(Senate Resolution dated 11.01.2019 no. 01)

# ATILIM UNIVERSITY

**DIRECTIVE ON SECURITY CLEARANCE AND ARCHIVE RESEARCH**

# SECTION ONE

## General provisions

**Purpose**

**ARTICLE 1 -** This Directive aims to determine the units and duties that hold confidentiality at Atılım University, and to determine the procedures and principles of security clearance and archive research to be executed regarding the personnel to be employed at these units and duties for the first time, or to be reassigned to such units and duties.

## Scope

**ARTICLE 2 -** This Directive covers the principles and procedures of the security clearance and archive research to be executed for the units and duties holding confidentiality at Atılım University, as well as the personnel to be employed at these units and duties for the first time, or to be reassigned to such, as well as the authorities to execute these procedures.

## Basis

**ARTICLE 3 -** This Directive is based on Article 6 of Regulations on Security Clearance and Archive Research published in the Official Gazette dated 12.04.2000 no. 24018.

## Definitions

**ARTICLE 4 -** The definitions for this Directive are:

1. Archive Research: The verification via previous records whether someone is currently wanted by the law enforcement, their affiliation with the law enforcement and intelligence units, their criminal record, and whether they are subject to any restrictions,
2. Need-to-Know: Individuals learning about, examining, implementing, and protecting confidential documents solely on the grounds of their duties,
3. Security Clearance: Determination and evaluation of whether someone is currently wanted by the law enforcement, whether they are affiliated with the law enforcement and intelligence units, their criminal record, whether are subject to restrictions, whether they are engaged in destructive and separatist activities, their moral status, their relationship with foreigners and their ability to keep secrets, through investigating the available records and their location,
4. Confidentiality Levels: Sorting and naming pieces of information deemed not to be disclosed to unauthorized people with regards to their level of importance,
5. Units and Duties Holding Confidentiality: The position ranking of units and duties handling confidential pieces of information and documentation,
6. Board of Trustees: The Board of Trustees of Atılım University,
7. President: The President of Atılım University,
8. University: Atılım University.

## Confidentiality level ranking:

**ARTICLE 5 -** There are four classes of confidentiality levels, and these are:

1. Top Secret: Messages, reports, documents, tools, equipment, facilities and places that are of extraordinary importance in terms of security, that are only for the need-to-know individuals, and that are to cause great harm to the security of the State, our national existence and integrity, our internal and external interests and to provide benefits to a foreign state if disclosed without the necessary permissions, and that are of extraordinary importance in terms of security.
2. Confidential: Messages, reports, documents, tools, equipment, facilities and places that are not intended for people other than those needing to know them, and that, if disclosed without permission, would seriously harm the security of the State, our national existence and integrity, our internal and external interests, or provide benefits to a foreign state.
3. Private: Messages, reports, documents, tools, equipment, facilities and places that, if disclosed without permission, would harm the interests and prestige of the State, or provide benefits to a foreign state.
4. Operational: Messages, reports, documents, tools, equipment, facilities and places that do not require protection as top secret, confidential, or private elements due to the information they contain, but are only intended for need-to-know individuals.

## Units and duties holding confidentiality

**ARTICLE 6 - (1)** The units and duties that hold a certain degree of confidentiality are:

1. The Presidency, schools, graduate schools, vocational schools, and research centers,
2. Office of the Secretary General, and any affiliated units.

**(2)** Article 8 of this Directive presents the individuals to be subjected to security clearance and archive research among those employed at these units.

# SECTION TWO

## Authorities to Conduct Security Clearance and Archive Research Procedures, Personnel Subject to Security Clearance and Archive Research Procedures, and Principles to Apply

**Authorities to conduct security clearance and archive research procedures**

**ARTICLE 7 -** Security clearance and archive research procedures are performed by the National Intelligence Organization, the General Directorate of Security and local civil administration authorities upon the request of the Presidency.

## Personnel subject to security clearance and archive research procedures

**ARTICLE 8 -** Security clearance and archive research procedures are performed by the General Directorate of Security and local civil administration authorities on academic and administrative personnel to be appointed for the first time, or to be re-appointed, into positions at Atılım University.

