



**BAHÇEŞEHİR UNIVERSITY**  
**EMPLOYEE HANDBOOK**

**2024**



The Bahçeşehir University Employee Handbook has been prepared in collaboration with the Human Resources Department, the Center for Learning and Teaching Practices and Research, and the Quality and Accreditation Unit of the Strategy Development and Planning Department. Its purpose is to share the institutional policies, rules, and other essential information that our university employees need to know.



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## **FOREWORD**

Dear Colleagues,

Welcome to Bahçeşehir University.

Following one of the dreams I dedicated my life to education, our University, which we founded in 1998, has proven itself among foundation universities and has become one of the cornerstones of the Turkish higher education system over the years.

I extend my heartfelt congratulations and gratitude to you for choosing to be part of the services we provide and will continue to provide within our education system.

Bahçeşehir University is a whole, consisting of its students, academic staff, and administrative team. The determination, helpfulness, work ethic, sense of history, and respect for others shown by its employees have shaped the identity of our University. As the leader of this institution, which operates in line with the fundamental principles and values of the Republic of Turkey, founded by the great Atatürk, I am extremely pleased to welcome you to our team.

With the steady efforts of its staff to date, Bahçeşehir University has become a beacon of hope for Turkey, providing world-class education and extending beyond the borders of the country. With your contributions, it will continue to progress into the future.

I extend my respect and best wishes to all of you and wish you success in your new roles.

Enver Yücel

Chairman of the Board of Trustees



## **BAHÇEŞEHİR UNIVERSITY**

### **History**

Bahçeşehir University was established in Istanbul on January 18, 1998, by the Bahçeşehir-Uğur Education Foundation. The University began admitting students in the 1999-2000 academic year.

Initially offering education through the Faculty of Communication, Faculty of Business, Faculty of Arts and Sciences, Faculty of Engineering, School of Tourism and Hotel Management, and the Institute of Social Sciences in 1998, the University expanded by adding the Faculty of Law and Faculty of Architecture in 2000.

In 2007, the School of Applied Sciences was established, followed by the Faculty of Educational Sciences and the Institute of Educational Sciences in 2011. The Faculty of Health Sciences and the Institute of Health Sciences were added in 2012, and the Faculty of Medicine welcomed its first students in 2013.

Further expansions included the Vocational School of Health Services in 2014, the School of Foreign Languages in 2014, the Faculty of Dentistry in 2017, the Conservatory and the Graduate Education Institute in 2020, and the Faculty of Pharmacy in 2022.

### **Organization**

The University's highest governing body is the Board of Trustees.

At Bahçeşehir University, Vice Presidents support the President in academic and student affairs.

According to the Regulation on Academic Organization in Universities:

The Senate, chaired by the President, comprises Vice Presidents, Deans, one faculty member elected from each faculty for a three-year term by their respective faculty boards, and directors of institutes and schools reporting directly to the President.

The University Executive Board, chaired by the President, consists of Deans and three professors elected by the Senate for a four-year term to represent different academic units and disciplines.

The General Secretariat is the highest administrative office responsible for overseeing and coordinating the University's administrative functions.

As of January 2025, Bahçeşehir University includes:

10 Faculties

1 School of Applied Sciences

1 Conservatory

1 School of Foreign Languages

1 Vocational School of Health Services



1 Graduate Education Institute

30 Research Centers

13 Academic Coordination Offices

11 Departments

9 Directorates

3 Administrative Coordination Offices

### **Our Campuses**

- Beşiktaş South Campus
- Beşiktaş North Campus
- Galata Campus
- Göztepe Campus
- Kemerburgaz Campus
- Pera Campus
- Çatalca Campus
- Balmumcu Campus



## **VISION, MISSION, CORE VALUES**

### **Our Vision**

To be a leading university with high international recognition, focusing on excellence in education, research, and contribution to society.

