

<b>Instruction Letter Title</b>	<b>INSTRUCTION LETTER FOR STUDENTS' COUNCIL ELECTION AND OPERATING PRINCIPLES</b>		
<b>Instruction Letter No</b>	ISR-C620-02-V06		
<b>Date of Issue</b>	23.10.2000	<b>Date of Update</b>	02.11.2021
<b>Related Department / Owner</b>	SR / Student Resources Directorate	<b>Approved By</b>	BT / Board of Trustees
<b>Purpose</b>	The principal aim of this Instruction Letter is to state the rules related to the establishment and operation of the Sabancı University Students' Council.		
<b>Scope</b>	This Instruction Letter covers all students who are studying full time at Sabancı University.		
<b>Principle</b>	The Students' Council at Sabancı University is a structure functioning with transparency, rapidly and efficiently to provide constructive solutions and where all students of Sabancı University are equally represented. The Students' Council contributes to the development and management of the University by communicating the opinions of the students to the related departments of the University. Furthermore, it enables students to be represented outside the University.		
<b>Basis</b>	The principles of the Instruction Letter are based on <a href="#">Higher Education Institutions Student Councils and Higher Education Councils National Student Council Regulation</a> prepared by the High Education Council (YÖK).		
<b>Definitions / Abbreviations</b>	<p><b>Faculty:</b> Faculty of Engineering and Natural Sciences, Faculty of Arts and Social Sciences, Sabancı Business School</p> <p><b>SR:</b> Student Resources Directorate</p> <p><b>Students' Council:</b> It is a democratic organization created by the students of Sabancı University with the purpose of contributing to the development of Sabancı University, to solve their problems, to communicate their views and proposals on the basis of priority to the departments concerned, to strengthen the students' communication with the institutions within and outside the University and when necessary to represent the University.</p> <p><b>General Assembly of Student Council:</b> General Assembly of Student Council consists of all program student representatives and is the highest decision-making organ in the student council.</p> <p><b>Permanent Structure:</b> These are Elected Members of the Students' Council.</p> <p><b>Temporary Structures:</b> These are Study Groups which are created as a result of the public opinion formed at the Student Council and which break up after completing their duty.</p> <p><b>University Units:</b> These are the academic and administrative units of Sabancı University.</p> <p><b>Program Representative:</b> These are the students who are elected members among the students of the program and by the students in the program for each undergraduate program and represent the program in the General Assembly of the Student Council.</p>		

	<p><b>Faculty Student Representative:</b> One who is an elected person among the elected program representatives and by the program representatives for each faculty.</p> <p><b>Chairman of Student Council:</b> The student representative of the unit determined according to the alphabetical order of the faculties of the higher education institution assumes the presidency of the student council.</p> <p><b>Student Council Election Committee:</b> The election committee is a committee that regulates the general operation of the elections, generates the election calendar and in case of an objection to the elections, examine and conclude related objections. It is formed by five persons including the chairman to be appointed by the president among the academic and administrative staff of the University. The chairman of the University Election Committee may appoint a specialist and a consultant from the academic and administrative units.</p> <p><b>Student Council Election Coordination Center:</b> It is a temporary structure created by Student Resources to carry out the Student Council elections on behalf of the rectorate and faculties.</p>
<b>Rules</b>	<p><b>1. ELECTION PROCEDURES AND PRINCIPLES</b></p> <p><b>1.1. Duties of the Student Council Election Committee</b></p> <ul style="list-style-type: none"> <li>a) To create an election calendar offer</li> <li>b) To examine the objections regarding the candidacy application conditions,</li> <li>c) To determine the academic-administrative staff who will work in the Election Coordination Center,</li> <li>d) To examine and resolve on the objections regarding the election,</li> </ul> <p><b>1.2. Duties of the Student Council Election Coordination Center</b></p> <ul style="list-style-type: none"> <li>a) To announce the election calendar</li> <li>b) To make an announcement about the election</li> <li>c) To take the candidates' applications on behalf of the Dean's of the faculties; To evaluate the candidates in terms of their qualifications and accept or reject the applicants as a result of this evaluation.</li> <li>d) To announce the candidates that are approved on the official communication platforms of the university.</li> <li>e) To prepare all kinds of communication and election context (poster/ballot box/ballot paper/election results report/all kinds of electronic election media) to be used in the election of the university student council.</li> <li>f) To forward the election results made and completed according to the election calendar to the Student Council Election Committee.</li> <li>g) To announce the results approved by the Student Council Selection Committee.</li> </ul> <p><b>1.3. Principle Rules for All Candidacy Applications</b></p> <ul style="list-style-type: none"> <li>a) The candidacy application process is determined by the rectorate and carried out in accordance with the announced calendar. All candidates are supposed to comply with this calendar.</li> </ul>

