



## **CYPRUS AYDIN UNIVERSITY**

### **DIRECTIVE ON THE EMPLOYMENT OF PART-TIME OR STUDENT ASSISTANT STUDENTS**

#### **SECTION ONE**

#### **Purpose, Scope, Legal Basis and Definitions**

##### **Purpose and Scope**

**ARTICLE 1-** (1) This Directive has been prepared in order to determine the working principles (quota, commencement of work, termination, working hours, etc.) of students who will be employed in temporary jobs as part-time or assistant students within Cyprus Aydın University in accordance with Article 46 of the Higher Education Law No. 2547.

(2) The employment of part-time or assistant students within Cyprus Aydın University aims to;

- a) support successful students studying at Cyprus Aydın University who are also in need of employment,
- b) create an environment of cooperation and positive competition among students,
- c) enable students to gain experience for the working life they will begin after graduation,
- ç) ensure the personal development of students,
- d) support the development of students' research skills by enabling them to take part in all kinds of research projects conducted by the relevant department.

##### **Legal Basis**

**ARTICLE 2-** (1) This Directive has been prepared based on the provision of the last paragraph of Article 46 of the Higher Education Law No. 2547, as amended by Article 20 of Law No. 5917, and the "Principles and Procedures Regarding the Employment of Part-Time Students in Higher Education Institutions."

##### **Definitions**

**ARTICLE 3-** (1) In this Directive;



- a) **Assistant Student:** refers to Cyprus Aydın University students who are employed part-time in courses, course applications, and research laboratories at Cyprus Aydın University,
- b) **Unit:** refers to the Institutes/Faculties/Schools/Vocational Schools and Administrative Units that employ students as part-time or assistant students at Cyprus Aydın University,
- c) **Unit Manager:** refers to the manager of the units that employ part-time or assistant students at Cyprus Aydın University (Dean/Director/Head of Department),
- ç) **Part-Time Student:** refers to Cyprus Aydın University students who work part-time in designated jobs at Cyprus Aydın University and who are not considered employees,
- d) **Rector:** refers to the Rector of Cyprus Aydın University,
- e) **Dean:** refers to the deans of the faculties affiliated with Cyprus Aydın University,
- f) **Director:** refers to the directors of the institutes, schools, vocational schools, and research and application centers affiliated with Cyprus Aydın University,
- g) **University:** refers to Cyprus Aydın University.

## **SECTION TWO**

### **Number, Selection and Working Principles of Students to be Employed as Part-Time or Assistant Students**

#### **Determination of the Number of Students to be Employed as Part-Time or Assistant Students**

**ARTICLE 4-** (1) Units determine the number of students they wish to employ in temporary jobs as part-time or assistant students, together with their justifications, and submit them to the Rectorate by the end of September.

(2) The Rectorate evaluates the needs of the units within the framework of budget possibilities, and the number of students is determined for each unit and submitted for the approval of the Chairmanship of the Board of Trustees.



### **Selection of Students to be Employed as Part-Time or Assistant Students**

**ARTICLE 5-** (1) The selection of students to be employed as part-time or assistant students is carried out by scholarship commissions to be established in the relevant units and submitted to the Rectorate.

(2) The procedures to be carried out for the selection and employment of students are conducted according to the schedule determined upon the recommendation of the Rector and the approval of the Chairmanship of the Board of Trustees, and these are announced on the University website.

### **Qualifications of Part-Time or Assistant Students**

**ARTICLE 6-** (1) Students to be employed in temporary jobs as part-time or assistant students at our University must have the following qualifications:

- a) Being a registered student of our University, except for non-thesis master's students and special students,
- b) Not having received any disciplinary penalty,
- c) Not having an income above the minimum wage, except for survivor's pension and alimony,
- ç) Not having had their contract terminated due to violation of the contract made between part-time or assistant students and our University,
- d) Having sufficient knowledge, skills, and abilities for the job to be performed,
- e) Not being a student who has frozen their registration or a foreign national student,
- f) Being enrolled within the normal duration of education.

(2) The above conditions shall not be required, except for being enrolled within the normal duration of education, not being a foreign national student, and not having received any disciplinary penalty, for students who document that they have been affected by natural disasters such as earthquakes and floods, students who are children of martyrs and veterans, and students with disabilities.

(3) In the selection of students who will assist in laboratories (excluding maintenance and repair), research, and course applications as assistant students, the order of priority shall be



doctoral students, master's students, and senior undergraduate students. If senior undergraduate students are selected, academic achievement ranking shall be taken into consideration.

