the B Block. The classrooms numbered between SLP-B-Z1 and SLP-B-Z11 are located on the ground floor; the classrooms between SLP-B-101 and SLP-B-111 are on the first floor; and, those between SLP-B-202 and SLP-B-208 are on the second floor.



Selimpaşa Campus



Fener Hall



Galata Hall



Zeyrek Hall

In addition to these classrooms, Selimpaşa Campus also has halls and laboratories at the service of students and academics. Prof. Dr. Erol Ucdal Conference Hall, with a capacity of 120 people, is located on the first floor of the campus. The SLP-B-Class, with a capacity of 80 people, is located on the third floor.

Information Center is located on the second floor of Selimpaşa Campus. In addition to the PC and Mac laboratories, there are also two electronic engineering laboratories, one microprocessor laboratory and one fiction laboratory. All the laboratories are located on the -1 floor of the campus. The classrooms on Selimpaşa campus are all equipped with modern training equipment.

There is a Smart Board and a projector in SLP-B-103, SLP-B-104 and SLP-B-202; and a projector in SLP-B-LAB1, LAB2, LAB3 and LAB4. Furthermore, wireless network is available in all classrooms for the use of students and academics. The videos describing the required configuration steps to use the wireless network and e-mail system on mobile phones can be found on the webpage of the Center for Information Technologies.

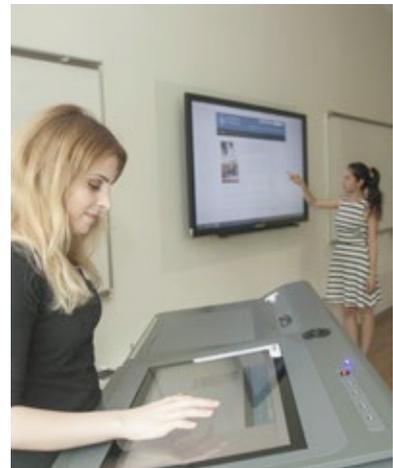
## Technology Facilities

There are two main electronic systems used in teaching-learning processes at KHAS, namely Blackboard and SPARKS-Academic Registration and Knowledge System.

SPARKS (Student Portal: Academic Registration and Knowledge System) is an electronic system developed for the management of all types of registry and academic processes. On SPARKS, all sorts of operations can be carried out from students' candidacy phase to post-graduation. Through SPARKS, academics can carry out actions such as counseling, grading and taking attendance.

Another important service offered by Kadir Has University to its students and academic staff is the Smart Board. The Smart Board creates an interactive environment in the classroom and increases the effectiveness of courses. The Smart Board enables you to write on all the digital documents you prepare (such as those prepared using MS Office tools) using different colors on the board. You can also draw on these documents using the geometric shapes available on the board, and, highlight the points you consider to be important by marking them. For instance, students can watch videos in the classroom and stopping the video at a certain moment, you can make markings and save it independently from the video. You can also save all the documents presented in the classroom in different formats on your computer and share them with your students on Blackboard afterwards. Moreover, you can share with your students all the changes you make on the document in audio and video format. In order to use the Smart Board, it is required to have a computer with Starboard software installed, an electronic pen and a projection device.

In addition to the Smart Board, all the classrooms at the Cibali Kadir Has Campus has Smart Podium System. The Smart Podium Sytem was designed not only as a computer with a touch screen, but also as an audio and video system for the courses to be more flexible and interactive. The faculty members at Kadir Has University can easily transfer their PowerPoint presentations, PDF files, audio files and videos to the Smart Podium via a USB flash drive or through internet . The faculty members can also share



All classrooms and halls at Kadir Has University are equipped with the latest technology and there is a projection device in each.

course materials with their students by accessing to the files they previously upload to a common area through the university computer network. The Smart Podium also has a built-in microphone and sound system and is fully compatible with the Smart Boards.

Blackboard is a course management system that enables academics to deliver course materials to their students electronically, communicate with them throughout the academic year and create numerous activities for the course. The system allows the enrichment of the courses through a variety of electronic supplements and activities. Academics can upload any document for the use of their students from anywhere they want. They can also make announcements, and, create and collect the results of the homework they send to their students.

There are six tools which are expected to be used in a common course. These tools are announcements, faculty info, syllabus, course materials, assignments and grade center.

Training and support services are provided by the Center for Excellence in Learning & Teaching.

If you have any further questions; please contact the CELT Unit or send e-mail via [blackboardhelp@khas.edu.tr](mailto:blackboardhelp@khas.edu.tr)

## Information Center

The Information Center at Kadir Has University aims to support the education and research programs at the university by offering all the information resources needed, and, to improve the literacy and lifelong learning skills of the students, academics and the administrative staff through its modern information and library services.



Information Center

In the collection of the Information Center, there are 72,331 printed books, 6,552 DVDs, 295,000 e-books, 74 printed journals and 33,711 electronic journals. The collection of the Information Center is always kept up-to-date and is continuously being improved with over 5,000 new information sources added to the collection each year.

Faculty, including part-time lecturers, are natural members of the Information Center and can request new resources if deemed necessary for the course, can borrow resources for a certain period of time, and can request the obligatory and recommended resources that will be used in the classroom to be added to the "Student Reserve Collection".

The full-time and part-time lecturers can request "Individual or Group Orientation" from the Information Center in order to enhance the effective use of library services of themselves and their students. They can also benefit from the "Research Support" program of the library for homework and research activities of their students. The lecturers also have off-campus access to the electronic resources in the collection of the Information Center. Support regarding the username and password required for off-campus access can be requested through web page of Information Center or at the Information Center during the working hours during the academic year as specified below:<sup>4</sup>

- Cibali Information Center: Monday-Friday 08:30-22:00, Weekends 10:00-18:00
- Selimpaşa Information Center: Monday-Friday 09.00-17:00, Weekends closed.