### **Our Mission**

Bahçeşehir University is a distinguished global institution committed to producing, preserving, and disseminating knowledge through groundbreaking scientific research that enhances the living standards of our nation and humanity, particularly in areas of excellence. The University prioritizes research and development aimed at sustainable development goals, fostering innovation through pioneering educational methods and technologies. It stands out by preparing individuals equipped with 21st-century personal and professional competencies and contributes to society on local and global levels through impactful collaborations with stakeholders and the outcomes of its endeavors.

### **Our Core Values**

The core values of Bahçeşehir University serve as guiding principles embraced in all its activities and by all its members. The University's vision and mission are defined within the framework of these fundamental values.

In fulfilling its functions in research, education, societal contribution, and governance, Bahçeşehir University adheres strictly and unwaveringly to the following shared values:

- Sharing
- Commitment to Quality
- Social Sensitivity
- Dynamism
- Creativity
- Innovation
- Academic Freedom
- High Academic Standards
- Integrity
- Justice
- Ethical Values
- Transparency
- Democracy
- Scientific Approach
- Interdisciplinarity
- Entrepreneurship
- Inquisitiveness and Critical Thinking
- Continuous Improvement
- Respect for Human Rights



## OUR INSTITUTIONAL POLICIES

### QUALITY POLICY

Bahçeşehir University operates in alignment with its vision to "be a leading university with high international recognition, focusing on excellence in education, research, and contribution to society" and its mission to "produce, preserve, and disseminate knowledge through scientific endeavors that enhance the living standards of our nation and humanity, prioritize research and development in areas of excellence, create innovative initiatives for sustainable development, and educate global individuals equipped with 21st-century personal and professional competencies."

The University's quality policy emphasizes excellence in governance, education, research and development, internationalization, and societal contribution. It is committed to implementing a sustainable quality management system based on stakeholder participation. Through planning, continuous monitoring, evaluation, and improvement activities under its quality assurance framework, the University aims to contribute to both individual and societal development.

In line with its vision and mission, Bahçeşehir University's quality policy focuses on:

- **Governance:** Implementing a transparent and effective governance model that is data-driven, participatory, and oriented toward continuous improvement.
- **Education and Training:** Enhancing students' knowledge, skills, and competencies through innovative and student-centered programs aligned with national and international quality accreditation standards.
- **Research and Development:** Promoting scientific production and dissemination through systems that adhere to national and international quality accreditation standards, with a focus on ethical values, creativity, and sustainable solutions that benefit society.
- **Internationalization:** Strengthening global education and research collaborations, exchange programs, and aligning with international standards to enhance individual, institutional, and national competitiveness.
- **Societal Contribution:** Developing education programs, projects, and stakeholder collaborations that benefit society with a focus on sustainable development and social responsibility, adhering to national and international quality accreditation standards.

Principles of Bahçeşehir University's Quality Policy:

- Continuously improving the quality of governance, education, research, internationalization, and societal contribution processes to deliver increasing value to internal and external stakeholders.
- Establishing a reliable governance model based on the principles of transparency and accountability while fostering a culture of quality.
- Ensuring active stakeholder participation in decision-making processes to enhance the inclusivity of the quality system.
- Developing a communication culture founded on justice, integrity, courtesy, and respect.





- Operating quality cycles in accordance with national and international accreditation standards to ensure sustainable development.
- Supporting the alignment of policies with strategic goals, objectives, and performance indicators, fostering continuous improvement through data-driven decision-making.
- Managing business processes efficiently, holistically, and in coordination to sustain the quality management system.
- Supporting the continuous development of academic and administrative human resources to ensure the sustainability of the quality management system.
- Designing, monitoring, and maintaining educational programs in accordance with national and international quality standards.
- Promoting participatory, student-centered practices to enhance the student learning experience.
- Facilitating the production, preservation, and dissemination of value-added knowledge in scientific research and development, continuously improving this process with stakeholder involvement.
- Advancing international collaborations in education, research, and societal contribution to enhance individual, institutional, and national competitiveness while focusing on continuous improvement.
- Developing projects with a focus on societal benefit, sustainable development, and social responsibility, ensuring continuous improvement in these efforts.



