

**IZMIR INSTITUTE OF TECHNOLOGY RECTORATE  
SCHOLARSHIP OFFICE DIRECTIVE**

**FIRST SECTION**

**Purpose, Scope, Basis, and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this directive is to regulate the working procedures and principles of the Scholarship Office, which is established to include a Coordinator, Scholarship Committee, and the necessary number of staff responsible for carrying out tasks related to scholarships provided to students at İzmir Institute of Technology.

**Scope**

**ARTICLE 2-** (1) This directive covers the working procedures and principles of the Scholarship Office.

**Basis**

**ARTICLE 3 –** (1) This directive has been prepared based on Articles 14 and 46 of the Higher Education Law No. 2547.

**Definitions**

**ARTICLE 4 –** (1) The following terms mentioned in this directive refer to;

- a) Scholarship: Cash and in-kind assistance provided to students by the university, foundations, individuals, institutions, and organizations.
- b) Committee: Scholarship Committee.
- c) Coordinator: Scholarship Office Coordinator.
- d) Coordination Office: Scholarship Office Coordination.
- e) Rector: Rector of İzmir Institute of Technology.
- f) Senate: Senate of İzmir Institute of Technology.
- g) University: İzmir Institute of Technology.

**SECOND SECTION**

**Coordination Office, Coordinator, Committee, and Their Duties**

**Duties of the Coordination Office**

**ARTICLE 5-** (1) It was established as an office directly attached to the Rectorate to ensure the proper conduct of scholarship processes by the Rectorate's decision. It ensures communication with institutions and individuals regarding scholarships that can be provided to students from internal and external resources, and determines scholarship quotas in cooperation with internal stakeholders. (2) Collecting information on students eligible for scholarships from relevant units and evaluating the applications. (3) Ensuring the proper conduct of processes related to students receiving scholarships and the effective operation of scholarship conditions for students. (4) Coordinating with the Student Affairs Department, Health, Culture and Sports Department, Faculties, Scholarship Committee, and foundations, individuals, institutions, and organizations providing scholarships

### **Coordinator and Duties**

**ARTICLE 6-** ( 1 ) The Coordinator is appointed by the Rector from among the academic staff of the Institute for a period of three (3) years. The Coordinator can be reappointed after the term expires.

(2) The academic, administrative, and technical personnel needs of the Coordination Office are met by personnel assigned by the Rector as per Article 13 of the Higher Education Law No. 2547.

(3) The duties of the Coordinator are:

- a) Managing and directing the Coordination Office, making organizational and work planning to carry out the office's tasks efficiently, effectively, and economically, overseeing implementations, and operating in line with the founding purpose and philosophy of the Coordination Office,
- b) Representing the Coordination Office within and outside the institution, exploring new scholarship opportunities, and negotiating on behalf of the university,
- c) Ensuring coordination among staff, defining duties, authorities, and responsibilities,
- ç) Identifying personnel or other needs of the Coordination Office,
- d) Preparing scholarship announcements, publishing them, submitting applications to committee members for evaluation, and ensuring the results are announced.

(4) The Coordinator is accountable to the Rector for the duties specified in this directive and related legislation..

### **Scholarship Committee and Duties**

**ARTICLE 7 –** (1) Committee members are appointed by the Rector. The Committee consists of the Rector as the chair, Vice Rector responsible for education, an academic staff member, the Coordinator, and the Head of the Health, Culture, and Sports Department, totaling five (5) members. Members whose terms have expired can be reappointed by the Rector.

(2) The duties of the Committee are:

- a) Evaluating scholarship applications submitted to the Scholarship Coordination Office at the beginning of each academic year and selecting students in need,
- b) Conducting research on the scholarship system and presenting recommendations to the Coordination Office, and preparing suggestions for updates to the scholarship directive if needed,
- c) Ensuring scholarship announcements are made on Faculty/Institute/Department notice boards and academic lists.

## **THIRD SECTION Enforcement and Execution**

### **Effective Date**

**ARTICLE 8–** (1) This directive enters into force as of the date it is approved by the Senate.

### **Execution**

**ARTICLE 9–** (1) The provisions of this directive are executed by the Rector.