---

<sup>4</sup> [bilgimerkezi@khas.edu.tr](mailto:bilgimerkezi@khas.edu.tr)



Restaurants and Cafes

## Restaurants and Cafes

On Kadir Has Campus, there is food service until 5 p.m. at Pigastro, located on the ground floor of the Block B, and the Restaurant on the second floor of the Block D. In the restaurants, a three-dish meal costs 9-10 TL. Robert's Cafe, located on the ground floor of the Block D, offers a more private service for its customers. Apart from these restaurants, Starbucks is located in between the A and D Block, offering service until 8 p.m., and Espresso Lab is located in the A Block amphi. Starbucks and Espresso Lab offer the same price rate as in their other branches in Turkey.

On Selimpaşa Campus, there is food service until 5 p.m. in the restaurant located on the ground floor of the Block A.

## Banking Services

The Kadir Has branch of Akbank, located on the ground floor of the Block B, provides personnel and students with all banking services. Additionally, there are ATM machines of Garanti Bank and Akbank at the end of the entrance hallway. There is also an IETT charger for public transportation in Istanbul next to Akbank on Kadir Has Campus. On Selimpaşa Campus, there are also ATM machines and an IETT charger next to the elevators on the ground floor of the Block B.



ATM machines of Garanti Bank and Akbank





TEACH-  
ING &  
RE-  
SEARCH

**TEACHING &  
RESEARCH**



## Teaching & Research

### Teaching

#### Grading System

The grading system at Kadir Has University is based on a letter system derived from numerical grades. Academics evaluate the success of their students in mid-terms, finals and assignments during the term according to the general success in the class and grade them one of the letters given below:

- AA: 4.0
- BA: 3.5
- BB: 3.0
- CB: 2.5
- CC: 2.0
- DC: 1.5
- DD: 1.0
- FF: 0
- VF: 0
- G, K, E

A student that is given a grade of AA, BA, BB, CB, CC or G is considered successful while a student that is given a grade of either DC or DD is considered to be conditionally successful. If the grade point average (GPA) of a given student is above 2.00, the student is not obliged to repeat the class for the latter before graduation. A student that is given the grades of either FF or K is considered to have failed the course. The grade of K (failed) is given for the student who has failed the course at the end of a given term for the uncredited courses that last over a term. A student given the grade of VF is considered to have failed the class because of unsatisfactory attendance. For the grades of FF, VF and K, the student is obliged to repeat the class.

The grade of E (Incomplete) is given when students fail to fulfill their obligation to finalize their graduation thesis, graduation project, graduation essay, internship, fieldwork or laboratory work. Students who are given this grade are obliged to complete their work within fifteen days after the grade is announced. Otherwise, the grade automatically becomes an FF. This duration may be extended following the recommendation of the department chair and a decision by the Faculty Board.

Academics are obliged to enter the final grades of students on SPARKS before the deadlines specified for each term. It is highly crucial for academics to pay maximum attention while entering the grades since the correction of inaccurate or incomplete grades requires the approval of the Faculty or Vocational School Board, and, the Vice Rector responsible for Student Affairs.

Students can make an objection to their final grades, only if a material error exists, within three working days after the grades are announced by filling in the required form and submitting it to

the Faculty or Directorate of Vocational School. Objections of any other reason are not taken into consideration. These objections are evaluated by the faculty and the results are notified to the Dean or the Directorate. The evaluation report is submitted to the Rectorate after approved by the Board of Directors of the related unit.

At Kadir Has University, the performance of the faculty is evaluated by students and at the end of each term, students fill in a questionnaire about the courses and the lecturers.

One of the major principles of Kadir Has University is to provide its students an education of good quality and discipline. Therefore, it is crucial for the faculty to take this principle into consideration in classes. Academics at KHAS are strongly advised to follow the weekly timetables announced at the beginning of the term unless there is a compelling reason to change the program. If the class has to be cancelled or postponed, it is essential for the academics to inform the Dean or the Directorate beforehand and announce the students regarding the timetable for make-up classes to the students immediately.

The types of exams include mid-terms, make-ups, finals, retakes, and single-course. Make-up is only available for mid-terms and can only be made after the presentation of a justifiable reason to the Board or the Directorate by the student. Faculty members are not allowed to make make-up exams without the approval of the Board or the Directorate.

All exams are required to be carried out according to the calendar announced by the relevant department and it is essential for academics to follow this calendar without making any changes on their own. Exams constitute an important part of education and any attempts at cheating on exams should not be tolerated and be recorded and immediately reported to the Dean or the Directorate.

Examination papers are considered as official documents and must be kept for a period of 2 years. Any loss or alteration of examination papers is under the civil and criminal liability of the instructor. Therefore, the exam papers must be immediately submitted to the relevant Dean or Directorate following the evaluation process.

## **Exams**

All regulations about all types of exams can be seen on Regulations for Associate and Undergraduate Degree Programs between pages 14 and 19.

Please note that all students have the right to see exam papers within a reasonable time after the announcement of exam results.

If you prefer to make exams electronically via Blackboard, please contact Center for Excellence on Learning and Teaching and faculty secretary.

## **Course Reserve for Textbooks**

Course reserve is a collection that contains main and supplementary resources on course syllabus. Faculty members should fill in the Course Reserve Request Form and send it via [bilgimerkezi@khas.edu.tr](mailto:bilgimerkezi@khas.edu.tr). It is more suitable to send the form 8 weeks before the beginning of each semester.

## **Office Hours**

General campus practice typically suggests a minimum of 1.5 office hours for each class you teach. Faculty members are required to list office hours on their syllabi and to note that other times may be available by appointment.

## **Class Cancellation and Make-up Class**

An individual class session can be canceled due to unforeseen circumstances (for instance, if you become ill). Because there is no centralized office to report this to, you should inform your students (you can post an announcement on Blackboard or you can send e-mail from SPARKS) as



soon as possible. It is suggested that there would be a make-up class after cancellation. Always let your chair or director and faculty secretary know if you are planning to cancel a class for any reason.