## **EDUCATION AND TRAINING POLICY**

Bahçeşehir University has structured its education and training policy and processes with a focus on excellence, guided by its vision to "be a leading university with high international recognition, focusing on excellence in education, research, and contribution to society" and its mission to "produce, preserve, and disseminate knowledge through scientific endeavors that enhance the living standards of our nation and humanity, prioritize research and development, create innovative initiatives for sustainable development, and educate global individuals equipped with 21st-century personal and professional competencies."

In this context, the education and training policy of Bahçeşehir University aims to:

- Equip students with the ability to effectively and efficiently use and apply academic, physical, psychological, sociological, intellectual, ethical, and career development resources while continuously enhancing their individual and professional competencies.
- Support intercultural competence through modern education approaches that prioritize stakeholder participation, providing students with a global perspective through international professional observation, experiences, and opportunities.
- Ensure the quality assurance of educational programs through education and training processes aligned with national and international accreditation standards.
- Shape education and training processes with a focus on research and development and local, national, and global societal benefits.
- Create and sustain an education system that supports accessible, personalized learning models powered by robust technological infrastructure and continuous monitoring, evaluation, and improvement mechanisms driven by data.

The principles of our education and training policy are as follows:

### **1. Research and Practice-Based Education**

- Encourages fundamental research, applied research, and R&D activities in all disciplines, aiming to equip students with critical thinking, problem-solving, creativity, and innovation skills.
- Focuses on cultivating multidimensional individuals through scientific research skills and interdisciplinary collaborations that support the production and application of scientific knowledge.
- Enhances students' ability to transform research results and innovative ideas into economic and social benefits through an entrepreneurship and innovation-oriented approach.

### **2. Student-Centered Approach**

- Aims to create personalized and accessible learning environments that support students' academic, intellectual, ethical, physical, and psychological development.
- Promotes student representation and stakeholder participation in educational processes, ensuring transparent and inclusive decision-making and implementation mechanisms.



### **3. Intercultural Competence and Internationalization**

- Offers exchange programs and joint degree opportunities to provide students with international observation and intercultural experiences.
- Supports international accreditation processes for educational programs and integrates innovative practices into the University.
- Respects diversity and develops students' ability to collaborate effectively with people from different cultures.

### **4. Use of Technology and Digital Intelligence**

- Effectively integrates digital learning technologies into teaching processes, offering personalized and accessible education opportunities through a hybrid learning model.
- Continuously updates technological infrastructure to provide uninterrupted and high-quality learning experiences for students and faculty.
- Encourages individuals to adopt the strategic use of technology and digital intelligence.

### **5. Sustainable Quality and Continuous Improvement**

- Designs education and training processes in accordance with national and international standards, implementing continuous improvement processes based on assessment and evaluation results.
- Ensures the quality of educational programs through feedback from students and stakeholders, assessment systems, and accreditation processes.
- Operates quality assurance systems effectively in educational processes using the PDCA (Plan-Do-Check-Act) cycle.

### **6. Societal Contribution and Lifelong Learning**

- Trains socially conscious individuals through social responsibility projects and applied learning methods that contribute to societal development.
- Supports individuals' professional and personal development through flexible educational models, certification programs, and short-term learning opportunities in line with the lifelong learning approach.
- Integrates sustainable development goals into educational programs and supports sustainable development.

### **7. Ethical Values and Academic Integrity**

- Prioritizes ethical values in education, training, and research processes, fostering academic integrity and continuously improving related practices and evaluation methods.

### **8. Compliance with International Standards**

- Ensures that educational programs adhere to international standards, supporting the transfer of academic innovations through national and international collaborations.



- Manages educational processes aligned with a global perspective, understanding the international dimensions of research and R&D.
- Designs education programs that address local needs while incorporating international standards, focusing on sustainable development goals and societal benefit.

Bahçeşehir University supports its students' individual and professional development in line with these principles and adopts an innovative, research-driven, and entrepreneurship-oriented education and training policy focused on continuous improvement and societal contribution.