- b) Students who will be candidates make their online applications within the "candidacy application dates" announced by the election board.
- c) Candidacy Documents: Candidates are supposed to upload the documents showing that they meet the necessary requirements to the relevant fields of the online application system. Candidates are deemed to have accepted and declared the accuracy of the documents they uploaded. All evaluations are made on the uploaded documents, and the documents sent later are not included in the evaluation process.
- d) All kinds of materials to be used in the official communication media of the university must be approved by the Student Council Election Coordination Center at least three working days in advance.

## **2. OPERATIONAL ORGANS OF THE STUDENTS' COUNCIL**

### **2.1. Operational Organs of the Students' Council**

- a) Students' Council General Assembly
- b) Program Representatives
- c) Faculty Student Representatives
- d) Student's Council Supervisory Board (1 chairman and 4 members, 5 in total)
- e) Students' Council Board of Directors (1 chairman and 8 members, 9 in total)
  - Chairman
  - Vice-Chairman
  - General Secretary
  - Comptroller
  - Board Members (5 people)

### **2.2. Principal Rules for Membership to Students Council Operational Organs**

- a) To be a student enrolled in at least the second year of the relevant faculty,
- b) Not being a member or in charge in political party organs,
- c) Not to have a criminal record due to infamous crimes,
- d) Not to have any disciplinary punishment other than a warning,
- e) Not have taken a leave at the time of the election,
- f) To have a cumulative grade point average of 2.75 or higher out of 4 or 70 or higher out of 100,
- g) Not belonging to or affiliation with terrorist organizations or not having contact with them are required,

### **2.3. Candidacy and Election Method:**

- a) Students make their candidacy applications electronically with the Student's Council Candidacy Form determined by the University.
- b) Candidates publish their Declaration Texts where they explain themselves and their purposes in electronic environment or on campus locations.
- c) Elections are made through the electronic media or by ballot box method determined and provided by the university.

- d) In a voting where more than one candidate shall be elected, those who have the highest number of votes are elected.
- e) In the event of equal votes during election, lots are drawn.
- f) In cases where the election is made by ballot box method, ballot boxes, voting papers and voter lists are brought latest at 10:00 on Election Day. Voters take voting papers by signing and showing their student id's and after casting their votes at a private compartment leaves the voting place. Voting is completed on the Election Day at 17:00.
- g) In cases where the election is made thorough electronic method, information about the Voter Forms is sent to each voter's Sabancı University e-mail address at 10:00 on the election day. Votes after 17:00 are considered invalid. Students vote using their Sabancı University student numbers and passwords.

#### **2.4. Violation of Election Rules:**

- In the event that election rules are found to be violated these candidate(s) are excluded from the election list. Furthermore, according to the degree of violation if necessary, a disciplinary investigation may be initiated by the related disciplinary council on the subject candidate(s) as well as other than candidates, the persons who have violated the election rules.
- All objections concerning elections are made to the Student Resources on the first working day following the announcement of election results. The University Election Committee conducts necessary investigations and concludes them latest within one week and notifies the parties in written.

#### **2.5. Election Dates**

- a) Elections to be made for the determination of student council members and the generation of organs in a higher education institution are carried out by the rector of the relevant higher education institution until December, according to the calendar to be determined by the rectorate.
- b) Applications for candidacy are made until one week before the election date.