### **Center for Excellence in Learning & Teaching (CELT)**

The main purpose of the center is to carry out research and training activities to increase the quality of teaching and learning at the university. For this purpose, the CELT supports the faculty members on the following issues:

- Course design
- Student engagement
- Assessment and evaluation
- Course redesign with technology
- Blackboard Learning Management System
- How to create an effective syllabus
- Active Learning



### **Research**

STRAR strives to ensure that the university's core values are reflected in ethically guided scientific research activities and events as the University progresses towards its goal of becoming an internationally competitive academic institution.

In its approach to scientific research, Kadir Has University holds to the three classical principles of academia, i.e., are education, research, and dissemination of knowledge. At Kadir Has University, the dissemination of the results of research is just as important as the research itself. For this reason, the scholarly data, findings, methods, processes of research, and ideas resulting from research and events organized by academic units and research centers at KHAS are regularly shared with the members of the general public for the benefit of the country humanity. In this regard it should be pointed out that, among universities in Turkey, the faculty members at KHAS are the most frequently consulted by domestic and foreign media outlets.

The research project cycle consists of two phases, pre- and post-funding, which are divided by the signing of the funding agreement. The pre-funding phase includes the preparation, approval, and submission of internationally competitive project proposals while the post-funding phase entails the conducting and successful finalization of projects according to contractual and legal conditions. STRAR aims to assist academic personnel and graduate students in both the pre- and post-funding phases of the project cycle.

STRAR services in the pre-funding phase consists of the following: researching, evaluating, and communicating funding opportunities to the relevant personnel; transforming project ideas into concrete proposals; configuring proposal drafts; assisting with application forms, project budgets, and the necessary documents for applications; and, coordinating communication among all of the relevant units within the university (faculties, institutes and research centers) during the contractual process to ensure that the project conditions comply with the institutional policies of the university. In the pre-funding phase, a copy of the research proposal must be submitted to STRAR, which are kept confidential and only used for statistical studies made by STRAR and the Rectorate.

Once a project proposal receives funding, the relevant project form is filled in and sent to STRAR electronically by the faculty member. The forms are available on the webpage of STRAR. After STRAR receives the form from the faculty member, the project is recorded, given a number, and announced to the academic personnel of the university. STRAR is also involved in the dissemination and sharing of all scientific and technical findings of projects.

### **Innovation and Entrepreneurship Office (INEO)**

The Innovation, Entrepreneurship and Technology Transfer Office, established in accordance with the “new generation university” vision of Kadir Has University, started its activities in 2014 under the name iNEO. In line with its founder Mr. Kadir Has’s philosophy of “paying his debt to his country” iNEO aims to contribute to our country’s economic and social development. iNEO’s primary objective is to raise awareness of innovativeness, entrepreneurship and technology within the university’s eco-system of students, academic and administrative staff and graduates. Furthermore, iNEO provide its eco-system with value-added services regarding funding opportunities for innovative projects, collaborations with industries, and entrepreneur support for early stage ventures at the Incubation Center of Kadir Has University.

### **Scientific Research Project Program (BAP)**

The scientific research projects at Kadir Has University are supported by the scientific research projects fund (*BAP-Bilimsel Araştırma Projeleri*), which was introduced in 2006. BAP projects are defined in the Kadir Has University Regulation for the Support of Scholarly Research Projects, as the following: “Scientific and scholarly projects carried out at Kadir Has University in collaboration with national and/or international institutions, the results of which are expected to make global contributions to the field scientifically and contribute to the country’s technological, economic, social and cultural development.” The project proposals are evaluated within the framework of the abovementioned regulation and during the course of these projects, they are monitored by a Project Evaluation Group chosen among members of the BAP Commission. To date, more than 76 research projects have been financed under the BAP scheme.

### **Scientific Research Fund (BAF)**

A Scientific Research Fund (*BAF-Bilimsel Araştırma Fonu*) grant is allocated to full-time faculty members at Kadir Has University for use during the academic year for scholarly research, and for obtaining tools and equipment needed for their research, and for attending academic congresses and conferences in their field at home and abroad. The amount of the fund is determined based on the previous year’s performance evaluation.

The primary purpose of the fund is to support faculty members in their attendance at international and national scholarly conferences. However, funds may also be used to support other aspects of research. Specific principles for use of the SRF are outlined in the SRF Regulation.<sup>5</sup> All funds must be used in the year that they are awarded and they are non-transferrable.

To receive funds, faculty members submit a petition, which outlines the amount requested and the purpose of the expenditure, to their respective Faculty. Once the petition has been approved, the funds can be retrieved from accounting.

For books published by renowned publishing houses indicated in Article 10 of the Individual Research Fund Regulations and included in its Appendix 1, the incentive compensation to be paid to the author will be twice the figure calculated as the average of the highest and the lowest amount declared on the TÜBİTAK UBYT list, while for book chapters the compensation to be paid to the author will be half of the figure calculated as the average of the highest and the lowest amount declared on the TÜBİTAK UBYT list.

---

<sup>5</sup> <http://www.khas.edu.tr/uploads/pdf-doc-vb/mevzuat/BAPyonergesi.pdf>



## The Incentive Compensation Program for International Publications

International publications that will be evaluated by Kadir Has University must be full-length articles which are published in refereed periodical journals that are covered in the Science Citation Index (SCI), Social Science Citation Index (SSCI), and Arts and Humanities Citation Index (AHCI). The Incentive Program for International Scientific Publications (UBYT), Publication Scores published annually by the Scientific and Technological Research Council of Turkey (TÜBİTAK) at the beginning of each year will be consulted when determining the amount of incentive compensation. For full articles included in Web of Science (SCI-SSCI-AHCI) indexes and listed in the TÜBİTAK UBYT list, the incentive compensation is three times the amount indicated in the UBYT list.

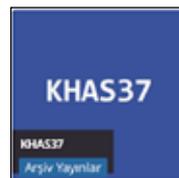
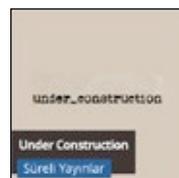
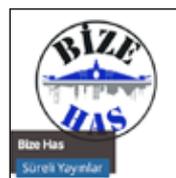
In addition, books and book chapters published by well-known publishers are also considered for incentive compensation. The incentive compensation for them are also referenced to the TÜBİTAK UBYT list.

