

SCHOOL OF NURSING FACULTY HANDBOOK



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1. INTRODUCTION

The aim of this Handbook is to provide some useful information and recourses for you, the faculty staff of Koc University School of Nursing (KUSON). You may reach all the necessary information and more details in this document by visiting <http://vpaa.ku.edu.tr/academic/handbook-introduction> and <https://nursing.ku.edu.tr/en/> websites.

The available changes and updates will be announced via e-mail. It is everyone's responsibility to keep track of current and future policies, procedures and practices of the institution not only via this Handbook, but website and e-mails.

As a staff member, one of your responsibilities is to interact with faculty members and personnel in your faculty. For this purpose, the Associate Dean will not refrain to support you. The duty of the Associate Dean is to provide support to you in some specific situations regarding your programs or courses.

You could ask your questions to me, the Faculty Administrative Assistant or the Associate Deans without a shadow of a doubt.

I would like to thank you for your contributions and efforts to raise future professional nurses.

Kind Regards,

Dean, School of Nursing

2. THE HISTORY, VISION, MISSION AND CORE VALUES OF KOC UNIVERSITY SCHOOL OF NURSING

2.1. History

The roots of the Koc University School of Nursing go back to the Amiral Bristol School of Nursing, the first private foreign health education institution in Turkey, which was established in 1920 and supported by the United States Government until 1957.

The School that was incorporated in the Vehbi Koc Foundation in 1995 - founded by Ms. Semahat Arsel who has made vital contributions to the development of the profession of nursing in Turkey - joined Koc University as the School of Health in the academic year of 1998-1999. The curriculum of the school was developed with the support of the Johns Hopkins University School of Nursing. In 2005, it was renamed as the School of Nursing by a decree of the Council of Ministers, and in 2016, the School of Nursing was decommissioned, continuing to serve as the School of Nursing.

2.2. Vision

KUSON'S vision is to educate leader nurses on par with universal standards, dedicated to lifelong learning, ethical values and human rights, who have effective communication, problem solving and research skills and can respond to the changing health requirements and technologic advancement of a modern society.

2.3. Mission

KUSON'S mission is to contribute to the improvement of the health of the Turkish society and individuals through nursing leadership in education, research, professional practice and public service.

Values

- Excellence
- Honesty
- Creativity
- Respect
- Responsibility

3. JOB DESCRIPTIONS

3.1. The Dean of School of Nursing

1. To chair the faculty boards, implement the decisions taken by the faculty board and ensure the coordination between the faculty units,
2. To submit a report to the President regarding the overall situation assessment of the faculty by the end of the academic year or when necessary,
3. To inform the Office of the President about the appropriation and staff requirements of the faculty and submit the proposal regarding the faculty budget to the Presidency Office after taking the opinion of the administrative board,
4. To perform the duty of supervision of the personnel in the faculty units and in every level,
5. The Dean is the first degree responsible to the President for the rational use and improvement of teaching capacity of the faculty and the related units, taking security precautions, when necessary, by providing the necessary social services for the students, carrying out the activities of education and teaching, scientific research and publication, monitoring and inspection of all of these activities, tracking, controlling of them and determination of their results.
6. Developing and implementing the undergraduate and graduate syllabus,
7. Providing tools and equipments required for laboratory and clinical applications,
8. Conducting the relations with various clinical practice sites,
9. Providing advice and recommendations on the physical facilities of the the School of Nursing building,
10. Establishing a constructive communication with all students, faculty and internal&external stakeholders,
11. Developing a strategic plan for the School of Nursing,
12. Recruitment and evaluation of faculty on an annual basis, for renewals and promotions and Promotions and teaching courses or clinical instructions when appropriate,
13. Developing improving all of the processes of the School of Nursing in accordance with strategic goals of the Koc University.

3.2. The Associate Dean of School of Nursing

The Associate Dean helps the Dean regarding carrying out the duties stated above and deputizing for Dean.

3.3. The Administrative Assistant to Dean

3.3.1 *Follow-up of the Agenda of the Dean*

To organize the meetings that the Dean will participate and to inform beforehand.

The Administrative Assistant to Dean follows up the agenda of the Dean on a daily basis, adds the new appointments to the calendar, and informs relevant persons by making appointment cancellations and changes. The Assistant schedules all the meetings that are organized by The Dean's Office, taking the preferences of the Dean and other participants regarding the time and date into consideration - in line with the experience acquired in the course of time. The Assistant is aware of the order of precedence and organizes the pre-meeting preparations by himself/herself without being instructed according the time at which they will be held. The Assistant attaches importance to the details which will be appraised as chic and elegant by the external guests that will participate in the meetings, and ensures that the order of the meeting room and the materials such as catering, notepads, pens, etc. have been organized and prepared beforehand.

3.3.2 *Follow-up of the administrative works of the Dean's Office*

To answer the phone calls, to track the files/documents and prepare the official letters for the faculty members upon the request of public institutions

- The Assistant supports the Dean in the process of preparing in-house and external reports.
- The Assistant takes on the duty of carrying out the procedure of file/document tracking and filing them without being instructed to do so and takes the notes of the incoming calls and conveys them to the relevant persons on time.
- The clinical practice documents requested by faculty members are edited and submitted to the relevant institutions after approval of the Dean and register these correspondences.
- To ensure that part-time or visiting academics give lectures at the faculty, the Assistant prepares the assignment/permission letters and submit them to the Office of the President, and follows the approval process.

- The Assistant ensures that the related protocols and correspondences of the students regarding the practice areas and also the correspondences of the Faculty with the public and other institutions and organizations haven been exchanged completely and in time, and they have reached the correct addresses. These correspondences are archived by the Assistant. The filing works are followed on a regular basis.
- The information about the students is submitted to the Directorate of Human Resources in order to ensure that the insurance premiums of the students carrying out the clinical practices are paid.
- In order to ensure that the document flow between the School of Nursing and other units are conducted regularly, the Assistant records these in-house documents and submit them to the related persons by signature.

3.3.3 *To identify the offices, satisfy the demands and follow the necessary changes to be made together with the Faculty Administrative Assistant.*

The Assistant knows the occupancy status of all meeting rooms in the faculty building even though she/he does not conduct the business itself on his/her own and oversees the standards such as which room is suitable for which academicians and checks whether the meeting rooms are allocated in accordance with these standards. The Assistant oversees the satisfaction level in this issue.

3.3.4 *Organization of the Board of Faculty and the Administrative Board of the Faculty Meetings*

- The Assistant prepares the agenda of the Board of Faculty and the Administrative Board of the Faculty in cooperation with the Dean and announces it to the board members, drafts the minutes of meeting, have it signed to the members and attaches it to the minute book. When a copy of the minutes of meeting is required, the Assistant submits it to the Office of the Vice President and the Directorate of Registration and Admission. The Assistant monitors whether the decisions taken are fulfilled or not, notifies the related Dean regarding on-going and completed issues periodically, prepares the agendas of the next Board of Faculty and Administrative Board of Faculty meetings and makes sure that they are conveyed to the participants before the meetings.

- The Assistant constantly keeps track of the completed and incompleted works and makes sure that the previous incompleted issues are put on the next meeting's agenda.

3.3.5 *Collection and Monitoring of Academic Applications*

- As to the academic applications, the Assistant arranges and monitors the vacancy announcements to be declared in the website or other relevant platforms. The applications are collected and filed. The interviews with the applicants are organized and the letters of acceptance or rejection are sent to the applicants.
- The Assistant follows up the received applications, records every application, and makes return to every candidate at the end of the process.

3.3.6 *Annual Evaluation, Contract Renewal, Preparation of Appointment/Promotion Files and Track of All Processes*

- The Assistant oversees the faculty members whose contracts need to be renewed, and ensures that the process has been initiated and completed in time.
- The Assistant prepares the files containing all of the documents in the process of the annual evaluation of the faculty members, contract renewal and appointment/promotion, and follows the process of submitting them to the Dean.

3.3.7 *Preparation of Disciplinary Letters*

The Assistant prepares the documents related to student disciplinary proceedings and sends them to the relevant units.

3.3.8 *The Budget Tracking*

- The Assistant actually oversees the budget via SAP system.
- The Assistant opens the purchase demands and orders on SAP system and oversees them.
- With the exception of the SAP records regarding the projects conducted by faculty members and reporting of them, the Assistant receives the report of any kind of procurement and expenditure from the project budget periodically and informs the Dean about the current situation in certain phases, making actual comparisons on the budget.

3.3.9 Other Competencies Expected from the Position and Service Manner

- The Assistant conducts her/his duties systematically and schemingly, meets the deadlines of the works, uses her/his time effectively, manages the time of the Dean effectively and sets other employees as a good example as well.
- The Assistant manages the agenda of the Dean in person. The Assistant arranges and cancels the meetings in behalf of the Dean. The Assistant undertakes the communication and relationship management at top level in the management of delicate issues.
- The Assistant works with all co-workers in an effective way and acquires the required information from the suppliers without any conflict.
- The Assistant conducts an effective communication with persons from different cultures, sectors, profiles and countries.
- The Assistant listens carefully, understands what have been told clearly, takes notes effectively and oversees the incompleted works from the notes.
- The Assistant is responsible for the organization of meetings, business dinners, faculty activities and other internal activities. The Assistant works in cooperation with the administrative affairs staff and other relevant persons regarding the same issue. The Assistant ensures that participants are pleased with the organizations. The Assistant also ensures that any kind of work performed within the faculty has been complied with the fundamental standards of the university, oversees them on a regular basis and inform the relevant persons in case there is a situation that needs to be readjusted according to the standards.
- The Assistant uses Ms Office programs effectively. The Assistant is responsible for the preparation of any and all presentations, reports, documents, etc. based on the administrative duty of the Dean. The Assistant needs to have a good computer literacy such as using SAP, KUSIS, Peoplesoft and especially Ms Office (Outlook, Word, Excel and Powerpoint) programs even though he/she does not use or is not responsible for the relevant modules of the softwares or the system. The Assistant may download the necessary reports from the system in person.
- To immediately inform the Dean about the areas under her/his teammates' responsibility, the Assistant has up-to-date information and therefore, he/she obtains

up-to-date information from his/her teammates and performs the necessary works by providing cooperation.