### **PERMANENT STRUCTURES**

## **3. STUDENT COUNCIL PROGRAM REPRESENTATIVES**

### **3.1. Candidacy and Election Method:**

- a) Program Representatives are elected for two years and for only once from the registered diploma program.
- b) Students who are placed in an Undergraduate Diploma Program can only be candidates for the Student Representative of the Undergraduate Program they are registered.
- c) Students who have not been placed in a diploma program yet cannot be candidates.
- d) The student who is elected as Student Representative from the registered diploma program becomes a member of the Students' Council of the related Faculty.
- e) In student representative elections; In case of equality of votes among the candidates, the winning candidate is determined by drawing lots.

- f) In the event of failing to present any candidate the candidate representative for the related academic year shall not fail to be elected.
- g) In the event that the student representative of the program loses his qualifications for being elected or for any reason ends his duty before the expiry of his term, a new representative is elected within one month in the relevant Program with the same procedure, to complete the remaining term.
- h) The membership of the program representative who makes internal transfer from the program he/she is registered shall be cancelled. In his/her place, a new representative is elected within one month in the relevant Program with the same procedure to complete the remaining term.
- i) Two separate voter forms are generated for students who are placed in the undergraduate diploma program and for the students who are not placed in the undergraduate diploma program;
  - I. **Students Who are Placed in the Undergraduate Diploma Program:** vote for "only one person" to determine the program representative from the voter form of the "Diploma Program" they are registered to, which includes the program representative candidates..
  - II. **Foundation Development Year and Undergraduate Students Who are Not Placed in the Diploma Program (undeclared);** vote for "only one person" from the voter form in the program group in which they are placed at the university, to determine the program representative among all the representative candidates of all the programs in the program group they are placed in.
- j) For each Undergraduate Program, the "two" candidates with the highest number of votes take place in the Student Council as the Undergraduate Program Representative.
- k) **Determination of Faculty Representative:** Elected Program representatives elect one person from among themselves as "Faculty Representative" to represent the faculty they are affiliated with.:
- l) Candidacy and election rights of double major students proceed through major programs.

### **3.2. Duties and Responsibilities of the Program Representative:**

- To carry out the Student Council studies in the program they represent.
- To forward the problems from the students of the program they represent and solution suggestions to the Students' Council General Assembly .
- To ensure communication between the students in the program they represent and the managing bodies.
- To ensure that opinions are formed for the improvement of campus life and the development of the University.

### **3.3. Program Representatives Meetings:**

- Students' Council General Assembly holds ordinary meetings in the first week for each month of the academic year.
- They elect among themselves the person who will chair the meetings
- Students' Council General Assembly meetings are open to those who want to join the meetings.

#### **4. FACULTY REPRESENTATIVES OF THE STUDENT COUNCIL**

##### **4.1. Candidacy and Election Method:**

- a) Faculty Representative are elected for two years by the majority of the electors among themselves to represent the faculty they are affiliated with by Program Representatives elected to the Student Council;
- b) In case the faculty representatives lose their qualifications for being elected or leave their position for any reason before the expiry of their term, a new representative is elected within fifteen days in the same way to complete the remaining term.

##### **4.2. Duties and Responsibilities of the Faculty Representative:**

- a) To carry out the student council studies of the faculty they represent.
- b) To announce the decisions taken by the student council organs in the faculty they represent and to follow their implementation.
- c) To identify the student problems of the faculty they represent and to forward them to the relevant administrative bodies of the student council and higher education institution for their solution.
- d) To represent the students of their faculty in student activities.
- e) In case of invitation; To participate in the meetings of the Senate (academic board) and the board of directors of the faculty they represent, while discussing student-related issues.
- f) To carry out studies to improve communication among the students of the programs.

#### **5. FORMATION of the STUDENTS COUNCIL GENERAL ASSEMBLY**

##### **5.1. Membership:**

- a) Students' Council General Assembly is formed by the all the student representatives of the Faculty and programs.

##### **5.2. Duties and Responsibilities:**

- a) Determines the term targets of the Student Council.
- b) Discusses and evaluates the solution proposals of the Student Council and the University students.
- c) Elects Administration Board and Supervisory Board members in line with the will of the Students' Council as reflected in the ballot box.

