

ÜSKÜDAR UNIVERSITY
STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT PRINCIPLES DIRECTIVE

SECTION ONE
Purpose, Definition, Scope

Purpose

ARTICLE 1 - The main purpose in creating the Üsküdar University Student Rights, Responsibilities, and Conduct Principles Directive is to regulate students' relations with the University, to ensure the boundaries of their rights, responsibilities, and privileges during their studentship at Üsküdar University.

With this directive, it is aimed to provide a healthy, transparent, open to development and inclusive functionality of Üsküdar University's academic and social environment for both students and all members of Üsküdar University.

Definition

ARTICLE 2- The Üsküdar University Student Rights, Responsibilities, and Conduct Principles Directive contains the provisions aimed at regulating all kinds of attitudes, behaviors, rights, privileges, and responsibilities of the students studying within Üsküdar University in the university environment, and it is mandatory for students to comply with these rules throughout their student life at Üsküdar University.

Scope

ARTICLE 3- With the rules determined in the Üsküdar University Student Rights, Responsibilities, and Conduct Principles Directive, Üsküdar University students agree that they are obliged to comply with the law, Higher Education Legislation, and the Student Disciplinary Regulation within its scope in all their actions and transactions within the University, as detailed below, and that the provisions of the relevant legislation will be applied about them in case of contrary situations.

Pursuant to the directive in question, Üsküdar University is obliged to create a suitable environment in which students within its structure can have the rights and privileges detailed below. The Üsküdar University Student Rights, Responsibilities, and Conduct Principles Directive covers and is binding on all students studying at Üsküdar University (normal education-second education) associate degree, undergraduate, postgraduate, students studying at the university within the scope of the student exchange program, students within the scope of the Erasmus program, students studying with a special student status, etc.).

SECTION TWO

Rights and Privileges, Responsibilities, General Rules of Conduct, Implementation of the Rules and Form of Sanction, Execution of the Directive

The rights, privileges, and responsibilities specified within the scope of the Üsküdar University Student Rights, Responsibilities, and Conduct Principles Directive are as follows:

Rights and Privileges

ARTICLE 4- The rights and privileges specified within the scope of the Üsküdar University Student Rights, Responsibilities, and Conduct Principles Directive and granted only to students studying within Üsküdar University are as follows:

a) Confidentiality of Student Registration Information and Protection of Personal Data

All kinds of personal information shared by Üsküdar University students with various units of the University, whether during registration or on other occasions, are kept confidential by the University within legal limits. It is obligatory that any information shared by the student with the University's Psychological Counseling Unit (PDB), Health Center, Resolution Center, etc. is kept confidential, except for some legal exceptions. However, the student should know that even if he/she does not consent, the University has an obligation to share the relevant documents and information at the request of the Turkish Republic Courts, etc. official institutions and authorities, in the presence of legal exceptions. The protection of personal data is concretized for students within the framework of the "Student Clarification Statement on the Protection of Personal Data" published by Üsküdar University within the scope of law number 6698 (KVKK) and with the right to update. Students have the right to request with the KVKK Information Request Form, which is an inseparable part of the statement, regarding personal data.

b) Right to Equal Benefit

Üsküdar University students have the right to benefit equally from all services, opportunities, and opportunities of the University throughout their student life at the University, without discrimination based on race, nationality, country, religion, sect, language, gender, social class, profession, family identity, etc., and within the framework of the principle of equality determined by the Constitution of the Republic of Türkiye. It is ensured that all students are informed about all activities planned by the teaching staff outside the course with the permission of the deanship/directorate.

c) Right to Take Courses

The courses that Üsküdar University students will take during their studentship are determined within the scope of the course programs consisting of compulsory and elective courses prepared according to the semester criteria. Elective courses are opened if the minimum number of students determined by the University is reached.

The student has the right to access the detailed syllabus of the course he/she will take or wants to take from the BBS. Therefore, the teaching staff in charge of giving the course is obliged to share the syllabus of the course he/she will give with the student at the beginning of each semester. The course syllabus, which the teaching staff is obliged to share with the student, includes all the requirements related to the course, such as the weekly topics of the course, the purpose of the course, the resources, all kinds of materials that may be used in the course, exam dates, course evaluation and grading criteria, attendance and attendance information, etc. With the course syllabus, the mutual rights and responsibilities of the student and the teaching staff are also determined in detail. The course achievement evaluation and grade notification process is carried out without violating the student's right to privacy.