- The Assistant falls in line with the rules of body language, personal image and protocol, and represents the Dean's Office most appropriately by following the rules of general working rules of the university.

3.4. The Faculty Administrative Assistant

3.4.1. *Fulfillment of the Processes of Faculty members*

- To fulfill the demands of the faculty members regarding the university life and opportunities, the Faculty Administrative Assistant provides the communication with University administrative units and makes sure that the offices, telephones and computers of the beginner faculty members are ready to their use in advance.
- The Assistant tracks the internal and external mails of the faculty members when necessary.
- In order to ensure that the process of preparation of exam programs is completed effectively, the Assistant collects data from faculty members regarding the dates of end-of-block exams, other midterm exams and finals. The Assistant oversees the process, sending the data to the Directorate of Registration and Admission.
- In case the instructors demand any documents required for visa application, the Assistant asks for these documents from Human Resources Office and oversees the submission of them.
- The Assistant submits the Directorate of Financial Affairs the documents regarding the payments made by the instructors in domestic and foreign travels on behalf of the advance payment transactions in cooperation with instructors and oversees the process.
- The Assistant conveys the information on Academic Member Course Evaluation Forms sent by the Directorate of Registration and Admission to the instructors and ensures that these forms are submitted to the Directorate of Registration and Admission after fulfillment of the necessary process.

- The semester curriculum to be prepared by instructors covering information such as course code, course name, name of the instructor, course capacity is conveyed to the Directorate of Registration and Admission with the intent of its submission to KUSIS.

3.4.2. Fulfillment of the Faculty Processes

- The Faculty Assistant gets in contact with the administrative affairs supervisor and conveys the demands in order to meet the class requirement demanded by instructors intended for additional courses, exams and meetings within the faculty, and checks the status of the reservations.
- The Assistant oversees whether the procedures and directives on academic and administrative issues are performed in accordance with the directive on documentation, announces it to the academic and administrative staff and ensures that it is available in the electronic environment.
- The Assistant ensures that the decisions, which are taken by Academic or Administrative Board KU and concern the academic or administrative staff of the Faculty, are announced to the relevant persons.
- The Assistant organizes the meetings of the Curriculum Advisory Board of the Faculty according to the availability of the Dean and Curriculum Commission, and makes sure that the agenda is prepared and the meetings are announced to the relevant participants. Furthermore, he/she drafts the minutes of meetings, ensures that they are signed by the participants and shares the decisions taken at the meetings with the instructors or relevant persons, when necessary.
- The Assistant designates the application forms approved by the Curriculum Advisory Board, oversees the revision study and shares the updated version with the relevant persons.
- He/She ensures that the decisions in regard to changing and conducting the curriculum are conveyed to the related units.
- At the very beginning of every semester, he/she acquires a copy of the course curriculums prepared according to Bologna Process and the proposals made by the Curriculum Advisory Board from the instructors and shares these files with the relevant units as a written or an electronic copy.

- The Assistant ensures that the posters, photographs, video visuals regarding the scientific activities/student activities in the faculty are archived in a common folder.

3.4.3. Organization of the Travel and Accommodation Reservations

- In order to ensure that the travel and accommodation reservations of the visiting academic speakers are amply fulfilled, the Assistant gets in contact with the speaker and makes the necessary adjustments regarding flight and hotel reservations.
- The Assistant submits the Directorate of Financial Affairs the documents regarding the payments made by the visiting academics in cooperation with them and oversees the process.

3.4.4. Organization of Faculty Promotion

- To inform the students and parents about the school and to show them around the school,
- To put them into touch with faculty members or instructors, when necessary,
- To answer the questions of persons who call during the university preferences to get information about the School of Nursing and to refer them to the related persons in charge,
- To be responsible for the announcement of the academic activities organized by the School of Nursing within and outside the university,
- To work in cooperation with the Directorate of Corporate Communication in some situations,
- To provide the communication with the faculty members on promotion days.

3.4.5. Entry of SAP Data

The Assistant makes the entry of any payment within the scope of areas of responsibility to SAP System and oversees the process.

3.4.6. Input Up-To-Date Data into Website and Social Media Account of the Faculty

The Assistant inputs the current data into the website and social media accounts of the Faculty and monitors these accounts and the website on a regular basis with the intent of ensuring that the website and the accounts are up-to-date.

3.4.7. *The Organization of the Faculty Activities*

In order to ensure that the seminars, workshops or conferences within the faculty are carried out in an effective way, the Assistant provides a suitable classroom/ meeting room for the related activity, reminds and announces the activities, makes adjustments regarding the catering, shares the event program with people, arranges simultaneous interpretation if necessary. Lastly, he/she ensures that the materials are available in the the conference hall (stationery, name badges, table cards, flowers, etc.).

3.4.8. *Follow-up of Student Procedures*

- The Assistant submits the petitions to the relevant units, drafts the decisions, inputs them into the system and sends them to the Directorate of Registration and Admission in order to make sure that the petitions of the incoming students in KUSIS system are replied.
- Before the Academic Year starts over, he/she prepares the list of the courses that will be opened for that semester, oversees them in KUSIS and submits them to the relate units (the Directorate of Registration and Admission, Institutes, Other Dean's Offices).
- At the beginning of the Academic Year and during course selection, he/she supports the students in the add-drop periods and establishes a communication between the student and student advisor, and oversees the petitions from the incoming students within the period of course selection. He/she ensures that the posters, photographs, video visuals regarding the scientific activities/student activities in the faculty are archived in a common folder.

3.5. *The Responsibilities of the Faculty Members*

The academic responsibilities of the faculty include educational, scientific research and services.

- It is compulsory for every academic member to determine the examination dates of the compulsory or elective courses during a semester, present students a detailed syllabus in the first week of the classes, and administer the exams of his/her own courses. The compulsory course number of an academic member who has research

obligation is 4 courses with 3 credits per each in every academic year. Similarly, it is mandatory for the faculty members, who do not have research obligations, to give 8 courses with 3 credits per each for every academic year. These numbers could be decreased or increased according to the proposal of the Dean or the approval of the President. However, an academic member could be jointly assigned in two different programs.

- The faculty members in the position of having research obligation are obliged to produce and conduct a scientific research to be published in an academic journal or books having a prestigious place in the international platform.
- It is expected from the faculty members to schedule regular office hours every week for the consultation of the students regarding the courses and give academic consultancy to the students under their responsibility.
- It is expected from all faculty members that they should stand ready and participate in the commencement days unless they get permission from their Deans.
- The academic member is responsible for taking part in the commissions set up by the relevant Dean, Vice President and the President.

<http://vpaa.ku.edu.tr/tr/academic/handbook>

3.6. The Student Advisor

Advising at Koc University

Two of the foremost activities of Koc University are teaching and scholarship. From the very start of our programs advising has been always considered an integral part of teaching. Faculty members are responsible for knowing academic rules and regulations, faculty and University requirements and procedures, which apply to their advisees. They should also be acquainted with the University's service and support departments to be able to refer students to these services.

One of the contributing factors to the past success of the University has been the important role the faculty members have played as academic advisors and mentors. However with increasing student numbers, addition of new programs, changes in the curricula and academic policies advising has become a challenging activity. In order to improve the advising process,

this Advisory Booklet is prepared to describe the role and responsibilities of faculty as advisors and to provide information on academic matters that concern the students and faculty.

3.6.1. Introduction

Starting with freshman year, every undergraduate student at Koc University is assigned a Faculty Advisor. This advisor is responsible for assisting the student in matters ranging from adapting to the university environment, giving guidance throughout their academic programs, to career planning. In order to be able to help students, faculty should be familiar with the **undergraduate curriculum**, as well as **university rules and regulations**. This booklet includes this information together with questions frequently asked by students. Information relating to frequent problem areas is emphasized.

New academic policies and procedures are developed to address new problems and to keep up with changing curriculum matters. Academic Council decisions regarding new policies and changes are posted on [Academic Policies section](#) on VPAA's website regularly. If an advisor has questions that this webpage does not answer, he/she should contact the Registrar's Office, VPAA Office or Dean's Office.

3.6.2. The Job of The Advisor

As mentioned earlier, faculty advisors are assigned to assist students in course selection, curricula and other academic matters.

Some specific duties of advisors are as follows:

3.6.2.1. Communicating regularly with advisees

Communication between the advisor and advisee is the key to the success of advisorship.

a. Advisees need to feel that their Advisor knows who they are, what courses they are taking, their past record, what extracurricular activities they participate in etc. Faculty should know how to make use of advisee electronic records (See the section on KUSIS below). Faculty should check these records and monitor the performances of their advisees regularly. Advisors should contact advisees at least twice a semester (at the start and half way through) and seek progress information. Advisors should also encourage students to keep in touch throughout the semester.

b. In addition, advisors will be notified as soon as possible by instructors, by the Freshman Advisor or by the Registrar's Office of all unusual events regarding their advisees (risk of failing a course, disciplinary action, leaves of absence, dismissals etc.). The instructors should report the failing students to their advisors. In order to facilitate this information exchange the instructors should enter the grades of students into KUSIS during the semester. The advisors are then automatically informed of the progress of their students during the semester. Advisors should contact their advisees as soon as possible when they are notified of any unusual events.