Faculty members who will apply for compensation must fill out the Publication Compensation Form and submit it, together with either an original or photocopy of the article, to STRAR. The form is available on the web page of STRAR. Upon the examination of submitted publications and application forms, the decision of STRAR is relayed to the Rectorate. Upon approval by the University Board and Rectorate, the recommendations made by STRAR shall be duly recorded and noted.

To be eligible for compensation, publications by KHAS faculty members and researchers must contain the name of Kadir Has University as the affiliation of the writer of the publication. If the writer includes the name of another institution in addition to Kadir Has University, compensation is reduced by 30%.

International publications receive compensation in the year they are published. However, if an application is submitted in which a publication was published within the past year, if accepted, it will receive compensation according to the criteria of the year of publication and not the year of application. Publications older than one year are not eligible for awards.

If the publication is written by more than one author, then the award is to be shared equally among the authors. However, if one or more of the authors are not faculty members at Kadir Has University, then the remaining shares are to be transferred to the University Social Aid Fund. If more than one KHAS faculty member and/or student seeks compensation for a publication, the application for the award must be made jointly.



## Visiting Researcher Program (MAP)

Visiting researchers are junior or senior researchers temporarily employed at Kadir Has University for the purpose of conducting research for a set period of time and with an aim and plan determined in advance. A junior researcher is a visiting researcher who is either currently a PhD student or who has completed a PhD degree a maximum of five years in the past and is currently engaged in post-doctoral research. A senior researcher is a visiting researcher who has completed a PhD degree five years or more in the past.

Visiting researchers are primarily expected to produce an academic publication in the form of a book or article which bears the name of Kadir Has University or they are expected to be involved in a project organized at Kadir Has University. Other academic endeavors may include writing papers, teaching courses, engaging in applied studies, offering summer courses, and participating in conferences. Visiting researchers are required to give at least one talk at the university about their research.

Visiting researchers are employed at the university for a period of 1 to 6 months, which may be extended only once. Preferably, the costs for visiting researchers shall be covered by non-university sources. TÜBİTAK programs 2221 and 2216 for the support of visiting scholars, the EU Seventh Framework Program (FP7), post-doc funds, ARIT (The American Research Institute in Turkey) funding, and Fulbright scholarships and fellowships may be used for this purpose.

STRAR is responsible for administering the Visiting Researcher Program and once a visiting researcher is presented to and approved by the Rectorate, MAP form, which can be found on the webpage of STRAR, is filled in either by the coordinator of the researcher or the researchers themselves. After the filled-in form is submitted to STRAR, the researcher is recorded and given a number.





# ETHI- CAL STAN- DARDS

**ETHICAL  
STANDARDS**



## Ethical Standards

The purpose of this section is to highlight the most important aspects in creating an ethical and responsible atmosphere where the goals of the University can be reached.

This section includes the policies on academic ethics; harassment and discrimination; retaliation; malicious and false accusations; and social responsibility.

### Academic Ethics

Academic integrity is a fundamental aspect of teaching and education at Kadir Has University. The University creates and maintains mechanisms and takes precautions in order to ensure and sustain the highest level of academic integrity throughout all its activities and with all its stakeholders. Kadir Has University follows a policy of zero tolerance towards breaches of academic integrity.

Plagiarism is defined as the copying of a work written/created by another person or borrowing an original idea belonging to someone else. However, academic plagiarism indicates a much bigger and more serious problem than the concepts of "copying" or "borrowing" signify.

Some types of academic plagiarism are as follows:

- Stealing somebody else's sentences or ideas and presenting them as one's own;
- Using somebody else's work within one's own work without giving a reference;
- Presenting an extant idea or text as if it were new or original.

Academic plagiarism is certainly not ethical behavior. Plagiarizing somebody else's work is as unethical as stealing or lying. Each of the situations listed below are defined as academic plagiarism:

- Presenting another person's work as if it were one's own work;
- Copying the ideas of another person without citing the name of the person or the source;
- Not providing the necessary citation indications where excerpts of others' work is used;
- Giving incorrect information about the source of the citation;
- Paraphrasing the original text without citing the name of the person or the source;
- If the amount of excerpts from a source exceeds 20% of a piece of work, an assignment, a project or a thesis then this is deemed to be academic plagiarism even if the source is cited.

Kadir Has University's academic and administrative personnel carry out their duties in accordance with the framework of "Kadir Has University Academic Ethics Principles" prepared in accordance with the "Regulations Concerning Public Officials' Ethical Conduct Principles and the Procedures and Rules to be Applied."

The same principles of ethics are applicable for students too, as a precondition of teaching and education at the university, and students are required to comply with Kadir Has University Academic Ethics Principles in their exams, assignments, projects, theses and other academic work.

Students who behave contrary to these principles will be subject to official action within the framework of "The Council of Higher Education - Institutions of Higher Education Student Disciplinary Regulations." Within this framework, if it is confirmed, following scrutiny and investigations by the disciplinary directorships and committees, that a student has breached academic ethics principles, penalties ranging from a "warning" to "being expelled from the institution of higher education" may be imposed.

Penalties related to this process are imposed without exception across all academic units of Kadir Has University and the offense is not followed merely for a single course or department/program but comprehensively.

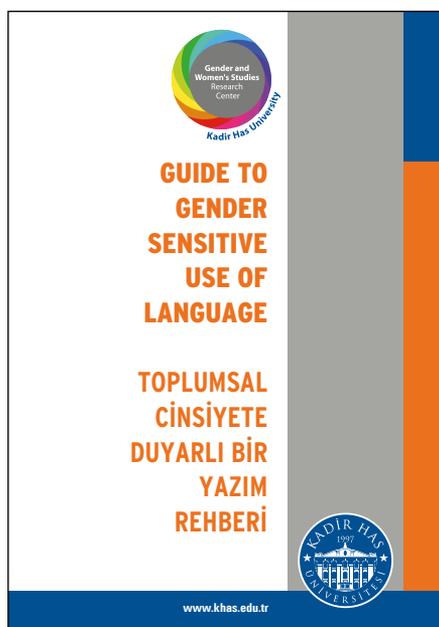
## Harassment and Discrimination

At Kadir Has University, people work together in harmony regardless of their differences in terms of race, language, gender, sexual orientation, religious practices, skin color, nationality, belief, disability, age and opinion. Any form of discrimination or harassment by a worker, administrator, consultant, guest, student, visitor or goods and service provider, including those coming from outside of the university are not be tolerated at the University.