d) Right to Take the Exam

The student has the right to receive a clear notification regarding the exam dates of the midterm exam, final exam, make-up exam, excuse exam, single course exam, foreign language proficiency exam, exemption exam, etc., at least one week before the date the exam will be held. If two or more exams that he/she is obliged to take coincide on the same day and time, the student has the right to apply to the head of the department, the head of the main science branch, or the head of the program to make appropriate arrangements and to take the exam. The relevant unit management is obliged to take the student's request into account and make the necessary arrangements.

e) Right to Report a Problem and Request a Solution

Üsküdar University students have the right to notify the relevant units of the University about all kinds of problems they encounter in the operating part of the University related to them (irregularities related to education, teaching, social activities, equipment related to education and all kinds of application areas, etc.). The relevant units of the University are obliged to produce appropriate solutions by following all aspects of the problem reported by the student. In this sense, the Üsküdar University Resolution Center receives all kinds of complaints and problem notifications from the student, forwards them to the relevant places, monitors the solution process and informs the student. It is essential that the entire process of reporting a problem and solving it is carried out with clarity and urgency that will not harm the student's rights related to both personal and studentship, within the limits of the relevant legislation.

f) Right to Obtain Information

Students have the right to obtain all kinds of information they need within the scope of their student status from the relevant units of the University, in the most accurate way and in a timely manner, throughout their studies at Üsküdar University. In this regard, the relevant provisions of the Law No. 4982 on the Right to Information are also taken into account. In order for the information process to function properly, students are obliged to share the necessary information (contact information, etc.) accurately and completely with the relevant units of the University.

and to follow the communication channels that they will be directed by the University in a timely and accurate manner.

g) Transparency in Disciplinary Investigation Processes

The provisions of the Higher Education Institutions Student Disciplinary Regulation, which is regulated within the scope of Law No. 2547, are applied without any discrimination among the students in the disciplinary investigation and punishment process. The student who is subject to a disciplinary investigation must be informed in advance about all stages of the investigation and punishment process.

Responsibilities

ARTICLE 5- The responsibilities that students are obliged to comply with during their studentship at Üsküdar University are as follows.

a) Commitment to the Academic Ethics Principle

Universities are institutions that provide educational and training services of an academic nature; students are individuals in the position of recipients of this service, and adherence to the ethical principles that form the basis of academic integrity is obligatory in order for the presentation and receipt process of this service to function properly. In this context, the ethical principles that Üsküdar University students are obliged to comply with are as follows:

Plagiarism

Students are obliged to specify the source of the information they directly or indirectly transfer from other sources or people in the research, academic studies, publications, presentations, exams, and assignments they have made within the scope of education and training during their studentship at Üsküdar University, in a clear and detailed manner. Any kind of information transferred without reference to the source falls within the scope of plagiarism, regardless of its place of use, form and purpose, and requires the implementation of the prescribed disciplinary procedures.

Copy

The student has the responsibility not to copy/have copied in the exam, not to exhibit attitudes or behaviors that would cause suspicion of copying, not to write certain writings or draw shapes in the nature of preparing for copying on the desk or chair before the exam, not to have the course material (book, notebook, note paper, etc.) that can be easily accessed during the exam, not to have a mobile phone, camera, recording

device etc. with him/her, and not to exhibit attitudes and behaviors that would facilitate copying or raise suspicion in this direction. The student's responsibility not to copy and not to have copied is not limited to the exams held in the classroom, but also applies to exams in the form of homework. Accordingly, the student must not copy from other students' assignments, not have

others copy from his/her own assignment, not use the information he/she has taken from the internet environment without citing the source, not use the work prepared previously by someone else on the same subject, not use his/her own studies that are supportive of his/her own study without citing the source when preparing the homework style exams. Disciplinary regulations are applied about the students who exhibit attitudes and behaviors that are contrary to this responsibility.

Academic Content and Counterfeiting in Production

Students are obliged to refrain from counterfeiting in all kinds of academic materials and all kinds of academic or intellectual production that they will prepare within the scope of education and training. Creating a situation of repetition by using the works prepared by others in academic quality content production, exactly, changed or partially, without reference to the source, fabricating information, using the content presented for a course in another course as well, giving the texts copied from the internet as homework, claiming that it was prepared by himself/herself, or having others do his/her own homework or presentations or making the homework or presentations of others is included in the scope of counterfeiting and all actions and transactions incompatible with academic honesty, and Student Disciplinary Regulation is applied about the students who resort to these actions and transactions.