## **GOVERNANCE AND LEADERSHIP POLICY**

Bahçeşehir University shapes its governance processes within the framework of participatory, transparent, effective, and sustainable principles, guided by its vision to "be a leading university with high international recognition, focusing on excellence in education, research, and contribution to society" and its mission to "produce, preserve, and disseminate knowledge through scientific endeavors that enhance the living standards of our nation and humanity, prioritize research and development, create innovative initiatives for sustainable development, and educate global individuals equipped with 21st-century personal and professional competencies."

**The University's governance policy aims to create a participatory, transparent, accountable, and sustainable governance structure that supports educational, research, internationalization, and societal contribution activities while ensuring quality assurance and continuous improvement.**

The principles of our governance policy are as follows:

### **1. Participatory and Transparent Governance**

- Considers the opinions and suggestions of all stakeholders in decision-making processes and implements a transparent, fair, and accountable governance model.
- Works collaboratively with internal and external stakeholders, incorporating collective wisdom into decision-making processes.
- Establishes channels that strengthen internal communication and continuously improves feedback systems.
- Implements effective monitoring, evaluation, and improvement mechanisms to enhance stakeholder satisfaction.

### **2. Strategic and Data-Driven Governance**

- Supports governance processes with data-driven analyses, regular assessments, and evaluations.
- Revises strategic goals based on stakeholder feedback and develops concrete plans to achieve these goals.
- Establishes processes to strengthen the University's competitive position in national and international rankings.



- Enhances the transparency and efficiency of governance processes through improved information management systems.

### **3. Leadership and Change Governance**

- Adopts leadership as a core competency that drives innovation, creates vision, and guides the achievement of objectives.
- Provides training and development opportunities to support the growth of academic and administrative staff.
- Implements performance-based incentive systems to encourage individual and institutional success.
- Designs and applies evaluation and reward systems that foster institutional culture.
- Encourages leadership practices that adopt flexible and solution-oriented approaches.

### **4. Efficient Resource Governance**

- Manages institutional resources fairly, efficiently, and in alignment with strategic goals.
- Continuously develops physical infrastructure, technical equipment, and human resources to support sustainable growth.

### **5. Quality Assurance and Continuous Improvement**

- Continuously monitors and improves governance processes based on the PDCA (Plan-Do-Check-Act) cycle.
- Designs, monitors, and develops educational, research, and societal contribution processes with quality assurance systems.
- Supports accreditation processes and applies a quality management system focused on continuous improvement.
- Effectively utilizes review and evaluation mechanisms to enhance stakeholder satisfaction.

### **6. Human-Centered and Ethical Approach**

- Builds strong relationships with all stakeholders based on the principles of justice, trust, and respect.
- Ensures transparency and accountability in governance processes while safeguarding academic freedom and ethical values.
- Implements supportive practices to enhance motivation and satisfaction among academic and administrative staff.
- Provides training programs and tools to support the continuous professional development of all staff.



## **7. Technological and Digital Transformation**

- Strengthens technological infrastructure and prioritizes digitalization in governance processes.
- Optimizes processes by rapidly integrating innovative digital solutions to enhance efficiency.
- Enhances information management systems to ensure the traceability and analyzability of all processes.
- Encourages technological and digital transformation projects to produce innovative solutions and make applications sustainable.

## **8. Sustainability and Societal Benefit**

- Integrates principles of environmental, social, and economic sustainability into governance processes.
- Leads the establishment of systems that incorporate the philosophy of sustainability and a focus on societal benefit into education, research, and development activities.
- Encourages the development of projects sensitive to societal needs and supports practices that promote institutional responsibility.
- Ensures the university takes a leading role in projects that contribute to society and operates in alignment with sustainable development goals.

Bahçeşehir University structures its governance processes in line with quality assurance, strategic planning, and continuous improvement principles, aiming to contribute to societal benefit and scientific advancement. The governance policy is developed and refined based on evolving needs.