During their activities, employees and students have to respect individuals' rights and their differences in accordance with their rights and obligations arising from the law and the principles of the University. All kinds of behavior constituting or supporting discrimination either directly or indirectly are prohibited.

Prohibited behavior includes:

- Unwanted verbal, physical or sexual approaches, inappropriate physical contact, propositions or touching;
- Threats or intimations that a employee or student's employment, advancement, wages, grades or other activities may be negatively affected if they do not submit to sexual advances or harassment;
- All kinds of degrading comments regarding a person's opinions, body, appearance or life-style related with that person's race, sex, philosophical or political ideas, nationality, sexual orientation, religion, disability or any other protected category of that person;
- The display of obscene or discriminatory materials (in terms of race, sex, citizenship, sexual orientation, religion, disability or any other protected category) via graphics, caricatures, paintings or photographs. This does not include those for educational purposes;
- Comments, obscene stories and suggestive verbal expressions concerning someone's race, sex,



citizenship, sexual orientation, religion, disability or any other protected category;

- Regardless of the department, any relationship of a physical or emotional nature, which arises between any faculty member and student or supervisor and employee that could lead to any kind of favoritism;
- Verbal attacks;
- Mobbing (Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse.)

## Retaliation

No employee, applicant for employment, student, or member of the public shall be subject to restraints, interference, coercion or reprisal for action taken in good faith to seek advice concerning a sexual harassment matter, to file a sexual harassment grievance, or to serve as a witness or a panel member in the investigation of a sexual harassment grievance. Acts of retaliation are a violation of this policy and will be investigated and adjudicated accordingly.



## Malicious and False Accusations

A grievant whose allegations are found to be both false and brought with malicious intent will be subject to disciplinary action in accordance with law number 2547, the Higher Education Disciplinary Regulation concerning Administrators, Instructors and Staff, and the Higher Education Disciplinary Regulation concerning Students.

## Social Responsibility

We promise to conduct our duties and responsibilities towards our stakeholders ethically and with honesty.

We employ management strategies based on social, environmental and ethical values. In accordance with these strategies, our students as well as academic and administrative personnel take responsibility for and offer solutions to local, regional, national and global problems.

We develop strong and close relationships and share the achievements of our university with our neighbors; and conduct regular meetings with them to gauge their needs and interest.

We contribute to the development of our neighborhood through sustainable long term initiatives.

REGU-  
LATIONS  
POLI-  
CIES  
& RE-  
SPONSI-  
BILITIES

**REGULATIONS  
POLICIES &  
RESPONSIBILITIES**

# Regulations, Policies & Responsibilities

## Regulations and Directives

The most frequently used regulations and directives are as the following:

### Regulations for Associate and Undergraduate Degree Programs

These regulations stipulate the guidelines concerning education for associate and undergraduate degree programs administered by faculties and units at the University. These regulations contain the guidelines for the admission of students to the University and the drafting and implementation of associate and undergraduate programs of education including preparatory years, as well as guidelines for exams, leave of absence, withdrawal from a program of study and procedures for the granting of diplomas.

### Regulations for Graduate Education

These Regulations stipulate the guidelines concerning graduate education and related exams administered by institutes at the University. These regulations contain the guidelines for graduate education programs including thesis track Master's programs, non-thesis Master's programs, PhD programs, and Proficiency in Arts programs.

### Regulations for Academic Personnel Appointment

The Regulations for Academic Personnel Appointment have been compiled with the aim of ensuring the formation of a team of highly qualified academic personnel at Kadir Has University in line with its vision and mission. Within this framework, in order to reach the highest standards in education and research, these regulations aim to define an objective and transparent evaluation mechanism and specify the main principles regarding the contracts to be made and renewed with the academic personnel to facilitate correct and appropriate appointment.

### Regulations for the Performance Evaluation of Academic Personnel

The aim of this regulation is to increase the effectiveness and raise the quality of the education, instruction, scholarly research, and academic and administrative services at Kadir Has University by identifying objective criteria with which to evaluate the performance of the university's academic personnel.

Evaluations are performed for professors, associate professors, assistant professors and lecturers who have been working as full-time members of the university for a period of at least two years. Instructors at the university's English Language Preparatory School, English Language Support Unit, and Academic Writing Center are not evaluated in accordance with the terms of this regulation. The performance of the rector, vice rectors, deans, and the directors of schools and institutes are evaluated by the Board of Trustees.

You can see all regulations and directives from **this link**.

## Student Advising

Each student must be assigned a professor or a lecturer by the related unit who is responsible for advising him/her. Advisors monitor students during their studies and advise them about the compulsory and elective courses required for associate and undergraduate degrees, or double major and minor degree programs. Students select their courses with the advisor during registration and renewal of registration, and they must get their course programs approved by their advisors.

All regulations can be seen on **Regulations for Associate and Undergraduate Degree Programs** between pages 8 and 10.

PER-  
SON-  
NEL  
AF-  
FAIRS

**PERSONNEL  
AFFAIRS**



## Personnel Affairs

### Titles

Academic titles consist of Professor, Associate Professor, Assistant Professor, Lecturer, and Instructor.

Academic members of staff are appointed by Rector in accordance with the principles and needs determined by the Board of Trustees.

Academic staff are responsible for duties assigned by the authorized bodies and these include associate degree, bachelor's degree, graduate teaching, and practical training; project preparation and direction of seminars; conduct scientific research and publish; and assist, lead and advise student.

All academic staff are appointed to one to three years renewable contracts.