Counterfeiting in Official Documents and Transactions

Students are obliged not to resort to counterfeiting in university-related transactions, document exchange, and information recording during their studentship at Üsküdar University. Misleading the units of the University, making false registration, preparing false health reports, arranging fake exam documents for the exam that was not taken, using fake identity cards, and allowing those who are not Üsküdar University students to use their own identity cards and benefiting unjustly from the University's certain services, actions, and transactions (parking lot, cafeteria, health services, sports facilities, library, classrooms, computer services, canteens, seminars that are not generally open, conferences, courses, etc.) are included in the scope of official document and transaction counterfeiting, and Student Disciplinary Regulation's relevant provisions are applied about the students who tend to these actions, attitudes or behaviors.

b) Intellectual Property Right Violation

Students cannot transfer the data related to intellectual and scientific production carried out with the academic and physical facilities of Üsküdar University to people or institutions outside the university without permission, and cannot use them anywhere, in any environment and in any way without permission, even if they have been involved in the production process. Researches carried out during education and training, projects developed, experiments conducted, projects prepared in partnership with TUBITAK and similar institutions, inventions, designs, trademarks, films, slogans, logos, emblems, musical works, etc. are within the scope of University's intellectual property rights and all kinds of usage and transfer are subject to permission. The

relevant provisions of the Student Disciplinary Regulation and the criminal sanctions within the scope of the Intellectual Property Law are applied about the students who are contrary attitude, behavior or actions.

c) Unauthorized Use of Physical Facilities

While students have the right to benefit from all the physical facilities of the University during their student life at Üsküdar University, they are also obliged to know that this right must be used within certain permissions and controls and not to violate this rule. All premises, physical resources and opportunities used for education and training within the University buildings such as library, computer laboratories, other unit laboratories, radio-television studios, conference halls, classrooms, sports facilities, etc. are open to the student's use with the permission and supervision of the officials. The relevant provisions of the Student Disciplinary Regulation are applied about the students who use and harm the said space, resource and opportunities by violating the existing rules.

d) Abuse of Electronic Communication Resources

The rules and conditions for students to use the electronic communication and information tools within the scope of the University's property have been determined by the Üsküdar University Information Technologies Unit, and students are obliged to adhere to these rules and conditions.

See: <http://bt.uskudar.edu.tr/file/yonetmelik.pdf> and

<http://bt.uskudar.edu.tr/file/bilisim-kaynaklari-kullanim-politikasi.pdf>

e) Unauthorized Distribution or Sale of Course Notes

It is forbidden for students to copy and multiply the course notes without the knowledge and permission of the relevant teaching staff, and to distribute them for free or for a fee. The relevant provisions of the Student Disciplinary Regulation are applied about the student who violates this prohibition. However, this prohibition does not apply to the course notes that the student took during the course and that he/she finalized with his/her own efforts, as long as no commercial purpose is intended. The student may share the notes he/she took during the course with others, without requesting any fee in return.

f) Unauthorized Use of the University's Name

Üsküdar University students cannot use the University's name, emblem, logo, and seal for any purpose and for any reason without the permission of the authorized units of the University. The relevant provisions of the Student Disciplinary Regulation are applied about the student who acts contrary to this rule.

g) Unauthorized Use of the University's Resources

Students cannot use the University's physical facilities (open or closed spaces, laboratories, facilities, etc.), resources (all kinds of equipment, equipment, laboratory equipment, studio

materials, etc.), services (health, education, transportation, counseling, cleaning services, cafeteria services, etc.) and products (books, course notes, research results, inventions, information, etc.) for whatever reason or purpose, without the knowledge and permission of the authorized units of the University. The relevant provisions of the Student Disciplinary Regulation and the relevant legal provisions within the scope of the Intellectual Property Law are applied about the students who act contrary to this and tend to this kind of action, attitude or behavior, where necessary.

h) Cases of Unfair Gain or Theft

The students' transferring to their own property in an unjustified manner any goods that do not belong to them, belong to the University or another person, obtaining material gain unauthorizedly from any service or product with which they have no property connection constitutes theft and the relevant provisions of the Student Disciplinary Regulation are applied about the students who exhibit such actions, attitudes and behaviors.

Causing Material Damage

Students benefit from the physical facilities, resources, services and products of the University in line with certain rules and conditions. The students who misuse, abuse the University's facilities, resources, services and products by violating the said rules and conditions (sharing the software by copying it without permission, providing access by using other people's passwords, performing actions that will prevent other people's communication, making obscene publications on the University's computer environment, document sharing, unauthorized use or redirection of web pages, unauthorized use or sharing of virtual content belonging to the University, etc.) and intentionally cause material damage to the University in any way are subject to the relevant provisions of the Student Disciplinary Regulation.

i) Giving Private Lessons

It is forbidden for students to give private lessons by benefiting from the University's physical facilities (spaces), resources (laboratories, equipment), services (transportation, accommodation, nutrition, technical staff support, etc.). The relevant provisions of the Student Disciplinary Regulation are applied about those who exhibit contrary behavior.

