(Senate Resolution dated 25.12.2018 no. 14)

# DIRECTIVE ON PRINCIPLES AND PROCEDURES OF THE ATILIM UNIVERSITY 50 OUTSTANDING STUDENTS PROGRAM

**SECTION ONE**

## Purpose, Scope, Basis and Definitions

**Purpose**

**Article 1:** The purpose of this Directive is to specify the methods and conditions to determine 50 outstanding undergraduate degree students of Atılım University.

This Directive shall supersede the Directive on Procedures and Principles of Atılım University 50 Outstanding Students Program, approved by the Senate Resolution dated 07.03.2011, no. 02, from the date of its acceptance.

## Scope

**Article 2:** This Directive covers the provisions regarding the objectives, fields of activity and administrative bodies of Directive on Principles and Procedures of the Atılım University 50 Outstanding Students Program, as well as the duties and the methods of operation of the administrative bodies.

## Basis

**Article 3:** This Directive is based on Article 14 of Law no. 2547.

## Definitions

**Article 4:** The definitions for this Directive are:

1. Chairperson: The Chairperson of the Atılım University 50 Outstanding Students Program;
2. Student: Undergraduate degree students registered in Atılım University and applying to the program;
3. Program: The Atılım University 50 Outstanding Students Program;
4. President: The President of Atılım University;
5. Executive Board: The Executive Board for the Atılım University 50 Outstanding Students Program.

# SECTION TWO

## Administrative Bodies and Their Duties

**Administrative bodies of the program and their duties Article 5:** The administrative bodies of the program are:

1. Chairperson
2. Assistant Chairperson
3. Executive Board

## Chairperson

**Article 6:** The chairperson of the Executive Board for the Atılım University 50 Outstanding Students Program is a faculty member appointed by the President. A member of the Executive Board may be appointed by the President upon the relevant request by the Chairperson as the Assistant Chairperson.

**Article 7:** Duties of the chairperson and the assistant chairperson Duties of the Chairperson:

1. Representing the program,
2. Calling the Executive Board on a meeting, setting the agenda and chairing the Board;
3. Executing administrative duties for the program;
4. Ensuring that Program operations progress in line with Program objectives,
5. Implementing the decisions taken and the working program prepared by the Executive Board within the framework of the provisions of this Directive;
6. Preparing an annual report on the general status and execution of the Program, and submitting it to the President.

Duties of the Assistant Chairperson:

1. Undertakes the tasks assigned by the Chairperson, and chairs the Board in the absence of the Chairperson.

## Article 8. Executive board

1. The Executive Board consists of representatives from the following units:
	1. Office of Dean of Students,
	2. Directorate of Social Affairs and Sports,
	3. Directorate of Corporate Communication and Promotion,
	4. Directorate of Library and Documentation,
	5. Directorate of Career Planning and Cooperative Education,
	6. Directorate of Distance Learning and Educational Technologies,
	7. Directorate of International Relations,
	8. **At least one** representative from each School.
2. Board members are appointed for 3 years. Members may be reappointed after the term of office.

Members who do not attend meetings for three times in succession without any excuse and permission shall be dismissed from the Board.

If a membership is abolished and terminated for any reason, a new member shall be appointed to complete the remaining term of office by following the same procedure.

## Duties of the executive board

**Article 9:** The duties and authorities of the Board are:

* 1. Ensuring that 50 Outstanding students are selected in line with the application conditions and criteria,
	2. Reviewing these conditions and criteria each year and recommending updates to the Senate where necessary,
	3. Making necessary arrangements for all kinds of activities, organizations, announcements, etc. within the scope of the program,
	4. Setting up an evaluation commission to evaluate and determine whether applicants or nominated students comply with the criteria, and determining the working principles and procedures of the commission;
	5. Auditing commission meetings for student evaluations and finalize the names of the top 1, the top 10, and the top 50 outstanding students presented by the commission.