3.6.2.2. Responding to students' queries and requests for help

a. Faculty members should be knowledgeable about rules, regulations, policies and procedures of the University so that they can respond to routine student queries. The 'frequently-asked questions' (FAQ) section of this booklet and the rules & regulations section have been designed to help the advisor in this task.

b. However, perhaps the most valuable help an advisor can give a student is on things that go beyond routine questions. For example, helping advisees with problems (disciplinary, probation, time management, study skills, etc.) and when they need advice on career and course selection. These issues are addressed in subsequent parts of this booklet.

3.6.2.3. Course Assignments and Approvals

Most of the time, required area and core courses are assigned by the Registrar's Office. Especially during the freshman and sophomore years, all core curriculum courses are automatically assigned. During the Junior and Senior years, electives are chosen by the student after consultation with the advisor. Advisor approval is needed for electives selection during registration and Add/Drops. Registration is not complete without the advisor's approval. Core courses assigned by the Registrar may be altered in special circumstances by the approval of the Dean. These are cases where the student's course load may be exceedingly heavy or the student may consider a double majors program and defer some courses to a later semester.

3.6.3. Monitoring Student Performance

KUSIS (Koc University Student Information System) electronic facility provides detailed information on the academic history of students: Main Menu > KU Menu > Student Academic History

Continuous monitoring is particularly important in the case of academically deficient and probation students. In these cases the advisor should keep in close contact not only with the student, but also with his/her professors. In many cases, monitoring of these students includes checking their attendance. A good time to check the advisee's performance would be around week 7, approximately the time when first midterms are announced and a general trend in attendance can be observed. In addition, before the semester starts, an advisor may make specific recommendations to an instructor on how to help a student who is struggling with courses.

Freshman Advisor

The Freshman Advisor is a faculty member who will facilitate the monitoring of freshmen by interacting with the student advisors, the relevant Dean of the student, the Dean of Students and the Student Counselor. The goal of this effort is to assist the students who experience special difficulties, academic as well as personal on their first year at the university. We hope to detect our students who experience special difficulties early and assist them in a timely fashion.

3.6.3.1. KUSIS Electronic Facility

You may access certain standard types of information about your advisees through KUSIS.

To access this information, follow the steps below:

From KUSIS Homepage follow Main Menu > Self Service > Advisor Center > My Advisees. A list of your advisees will be displayed. Select your advisee. You can display the academic history, the SPAs, GPAs, course load, registration and schedule of the selected student or students along with other useful information.

3.6.4. Mentoring Students

Advising regular freshman and sophomore students mostly involves answering any questions they may have about their core curriculum and helping them solve their academic difficulties. Special attention should be given to freshman students as the more serious academic problems start to set in during freshman year. The advisor should help the students understand that University education requires a different way of life than that of high school education and try to motivate them. In addition, some students may encounter different problems which are related to orienting themselves to the University. Such problems typically

arise due to accommodation, environmental changes, and lack of study and time management skills. It should be also considered that freshman students cope with recovering from the psychological pressure of the university entrance examination. Some students may believe that the hard part is over and may not take school seriously enough. Dealing with these types of problems requires a collective effort. Therefore the Dean of Students also helps students. In particular, the Office of the Dean of Students organizes student mentorship, seminars on study and time management skills and assists students with adjustment problems. The special role of the Freshman Advisor is explained above. The Freshman Advisor is a facilitator rather than a substitute to the Student Advisor.

Organizational and interpersonal skills are essential for tomorrow's leaders, and extracurricular activities that offer first hand experience in teamwork help shape students into more responsible, motivated, well-rounded individuals. Koc University both encourages and supports participation in student activities and cultural and social organizations. The Dean of Students Office offers students opportunities for personal, cultural, social, and professional development that complement the richly complex and challenging academic life of the University. Students also should be encouraged to participate in the extracurricular activities supported by the Dean of Students Office such as cultural, sporting, arts festivals, social events on campus.

3.6.5. Advising On Electives

To individualize each student's education, a wide choice of electives both within and outside their area of specialization is offered. Students (mostly juniors and seniors) need the advisor's help with their choice of electives. The area and free elective courses are announced by the Registrar's office towards the end of the current semester. The advisees choose their electives after consulting with their advisors. The advisor may guide the students, assessing their strengths/weaknesses, motivation and career goals. An advisor may also suggest the student to contact the instructor of the course to obtain more information. Students should not feel any pressure on the selection. The advising is at its best when it remains at the guidance level.

Before approving an elective, the advisor should check the number of area and free electives the student has already taken and discuss with the student which electives he/she is planning to take in the future. It always helps to make a four-year plan ahead of time even if it

is tentative. The advisor should also check if the prerequisites for selected electives have been satisfied. Necessary information is available in the current catalog (Description of courses and prerequisites).

If students are unable to choose between courses, they could attend lectures of those on their list during the first week and may apply to change courses within the deadline (Add/Drop period). Registration is not complete without the advisor's approval. It is important that the advisors make themselves available during pre-registration and Add/Drop period to see their advisees. If an advisor will be unavailable, he/she should arrange for another colleague to perform the advising and let the students and the Dean's Office of the faculty and the Register know about the change.

3.7. The Clinical Practice Coordinator

- To determine the dates and the clinical education fields together with Coordinators of Blocks and Years.
- To prepare the permission letters regarding clinical teaching areas determined and to get in contact with the Faculty Dean's Office with relation to insurance transactions of the students at the start of the semester.
- To do service planning for the clinical teaching areas at the beginning of the every academic year and to convey the necessary information to Facilities Management to which the Faculty of Nursing is affiliated.
- To share the clinical education fields with the clinical educator/educators.
- The rotation planning regarding the practice.
- To make the announcements regarding students and instructors and to oversee the functioning of the practice.
- To send the students and the clinical instructors the application forms (data collection, aptitude test, evaluation, etc.) prepared by Department of Nursery associated with the clinical teaching area and approved by Curriculum Advisory Board.
- To register the forms related to attendance/absence of the students received from the instructors responsible for performing the application, and to submit the evaluation to the Block Supervisors.

- To ensure the coordinations (memorandum, insurance, etc.) regarding the compensation applications for the students those acquire the right of compensation application.
- To submit the student evaluation forms to the clinical instructors.
- To organize a midterm evaluation meeting with clinical instructors when needed during conducting the application.
- To organize an evaluation meeting with all of the students, the block supervisor, coordinator of year and clinical instructors at the end of the application and to report the conclusion.
- To submit the application evaluation report to the block supervisor and the coordinator of year.

3.8. The Charge of Skills Laboratory

The Charge of Skills Laboratory is responsible for the coordination of the practices and functioning in the skills laboratories.

These responsibilities include:

1. To determine and update the policy and procedures regarding the functioning of the laboratory.
2. To ensure the coordination in procurement and preparation of the materials needed for the laboratory application by instructors and the students.
3. To ensure the security, order and cleaning of the laboratory.
4. To ensure the periodic maintenance and repair of the equipment.
5. To compile a list of tools and equipment that will be needed for a year by getting in contact with the relevant departments.
6. To determine the qualifications of the tools and equipment to be purchased.
7. To submit these aforementioned lists of requirement and receives the approval of the Dean.
8. To input the requests/orders into the system for supply of the materials after approval and to get in contact with the administrative assistant to initiate the procurement procedure.
9. To oversee the procurement process.

10. To check the conformity and the number of the purchased tools and materials with the requested ones.
11. To ensure the placement and storage of the material properly.

3.9. The Charge of Simulation Laboratory

The Charge of Simulation Laboratory is responsible for the coordination of the practices and functioning in the simulation laboratories.

These responsibilities include:

1. To determine and update the policy and procedures regarding the functioning of the laboratory.
2. To organize the dates of the simulation trainings.
3. To ensure the coordination in preparation the simulation and materials on the days when the simulation will be carried out.
4. To mentor the instructors during the process of scenario building.
5. To guide the instructors regarding the effective use of the simulation training method.
6. To provide the orientation of the new instructors or the first-time users of the simulation training method.
7. To provide the orientation of the students with the simulation laboratory.
8. To ensure the security, order and cleaning of the laboratory.
9. To ensure the periodic maintenance and repair of the equipment.
10. To compile a list of tools and equipment for the laboratory that will be needed within a year by getting in contact with the relevant departments.
11. To determine the qualifications of the tools and equipment to be purchased.
12. To submit these aforementioned lists of requirement and to receive the approval of the Dean.
13. To input the requests/orders into the system for supply of the materials after approval and to get in contact with the administrative assistant to initiate the procurement procedure.
14. To oversee the procurement process.
15. To check the conformity and the number of the purchased tools and materials with the requested ones.
16. To ensure the placement and storage of the material properly.

4. SCHOOL OF NURSING ORIENTATION

4.1. Office of the VPAA

- Administration of academic programs
- Coordination of academic activities of six colleges, English Language Center (ELC), and the School of Nursing (also partly Graduate Schools)
- Collaborative projects with the Office of Learning and Teaching (KOLT), Suna Kıraç Library, the Registrar's Office, and Koc University Publications
- Design and execution of academic policies and priorities, recruiting, hiring, retention, and performance of faculty and academic administrators
- Development of rules, regulations, and procedures related to academic matters
- Administration of the meetings of the University Academic and Executive Councils, and its communication to faculty, students, and staff

4.2. Human Resources

Before the employees start to work, a "Payroll and Personal Rights Orientation", which provides the necessary legal documents and details the personal and side rights, is carried out. The start dates of the employees are announced to the university as soon as they inaugurate. It is compulsory for the employees to fulfill the orientation within the first two months after starting to work. Human Resources Office informs the employees about the issues stated below.