Academic staff are bound by the provisions established in the Law on Higher Education (Law No.2547). Salary and employee rights are determined by the University in line with the Work Law No. 4857.

### Deans and Directors of Vocational Schools

Deans and Directors of Vocational Schools are selected from among the University's full-time faculty and appointed by the Board of Trustees on the recommendation of the Rector. Deans and Directors of Vocational Schools serve three-year terms. Upon completion of their terms, they may be reappointed using the same procedure.

### Head of the Departments

The Head of the Departments are appointed by the Dean of the appropriate faculty for a term of three years, which is renewable upon completion. The Head of a Department may appoint one of the teaching members of the department to serve as Vice Head. In the absence of a Department Head, the Vice Head serves as acting Head. If the Head's absence last more than six months, a new Head is appointed by the Dean.

### Teaching Loads

The standard teaching requirement in return for the contracted salary is as follows:

- Rector, Deans, and Directors: 0 hours
- Department Chairs: 6 hours
- Directors of Administrative Units: 6 hours
- Faculty members: 12 hours
- Lecturers: 15 hours
- Instructors: 20 hours

## Working Outside the University

Faculty members may under certain circumstances be allowed to teach on a part-time basis at other institutions. However, permission must first be obtained from the relevant department chair and Dean. Such other obligations can in no way disrupt education at Kadir Has University. Such teaching is in addition to the required KHAS teaching load. The other institution must make a formal request to the Rector's office for any faculty members' services.

## Retirement

The current retirement age is 77. When a faculty wishes to officially retire they must first apply to SGK who will supply them with the appropriate documents. Once the individual has received their documents from SGK they need to write a petition to the unit they are assigned to stating their desire to retire and attach the SGK documents. Upon approval, Human Resources will notify the individual.

## Notice for Resignation/Termination

Before ending a continual employment contract, notice to the other party must be served by the terminating party.

- For employment that has lasted less than six months, two weeks notice must be given.
- For employment that has lasted for six months or more but for less than one-and-a-half years, four weeks notice must be given.
- For employment that has lasted for one-and-a-half years or more but for less than three years, six weeks notice must be given.
- For employment that has lasted for more than three years, eight weeks notice must be given.

## Performance Evaluation for Faculty Members

Evaluations are performed for professors, associate professors, assistant professors and lecturers who have been working as full-time members of the university for a period of at least two years. Instructors at the university's English Language Preparatory School, English Language Support Unit, and Academic Writing Center are evaluated under the "Regulation for the Performance Evaluation of The Academic Personnel at The School of Foreign Languages". The performance of the vice-rectors, deans, and vocational school directors are evaluated by the Rector. The Rector's performance is evaluated by the Board of Trustees.

The performance of academic personnel will be evaluated on a faculty/school basis with respect to three fundamental areas which are identified as education-teaching, research-application and service, and will be calculated based on the items on the Performance Evaluation Table and the point system related to these items. Weighting for the different items used in the calculations are determined and modified by taking into account the University's strategic plan objectives and the structure and activities of each faculty/school and department and by the approval of the Rector.

The performance of academic personnel is evaluated for each academic year (1 September - 31 August). Academic personnel who are subject to evaluation must upload their individual evaluation forms and attached documents to the AKA-DATA system at the latest by September 15. The final evaluation is done by the Human Resources Committee (HRC) taking into account the opinions of the related Department Heads and Deans/Directors, and following the approval of the Rector, these evaluations are sent to relevant personnel and the deans/directors for their records no later than December 31.<sup>6</sup>

---

<sup>6</sup> Kadir Has University Regulations for Academic Personnel Appointment, July 20, 2016, <http://www.khas.edu.tr/uploads/pdf-doc-vb/mevzuat/istihdam-en-23112016.pdf>



## Performance Evaluation for Academic Personnel of the School of Foreign Languages (SFL)

Evaluations are performed annually for academic personnel who have been working as full-time members of the university for a period of at least one year for the English Preparatory Unit, English Writing Center and Modern Languages Unit.

The performance of academic personnel working for SFL will be evaluated with respect to three principal areas which are identified as "Educational Activities", "Indicators of Professional Attitude and Behavior" and "Student Evaluation Results." Performance will be calculated based on the items on the Performance Evaluation Form and the point system related to these items. Weighting for the different items in the Performance Evaluation Form used in the calculations are to be determined and modified by taking into account the unit's strategic plan objectives, its activities and its structure, with the approval of the Rector.

The performance of academic personnel is evaluated for each academic year (1 September - 31 August). The Unit director completes the Performance Evaluation Form for each personnel in accordance with the data provided by the individual and presents these to the School of Foreign Languages Directorate. Approved forms are then submitted to the Human resources Committee (HRC) by the School of Foreign Languages Directorate. The final evaluation is carried out by the Human Resources Committee (HRC) taking into account the opinions of the School of Foreign Languages Directorate, and following the approval of the Rectorate the evaluated academic personnel is informed.<sup>7</sup>

## Annual Leave/Vacation

Length of annual leave is as follows:

- 1-5 years of service: 14 days
- 6-14 years of service: 20 days
- >15 years of service: 26 days
- >Age of 50: At least 20 days

As of September 1, 2016, all vacation days must be used in the year they are earned. Vacation days cannot be transferred to the following year. Leave is generally not to be used during recruitment days. All staff are required to submit a leave form before they begin their vacation.

## Illness

In case of illness, faculty members should notify their respective Faculty particularly in the case of any missed classes. Classes missed due to illness should be made up. For illness lasting more than two days, faculty members are required to obtain a doctor's report (İş Göremezlik Belgesi) and submit it to the Personnel Department within two days. In order to avoid any cut in pay it is best to obtain such a report from a hospital, which has an agreement with the Social Security Institution (SGK).

## Marriage

Employees are entitled to three days of paid leave when they marry. At the end of the leave, employees must provide a copy of their marriage license and identity card to the Personnel Department.

