

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

FIRST CHAPTER

Objective, Scope Basis and Definitions

Purpose

Article 1: The purpose of this Directive is to specify the methods and rules to select 50 outstanding undergraduate 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 Decision dated 07.03.2011 and numbered 02, from this date of acceptance.

Scope

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

Basis

Article 3: This Directive has been drawn up on the basis of the Article 14 of the Higher Education Law No. 2547.

Definitions

Article 4: The terms given below have the meaning given opposite to them wherever used in this Directive:

- a) Chairperson: Chairperson of 50 Outstanding Students of Atılım University Program;
- b) Student: Undergraduate student who is registered in Atılım University and has applied to the program;
- c) Program: 50 Outstanding Students of Atılım University Program;
- d) President: President of Atılım University,
- e) Executive Board: Executive Board of the 50 Outstanding Students of Atılım University Program.

SECOND CHAPTER

Administrative Bodies and their Duties

Administrative Bodies of the program and their duties

Article 5: Administrative bodies of the program are:

- a) Chairperson
- b) Deputy Chairperson
- c) Executive Board

Chairperson

Article 6: Chairperson of the Executive Board is appointed by the President of the University. A staff member of the University is also appointed as Deputy Chairperson by the President upon the request of the Chairperson for assistance.

Article 7: Duties of chairperson and deputy chairperson

Duties of chairperson are to:

- a) Represent the program;
- b) Call the Executive Board on a meeting, set the agenda and chair the Board;
- c) Execute administrative works of the program;
- d) Ensure that the objectives of the program are achieved;
- e) Implement the decisions taken and the work program prepared by the Executive Board within the framework of the provisions of this Directive;
- f) Prepare an annual report on the general status and execution of the Program and submit it to the President.

Duties of Deputy Chairperson:

- a) Carries out the tasks assigned by the Chairperson and chairs the Board in absence of the Chairperson.

Article 8. Executive Board

1) The Executive Board consists of:

- a) Office of Dean of Students,
- b) Directorate of Social Affairs and Sports,

- c) Directorate of Corporate Communication and Promotion,
- d) Directorate of Library and Documentation,
- e) Directorate of Career Planning and Cooperative Education,
- f) Directorate of Distance Learning and Educational Technologies,
- g) Directorate of International Relations,
- h) **A minimum of one** representative from each School.

2) Board members are appointed for 3 years. Members can be reappointed after their 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 membership is abolished and terminated for any reason, a new member shall be appointed to complete remaining term of office by following the same procedure.

Duties of the Executive Board

Article 9: Duties and authorities of the Board are to:

- a) Ensure that 50 Outstanding students are selected in line with applications conditions and criteria;
- b) Review these conditions and criteria each year and make update recommendations to the Senate, where necessary;
- c) Make necessary arrangements for all kinds of activities, organizations, announcements, etc. to be carried out within the scope of the program;
- d) Set up an evaluation commission to evaluate and determine whether applicant or nominated students comply with criteria, and draw up working principles and procedures of the commission;
- e) Audit commission meetings for student evaluation and settle the lists of top 1, top 10 and top 50 outstanding students presented by the commission.

Article 10: Additional responsibilities of unit representatives in the Board are listed below.

- a) Office of the Dean of Students: To provide data from the Directorate of Student Affairs to determine whether students meet application criteria; mentor students regarding the program.
- b) Directorate of Social Affairs and Sports: To administrate the website of the Program through the Directorate of Cultural and Social Affairs; coordinate arrangements for

award ceremony; mentor students at clubs to prepare them for the program; provide necessary documents to students at clubs; provide secretary services. To introduce the program to students by means of the Directorate of Sports, approve their documents, where necessary.

- c) Directorate of Corporate Communication and Promotion: To promote the program in various media; help the preparation of introduction cards of 50 students; provide video recording and photography services at the award ceremony.
- d) Directorate of Library: To help the promotion of the program.
- e) Directorate of Career Planning and Cooperative Education: To promote the program; inform students about relation between early preparation to the program and career planning.
- f) Directorate of Distance Education and Educational Technologies: To support promotion and introduction of selected students.
- g) Directorate of International Relations: To promote the program to international students; emphasize the importance of Erasmus program, overseas experience and second or third foreign language in the program.
- h) School representatives: To promote the program in their schools; mentor students; emphasize the importance of the participation in Undergraduate Research Projects, Share the Success Program, etc.

Meeting procedures

Article 11: The Board gathers 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, when necessary.

The Board takes decision with absolute majority. Chairperson's decision shall be taken in case of tie.

Board decisions shall be archived with date and number and kept for a minimum of five years. The Directorate of Cultural and Social Affairs provides secretariat services.