**Article 10:** Additional responsibilities of unit representatives in the Board are as follows:

1. Office of Dean of Students -- Providing data from the Directorate of Student Affairs to determine whether students meet the application criteria; and mentoring students regarding the program.
2. Directorate of Social Affairs and Sports -- Administrating the website of the Program through the Directorate of Culture and Social Affairs, coordinating arrangements for award ceremonies, mentoring students at clubs to prepare them for the program, providing necessary documents to students at clubs, providing secretarial services. Introducing the program to students by means of the Directorate of Sports, and approving their documents, where necessary.
3. Directorate of Corporate Communication and Promotion: Promoting the program in various media; helping with the preparation of the introduction cards of the 50 students; providing video recording and photography services at the award ceremony.
4. Directorate of Library: Aiding in the promotion of the program.
5. Directorate of Career Planning and Cooperative Education: Promoting the program; informing students about the relationship between early preparation to the program and career planning.
6. Directorate of Distance Education and Educational Technologies: Supporting the promotion and introduction of selected students.
7. Directorate of International Relations: Promoting the program to international students; emphasizing the importance of programs such as Erasmus, gaining experience overseas, and acquiring a second or a third foreign language for the purposes of the program.
8. **At least one** representative from each School, as required -- Ensuring the promotion of the program within their schools, mentoring students, and emphasizing to students the importance of academic success, and participation in programs such as Undergraduate Research Projects (LAP), and the Share the Success Program (BPP).

## Meeting procedures

**Article 11:** The Program Executive Board convenes a minimum of three times in an academic year with absolute majority on an agenda to be determined by the Chairperson. Non-members may also be invited to board meetings, where necessary.

The Board takes decisions with absolute majority. The chairperson’s decision shall be taken in case of tie.

Board decisions shall be archived with dates and numbers, and kept for a minimum of five years. The Directorate of Cultural and Social Affairs undertakes the secretarial duties of the Board.

## Evaluation Commission and its Duties

**Article 12:** The Evaluation Commission consists of a minimum of 6 members selected among volunteers in the Board including the Chairperson.

Duties of the Commission are:

* 1. Determining whether the applications are in conformity with the criteria determined by the Board, performing the procedures of pre-evaluation, scoring and ranking;
	2. Ensuring the evaluation results to be submitted to the Presidency.

# SECTION THREE

## Application Criteria and Scoring

**Criteria**

**Article 13:** The minimum conditions for applicants are:

* + 1. Being a junior or senior undergraduate student (transfer students are required to complete a minimum of two semesters at their departments).
		2. Achieving a minimum GPA of 2.25 as of the Fall semester.
		3. Not having received any disciplinary punishment during their studies at Atılım University, and any traffic tickets banning their own vehicles from the Atılım University campus.
		4. Having applied for the program via the online application system within specified deadlines.
		5. Having obtained 1 or 2 reference letter(s) to be written by the academic or administrative staff of the University (via the application system). **If more than two reference letters are submitted, the first two letters shall be evaluated, and their average shall be taken into account.**
		6. Having prepared a letter of intention. The letter of intention:
			- Must be of between 250 - 800 words,
			- Must include a self-introduction,
			- Must elaborate the reason for them to be favored for the purposes of the Atılım University 50 Outstanding Students program;
			- Must elaborate the contributions of the education delivered by the university to the applicant;
			- Must include personal interests and future goals;
			- Must include the contributions to be made by the applicant, if they are selected for the program.
		7. Students meeting these criteria may not be selected more than twice and may apply to the program until selected twice.

## Scoring

**Article 14:** The criteria for scoring are as follows:

Applicants are evaluated in five categories out of 100 points. Each category affects applicants’ total scores by 20%. Only the activities performed during the university studies of candidates shall be accepted on the condition that they are documented. Documents must bear dates, names, titles, signatures and/ or stamps of issuing persons/ authorities, and each document may only be used for a single activity. Documents must be uploaded on a category basis. Missing documents and information shall not be evaluated. The Board shall make a decision about contradictory information and documents.

## Academic achievement (max. 40 points, Multiplier = 0.5)

Having a minimum CGPA of 2.25 as of the Fall semester.