1. Koc Pension Foundation
2. Private Health Insurance
3. Koc MyFamily
4. Vested Benefits
5. Meal Card (Setcard)
6. Corporate Identity Card
7. Briefing on İETT Istanbul Travel Card
8. Determination of a buddy

For info: (nugur@ku.edu.tr)

4.3. KOLT

The aim of the orientation program given in KOLT is to inform the new instructors about the student profile of Koc University, and also to help them on the subsidiary resources that could facilitate the conformity of teaching at a university and learning with the intent of solving certain issues that could be encountered.

The new instructors are supported and trained regarding the issues stated below.

1. Preparation of the course
2. Preparation of the syllabus
3. Preparation of the lecture notes
4. Planning of the student evaluation
5. Being ready for the course
6. To motivate the students to learn
7. To cope with ethical issues
8. To attract the attention of the students for their active participation
9. To maintain the environment of courtesy in the class
10. To increase the attendance to the classes

For Info: (zzeybekoglu@ku.edu.tr)

4.4. Information Technologies

1. After the Assistant to the Dean notifies the new instructor to the IT Supervisor, IT Department creates a new user account for the instructor for him/her to use the IT resources.
2. A PC is provided and installed for the instructor.
3. In the event that the laptop of the instructor will be supplied from the main campus, the IT device is incorporated to the KUH domain.
4. The Novel application is installed to the computer of the instructor and they are informed regarding how to access to the file server of the university.
5. The e-mail settings are adjusted.
6. They are informed regarding how to ask for help from the IT unit in case of a problem.

For Info: (helpdesk@kuh.ku.edu.tr)

4.5. Library

1. After the Human Resources inform the Head of Technical Services in Library regarding the new instructor, a new library account is created.
2. A date, which is also applicable for the instructor, is determined.
3. The instructors are informed about the rights to library and library collections (the number of the books could be borrowed or for how long the library resources could be taken out of the library).
4. The instructions on how to manage the library account is explained on the website of the university library (for example, how to extend the submission deadline of the borrowed books, the history of the books in the account, how to follow the deadlines of the books).
5. How to get access the database subscribed to by the University Library and how to search are described by the Supervisor.
6. How to search on INKUIRE, which is the search engine of the library itself, is explained.
7. How to get access to the database outside the campus via VPN is explained.
8. Instructors are informed regarding the printed resources and databases that they would like to purchase.
9. They are informed regarding how to demand the articles that could not accessed from the database subscribed.
10. They are informed regarding the trainings that could be requested from the library.

For Info: (enebioglu@ku.edu.tr)

4.6. Financial Affairs

Koc University Directorate of Financial Affairs organizes an orientation program on fiscal legislation, financial, taxational and accounting-related information for beginner academicians, researchers and administrative personnel. This Directorate gives consultancy when needed.

For Info: (yturkoglu@ku.edu.tr)

4.7. Work Safety

The occupational physician conducts the pre-employment medical examination of the new employees. The health reports of them are filled and the personal health records are opened. An orientation training is given on legislative regulations on occupational health and safety,

periodical health examinations, emergency situations (earthquakes, fire, occupational accident, emergency equipment, assembly areas), waste management, ergonomics, hygiene, occupational diseases, first aid and health supervision (periodical health examinations, health trainings). The trainings are repeated in accordance with the Occupational Health and Safety Law.

For info: (isg@ku.edu.tr)

4.8. Academic and Administrative Affairs in KU School of Nursing

The acquaintance with the new personnel meetings are organized with KUSON academic and administrative staff. The Dean and the Associate Dean informs about the issues stated below.

1. KUSON Directives and Procedures
2. Curriculum
3. Syllabuses
4. Annual Evaluation
5. Student Consultancy
6. Committees
7. The promotion of the forms used in KUSON (scientific meetings attendance form, work advance request form, annual leave form).
8. the duties and responsibilities of the administrative staff
9. SANERC and its functioning

Moreover, **administrative affairs supervisors** inform about the functioning of the building such as cafeteria, car park, school services, and classroom adjustments.

The new instructor fills “**School of Nursing Faculty Orientation Check-list**” and submits it to the Associate Dean of School of Nursing following the all processes of orientation.

NOTE: The new instructor completes the orientation processes of skills and simulation laboratories within the first academic semester when he/she starts to work.

4.9. Skills Laboratory Orientation

The new instructor is included in the orientation programs about those issues stated below by the charge of the skills laboratory.

1. Skills Laboratory Environment
2. The store and equipment
3. The functioning of the laboratory
4. Material requests
5. The laboratory rules to be followed by the students

4.10. Simulation Laboratory Orientation

The new instructor is included in the orientation programs on those issues stated below by the charge of the simulation laboratory.

1. The new instructor is oriented with the environment of the simulation laboratory.
2. The new instructor is informed about the intended purpose of the simulation training method at the school, the simulation process and the points to be take into consideration.
3. A meeting with the instructors to be in charge in the relevant session (in the scenario) under the chairmanship of the instructor responsible for the simulation laboratory before the simulation. The learning objectives and the questions incidental to the scenario to be used in the debriefing session of the simulation are discussed in detail in this meeting and the program of the simulation day is shared.
4. The instructor, who will take part in the simulation mission for the first time, will participate in the session as an observer and the session is managed by an experienced instructor.
5. At the end of the session, the instructor, who steers the session for the first time, is given feedbacks on how he/she handled the process management. When the instructor reaches the level of being able to manage the session, he/she takes the full responsibility for the next session.

4.11. Clinical Orientation

The Associate Dean informs the new instructors regarding the issues stated below.

1. Public Hospitals Union and other hospital which have internship protocols with KUSON
2. Clinical Practice Rotations
3. The Clinical Practice Rules to be followed by the students
4. Student Evaluation Forms

5. GENERAL ORIENTATION

The orientation is given by VPAA office on the subjects of Academic Rights and Responsibilities of Faculty, Annual Evaluations, Contract Renewal Procedures, Promotions: Assistant and Associate Professors, Faculty Grievance Procedure, Policy on External Activities Related to Research & Teaching: Conflict of Commitment & Interest at KU, Sabbaticals and Other Leaves of Absence, and Joint Appointments.

Please visit the website of <http://vpaa.ku.edu.tr/academic/handbook>.

6. FACULTY RESOURCES

6.1. Koc University Visiting Scholar Program

Faculty members with research appointments (Asst. Prof., Assoc. Prof. or Prof.) can apply to take advantage of the Koc University Visiting Scholar Program with the purpose of increasing the depth and diversification of the researches and strengthening the relations between our university and the faculty members in the international universities. This program is managed by VPAA Office. The support for outgoing scholars includes a stipend of USD 3000 (for 8-week visits) for outgoing faculty members and a round-trip economy class airfare.

6.2. Koc-Harvard Visiting Scholar Program

This program that plays an important role in promoting the relations between these two universities is managed with the collaboration of Center for Middle Eastern Studies of Harvard University. Koc University support for outgoing scholars include a stipend of USD 3000 (for 8-week visits) and a round-trip economy class airfare for outgoing faculty members.

6.3. Koc University Summer Professional Deveopment Program for Lecturers and Instructors

The objective of this program managed by VPAA Office is to support full-time lecturers and instructors working at Koc University to participate in international programs that will support their professional development include visiting international universities and/or participating in training programs. Koc University support for outgoing scholars include a stipend of USD 1500 (for 4-week visits) for outgoing participants and a round-trip economy class airfare.

<http://vpaa.ku.edu.tr/tr/faculty-resources>

7. ACADEMIC

7.1. Program

School of Nursing maintains the undergraduate education with the integrated education model. Starting from the academic year 2013-2014, a revised curriculum that enables the nursing area courses to be given on vertical integration basis has been initiated. The curriculum has been prepared based on Marjory Gordon's Functional Health Patterns theory, which enables comprehensive nursing assessment of the patient by means of systematic and standardized data collection. These patterns comprise of 11 categories: Health Perception-Health Management, Nutritional- Metabolic Pattern, Elimination, Activity-Exercise, Cognitive-Perceptual Pattern, Sleep-Rest, Self-perception-Self-concept, Role-Relationship, Sexuality-Reproductive, Coping-Stress Tolerance and Value-Belief.

With the integrated curriculum, School of Nursing aims to facilitate knowledge obtained from other scientific fields than nursing to be synthesized and reflected into practice, make knowledge more usable and permanent by discouraging rote-learning, motivate students towards learning and direct them to learning resources to give them responsibility for their own education, improve critical thinking and decision making skills, and ensure that the students adopt the habit of utilizing their own research output. With this system, subjects are extended over academic years, following a sequence starting from the protection and promotion of health to the care of individuals with health problems, starting with simple problems and advancing to the complicated. Nursing area courses are given in blocks; each block having a period of 3 to 7 weeks. In the Integrated System, an examination is given at the end of each block. The general evaluation exam comprising of all the blocks is given at the end of each academic year.

Total 148 credits (240 ECTS) is required for this education model and there are total 54 courses consisting of 29 compulsory, 15 common core and 10 selective courses.