## Re-performing security clearance and archive research procedures

**ARTICLE 9 -** Where requited, the relevant personnel may be requested to be subjected to another set of security clearance and archive research procedures.

## Principles to apply regarding security clearance and archive research procedures

**ARTICLE 10 -** When a staff member is to be subjected to security clearance procedures, their criminal record is obtained via the General Directorate of Criminal Records and Statistics of the Ministry of Justice, in addition to a copy of their identity card, and the form in the Annex is completed. A list containing the full name and the citizenship identification number of the relevant individual is added to the request for security clearance and archive research procedures, in digital format.

This form is then sent by the Presidency as an attachment to the request letter to the General Directorate of Security or the relevant local administrative authorities, depending on their relevance.

## Maintaining confidentiality

**ARTICLE 11 -** Confidentiality is strictly maintained at all stages of the security clearance and archive research procedures. The results of the clearance and the research are only intended for the need-to-know individuals.

# SECTION THREE

## Miscellaneous Provisions

**Responsibilities**

**ARTICLE 12 -** The President is responsible to have the personnel within the scope of this Directive subjected to security clearance and archive research procedures.

## Evaluation

**ARTICLE 13 - (1)** In the event where security clearance and archive research procedures yield negative results regarding the personnel in question, an "Evaluation Commission" is established, chaired by the President, consisting of the Secretary General/ Legal Counselor, and the Director of Personnel Affairs, in order to discuss issues such as whether it is appropriate for the person to be employed at confidential units, and whether they are to maintain these positions at re-appointment, and in order to raise the issue to the discretion of the Board of Trustees. The Commission convenes with the full number of members and decisions are taken by the absolute majority of the attendees. If the votes are equal, the side voted by the chairperson constitutes the majority. The commission takes advisory decisions.

1. If the Evaluation Commission meeting is on a member of the Commission, that particular member does not participate in the meeting.
2. Working minutes and resolutions of the Evaluation Commission are confidential.

## Effective Date

**ARTICLE 14 -** This Directive shall take effect after its approval by the Atılım University Senate.

## Execution

**ARTICLE 15 -** This Directive is executed by the President of Atılım University.

# SECURITY CLEARANCE FORM

|  |  |  |
| --- | --- | --- |
| Full Name (\*) |  | Photo  Seal Signature |
| Nationality |  |
| TR ID NO |  |
| Residential Address and Contact Information (e-mail/ phone) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Educational Status | Name and Place of Last School of Graduation | Starting Date | Graduation Date | Reason for Leaving (\*\*) |
|  |  |  |  |
| Workplace | Title and Address of Last Workplace | | | Employment Duration |
|  | | | From .../.../... to .../.../... |
| Family Information |  | Full Name | Address and Contact Information (For the ones alive) | TR ID NO |
| Father’s |  |  |  |
| Mother’s |  |  |  |
| Parental Guardian’s  (For Milt. St.) |  |  |  |
| Spouse’s |  |  |  |
| Sibling 1 |  |  |  |
| Sibling 2 (\*\*\*) |  |  |  |
| Military Status of Children over 18 |  |  |  |
| Military Status | Starting Date | Discharge Date | Punishments | Military Unit Name and Location: |
|  |  |  |  |

Any convictions or ongoing criminal cases against your name?

YES ( ) NO ( )

|  |  |
| --- | --- |
| **OTHER IMPORTANT ISSUES ABOUT THE INDIVIDUAL AND THEIR CLOSE RELATIVES**  (Whether or not they are the subject of a criminal case, whether there are convictions, their dual citizenship status, etc.) |  |
| **I DECLARE THAT THE INFORMATION PROVIDED ABOVE IS CORRECT.**  Signature | |
| **WARNING**  -This form should be completed fully and accurately, without any abbreviations in the citizenship information.  -(\*) In case of name/ surname changes, please also indicate the previous names/ surnames.  -(\*\*) Reasons mat be “Graduation, Certification, etc.”; but please also state the reason of certification.  -(\*\*\*) If there are more than two siblings present, please add their details separately. | |
| **PLEASE NOTE**   1. In order to shorten the application process of candidates and facilitate transactions, this form may be published online by personnel recruitment authorities. 2. At completion, the minimum confidentiality level that the form holds is "-”PRIVATE”, and the distribution limitation is “PERSONAL”. | |