

KARABÜK UNIVERSITY

Student Council Directive

Purpose and Scope

Article 1 - This directive organizes the fundamentals of work and election of the member of Karabük university student council constituted in an attempt to meet the needs of associate degree, bachelor and postgraduate students and look after their rights to improve , to help them to be sensitive to national interests, to transmit students' expectations and demands to managing bodies by communicating effectively between managing bodies and students and to encourage students participate in decisions about education and training.

FOUNDATIONS

Article 2- This directive is prepared based on the seventh article of student council on higher education institutions and the regulations of national student council of higher education institutions published by council of higher education.

DEFINITIONS

Article 3- In this directive;

- a. Student Council: The students of Karabük University establish student union between each other democratically.
- b. Student Representative of Section ,Department: The student who other students from each section / program/department in faculty, college, vocational high school, conservatoire or institutions affiliated to Karabük University elect between each other to represent them in student council.
- c. Section/Program/Department Student Representative Board: *The board consisting of section/ program/department student representatives.*
- d. Faculty/College/Conservatoire/Vocational High School/ Institutions Student Representative: The student elected by section, program, department student representatives between each other to represent the students from his /her own faculty ,college ,conservatoire, vocational high school.
- e. The general Assembly of Student Council: Board consisting of faculty, college ,conservatoire, vocational high school and institution student representative.
- f. Genral Assembly of Student Council: Annual meeting performed with the participation of faculty, college, conservatoire, vocational high school and institution student representatives in the month of November of the year.

- g. Student Council Board Council Congress: Board elected to be put agenda topics in student council into practice in accordance with regulations explained in second article and provision of instruction.
- h. Executive Board of Student Board: The managing body of student council
- i. Supervisory Board of Student Council: Supervisory body of student council
- j. President of Student Council: The president of student council and executive board of student council

Organs of Student Council

Article 4- Member and organs of student council consist of 'section / program/department student representative', 'section/department board of student representatives', 'faculty/college/conservatoire/vocational high school/institution student representative', 'the general assembly of student council', 'student council board council congress', 'student council management board', 'supervisory board of student council', 'the president of student council' Administrative structure of student council is shown in additional 1.

ELECTION PERIOD

Article 5-Elections in order to determine the members of student council and form the organs of student council are performed in a certain period time and program determined by presidency in the month of November of the year by taking the suggestion of management of deanery/ vocational high school and institution into account.

Conditions of Nomination of Student Representative

Article 6-The conditions are searched for student who is a candidate for student representative.

- a. To be a registered student in the faculty, college, conservatoire, vocational high school or institution.
- b. Not to be a member or attendant in the organs of political party
- c. Not to commit infamous crimes that require temporary department from higher education institution.
- d. Not to suspend study at the time when election is held.
- e. Not to have failed courses from half terns and sub-class or general academic average must be 2.70 at least.
- f. Not to exceed the normal duration of being a student in higher education institution where student is enrolled.

Applications for candidacy are made to the board of elections at least ten days before elections.

Boards of Election

Article 7-A A board of election consisting of three instructors including the president and two administrative staff is created under the presidency of deputy dean / deputy manager by dean / manager in order to organize and carry out selection work in each faculty, college, conservatoire and vocational high school or institution.

Board of Election

- a. Prepare the voter list that shows the registered students to participate in election , announce it at least fifteen days before the election and ascertain the voters' list a week before the election
- b. Examine applications for candidacy according to terms of candidacy determined in this directive, announce candidates who meet the needs during a week before the election.
- c. Print voting papers
- d. Determine the location of voting box, duties of polls committee.
- e. Organize the election of student representative according to the basics of this directive and carry out and announce the results.
- f. Ensure selection safety with deanery/management
- g. Examine objection to the election and resolve in a week,
- h. Report the final selection decision to deanery/management.

Fund Boards

Article 8- Fund board consists of three persons, including two persons among academic staff in each department and one among administrative staff assigned by board of election. Fund board is responsible for carrying out election in that unit, counting and reporting the result by preparing an official

Report to fund board.

Principles of Selection, Voting, Announcement

Article 9- Nominated candidates announced by fund board can conduct a campaign in the place , form , under the conditions determined by board until the end of overtime before the date of selection.

Article 10: Department or program student representatives who enrolled in

- a) Every department in faculty, academy or conservatory ,
- b) Every program in vocational school,
- c) Every department of institutes of Karabük University are elected for two years by the absolute majority of participant for once.

For the class/ department / program Student Representative elections to be valid, of all the students enrolled in the concerned Department, a minimum of 60% in the first round and 50% in the second have to participate the elections. If no candidate is duly elected in the second round of voting, there are no need participant circumstances.

If the student representatives of class/department/program loses his or her eligibility or leaves his or her assignment before completing duty term, a new representative from concerned department is elected to complete duty term.