---

<sup>7</sup> Kadir Has University Regulations for the Performance Evaluation of the Academic Personnel at the School of Foreign Languages, November 17, 2014, <http://www.khas.edu.tr/uploads/pdf-doc-vb/mevzuat/ydyo-performans-en-1.pdf>

## Death

Employees are entitled to three days of paid leave in the event of the death of a parent, sibling, spouse or child.

## Leaves of Absence

Full-time faculty members and full-time research assistants at Kadir Has University may benefit from short or long-term leaves of absence either unpaid or with an expenses allowance. A prerequisite for all assignments is a confirmation that the assignment does not disrupt the educational and administrative tasks of the faculty member's unit.

## Short-term leaves

Short-term assignments are those for periods lasting up to three months for academic projects, research, and project implementation. As a rule, short-term leaves of absence for periods lasting longer than 15 days can only be taken between the end of the spring semester final exams and the beginning of the fall semester. Requests by faculty members and full-time research assistants for a leave of absence, paid or unpaid, for academic congresses, educational programs and similar activities lasting less than a week, are approved by the Dean, while requests for a leave of absence from one week to 15 days are approved by the Rector with consideration for the teaching priorities of the university.

Assignments for periods lasting from 15 days to one month are approved by the University Administrative Board following the recommendations of the related department or program chair and the Dean or the School Director. In applications for assignments in this category, an invitation from the host institution must be included and the rationale for attending, a plan of the work to be carried out, the contribution of this work to the related person's academic development as well as the benefits expected as an outcome of the work are to be detailed.

Applications for leave of absence for assignments lasting from 1 month to 3 months are to be made by submitting a file consisting of a letter of invitation from the institution where the related academic personnel will spend his/her assignment; documentation of financial support he/she will receive for that period such as scholarships, grants or project funds; details of the academic work he/she will conduct during the assignment; the significance of these works for the faculty member's academic development and for Kadir Has University; an explanation of why this work needs to be conducted in the destination institution and country; the publications he/she will make during the assignment and the following year, and the explanations for how his/her duties and responsibilities will be covered during the time period of his/her absence. Application files are to be submitted to the Human Resources Committee with the justification letter of the head of the department or the discipline area and the approval of the Administrative Board of the related Faculty or School. Applications evaluated positively by the Human Resources Committee are submitted to the University Executive Board. If the application includes a request for living expenses support allowance then the report of the Human Resources Committee is to be supplemented with at least two additional views by specialists in the relevant field, either from within or without the university.

The amount of the living expenses support available for the faculty member is determined by the University Administrative Board. Those who take a leave of absence in this way are not provided extra funds such as travel allowance or remuneration payments.

Faculty members who benefit from short-term assignments for periods lasting from 1 month up to 3 months whilst receiving living expenses support cannot apply for a similar leave of absence within two years.

## Long-term leaves

Long-term assignments are the assignments for periods lasting from three months to one year for academic projects, research, and/or project implementation. Full-time faculty members who have been working at the University continuously for three years may be given an unpaid leave of absence from three months up to six months to conduct academic work at a university abroad



recognized as being appropriate by the University Administrative Board. Faculty members who are assigned in this way can apply for a living expenses allowance to cover their living expenses during their unpaid leave of absence.

Full-time faculty members who have been working at the University continuously for six years may be given an unpaid leave of absence from six months to one year to conduct academic work at a university abroad recognized as being appropriate by the University Administrative Board. Faculty members who are assigned in this way may apply for a living expenses allowance to pay for their living expenses during their unpaid leave of absence. According to the related regulation, at least two opinion reports for an unpaid leave of absence and at least three opinion reports for a living expenses allowance, taken from two experts from inside or outside the university, should be attached to the Human Resources Committee Report. In evaluating applications for a leave of absence, the University's priorities in education, the faculty member's performance during his/her period of work as well as his/her international publications and awards are taken into consideration. For departments or programs where the number of full-time faculty members is less than five, a long-term leave of absence is considered to be exceptional.

Faculty members who apply for a long-term assignment must submit a file consisting of: a letter of invitation from the institution where he/she will spend his/her assignment; documentation of financial support he/she will receive for that period such as scholarships, grants or project funds; a description of the academic work he/she will conduct during the assignment; the significance of this work for the faculty member's academic development and for Kadir Has University; the explanation of why this work needs to be conducted in the destination institution and country; the publications he/she will write during the assignment and in the following one year, and an explanation of how his/her duties and responsibilities will be covered during the time period of his/her absence.

Faculty members who benefit from long-term assignments for periods lasting from six months to one year cannot apply for a long-term assignment within six years; while those who benefit from long-term assignments for a period lasting from three months to six months cannot apply for a long-term assignment within three years.<sup>8</sup>

## Maternity Leaves

According to the Turkish Work Law, women are entitled to 16 weeks of maternity leave. In the case of a multiple pregnancy the leave is 18 weeks. If deemed fit by her physician a woman can work until three weeks before the birth, thus transferring the remaining 13 weeks to after the birth.

Kadir Has University has a system whereby pregnant faculty members may continue to receive their salary in the form of a salary advance, thus avoiding any interruption in pay during this time. Those who wish to benefit from this system must submit a petition to the Rector's office. For those who use this system, upon the completion of the legally mandated leave and the closure of the SGK file the total amount of the state maternity leave benefit must be paid to the University.

Under the law, women may also be granted an additional 6 months of unpaid leave after she has used her original 16 weeks or in the case of a multiple pregnancy 18 weeks. This period does not affect the one-year service used to determine an employee's annual leave. Female employees with children under age one are also allowed a total of one and a half hours nursing leave per day. The employee can decide herself at what times and in how many installments she will use this leave or this leave may be combined into one full day of leave per week. The length of the nursing leave is treated as part of the daily working time.

## Disability

In the event that an employee suffers an injury or is required to have medical treatment that requires that they be absent from work for more than two days, they must obtain a doctor's report (İş Göremezlik Belgesi) and submit it to the Personnel Department within two days. In order to avoid any cut in pay it is best to obtain such a report from a hospital, which has an agreement with the Social Security Institution (SGK).