## **RESEARCH AND DEVELOPMENT POLICY**

Bahçeşehir University positions research and development activities as a strategic priority, guided by its vision to "be a leading university with high international recognition, focusing on excellence in education, research, and contribution to society" and its mission to "produce, preserve, and disseminate knowledge through scientific endeavors that enhance the living standards of our nation and humanity, prioritize research and development, create innovative initiatives for sustainable development, and educate global individuals equipped with 21st-century personal and professional competencies." The University also strives to contribute to local and global communities through impactful collaborations with stakeholders and innovative outcomes.

In this context, Bahçeşehir University's research and development (R&D) policy aims to:

- Support research-oriented practices in education programs, fostering individuals with high research competence in science, technology, engineering, architecture, social sciences, health, and the arts.
- Facilitate the transformation of research outcomes into technology and economic value.
- Produce innovative solutions to societal challenges through local and global collaborations in research and development processes.
- Establish a robust research infrastructure aligned with digital transformation.
- Shape R&D activities to align with societal contribution and sustainable development goals.
- Create and continuously develop a culture and system that fosters high-quality research and scientific knowledge production, becoming a hub of attraction for scientists.



Bahçeşehir University views knowledge production as a means to improve societal living standards. It positions R&D activities as a transformative force that shapes the future, provides economic and social benefits to society, and creates a meaningful impact at the international level.

Within this framework, the University's research and development policy is shaped by the following principles:

### **1. Training and Supporting Qualified Researchers**

- Adopts an education, societal contribution, and governance approach that is focused on research and development.
- Supports fundamental research initiatives of students and academics in all disciplines, encouraging interdisciplinary, high-quality, and impactful research through collaborations that intersect with the University's key strategic research areas.
- Implements researcher support programs to recruit and train qualified researchers by utilizing internal and external resources.
- Provides mobility opportunities and support mechanisms to ensure that students and academics gain international research experience.

### **2. Knowledge and Technology Transfer**

- Aims to contribute to the economy by transforming research outputs into technologies that address real-world problems and meet industry needs, transferring these technologies to national and international markets.
- Strengthens university-industry-public collaborations through joint projects, ensuring that research outputs are made available for use by public institutions and businesses, thus creating societal benefits.

### **3. Multidisciplinary and Innovative Approaches**

- Encourages the collective approach to scientific research over individual efforts, enabling more innovative and higher-quality research aligned with contemporary research methodologies.
- Brings together researchers from various disciplines to foster collaboration and trust, creating an environment conducive to a passion for research and a commitment to excellence.

### **4. Internationalization and Global Engagement**

- Actively participates as a leader and partner in collaborative projects with international institutions and private sector stakeholders, contributing as part of global knowledge networks.
- Focuses on processes that foster a competitive research culture at the international level by collaborating on international projects, consortia, and funding opportunities.



**5. Qualified Research Management and Support Services:**

- Focuses on providing high-quality services in research management and support, adopting a streamlined and user-friendly approach in administrative processes.
- Supports research activities by extending research tools beyond campus boundaries, positioning the University as a leader in technological transformation through digital technologies and hybrid infrastructure.

**6. Sustainable Research and Societal Contribution:**

- Plans and monitors research activities in alignment with the United Nations Sustainable Development Goals (SDGs), striving to build a research community that develops and supports projects addressing societal challenges.
- Encourages research that focuses on the priority needs of society, promoting innovative solutions with social, economic, and environmental impacts on both local and global scales.
- Prioritizes tracking the outcomes and impacts of research projects from a sustainability perspective, emphasizing technology maturation and industrial applicability to ensure the University's productivity translates into societal service.

**7. Quality Assurance and Continuous Improvement:**

- Monitors, evaluates, and improves research activities in alignment with national and international quality standard.
- Adopts a philosophy of dynamically reflecting the inherent continuous change in scientific work onto research support services, responding effectively to the evolving needs and roles of researchers.
- Prioritizes the conduct of research activities in accordance with international quality standards and scientific ethical principles, supported by performance evaluation mechanisms.