<https://nursing.ku.edu.tr/en/academics/curriculum/>

Koç University School of Nursing Program Outcomes

- Program completion
- Graduate program satisfaction

- Employer program satisfaction
- Job placement rates

Koç University School of Nursing Student Learning Outcomes

1. Has theoretical and practical knowledge required fulfilling occupational roles and functions.
2. Has general knowledge as a requirement of being an individual and member of a profession.
3. Performs nursing practices in accordance with professional principles and standards.
4. Fulfills the healthcare requirements for the individual, family, and society with an integrated approach in the course of nursing.
5. Participates in studies, projects, and activities in coordination with the health care team and other disciplines with the sense of social responsibility.
6. Implements learning, teaching, and management phases during nursing practice.
7. Uses learning, problem solving, and critical thinking skills for a lifetime.
8. Uses effective communication skills.
9. Uses information and maintenance technologies in his/her professional practices and research.
10. Uses scientific principles, methods, and research results in nursing practices.
11. Makes use of foreign language(s) to follow knowledge in his/her area and communicate with his/her colleagues.
12. Acts in accordance with the principles and values of professional ethics in nursing practices.
13. Performs nursing by following the relevant policies and in accordance with the laws.
14. Participates in activities that will contribute to professional improvement and ensure lifelong learning.
15. Be a role model for his colleagues and society with his/her professional identity.
16. Regards the universality of basic values and social rights.

General Education Competencies

1. Fulfills the healthcare requirements for the individual, family, and society with using the critical thinking skills, an integrated approach and ethical principles in the course of nursing. (Care-giver role)
2. Ability to fulfill educational and consulting services for protecting and improving the health of an individual, family, and society, and managing in case of sickness. (Educator role)
3. Planning and implementing the nursing researches or participating team works towards protecting and improving health and treatment and rehabilitation process. (Researcher role)

4. Lead the care with using nursing management skills and principles and cooperating with his/her colleagues and team members. (Manager role)
5. Act in accordance with health regulations, ethical principles, and institutional standards and plan an active role in increasing the status of the profession. (Professional role)

7.2. Grading System

All block courses are evaluated with end-of-block exams. An end-of-semester final exam concerning total of 6 block courses within an academic year is scheduled. The clinical performances of the students are evaluated with “**Clinical Performance Evaluation Form**”. The clinical evaluation of every student is carried out by the relevant instructor following the end-of-block clinical application.

The end-of-block final grades of every student are registered to KUSIS by the coordinator of block. The information about the block grades of the students are overseen by the Directorate of Registration and Admission.

The following academic records are used for the conversion of the grades into letter grades.

	Letter Grade	
100 + :	A+	= 4
90-100:	A	= 4
87-89:	A-	= 3.7
83-86:	B+	= 3.3
80-82:	B	= 3
77-79:	B-	= 2.7
73-76:	C+	= 2.3
70-72:	C	= 2
67-69:	C-	= 1.7
64-66:	D+	= 1.3
60-63:	D	= 1
00-59:	F	= 0

Pass/Fail Grading System

End-of-year grade is calculated with 60% of the average of the grades taken from the blocks and 40% of the final exam taken at the end of the semester. The end-of-year grade must be at least 60 out of 100 for a student to pass the academic year. The students, who have taken 59 and lower points, have to repeat the same academic year. The last year of education is dedicated to an internship. The students apply the nursing skills and care that they have learned during the three years in the clinics and in the field, in preparation for the profession.

7.3. Grading of Clinical Courses

The student must have at least 60 points out of 100 in order to take the final exam and succeed the clinical application.

The evaluation criteria of the clinical application are set by the instructor and they are indicated in the “Course Description Form”.

Table 1. Blocks Evaluation System			
<i>Block Courses with Practice Calculation of the Grade</i>			
Block Grade		Year-end evaluation exam	
Block exam	60%		100%
Clinical grade	40%		
	60%		40%
YEAR-END GRADE: 100%			
<i>Block course without Practice Calculation of the Grade</i>			
Block Grade		Year-end evaluation exam	
	60%		40%
YEAR-END GRADE: 100%			
Table 2. Evaluation system of internship education			

	GRADE FOR THEORY		GRADE FOR CLINICAL PRACTICE
Case introduction	50%	Faculty member	80%
Contribution to case sessions	10%	Supervisor (preceptor)	20%
Written exam	40%		
LAST GRADE	Grade for Theory	40%	
	Grade for Clinical Practice	60%	
		100%	

7.4. Guideline for Course Warnings

An early warning form is given in order to back up students, who haven't made sufficient progress during the course, in keeping them advised and having them accomplish their academic progress. The course warning is in writing and prepared by the faculty member who is responsible for the course. A copy of the course warning is sent to the student, the student's Academic Advisor, and the Dean of the KUSON. Students who receive a course warning should meet with their Academic Advisor or others as mentioned in the letter. A course warning will not be part of the student's permanent transcript.

8. APPENDIX

8.1. School of Nursing Faculty Orientation Checklist



School of Nursing Faculty Orientation Checklist	
Name (Please print):	Date:
Contact Information	
Phone Number:	
Home address:	
Email:	
DIRECTIONS: Complete top of this form. Schedule 2 hour meeting with School of Nursing Associate Dean	
ITEM	Initial / Date
1. ID card	
2. Indoor Functions such as parking area, cafeteria, classrooms	
3. Human Resources	
4. KU Academic Function	
5. KU Education System	
6. Library	
7. Work Safety	
8. Financial Affairs	
9. Information Technologies	
10. SON Academic Function	
11. SON Administrative Function	
12. SANERC	
13. Skills Laboratory Orientation	
14. Simulation Laboratory Orientation	
15. Clinical Orientation	
16. General Orientation	
_____	_____
Faculty Signature	Date

School of Nursing Associate Dean Signature	_____
	Date

8.2. Koc University School of Nursing Directives

• School of Nursing Undergraduate Education Directive

1. AIM

1.1. The aim of this Directive is to make arrangements of the procedures and principles regarding the Bachelor's degree level education and examination in Koc University School of Nursing.

1.2. In the subjects that are not covered in this Directive, Koc University Undergraduate Education Directive is taken as a basis.

2. SCOPE

This Directive covers the provisions on educational activities of the bachelor's degree program conducted in Koc University School of Nursing.

3. DESCRIPTIONS

The terms stated in this document have been described as below:

a) University: Koc University (KU),

b) School of Nursing: the School of Nursing of Koc University

c) Board of Trustee: Koc University Board of Trustee,

d) The Directorate: the Directorate of School of Nursing,

e) Board of School: the Board of School of Nursing,

f) Board of Administration: the Board of Administration of School of Nursing,

g) Directorate of Registration and Admission: Koc University Directorate of Registration and Admission,

4. PRINCIPLES REGARDING EDUCATION AND TEACHING

4.1. Medium of Instruction

Medium of instruction of KUSON is in Turkish.

4.2. Academic Year; Academic Calendar

4.2.1. Students in KUSON are subject to Academic Year and Academic Calendar of KU.

4.2.2. In KUSON, education in core courses is carried out on an annual basis.

4.3. Course Syllabi

4.3.1. Education in KUSON lasts 4 years.

4.3.2. Nursing education is delivered to students within an integral program. Theoretical trainings are carried on in High School of Nursing in Topkapı Campus and field/clinical applications are carried on in appropriate health organizations, which are deemed appropriate by the Board of Education.

4.3.3. Core courses are carried out in blocks. One block follows the other.

4.3.4. Blocks include application of theory, laboratory and field/clinical applications.

4.3.5. Coordination concerning the conduct of each block is provided by a coordinator and assistant coordinator.

4.3.6. Content of the blocks can be reviewed and be changed every year.

4.3.7. There are practices covering preventative health services in the first year and field/clinical applications in the 3rd and 4th year of the training.

4.3.8. Each block has a credit with weight in accordance with its content and duration.

4.3.9. Blocks in first three years are given once within the academic year.

4.4. Withdrawal, Add-Drop, Freezing Registration

4.4.1 All blocks taken within the year are considered as a course.

4.4.2. When KUSON students are given the blocks, they have to take them within their time periods.

4.4.3. If a student who completes the block with a passing grade freezes registration or takes time off with a valid report, he/she can enter the final exam after completing the missing blocks next year. The decision on whether the student should repeat the blocks she/she has completed with a passing grade or not is given by the Board of Education.

4.5. Field applications and Compulsory Attendance at the Clinical Application

Attendance at the field and clinical applications is compulsory. Procedures and principles related to this are included in the Laboratory and Clinical Application Procedures of KUSON.

5. EXAMS AND EVALUATION

5.1. Common Core, Language and Elective Courses

For common core, language and elective courses taken by the students of the School of Nursing, Examination and Assessment procedures specified in Regulations for Undergraduate Education of the University applies.

5.2. Core Courses

5.2.1. After each block is completed, students enter the “block assessment” exam.

5.2.2. After the end of each year, an “end-of-year general assessment” which covers all blocks is made.

5.2.3. Block exams and final exams may consist of parts such as multiple choice, written (essay), oral, practice and homework.

5.2.4. Date and time of exams are announced to the students by the Admissions Office. They may be changed by the Director if appropriate.

5.2.5. For the students who give excuse within a proper period of time for their absence in an exam and who provides evidence for their excuse in accordance with “KU Health Report Practice Principles Directive ” and whose excuse is accepted by the Director, an excuse examination is given by the Director.

5.2.6. Students who do not enter the exam without giving any excuse or whose excuse is not accepted are not entitled to enter excuse or make-up exam and they are graded as “Failed”.

6. ASSESSMENT OF CORE COURSES AND GRADES

6.1. For a student to succeed a block, he/she has to meet the requirements of field/clinical applications and obtain a passing grade from the end-of-block assessment.