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 to:

- a) Determine whether the applications are in conformity with the criteria determined by the Board, carry out pre-evaluation, scoring and ranking procedures;
- b) Submit evaluation results to the President's Office.

THIRD CHAPTER

Application Criteria and Scoring

Criteria

Article 13: Applicants must:

- a) Be a junior or senior undergraduate student (transferred students must complete a minimum of two semesters in their departments).
- b) Have a minimum GPA of 2.25 as of fall semester.
- c) Not receive any disciplinary punishment during their study at Atilim University and traffic ticket not allowing them to enter the campus by their own car.
- d) Apply to the program using the online application system within specified deadlines.
- e) Submit 1 or 2 reference letter(s) to be written by academic or administrative staff of the University. If more than two reference letters are submitted, the first two letters shall be evaluated.
- f) Write a letter of intention which must:
 - Consist of a minimum of 250 and maximum 800 words;
 - Include self-introduction;
 - Explain the reason for being favorable for 50 Outstanding Students of Atilim program;
 - Explain the contributions of the education delivered by the university to the applicant;
 - Include personal interests and future targets;
 - Include the contributions to be made by the applicant, if s/he becomes one of 50 Outstanding Students of Atilim.
- g) Students meeting these criteria cannot be selected more than twice and can apply to the program until being selected twice.

Scoring

Article 14: Scoring criteria are listed below.

Applicants are evaluated in five categories out of 100 points. Each category has 20 points. Only the activities carried out during university education shall be accepted on the condition that they are documented. Documents must bear date, name, title, signature and/or stamp of issuing person/authority and each document can only be used for one activity. Documents must be uploaded on category basis. Missing documents and information shall not be evaluated. The Board shall make a decision about contradictory information and documents.

a) Academic achievement (max. 40 points, Multiplier = 0,5)

Having a minimum GPA of 2.25 as of fall semester.

b) Social service (max. 80 points, Multiplier = 0.2500)

Community/Social Service: It covers the studies on environment, children, disadvantaged groups, animals, people in need and social gender equality.

1. Engaging in activities on community/social service (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 duties)
4. Former active leadership in community/social service societies or campaigns (10 pts, max. 2 leadership duties)

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

1. Participation in entrepreneurship studies in or out of the university (5 pts., max. 2 studies)
2. Nomination or application for a reward in entrepreneurship (5 pts., max. 2 nominations)
3. Award 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 university education or still managing a business enterprise (20 pts.)

d) 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/managership position in student clubs or societies (15 pts., max. 2 active leadership positions)

3. Former active leadership/managership position in student clubs or societies (5 pts., max. 2 Former leadership positions)
4. Participation in current or former student competitions (5 pts., max. 2 participations)
5. Achievement in current or former student competitions (20 pts., max. 2 achievements)
6. Current or former extracurricular Undergraduate Research experience (15 pts., max. 2 experiences)
7. Taking part in 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)

e) Other Important Activities (Max. 130 puan, Multiplier = 0.1538)

1. Representation of 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 except English (5 pts. for each language)
4. Internship and work experience except for compulsory internship (10 pts., max. 2 internship/work experiences)
5. Being a student of Atilim University Double Major Program (10 pts.) or Minor Program (5 pts.)
6. Letter of Intent (max. 10 points)
7. Reference Letter (Max. two Letters of Reference must be written by academic or administrative staff of Atilim University. Max. 10 pts., average of two reference letters shall be taken in case of multiple letters)
8. Receiving certificate or participation document in personal development, occupational or academic fields (5 pts., max. 2)

Announcement and award ceremony

Article 15: Announcement of 50 outstanding students and award ceremony.

Top 50 students are selected on the basis of evaluation scores and the list is submitted to the President's Office for approval. After the approval of President's Office, names of 50 outstanding students are announced on the website alphabetically without their scores. Top 1

and 5 outstanding students are selected according to their total scores and their names are announced in the award ceremony to be organized in honor of outstanding students. The monetary award to be granted to top 1 and 5 outstanding students shall be determined by the Board of Trustees. Students' parents or guests, executive staff of the University, chairpersons of departments, and Board Members are invited to the ceremony.

CHAPTER FIVE

Effective Date and Execution

Calendar

Article 16: Program calendar is given below. Dates may change according to the academic calendar of the University.

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

01-31 December: The second board meeting

01-31 January: Beginning of applications after the announcement of fall term grades

15-31 March: End of applications

01-20 April: Evaluation of applications

21-30 April: Announcement of 50 outstanding students

10-20 May: Award Ceremony

Effective Date

Article 17: The Directive enters into effect after the approvals of University Senate and the Chairperson of the Board of Trustees.

Execution

Article 18: This Directive is executed by the President of Atilim University.