##### **5.3. Students' Council General Assembly Meetings:**

- a) Students' Council General Assembly meets each year at least twice ordinarily.
- b) The members' simple majority is required to convene the Students' Council General Assembly.
- c) The agenda of the meeting is formed by the General Assembly in line with the wishes and suggestions of the members of the General Assembly.
- d) If 1/4 of the members of the Student Council General Assembly request it electronically, the Student Council General Assembly meets extraordinarily. In addition, the Student Council Executive Board may call for an extraordinary meeting.
- e) The Students' Council General Assembly is open to those who want to participate to the meeting.

- f) Outside meetings, students may explain their views, suggestions and problems in electronic environment under the administration of the Students' Council General Assembly.

## **6. STUDENTS' COUNCIL EXECUTIVE COMMITTEE**

### **6.1. Determination of the Student's Council Executive Committee**

- a) The members of the Student Council General Assembly elect the Student' Council Executive Committee by voting.
- b) The election process takes place within one week following the determination of the Student Council Faculty Program Representatives.
- c) The Students' Council Executive Committee consists of eight students and student council presidents, one of whom is the vice president, to be elected by the members of the Students' Council General Assembly among themselves, with the absolute majority of those who participated in the elections, and for two years. In case of equality in the election, the drawn are lots..
- d) Candidacy for the Executive Committee: Members of the General Assembly submit their candidacy for the Executive Committee to the Election Coordination Center via the online candidacy system determined by the university.
- e) Students' Council Executive Committee Election takes place in the election platform (electronic/ballot box) determined by the Student Council Election Committee and on the basis of secret voting.
- f) In the event of certain members leaving membership, The Students' Council General Assembly determines the new member by selecting the Program Representatives with absolute majority within 1 month.
- g) The existing members continue their duties until elections are ended and the new administration takes office.

### **6.2. Study Fields of the Students' Council Executive Committee**

- a) The Executive Committee is aware of the operational procedure and monitors the conformity of the transactions to the legislation.
- b) A member to be elected from the Executive Committee ensures that an information network is created to make Sabancı University students aware of and participate to the activities throughout the University.
- c) In addition, a member who assures dialogue with other universities, students, institutions and establishments to be elected solely for that subject by the Execution Committee, conducts work in matters outside of the University that interest students as well as to determine them.

### **6.3. Duties and Responsibilities of the Students's Council Executive Committee:**

- a) To attend the meetings of the Administration Board.
- b) To follow the activities in the University and to establish the structure needed to provide information to the students.
- c) To ensure the formation of a working group consisting of students from the School of Languages (preparatory) and undeclared students, and to contribute to the productive results of this group's studies,

- d) To communicate with other universities.
- e) To represent Sabancı University at meetings/activities held at Students Council level between universities.
- f) To carry out surveys to bring out the general trends and opinions regarding any matter of Sabancı University students.
- g) To prepare the annual activity program and budget.
- h) In line with suggestions stated by the university students at the electronic forum, to bring the matter to the Students Council General Assembly and the Students Council after making a general evaluation.
- i) To announce necessary information concerning ordinary and extraordinary meetings of the Students Council General Assembly.
- j) To compile information collected at the Electronic Forum and to forward them to the related groups.
- k) To keep the archive of all documents and correspondence.

#### **6.4. Student Council Executive Committee Meetings:**

- a) The Executive Committee meets one in 3 months.

### **7. DETERMINATION of the STUDENTS COUNCIL PRESIDENT**

- a) The student representative of the unit determined according to the alphabetical order of the faculties of the higher education institution assumes the presidency of the student council.
- b) In the event that the President of the Student Council loses the qualifications specified in the “candidacy and election conditions” in this directive or leaves his position before the expiry of his term for any reason; In order to complete the remaining term, the candidate who receives the most votes in the faculty student representative election represented by the president becomes the president.

#### **7.1. President of the Student Council Assignments:**

- a) To represent the students of their own higher education institution in national and international student events.
- b) To determine the agenda of the students’ council general assembly and student council executive committee meetings and to preside over these meetings.
- c) To ensure that the decisions taken by the student council general assembly and the student council executive committee are announced and to follow their implementation.
- d) To present the annual activity report to the next students’ council general assembly at the end of the term of assignment.
- e) To participate in senate (academic board) and administrative board meetings, when necessary, on general issues related to students.