General Rules of Conduct

ARTICLE 6-

a) Psychological Harassment and Attrition

Students cannot engage in attitudes and behaviors that will harm the mental health of other people, for whatever reason, within the borders of Üsküdar University, and cannot encourage other people in this direction. Threat, verbal assault, insult, restrictive attitudes and behaviors in the living and moving area, condescending words, actions, attitudes and behaviors within the

community, behaviors aimed at preventing action, work and behavior, etc. are included in the scope of psychological harassment and attrition, and the relevant provisions of the Student Disciplinary Regulation are applied about those who are involved in these types of attitudes, behaviors and actions.

b) Committing Sexual Harassment or Making Insinuations

It is forbidden for students to commit sexual harassment to other people, to attempt to commit harassment, to exhibit actions, attitudes and behaviors that will invoke sexual harassment within the borders of Üsküdar University. In case of any complaint about the students who tend to these kinds of attitudes, behaviors and actions, the relevant provisions of the Student Disciplinary Regulation and the Üsküdar University Harassment and Discrimination Prevention Directive are applied.

c) Physical Assault and Damage

For whatever reason, the student cannot physically assault other people within the borders of Üsküdar University, cannot cause them physical or material damage, cannot attempt assault or incite others in this direction. The relevant provisions of the Student Disciplinary Regulation are applied about the students who tend to contrary actions and behaviors.

d) Disrupting Activities, Preventing or Exhibiting Discord

It requires the application of the relevant provisions of the Student Disciplinary Regulation to the students to turn to the actions, attitudes and behaviors to disrupt the activities, prevent them, to make a trial to prevent, take the job even though given authority from head by units of the University, to give the actions, attitudes and behaviors by units of the University.

e) Unauthorized Surveillance and Viewing

There is an obligation to respect the privacy of individuals on the one hand due to the relevant regulations within the scope of law, and on the other hand due to the understanding of ethics, and to comply with the principle of confidentiality of private life. Moving from this understanding, Üsküdar University students do not have the right to monitor, record and share images of other people's private living spaces, viewing and recording students' lessons and laboratory applications, and presenting them for sharing without permission, within the University's borders or even if they are outside the University's borders, by using the Üsküdar University identity without permission. The relevant provisions of the Student Disciplinary Regulation are applied about the students who are in these types of actions and behaviors.

f) Possession of Weapons, Knives, etc. for Violence Purposes

It is forbidden for students to have firearms, explosives or weapons, knives, etc. cutting tools, including those with licenses, within the borders of Üsküdar University. The relevant provisions of the Student Disciplinary Regulation are applied about those who act contrary to this.

g) Alcohol, Drug and Cigarette Use

Üsküdar University students cannot use alcoholic beverages and addictive drugs in the inner and outer areas belonging to the University, cannot have them, or cannot mediate the use of others. In addition, as required by the law prohibiting smoking indoors, it is forbidden for students to smoke indoors at the University, and the relevant provisions of the Student Disciplinary Regulation are applied about the students who are in these kinds of actions and behaviors.

h) Gambling Prohibition

It is forbidden for students to gamble, have gambling played, and perform any related activity or organization within the borders of Üsküdar University, and the relevant provisions of the Student Disciplinary Regulation are applied in contrary situations.

i) Compliance with the Rules in Internships and Applications

Üsküdar University students are obliged to perform the applications and internships that they are obliged to take or be involved in as required by their education and training in accordance with the rules determined by the partner institutions. Actions, attitudes and behaviors regarding the time, duration, place, dress code, use of equipment in the application area, benefiting from the physical environment, information security, organizational hierarchy, corporate confidentiality, duty, implementation or internship, are included in this scope and the relevant provisions of the Student Disciplinary Regulation are applied about the students who enter into actions, attitudes and behaviors that are contrary to these.

Implementation of the Rules and Form of Sanction

ARTICLE 7- The persons defined within the scope of the Üsküdar University Student Rights, Responsibilities, and Conduct Principles Directive are applied the criminal sanctions foreseen in the Student Disciplinary Regulation by implementing the necessary investigation processes, in case of acting contrary to the rules defined in the directive or mediating to create a contradiction.

Enforcement

ARTICLE 8- This directive has entered into force with the Senate decision dated 03.09.2015 and numbered 2015/24.

Implementation

ARTICLE 9- The provisions of this Directive shall be enforced by the Rector of Üsküdar University.

Date and Number of the Senate Decision in which the Directive was Published	
Date	Number
03.09.2015	2015/24
Date and Number of the Senate Decision in which the Directive was Amended	
Date	Number
11.01.2018	2018/02
Date and Number of the Senate Decision in which the Directive was Amended	
Date	Number
08.08.2019	2019/22