Article 11: The student representative of faculty, academy, conservatory, vocational school or institute is elected for two years for only once from amongst themselves. If the faculty, academy, conservatory, vocational school has only one department, the student representative of existing department/ program works as a representative of concerned faculty, academy, vocational school or conservatory.

If the student representatives of faculty, academy, vocational school, conservatory loses his or her eligibility or leaves his or her assignment before completing duty term, a new representative from concerned department is elected to complete duty term in a month. Until the new representative is elected, department/program student representative board members elect a representative amongst themselves and that member deputizes for the next representative.

Article 12 : Student representative elections are held on in the charge of the concerned election board in the dates determined by presidency and are based on the basis of secret vote and open counting. The vote can be used for only one person in elections. The votes used for more the one candidate will be invalid. In case of equality in the number of votes that two candidates have received, the Election Board determines the Student Representative by drawing lots.

Article 13: The elections are held on by the elections calendar determined by rector ship. If no results are got in any department for any reason, no representative from that department will be elected.

Article 14: Elections results will be announced in two days by concerned election boards.

Objections to the election results

Article 15: Any objections to the election results shall be made to the election board concerned within the first work day following the announcement of the results. The election boards carry out the necessary inspection and reach a decision within seven days at most and inform the final election results to the deanery/ head of academy immediately. Then, the final election results are informed to the rector ship by the deanery / head of academy.

Duties of student representatives

Article 16: Department/program/ student representatives' duties are:

- a) to conduct the studies of the department/ program student board,

- b) to convey the decisions made by student board organs to the units concerned and follow their applications,
- c) to participate the department/program student board meeting of faculty/ vocational school/conservatory/academy and represent the students from his/her own department/program in these meeting,
- d) to identify students' problems being from concerned department/program, and to convey the problems to the administrators of the units concerned in order to solve these problems,
- e) to represent the students of the units involved in student related activities,
- f) to develop communications between the students who the representative represents and administrative organs of the units concerned,
- g) to coordinate student activities from his/her department/ program,
- h) to participate academic meetings of the department/program when the students issues are discussed,

Article 17: Faculty/academy/conservatory/vocational school/institute student representatives' duties are:

- a) to conduct the studies of the faculty/academy/conservatory/vocational school or institute student board,
- b) to convey the decisions made by student board organs to the units concerned and follow their applications,
- c) to identify students' problems being from concerned faculty /academy /conservatory /vocational school/institute, and to convey the problems to the administrators of the student boards units concerned in order to solve these problems,
- d) to represent the students of the units involved in student related activities,
- e) to coordinate student activities from his/her faculty / academy / conservatory / vocational school / institute ,
- f) to chair the department or program student representatives council meeting in faculty / academy / conservatory / vocational school / institute which he /she represents.
- g) to participate academic meetings of the faculty/ academy /conservatory/vocational school/ institute when the students issues are discussed,

Department/ program student representatives' council and duties

Article 18: Department / program student representative council comprises

- a) department of faculty / academy / conservatory of Karabük University
- b) program of vocational schools

- c) in faculties / academy / conservatory which has students from program or department program student representatives, and he / she conduct the student council studies in the concerned academic units of the university. Department / program student representative council are responsible against student council general board and executive board.
- d) Department / program student representative board assembles at least once a month chaired by concerned faculty / academy / vocational school / conservatory or institute student representative, the topic, date and the place of the meeting are announced to student representatives by the board chairman at least seven days earlier. There must be the participation of the absolute majority of representative members to assembly the board and votes from absolute majority of participation in the open ballot to make decisions. In case of equality in the number of votes, chair's vote is determinative.

Article 19: The duties of program / department student representative board are:

- a) to conduct the works in order that the representatives will announce the decisions made by student board in their units,
- b) to discuss the problems of department/ program and make decisions,
- c) to do common student activities and coordinate them in their faculty, conservatory, academy, vocational school, and institute
- d) to carry out works to develop the communication among the students from department or program,
- e) to carry out works to develop the communication between concerned academic and administrative organs, and program department students,
- f) to prepare reports about the works and make archive.

General assembly of student council and duties

Article 20: General Assembly of the Student Council is composed of the student representatives of faculties, academies, vocational schools and institutes and is the highest decision-maker body in the Student Council.

In order for the General Assembly to convene, an absolute majority of its members are required to join the meeting.

Provided that the first one is held in November, the General Assembly meets at least once per year under the name of "Karabük University General Assembly of the Student Council" at the higher education institution to which the General Assembly is attached. In the meeting, the organs of the Student Council are established.

The President of the Student Council informs the members about the meetings and agenda of the Student Council in written form at least fifteen days in advance. If the adequate number of participants specified in these regulations for the meeting cannot be reached, the announcement is repeated in the same manner.

The decisions about the establishment of the organs are taken by absolute majority, secret ballot and by open counting. Other decisions are taken by absolute majority and by open counting.