---

<sup>8</sup> <http://www.khas.edu.tr/uploads/pdf-doc-vb/mevzuat/yurtdisi-gorevlendirme-yonergesi30072015-en.pdf>

# FORE- IGN NA- TIONAL FACUL- TY MEM- BERS

**FOREIGN  
NATIONAL  
FACULTY  
MEMBERS**



## Foreign National Faculty Members

Teaching staff of foreign nationality, who are to be employed at higher education institutions, are appointed by the Rector in accordance with the recommendations of the University Executive Board following the proposals of the Administrative Board of the relevant Faculty, Graduate School, or Vocational School.

### Required Documents for Initial Employment

All documents required for initial employment are available from the Human Resources Department. These documents are:

- Photocopies of all diplomas (B.A., M.A., Ph.D)
- English proficiency exam score (only for non native speakers of English)
- English Language Teaching Certificate (for Language instructors)
- Photocopy of passport
- Foreigners Identity Information Form (Beginning and ending dates of employment should be filled in)
- 10 photographs
- Identity Card (Turkish and English)
- Visa application for Turkey (Turkish and English)
- Foreign National Instructor Information Form
- Info Form On The Foreign Academic Personnel Who Will Be Employed For The First
- If employed full time at another institution, document which shows they are no longer employed
- If married to a Turkish citizen, then a photocopy of the marriage certificate.

The University will apply to the Higher Education Council for the work and residence permits. When approval is received, the Human Resources Department will notify faculty members. For the work and residence permits, faculty members need to pay the required fee at one of the following banks: İş Bankası, Vakıfbank and Ziraat Bankası. The receipt needs to be submitted to the Human Resources Department. Once the work permit has been approved, it will be forwarded to the individual. The Foreigners ID number is written on the work permit.

Faculty members are required to pay all of the fees associated with their work and residence permits during the term of their employment at the University.

## Extension of Residence Permit

If your contract is renewed, the University will apply to YÖK for an extension of your residence permit. Human Resources Department will notify you when this needs to be done and request that you pay the required fees. Once those fees have been paid, they can then fill the renewal application.

## Tax Number

In order to obtain a tax number, which you will need to open a bank account, you need to visit a local tax office. You will need your passport and address.

## Opening a Bank Account

In order to open an account at most banks, you will need the following: Valid passport, Turkish tax number, residence permit, address (some may want proof in the form of a lease or a bill), foreigners ID number, some may also require a local telephone number. Once you have collected these documents, it's a matter of filling out forms at a bank of your choice.

## Registration of Mobile Devices

Foreign visitors may enter Turkey with one personal mobile device and use it for up to 120 days via international roaming or with a Turkish SIM card without having to register it, but after 120 days, you must register any device purchased outside of Turkey. You must pay a registration fee or your device will be blocked by the mobile phone service providers.

To register your device you must have:

- Device (mobile phone, tablet, etc.)
- Passport with the Turkish Immigration date-of-entry stamp visible and legible.
- Turkish residence permit (İkamet Tezkeresi).
- Foreigner ID number
- Receipt for the registration fee, which can be paid at almost any bank (Make sure it has the phone's IMEI number on it).

You need to determine your device's unique 15-digit IMEI (International Mobile Equipment Identity) number. You can learn this on virtually any phone by dialling \*#06#\*

Registration takes place at a local tax office. You will need all of the above documents as well as the IMEI number. Please make sure you pay the fee and have a receipt before you go to the tax office.

Take your device, its IMEI, your passport, and your Turkish residence permit to a Turkish government tax office (Vergi Dairesi), tell them you have a mobile device imported from abroad, and that you want registration. You will have to pay a fee and you should receive a receipt with your mobile device's IMEI noted on it.

Once you have registered your device, take it, your passport, Turkish Residence Permit, and document from the tax office to a shop of a Turkish Network Operator (Türk Telekom, Turkcell or Vodafone); buy a SIM card, and the clerk will register the SIM card's mobile phone number with your handset's IMEI number, and with your personal information.



# CONTACT INFO

NAME	TITLE	PHONE
Prof. Dr. Mustafa AYDIN	Rector	0212 533 65 32 / 1116-117
Prof. Dr. Hasan Bülent KAHRAMAN	Vice Rector	0212 533 65 32 / 1132
Prof. Dr. Ali GÜZEL	Vice Rector	0212 533 65 32 / 1132
Prof. Dr. Osman ZAİM	Vice Rector	0212 533 65 32 / 1132
Fügen ÇAMLIDERE	Secretary General	0212 533 65 32 / 1131
Prof. Dr. Sevda ALANKUŞ	Dean- Faculty of Communication	0212 533 65 32 / 1501
Prof. Dr. Nihat BERKER	Dean- Faculty of Engineering and Natural Sciences	0212 533 65 32 / 1402
Prof. Dr. Mitat ÇELİKPALA	Dean- Faculty of Economics, Administrative and Social Sciences	0212 533 65 32 / 1602
Prof. Dr. Arzu ERDEM	Dean- Faculty of Art and Design	0212 533 65 32 / 1301
Prof. Dr. Ömer GEBİZLİOĞLU	Dean- Faculty of Applied Sciences	0212 533 65 32 / 1630
Prof. Dr. Tuğrul Bayazıt KATOĞLU	Dean- Faculty of Law	0212 533 65 32 / 1451
Prof. Dr. Bülent MENGÜÇ	Dean- Faculty of Management	0212 533 65 32 / 1655
Prof. Dr. Sinem Akgül AÇIKMEŞE	Dean- Graduate School of Social Sciences	0212 533 65 32 / 1645
Doç. Dr. Demet AKDOĞAN	Acting Dean- Graduate School of Science and Engineering	0212 533 65 32 / 1350



20<sup>th</sup> YIL  
YEAR

Kadir Has University, Kadir Has Campus (Cibali),  
Kadir Has Caddesi 34083 Cibali - İSTANBUL / TURKEY  
Phone: (212) 533 65 32 Fax: (212) 631 91 50

[www.khas.edu.tr](http://www.khas.edu.tr)