## Community/ Social Service (max. 80 points, Multiplier = 0.2500)

Community/Social Service: This category involves the efforts regarding the topics of environment, children, disadvantaged groups, animals, people in need,

and social gender equality:

* 1. Engaging in community/social service activities (10 pts., max. 2 activities)
	2. Former/ current active membership in community/ social service societies or campaigns (5 pts., max. 2 memberships)
	3. Current active leadership in community/ social service societies or campaigns (15 pts., max. 2 leadership roles)
	4. Former active leadership in community/social service societies or campaigns (10 pts, max. 2 leadership roles)

## Entrepreneurship (max. 90 points, Multiplier = 0.2222)

* 1. Participating in entrepreneurship studies at or outside of the University (5 pts., max. 2 studies)
	2. Having been nominated or having applied for a reward in entrepreneurship (5 pts., max. 2 nominations)
	3. Having been rewarded in entrepreneurship (10 pts., max. 2 rewards)
	4. Having a business idea/ business plan approved by official institutions (15 pts., max. 2 ideas/ plans)
	5. Having launched and managed a business enterprise during their studies, or currently managing a business enterprise (20 pts.)

## Extracurricular University Activities (Max. 180 points, Multiplier = 0.1111)

Activities in art, cultural, sports and academic clubs or societies as a student.

* 1. Current active membership in student clubs or societies (10 pts., max. 2 memberships)
	2. Current active leadership/ management position in student clubs or societies (15 pts., max. 2 active leadership roles)
	3. Former active leadership/ management position in student clubs or societies (5 pts., max. 2 Former leadership roles)
	4. Participation in current or former student competitions (5 pts., max. 2 participations)
	5. Achievements in current or former student competitions (20 pts., max. 2 achievements)
	6. Current or former extracurricular Undergraduate Research experience (15 pts., max. 2 items)
	7. Participation in the Peer Leader and/ or Share the Success Program (15 pts., max. 2)
	8. Having worked or still working in academic and administrative units of the university (5 pts., max. 2 positions)

## Other Important Activities (Max. 130 points, Multiplier = 0.1538)

* 1. Having represented or representing the university successfully out of the university (15 pts., max. 2 representations)
	2. Participating in and successfully completing international exchange and internship programs (15 pts., max. 2 programs)
	3. Speaking a documentable second or third foreign language other than English (5 pts. for each language, max. 2 languages)
	4. Internship and work experience except for compulsory internship (10 pts., max. 2 internship/ work experiences)
	5. Being a student of an Atılım University Double Major Program (10 pts.) or Minor Program (5 pts.)
	6. Letter of Intent (max. 10 points)
	7. Reference Letter (up to two Reference Letters by the academic or administrative staff of Atılım University are required.

 Max. 10 pts., the average of two reference letters to be taken into account in the case of multiple letters)

* 1. Certificate or participation documents in personal development, occupational or academic fields (5 pts., max. 2)

## Announcement and award ceremony

**Article 15:** The announcement and award ceremony regarding the top 50 Outstanding Students:

Top 50 students are selected on the basis of evaluation scores, and the list is submitted to the Presidency for approval. After the approval by the Presidency, the names of the top 50 outstanding students are announced on the website alphabetically without their scores. The top 5 students, and the top student is determined with respect to their scores.

The top student and the top 5 students are selected based on their total scores, and their names are announced in the award ceremony to be organized in honor of the outstanding students. The monetary award to be granted to top 1 and 5 outstanding students shall be determined by the Chairperson of the Board of Trustees. Students’ parents or guests, the executive staff of the University, Heads of Departments, and Board Members are invited to the ceremony.

# SECTION FIVE

## Miscellaneous Provisions

**Calendar**

**Article 16:** The program is scheduled as follows. Dates may be subjects to changes as per the academic calendar of the University.

November 01-30: The first board meeting of the academic year, the determination and announcement of the application period

December 01-31: The second board meeting

January 01-31: Applications open after the announcement of the grades of the Fall semester
March 15-31: Applications close

April 01-20: Evaluation of applications

April 21-30: Announcing the 50 Outstanding Students
May 10-20: The award ceremony

## Effective Date

**Article 17:** The Directive enters into effect after its acceptance by the University Senate, and the approval by the Chairperson of the Board of Trustees.

## Execution

**Article 18:** The provisions of this Directive are executed by the President of Atılım University.