6.2. For the end-of-block assessment, block coordinator prepares the assessments regarding the exam results and field/clinical application performance of each student. All faculty members who take charge in that block gather under the presidency of the Director and assess these results. According to the views and opinions of the block committee, “block grade” of the students are determined.

6.3. Students who display at least 60% of success as to block grade are qualified as “Pass-P” and who do not display so are qualified as “Fail-F”.

6.4. Students who get F from at least 3 blocks cannot enter the “final exam” and repeats the year.

6.5. Students who are eligible for the final exam are given a “final exam” which covers all the blocks.

6.6. For the students to “pass” the final exam, their pass grade has to be at least 60. Pass grade of the end of the year is obtained by adding 60% of the average of all “block grades” and 40% of the “final exam” grade.

6.7. At the end of the year, all grades are recorded in accordance with the KU grading system, over 4 scales and in the form of letters.

6.8. Students who have “passed” are entitled to take the credit of all blocks. Sum of the credits of all blocks is recorded as the credit of the final exam course.

6.9. Whether students who repeat the year will repeat the blocks for which he/she has obtained a pass grade or not is determined by the Board of Education in case the students make application by petitioning.

6.10. For students who failed the final exam, a make-up exam is made on a date which is determined on the academic calendar.

7. SUCCESS AUDIT

7.1. Students, whose GPA is 3.50 and above for the completed blocks at the end of each semester and other courses, are defined as Vehbi Koc Scholars.

7.2. Honour Lists are declared in appropriate places.

7.3. Students, whose GPA is 3.00 and above for the completed blocks at the end of each semester and other courses, enter the Honour List. Honour Lists are declared in appropriate places.

8. GRADUATION

Students who complete all necessary theoretical courses, internships and practices successfully are entitled to receive a bachelor's degree.

9. PROVISIONAL CLAUSE

This directive applies to students who enroll to School of Nursing in and after the Fall Semester of 2013-2014 Academic Years.

- School of Nursing Integrated Curriculum Laboratory and Clinic/Field Application Directive

1. AIM

The aim of this directive is to specify the basic rules, principles and methods related to the responsibilities of students in laboratory and clinical applications included in the undergraduate program of School of Nursing of Koc University.

2. SCOPE

2.1. School of Nursing students of Koc University perform laboratory and clinical applications in accordance with the provisions of this directive.

2.2. In School of Nursing, students perform laboratory and clinical applications done as a requirement of courses within the scope of curricula.

3. REFERENCES

This directive is prepared on the grounds of “Koc University Undergraduate Education Regulation” which is published in the Official Journal dated 31 March 1995 and 22244 and took effect.

4. RESPONSIBILITIES

School of Nursing is responsible for the implementation of this directive.

5.1.9. Early Warning Form: A form to back up students, who haven't made sufficient progress during the course, in keeping them advised and having them accomplish their academic progress.

5.1.10. Invasive Procedure: Applications which impair the skin integrity of the patient (vascular access, intramuscular injection) or which is performed by penetrating into body cavities (such as nasogastric tube, urinary catheter insertion).

6. METHOD

LABORATORY AND CLINICAL APPLICATION RULES

6.1. The student;

6.1.1. Signs the form “Codes of Professional Conduct to be Observed in Clinical Application of Koc University School of Nursing” before coming on the place of application.

6.1.2. Participates actively in laboratories and clinical trials within the scope of the block

under the guidance of relevant instructors and takes responsibility.

6.1.3. Performs the duties expected from him/her by the instructors in block executive board in time, as required and completely.

6.1.4. Submits forms, reports and homeworks concerning clinical area and laboratory forms requested by the instructors in block executive board in time and in full. Acceptance or refusal of the given homeworks in case they are not returned in time depends on the decision of relevant instructor.

6.1.5. Always keeps about the personal equipment (such as stethoscope, pen-light, pen, notebook) required by the instructors in block executive board.

6.1.6. Liable to conformity with the schedule to be determined by the instructors in block executive board in accordance with the condition of laboratory and clinical area.

6.1.7. Laboratory and clinic/field applications are performed in dates and times set in the curriculum issued at the beginning of each academic year. Except force majeure, dates and times are not changed. In case of force majeure, it is announced by the block coordinator to the students before application. The student cannot be present at the place of application except for the planned dates and times.

6.1.8. Cannot leave the place of application, change the place of application and leave the application without the permission of instructors in block executive board.

6.1.9. Cannot join the activities such as strike, work stoppage, slowdown in the place of application, cannot support or propagandize these; cannot be engaged in any political and ideological activity.

6.1.10. Establishes and keeps a proper, harmonious, respectful communication between trainers, colleagues, all health team members, patients and patient's relatives.

6.1.11. Students who do not display proper conduct in the place of application are warned by the relevant instructor; in case the student's conduct does not change, he/she is asked to leave the place of application and considered to have not performed any application.

6.1.12. Students who are observed to fail in laboratory and clinical applications are given an "Early Warning Form" by the instructors in the course executive board.

6.1.13. No invasive procedure is carried out without the permission and supervision of relevant instructor/clinical nurse.

6.1.14. Keeps the cellphone turned off or switches it to silent mode in the place of application.

6.1.15. Cannot take pictures, record, broadcast and share audio and video in the place of application.

6.2. Cheating

Students who are detected to have cheated or attempted cheating in the laboratory and clinical applications, quoted without indicating the source or prepared homework with fabrications/fictions will get a grade of F from that part of the application and a disciplinary proceeding will be opened against him/her.

6.3. Compulsory Attendance

6.3.1. Students must attend all applications. However, with a good reason and by the approval of relevant instructor, he/she can be absent in maximum 10% of of total application hours in that block. Students whose absences are detected to have exceeded the determined period fail from that block due to absence and cannot enter the block exam. Final decision concerning the situation of students with acceptable excuse is given by the “Board of Education”.

6.3.2. It is the responsibility of the student to inform the relevant instructor before the application that he/she will not be able to come to the application.

6.3.3. In the acceptance of health report taken by the student during applications, Koc University Directive on the Application of Student Health Report” is taken as basis.

6.4. Dress Code

6.4.1. It is essential for the students to comply with specific dress code determined by Koc University in places of Clinical Applications of Koc University Health Sciences Campus and dress code required by the place of application in other places of application (e.g. services, intensive care units, operating theater, etc.).

6.4.2. Students are obliged to wear their identification badges on in Health Sciences Campus of Koc University.

6.4.3. It is essential for the students to comply with specific dress code determined by Koc University in places of Clinical Applications of Koc University Health Sciences Campus and dress code required by the place of application in other places of application (e.g. services,

intensive care units, operating theater, etc.).

6.4.4. Students must comply with the rules determined by the Infection Control Committee of Koc University Health Sciences Campus.

6.5. Equipment Use in the Place of Application;

6.5.1. They pay attention in the cautious use of all kinds of equipment.

6.5.2. Prepare equipments to be taken to the place of application, ensure their protection and their transport to the clinical area; bring them back in a complete and good condition and submit them to the relevant instructor.

6.5.3. Cover the loss in cases where they cause the equipment to be damaged or lost.

6.6. Assessment

6.6.1. Assessment of Laboratory/Field and Clinical Application;

6.6.1.1. Effect of application on pass grade is as specified in the Undergraduate Education Directive of the School of Nursing.

6.7. Transportation

6.7.1. Routes and hours of shuttle vehicles going to the place of application are determined by block coordinator and announced to students.

6.7.2. Shuttle vehicles do not wait students who are late; the vehicle cannot be stopped and its route cannot be changed for any reason.

6.7.3. Students who provide his/her transportation by his/her own means informs the relevant instructor of this situation beforehand.

7. REVISION

It is the responsibility of School of Nursery to revise and update this directive. Revision is held in June every year.

8.3. Kuson Contingency/Accident Report



The Aim of the Form: This form is used for the purpose of reporting contingencies/accidents faced by students in clinical education area.

Application Time: It is filled within first 24 hours following the clinical event or accident.

Name and Surname of the Student:		
Name and Surname of the Instructor:		
Institution Where The Event Has Happened:		
Event Date and Time:		
Name and Surname of the Person Who Witnessed the Event:		
Explanation of the Event/Accident: (medication error, pinprick, fall, etc.)		
Treatment Administered/Recommended:		
Clinical education area where the event had happened is informed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Witness report is added.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Instructor's report is added.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student's report is added.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Report of the organization is added.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature of the instructor:	Date:	
Signature of the student:	Date:	

8.4. Directive for Examination Procedures and Administration of Koc University

Purpose Article 1 The purpose of this directive is to determine the obligations of students, who are registered to undergraduate programs of Koc University, before and during the exams in order to prepare the fundamentals related to responsibilities for the instructors to administer the examinations and general rules for the examination processes.

Scope Article 2 This directive covers undergraduate students registered to Koc University and faculty members, instructors, academics and assistants responsible for the management of the process.

References Article 3 This directive is prepared on the grounds of Article 14 and Article 44 of Higher Education Law No. 2547.

Basic Principles Article 4 Directive for examination procedure and administration of Koc University is prepared by the faculty members of Koc University and in accordance with the feedbacks from the students.