## **8. DETERMINATION of the STUDENTS COUNCIL SUPERVISORY BOARD**

### **8.1. Membership**

- a) Student Council Supervisory Board consists of a president and four members to be elected for two years by the absolute majority of those participating in the elections, excluding those elected to the Executive Committee of the members of the Student Council General Assembly. The candidate who receives the most votes among the candidates providing the absolute majority is elected as a member.
- b) Members are elected by the Student Council General Assembly in parallel with the will of the Student Council reflected in the ballot box.
- c) Candidacy for the Student Council Supervisory Board; Student Council General Assembly members submit their Student Union Supervisory Board candidacies to the Election Coordination Center via the online candidacy system determined by the university.
- d) Student Union Supervisory Board Election; It takes place in the election environment (electronic/ballot box) determined by the Election Committee and on the basis of secret voting.
- e) In case of resigning from the Student Union Supervisory Board; The new Supervisory Board member is elected among the representatives of the Student Council General Assembly within 1 month, with the same method, to complete the remaining term.
- f) Existing members continue their duties until the elections are over..
- g) To supervise whether the Student Council Executive Committee is working according to the instructions and regulations.
- h) To inform the Rectorate and the General Assembly of the Student Council about their work.

## **9. TERMINATION of MEMBERSHIP from STUDENTS COUNCIL OPERATIONAL BODIES**

- a) Student Council General Assembly Members; If they lose their qualifications for being elected in the Basic Conditions for Membership in Student Council Operating Bodies of this directive, or if they leave their position for any reason before the expiry of their terms, their membership will be terminated.
- b) In case the membership of the program representatives is terminated due to the reasons specified in paragraph a of this article; To complete the remaining period, a new representative is elected for the relevant program within one month, with the same procedure.
- c) In case the membership of the faculty representative is terminated due to the reasons stated in paragraph a of this article, a new representative is elected within fifteen days in the same way at the relevant faculty of the higher education institution to complete the remaining period.

## **10. STUDENTS COUNCIL OPERATIONAL BODIES MEETINGS**

- At each meeting, minutes of the meeting are taken down
- Time and place of the Administration and Supervisory Board meetings are determined by the majority of the votes.
- The venue and hours of the Administration and Supervisory Board meetings are determined by the majority of the votes.

## **11. BUDGET AND FINANCIAL MATTERS**

- a) The Students Council prepares the Annual Activity Program and Budget of the next year and presents them to the SR each year until the end of March.
- b) The Annual Activity Program is prepared on the basis of activity and the budget and timing of each activity is indicated on a monthly basis. At this point, to what extent the activity would be met by the University would also be indicated.
- c) Following the approval by the Presidency of the Student Council's Annual Activity Program and Budget, the amount to be met by the University creates the budget related to the Student Council of SR and enters into force with the approval of the University's general budget.
- d) Student Council revenues are divided in two. The amount to be received from the University budget and the funds that it will collect by finding sponsorships. Funds to be collected through sponsorships are collected in the "Clubs Bank Account" opened by the University for the Clubs.
- e) As all expenses that the Students Council shall make shall be considered as the University's expenditure, it should be approved and documented as defined in the instruction letters and procedures (purchasing, travel, advance, etc.).
- f) The money which has been augmented in the "Clubs Bank Account" in the name of the Students Council at the end of a calendar year through interest accrual and similar methods is taken to account in the cash plan of the next year's budget.
- g) Expenses to be met by the university are paid by the Finance and Accounting Unit in the framework of the payment rules of Sabancı University.

## **12. MISCELLANEOUS PROVISIONS**

- a) The responsibility to follow-up related announcements made in electric environment belongs to the students.
- b) About students who fail to act in accordance with the provisions of this Instruction Letter, the provisions of the [Student Disciplinary Instruction Letter \(ISR-C210-01\)](#) apply.
- c) The meeting of the Students Council should be announced in electronic environment or in written at least two days in advance.