### **Duties and Responsibilities of Students to be Employed as Part-Time or Assistant Students**

**ARTICLE 7-** (1) The duties of students who will work as part-time or assistant students in jobs determined by the University are as follows:

- a) The job descriptions and duties of students to be employed part-time are determined by the relevant units.
- b) While defining the duties of assistant students;
  1. If they are employed for course applications, the instructor conducting the course must be present in the class,
  2. They shall not be employed to evaluate student performance in courses or to assign grades,
  3. Under no circumstances shall they manage the course or its applications,
  4. Their supervision and guidance must be carried out by the relevant unit manager.

(2) The conduct and responsibilities of students who will work as part-time/assistant students in jobs determined by the University are as follows:

- a) They are obliged to be present at their workplace during the specified working hours and may not leave the workplace without permission before the end of working hours.
- b) They shall not engage in acts or behaviors that damage the reputation and dignity of the unit where they work or the honor of their duty.
- c) They are obliged to be respectful in their relations with their supervisors and colleagues and to perform their duties impartially, fully, and on time.
- ç) They are obliged and responsible for performing the duties assigned to them in accordance with the relevant legislation and the instructions given by their supervisors.



- d) They must comply with the working conditions determined at the workplace, work discipline, occupational health and safety rules, and regulations such as regulations, circulars, and instructions.
- e) They must perform their duties carefully and diligently and protect the University property entrusted to them and keep it ready for service at all times.
- f) Part-time or assistant students who wish to resign from their job are obliged to write a resignation petition indicating the date they will leave the job and submit it to the unit where they work in order to be forwarded to the Rectorate.
- g) A student who resigns from their job without presenting any justification cannot apply for or be selected as a part-time or assistant student until the end of their period of study.

#### **Daily and Weekly Working Hours, Administrative and Financial Provisions**

**ARTICLE 8-** (1) The weekly working hours of students who will work as part-time or assistant students cannot exceed 15 hours. The employment contracts of students who work less than 20% of the monthly working hours shall be cancelled. The periods during which students will be employed are the fall, spring, and summer semesters according to the academic year.

(2) The following provisions are accepted as part of the contract to be concluded between the University and the student:

- a) The distribution of working hours across the days of the week and the starting and ending times of work are determined by the unit managers.
- b) Although it is essential that work is not performed on days accepted as national and public holidays by law, part-time or assistant students are obliged to work on weekends, nights, and official holidays when required by the work in units that remain open on such days, upon the request of the unit manager.
- c) Part-time or assistant students cannot be considered as workers due to these activities.



ç) Part-time or assistant students are considered insured within the scope of the Social Security Law No. 2007/73 in terms of social security, and only the provisions regarding work accident and occupational disease insurance are applied to them. Notifications regarding the insurance and termination of insurance of part-time/assistant students are made by the Department of Financial Affairs.

d) The hourly wage to be paid to part-time or assistant students shall be determined by the University Administrative Board, provided that it does not exceed one quarter of the daily gross minimum wage determined for workers over the age of 18 in accordance with the Labor Law No. 1992/22.

e) Payments to part-time or assistant students are made monthly from the University budget. In the payments made to students, the payroll sheets prepared by the unit are taken into consideration. The payroll sheets must include the signatures of the unit managers and the students.

f) The duties and procedures to be carried out by part-time or assistant students are defined and determined in advance by the unit where they work, and the prepared work plan is communicated to the student.

g) Unit managers may make changes in the duties of part-time or assistant students when deemed necessary. However, part-time or assistant students cannot be employed in heavy work such as cleaning, carrying, etc., within the units.

### **Contract to be Concluded with the Student**

**ARTICLE 9-** (1) A “Contract” prepared by the Rectorate shall be signed between the University and the students who will work as part-time or assistant students. The validity period of the contract begins on the date of signing according to the academic semester and ends on the last day of the academic year examinations. However, the contracts of students deemed appropriate to work during the summer semester may be extended.



### **Responsibilities of the Units**

**ARTICLE 10-** (1) The duties to be carried out by the units regarding students who will work as part-time or assistant students are as follows:

- a) Units shall notify the Rectorate of the resignation of students working within their units within 3 working days at the latest.
- b) Units prepare payroll sheets for the relevant working period, have them signed by the students and unit supervisors, and submit the payroll sheets to the Rectorate on the specified dates.
- c) The Rectorate sends the student to the relevant unit together with the certificate of commencement of work. A student who does not have an approved certificate of commencement of work cannot start work.

## **SECTION THREE**

### **Entry into Force and Execution**

#### **Entry into Force**

**ARTICLE 11-** (1) This Directive enters into force on the date it is approved by the University Senate.

#### **Execution**

**ARTICLE 12-** (1) The provisions of this Directive are executed by the Rector of Cyprus Aydın University.