Method Article 5

(1) Examinations (a) In each course, number of mid-terms, homeworks, practices and other works for which the students are responsible, its contribution to pass grade and requirements for entering the final exam are determined by the instructor at the beginning of the semester and announced to students both in writing and orally. Instead of final exam, students may be engaged in a project upon the request of instructor and depending on the nature of the course. (b) Mid-term examinations of elective courses may be given in normal course hours or on other days or hours during which the students can attend. Day and hour of mid-term examination must be specified in the course syllabus distributed by the instructor to the students at the first week of the course. (c) Mid-term examination of core courses and required department courses are held in days and hours determined by KKM (Congress and Culture Center) after it compiles the proposals of faculty members regarding examination hours. KKM is responsible for sharing the work program regarding the determination of mid-term exam schedules at the beginning of each semester. (d) It is a basic principle is to arrange mid-term examination and final examination programs so that the students are ensured to take maximum two exams in one academic day. In cases where exam programs cannot be arranged this way, exam loads of students who have three or more exams in one academic day are rearranged by offering make-up exams. In order to arrange exam loads so that there

are maximum two examinations in one academic day, students who want make-up exams should contact Dean's Office of the Faculty where the instructor of the course for which they want to take make-up exam belongs two weeks in advance in normal sessions and one week in advance in summer sessions. (e) First mid-term days and hours of the courses are announced by KKM not later than the 3rd week of the semester and days and hours of the examinations held within the examination week at the end of the semester are announced by KKM not later than the 8th week of the semester. If the course has two mid-term examinations, days and hours of the second mid-term examination is announced not later than the 4th week of the semester. (f)

If the excuse of a student who did not enter the exam including mid-term examinations is accepted by the instructor, the student is given a new chance for the exam. If the instructor does not accept the excuse, the student can appeal to the Board of Faculty. Date of excuse exam to be made for mid-term exams is determined by KKM. (g) For the excuse exams held for mid-term exams, a second excuse exam chance is not given. (h) Results of mid-term exams and excuse exams held for mid-term exams are announced over KUSIS not later than 10 work days from the exam date. (i) Exam papers are kept for two years from the date of examination and they can be destroyed by making an official report after they are submitted to Dean's Office at the end of this period. (j) Exams of handicapped students should be made by a research associate in another setting depending on their handicap. The selected research associate should be from the department which includes the course for which the exam is taken and should be charged amongst persons who have a good command of the course's concept and terminology. In cases where a research associate does not exist it should be administered by the instructor giving the course or by another instructor from the same department.

(2) Final Exams (a) Final exams can only be cancelled if the approval of the relevant Dean is received after his/her evaluation. The decision on what evaluation to be made in case the exam is not made is given after receiving the opinion of the Dean. (b) Faculty members cannot change the date and time of the final exam without receiving the approval of the Board of Faculty and cannot give these exams after the session ends. (c) In courses where there are exchange students and where the number of students is high, final exam can be given early by the approval of the relevant Board of Faculty after schedules of the students are reviewed. (d)

If the excuse of student who hasn't entered the exam is accepted by the instructor, the student is given a new chance for the exam.

If the instructor does not accept the excuse, the student can appeal to the Board of Faculty. Date of final excuse exam is determined by the instructor within the frame of dates in the Academic Calendar. (e) A second excuse exam chance for the excuse exams for final exams is not given.

(3) Make-up Exams (a) Date and time of make-up exams held by the decision of Academic Board dated 14 March 2012 and the instructor to give it is announced by KKM. (b) A second excuse exam chance for the excuse exams for make-up exams is not given.

(4) Rules to be followed by Students during the Exam (a) Students must be present in the examination room right at the beginning of the exam. Acceptance for the exam of students who enter the examination room after the beginning of the exam is at the discretion of the instructor. (b) Students are obliged to follow the instructions and warnings of the instructor in charge, concerning the order of the exam and a conduct on the contrary may be evaluated within the frame of disciplinary proceeding. (c) Student's identification card, materials such as pencil, eraser, etc. used in writing the exam and sources which are allowed by the instructor to be used in the exam can be brought to the examination room. Food and non-alcoholic beverages can also be brought with the condition that they are consumed without disturbing other students and no waste is left behind. In case any belonging (cellphones, course notes and textbooks, etc.) is brought to the room other than those sorted, cellphones must be powered off and materials such as course notes, textbooks and other belongings and materials should be placed out of the student's reach during the exam. Exam supervisors may keep watch on cellphones, course notes, textbooks and other belongings and materials for the sake of the exam order. (d) Examination is assumed to have started after exam supervisor verbally announces that the exam has started and after the answer sheets are distributed. During the exam, use of a source (course note, book, etc.) which is not allowed by the instructor, looking at the paper of another student, showing one's paper to another student and exchanging information with another student anyway in writing or orally and similar actions are considered to be cheating. (e) Students who is considered to be acting cheatingly must immediately be asked to pass his/paper to the exam supervisor and a brief report about cheating and on how the cheating is done shall be prepared above the signatures of exam

supervisors in charge in the examination room. To the report, exam supervisors shall attach the materials which constitute evidence for cheating, or visual sample of it in cases where the evidence cannot be attached. In case the student resists giving the evidence for cheating or prevents the visual sample to be taken, this shall also be covered in a report. For example, in a case where a crib is written on the palm, the written text can be confirmed by a camera. In cases where the crib is on a personal belonging such as a pencil box, etc., this belonging may be seized. In case the students resists to this, evidence is not collected by force. If such a condition is faced, it should be stated in a report that the evidence could not be collected. (f) Students should not exit the room for 15 minutes following the start of the exam. This rule can also apply for the last 10 minutes at the discretion of exam supervisors. In case attendance sheet is not completed in the meantime, duration of students' mandatory stay in the examination room can be extended. (g) Students should not exit examination room without handing their papers unless there is a compelling reason. (h) When a student needs to leave the examination room for a compelling reason, he/she must inform the exam supervisor of this; a report should be kept for a student who does not behave accordingly. (i) While students hand their exam papers must be sure that their personal data and signature are included in these papers. (j) At the end of the exam, answer sheets must have been delivered to exam supervisors. A report shall be written for a student who hasn't delivered his/her paper. (k) Students who had handed their papers and left the examination room cannot enter the room again until the exam ends. A report for discordant behavior with the exam order shall be written for a student who violates this rule.

(5) Exam Supervision Rules (a) Examinations may be given by teaching assistants, under the supervision of faculty members. Instructors are obliged to act as supervisors in the exams of courses they have given. (b) In cases where the number of students who take the course is more than 30, the instructor is obliged to make arrangements on the presence of one more exam supervisor in the examination room in cooperation with the Faculty's Dean Office. Depending on the capacity of the room they will work, supervisors in charge in the exam must be ready in 10 minutes in advance in small rooms and 15 minutes in advance in large rooms. (c) Whether to give additional sheets at the beginning of the exam or not and the duration of the exam must be announced by the supervisor(s). (d) Students in the examination room shall be seated in a spaced manner and in an order insofar as possible. (e) Student identification card and materials such as pencil, eraser, etc. which are used in writing the exam and sources

the use of which are allowed by the instructor can be brought into the examination room. Food and non-alcoholic beverages can also be brought with the condition that they are consumed without disturbing other students and no waste is left behind. In case any belonging (cellphones, course notes and textbooks, etc.) is brought to the room other than those sorted, cellphones must be powered off and materials such as course notes, textbooks and other belongings and materials should be placed out of the student's reach during the exam. Exam supervisors may keep watch on cellphones, course notes, textbooks and other belongings and materials for the sake of the exam order. (f) Exam supervisor may perform an identity check before the exam starts. This check is performed by confirming that the person who is entering the exam is the person on the identity card and is the person who had written his/her name and number on his/her identity card to all exam papers. (g) Exam supervisor may also perform an identity check after the start of the exam if he/she deems necessary. (h) A student who cannot present his/her identity before or during the exam should show another identity card. A student without an identity card can only be accepted to the exam if there is no doubt about the genuineness of his/her identity. (i) While performing an identity check, students' signatures which confirm that they have entered the exam should be taken onto the attendance sheet and number of students who have signed should be compared with the total class size. (j) All kinds of cheating attempts during the exam must be intervened and student who is considered to be acting cheater must immediately be asked to pass his/paper to the exam supervisor and a brief report on how the cheating is done shall be prepared above the signatures of exam supervisors in charge in the examination room thereby cheating action must be detected in detail.

To the report, exam supervisors shall attach the materials which constitute evidence for cheating, or visual sample of it in cases where the evidence cannot be attached. In case the student resists giving the evidence for cheating or prevents the visual sample to be taken, this shall also be covered in a report. (k) Whether an action forwarded to discipline committee following the report of exam supervisors will be considered as cheating attempt or not depends on the evaluation of relevant discipline committee. If it is decided by the discipline committee that the student did not cheat or attempt cheating, the student is given the chance of taking the remaining part of the exam he/she has taken or the whole exam. (l) Those who will not be able come for the examination duty should inform the relevant Faculty's Dean's Office. (m) Exchange of duties between exam supervisors so as not to interrupt exam order is

possible and subject exchange must be notified to relevant Faculty's Dean's Office. (n) While supervisors are talking among themselves, they must be careful in not to disturb students and disrupt exam supervision. Especially in long exams, it is possible that one of the supervisors can leave the classroom for a short time provided that there is another supervisor in the classroom. However, except this condition, supervisors must not leave the examination room. (o) Before examination starts, students must be informed that exam supervisor will inform students of the exam duration by writing on the board and/or orally at certain intervals during the exam and students must be informed of the time left at certain intervals throughout the exam, in anyway possible. It is recommended that this notification is made by writing on the board and orally when necessary. (p) At the end of the exam, answer sheets must be lined up as determined by the instructor and received exam papers must be counted and compared with the number of students on the attendance sheet and then attendance sheet must be signed by the supervisors. (r) Students are not let out of the examination room without handing their papers unless there is a compelling reason. A report is kept for a student who does not act in accordance with the exam order and it is signed by the supervisors in the room and delivered to Faculty's Dean's Office where the course for which the exam is given belongs to.