The General Assembly of the Student Council can be convoked to an extraordinary meeting by the Executive Committee upon the request of the Executive Committee or a written application by at least one-fourth of the members of the General Assembly of the Student Council. The Council meeting is to be held within fifteen days. The Executive Committee conducts these meetings and carries out the agenda.

Article 21: The duties of the general assembly of the student council are :

- a) to elect the chair of the Student Council,
- b) to elect the members of the Administrative Board of the Student Council,
- c) to elect the members of the Supervisory Board of Student Council,
- d) to discuss and make decisions about the problems of the students in the higher education institution,
- e) to define the semester objectives of the Student Council.

General meeting of board committee of the student council and duties

Article 22: This body is formed by electing one president and two vice-presidents by absolute majority by the General Assembly, at the General Meeting of the Student Council being regularly held in November every year. Members of the Board Committee cannot become candidate at the elections of the Executive and Supervisory Committees of the Student Council.

Article 23: The duties of the General Meeting Board Committee of the Student Council are :

- a) to conduct the general meetings and carry out the agenda,
- b) to prepare separate ballots for the candidates for elections for the President of the Student Council, Executive Committee and Supervisory Committee,
- c) to ensure vote by secret ballot and open counting for the elections of the President of the Student Council, Executive Committee and Supervisory Committee,
- d) to announce the voting results and winners of elections for President of the Student Council, Executive Committee and Supervisory Committee, at the General Meeting of the Student Council, close the general meeting after the speech of the new President of the Student Council, prepare the closing declaration, and submit it to the Rectorate of the relevant of higher education institution.

C) Providing that the elections are secret and the announcement are public.

d) Announcing the result of the elections and finishing the meeting with the selected student's speech. Preparing the closure information and submitting it to the Rector.

Student Council Administrative Board and its Responsibilities

Article 24- Student Council Administrative Board is made up of the president, vice president, general secretary, accountant, public relations and IT manager, international relations manager, workshop manager, educational manager and health, sport and culture manager who are all selected by a large majority for two years among the members of the board. They all have responsibilities to Council.

Student Council Administrative Board holds meetings under the head of the president at least once a month. The agenda, date and place of the meeting is announced to the members at least seven days ahead of time. In order for the council to meet, there have to be majority of the members and as for a decision to be taken; the decision has to be voted selected by the majority of the members that have taken part in the meeting. In case the president can't take part in the meetings, the vice president can take hold of the meeting. If both of them can't participate in the meetings a member assigned by the president can take hold of the meetings. In case the votes are equal in elections the president can reach the decision.

Article 25- The responsibilities of the Student Council Board:

- a) Getting the decisions taken by the board put in to practice.
- b) Determining the problems of the students and informing the necessary bodies with these problems.

- c) Cooperating with Non- Governmental Organizations and developing projects for social sensitivity so as to increase student participations.
- d) Increasing student participation in the national and international Educational and Youth programs.
- e) Increasing cooperation with national and international student committee and organizations.
- f)
- g) Creating and cooperating work groups for Catering, transport, accommodation, canteen, social club, scholarship and education.
- h) Informing Student Council Administrative Board of their work.
- i) Announcing the decisions of National student board in the university.
- j) Preparing the report of the work done and keeping record of them.

Student Council Supervision Commission

Article 26- Student Council Supervision Commission is assigned by Student Council General Commission for two years and their members are selected from Student Council Administrative Board. It is made up of a president and a member.

Article 27- The responsibilities of Student Council Supervision board:

- a) Controlling the works done by the bodies .
- b) Informing the necessary bodies of the work done.

The President of the Student Council and His / Her Responsibilities

Article 28 — The President of the Student Council is elected by Student Council General Commission among its members for two years

In case the President loses the place the election is repeated in the same way.

Article 29- The Responsibilities of the Student Council President

- a) Representing the students of Karabük University in activities worldwide.
- b) Determining the agenda of meetings and joining in these meetings.
- c) Announcing the related decisions applying them.
- d) Presenting the annual report to the Student Council.
- e) Attending the University Board Meetings where decisions about students are taken.

The Expense of Members of Student Council

Article 30- The expenses of members or attendants of Student Council bodies are met using the University Student Social Services Fund.

The Coordination Student Council

Article 31- The Student Council has to take approval of the necessary institution and function according to laws. The Student Council is provided with a room on the campus and necessary equipment.

The Duration of Student Representatives

Article 32- Student representatives can work in Student Council Bodies for two years.

The Termination of Duty

Article 33- The duties of representative students are terminated when they graduate or sentenced to discipline penalty.

Article 34 – With 02 July 2008 date and 2008/54 numbered University Board Decision Karabuk University Student Council instruction was.

Validness

Article 35 – This instruction is valid after it is approved by the University Management Board.

Execution

Article 36 – The Rector of Karabuk University executes this instruction.