(6) Other Provisions In examinations which are not given in the form of a session (independent study, examinations received at home, etc.), students must follow the relevant articles of the code of conduct (see Code of Conduct for Students, Article 4.2).

8.5. Koc University Regulation for The Prevention of Sexual Harassment

Aim

ARTICLE 1- (1) The aim of this Regulation is to determine and arrange the principles for creating an academic research, education and working environment which is free of all kinds of sexual harassment related to all sexes, genders, sexual orientations, etc. Through this Regulation, Koc University states that they are ready and decided to make every effort for increasing the awareness of the rights in cases of sexual harassment and of the things to do and preventing such events and situations, for the investigation and inquiry of the allegations and complaints about sexual harassment, to take disciplinary actions and operate other legal mechanisms against whoever responsible.

(2) Koc University ensures that extreme care is taken in protecting the honor of people who are parties or witnesses of all kinds of sexual harassment and in ensuring the confidentiality due to the right of privacy and that every kind of process is managed within the principle of confidentiality. This Regulation aims the protection of persons defined as “victims” and persons who are the witnesses of all kinds of sexual harassment, that they inform the situations and events they live or witness securely, to ensure that they are encouraged for stopping undesirable approaches, to increase the awareness of everyone who is included in the scope, and on the other hand, to prevent victimhoods due to unfounded accusations.

Scope

ARTICLE 2 - (1) This Regulation covers behaviors of sexual nature, towards each other or third parties, of the academic and administrative employees and subcontractor company representatives and employers of Koc University, of those who are in university campuses and vehicles assigned to university service, threats based on sexual apartheid and gender, sexual harassment through forcing or subjection, mail, e-mail, displaying on social media, cellphone messages or miscellaneous communication means and similar approaches, without any limitation in time.

Base

ARTICLE 3- (1) This Regulation is prepared on the basis of relevant articles of Council of Europe Convention on Prevention of Violence Against Women and Domestic Violence and Battle Against These, Higher Education Law No. 2547, Disciplinary Regulations for Managers, Faculty Members and Clerks of Higher Education Institutions dated 21.08.1982 and numbered 17789, Koc University Administrative Personnel Regulations and Koc University Code of Ethical Conduct and Practice Principles to be implemented.

Definitions

ARTICLE 4- (1) in the implementation of of this Regulation:

a) **Sexual Harassment:** Sexual harassment involves words, attitude and other behaviors of sexual nature that do not base on the free consent of the respondent regardless of any bodily contact with the person. To accept the existence of sexual harassment, the conduct does not need to be continuous.

b) **Consultant:** These are employees who work in academic units of Koc University or in the units of Koc University such as Dean of Students, Directorate of Human Resources and who

are charged as Consultant by the President within the scope of this Regulation and who offer consulting services on the process to be operated to employees who are subjected to or witnessed sexual harassment.

c) Investigation Committee: It is a committee charged by the President for the purpose of detecting events and investigating denouncements sent and complaints made in relation with these matters.

d) Witness: Person who is not the perpetrator or victim of the event which may constitute a sexual harassment but who obtains information about the subject event via at least one of his senses. From the point of the implementing this Regulation, third parties who are informed of the event which is claimed to constitute a sexual harassment are included in the concept of witness as well.

Academic, Research, Education and Working Environment Free of Sexual Harassment

ARTICLE 5- (1) Koc University is responsible for providing an academic research, education and working environment which is free of sexual harassment. Academic and administrative employees, and other persons within the scope of this Regulation should show respect to each other within the framework of Koc University Code of Ethical conduct and and Practice Principles.

Duties and Responsibilities

ARTICLE 6- (1) President determines and charges persons amongst employees in academic and administrative staff working full time in Koc University who will act as Consultants and ensure sufficient available Consultants after receiving the opinion of Koc University Gender and Women Studies Center.

(2) In case there is a reasonable doubt that Koc University employees are subjected to conditions which may be considered as sexual harassment and there is a complaint about this, President is responsible for the opening of investigation about this conditions, determining Investigation Committee to be formed for the investigation of this condition and calling relevant persons for duty.

(3) Directorate of Human Resources ensures that all parties within the scope are made aware of possible disputes which may be created by conditions which may be accepted as sexual harassment and rights of the victim in such cases and it contributes in raising awareness across the institution and develops and arranges informative programs for this purpose.

(4) Directorate of Human Resources develops training programs about psychological and legal dimensions of sexual harassment and its consequences in regard to parties and the institution and has the Consultants trained.

(5) Consultants handle a denouncement or complaint forwarded to them by witnesses or third parties within the principles of “confidentiality” specified in this Regulation and inform persons who has forwarded the denouncement or complaint by performing consultancy within the limits determined in the Regulation. If the consultant is sure about the existence of the situation for which investigation should be opened he/she informs the employee of his/her rights and ways of application.

Taking Action Quickly

ARTICLE 7- (1) Koc University takes denouncements concerning situations which may be considered as sexual harassment seriously and for the clarification of the event, it immediately takes action using proper procedures which take the nature and weight of the reported situation into account. Subject procedures contain the start of investigation and inquiry, measures for ensuring their health and disciplinary sanctions to be imposed as a result of investigation.

Investigation Committee

ARTICLE 8- (1) President calls Investigation Committee without delay when he has the complaint of the employee who is the victim or witness of the event/situation which may be considered as sexual harassment. President receives the opinion of Koc University Gender and Women Studies Center in determining the members of the Committee.

(2) If the person under investigation or the victim is an instructor, Investigation Committee members must have same academic title with or higher academic title than that person. In investigations about managers, equity or supremacy in titles is sought. Only exception to this is the Human Resources Director who joins as “Reporter” to committee works. Reporter does not attend meetings and does not vote. Investigation Committee to be established for the investigation of situations which may be considered as sexual harassment consists of three Investigators and a Clerk assists in the Committee works. In the events in which high numbers of perpetrators or victims are suspected to exist, total number of the members of the Investigation Committee can be increased provided that number of members is odd. For the purpose of establishing the committee and starting the investigation a written notice is sent

to the Investigation Committee. Evidences for the investigation are collected by the Investigation Committee. If the first person to which the complaint is sent is Consultant, both the Consultant and witness of the event (if any) are listened by the Investigation Committee. In the establishment of the committee concerning the investigation of administrative employees, supremacy of the title is taken as basis provided that at least one of the members is a Faculty Member.

(3) In accordance with the principle of confidentiality, even Committee members cannot reproduce copy or distribute the files produced during the investigation about the subject/event. All records are kept with the strict observance of the principle of confidentiality. Investigation Committee completes the investigation and submits its decision to the President. President gives the decision about the investigation by himself/herself and issues his/her decision to the perpetrator or the victim in person.

Investigation Procedure

ARTICLE 9- (1) Following the handling of all kinds of sexual harassment, upon denouncements or complaints, to which Koc University employees are subjected, Investigation Committee performs the necessary investigation, listens to the witnesses, may explore, has all kinds of evidence collected and performs other operations it considers necessary from the point of clarifying the matter. Persons within the scope of Regulation give every kind of information, file and documents without delay and perform the required assistances. Investigation procedures are determined and regulated in accordance with the procedure laid down in Article 23 of Disciplinary Regulations for Managers, Faculty Members and Clerks of Higher Education Institutions dated 21.08.1982 and numbered 17789. (2) Investigation Committee carries out and completes the investigation limited to persons and actions for which the investigation is opened. If the Committee detects that there are committed offenses other than the investigated action, which require disciplinary and criminal action or other persons which are required to be included in the investigation within the scope of the same crime, it gives prompt notice to the President.

Training and Raise of Awareness

ARTICLE 13- (1) Beginning from their employment, all new personnel who has started working in Koc University will be given "Raising of Awareness in Sexual Harassment Training" which

raises awareness and which is included in the existing Regulation as a part of orientation program.

(2) Academic and administrative employees, subcontractor company representatives and employers of Koc University are required to participate in minimum two hours of Raising of Awareness in Sexual Harassment Program once every two years.

Notice/Information

ARTICLE 14- (1) Situations which may be considered as sexual harassment are detected through the relevant information of the victim or witness given to any persons which will be chosen by the victim or witness, amongst those who act as Consultants, request for their consultancy or directly giving notice to the President.

Consultancy

ARTICLE 15- (1) Consultants give service for the purpose of both giving information about the points and mechanisms explained in this Regulation and serving as a consultant for those who want to give notice or denounce.

(2) Consultants are chosen from the academicians who are working full time in Koc University and employees who work in the administrative staff. Those who are appointed by the President are informed by an assignment letter that they are Consultant. Training on administrative procedures related to sexual harassment, to be received by the appointed persons is given by consulting Koc University Gender and Women Studies Center. Consultants who are actively ready for work are provided in sufficient number so that they can give consultancy services to all academic and administrative employees. Decreases in this number due to resignation or withdrawal are compensated by new appointments by the President. Directorate of Human Resources ensures that name of the persons who act as Consultants and their up-to-date contact information are announced over My.KU (<http://my.ku.edu.tr/>) intranet portal and they are easily accessible by all employees.

(3) Duty of the Consultants is to accept complaints or denouncements. The Consultant hears the details of the event from complainant or denouncer, tries to understand the level of impact of this situation on the victim and leads the applicant, witness or the victim in the things to be done. He/she gives information to victim or complainant on what process to operate to resolve the matter.

Validity

ARTICLE 17- (1) This Regulation takes effect at the date of its issue.

Enforcement

ARTICLE 18- (1) Provisions of the Regulation are enforced by the President.