**8. Research Infrastructure and Efficient Resource Utilization:**

- Focuses on continuously improving and developing laboratories, centers, and digital platforms, ensuring effective use of these resources by researchers and students.
- Provides high-quality services to researchers in accessing both internal resources and national and international funding, emphasizing sustainable resource management in the development and enhancement of research infrastructure.
- Manages infrastructure, funding support, and interdisciplinary collaboration processes provided to researchers within a framework of quality assurance.

Bahçeşehir University aims to be a global leader in knowledge production, technology transfer, multidisciplinary collaboration, and sustainable development goals through its research and R&D policy. This policy serves as a guiding framework supporting the University's pioneering vision of scientific excellence, forming a solid foundation for its journey in education, research, and societal contribution while continuously evolving to meet emerging needs.





## **INTERNATIONALIZATION POLICY**

Bahçeşehir University embraces internationalization as a strategic priority in line with its vision to "be a leading university with high international recognition, focusing on excellence in education, research, and contribution to society" and its mission to "produce, preserve, and disseminate knowledge through scientific endeavors that enhance the living standards of our nation and humanity, prioritize research and development, create innovative initiatives for sustainable development, and educate global individuals equipped with 21st-century personal and professional competencies."

The internationalization policy of Bahçeşehir University aims to expand the boundaries of education, research, and societal contribution in an increasingly globalized world, creating distinctive value both nationally and internationally. The University's approach to internationalization seeks to support its students and academic community in becoming effective global actors while fostering societal well-being through national and international collaborations.

In this context, our internationalization policy is shaped by the following principles:

### **1. Cultivating Global Individuals**

- Ensures that students are nurtured as multilingual and multicultural individuals with intercultural competencies, enhancing their competitiveness on the international stage.
- Promotes international education and exchange programs to develop entrepreneurial, creative, and socially responsible individuals capable of taking on leadership roles in a globalized world.

### **2. International Academic Collaborations**

- Focuses on developing and sustaining international academic and sectoral collaborations that support the United Nations Sustainable Development Goals in the fields of education, research and development, innovation, and the arts.
- Prioritizes establishing strong relationships with international universities and institutions through bilateral agreements, joint degree programs, and exchange programs.
- Builds partnerships with international stakeholders centered on experience and knowledge transfer, adopting best practices in education, research, and community service.

### **3. Becoming a Hub for International Students and Academics**

- Provides a respectful and inclusive academic environment to attract qualified students from diverse countries.
- Aims to encourage internationally recognized academics and researchers to work at the University by offering a research-friendly governance approach and the necessary infrastructure to support their activities.

### **4. Promoting Intercultural Competence**

- Offers and supports opportunities for international internships, exchange programs, education, and joint projects to equip students, administrative staff, and academic personnel with international adaptability and intercultural competencies.



- Enhances international mobility to enrich the university community with diverse cultural and academic perspectives.

#### **5. International Contribution to Research and Innovation**

- Encourages international collaborative projects in research, R&D, and innovation activities, providing high-quality support services and contributing to the global production and sharing of knowledge.
- Focuses on actively participating as a leader and partner in projects with international institutions and private sector stakeholders.

#### **6. International Contribution to Innovation**

- Promotes international collaboration projects focused on research, R&D, and innovative activities, offering quality support services and contributing to the global production and dissemination of knowledge.
- Aims to actively participate as a leader and partner in projects with international institutions and private sector collaborations.

#### **7. National and International Accreditation and Quality Standards**

- Works to align management, education, research and development, and societal contribution processes with international accreditation and quality standards, continuously enhancing these standards.
- Develops and improves researcher recruitment processes for research and R&D activities in accordance with international accreditation and quality standards.
- Focuses on enhancing the University's global recognition by developing programs, management practices, and processes that comply with the criteria of national and international higher education quality agencies.
- Continuously monitors and improves academic collaborations, staff, and student mobility programs based on quality assurance principles.

#### **8. Adapting to Digital and Global Transformation**

- Develops online education programs, digital platforms, and hybrid learning models to enhance international accessibility.
- Integrates digitalization and globalization into education, training, and research processes, facilitating technology usage and accessibility for international students and staff.

#### **9. Sustainable Internationalization**

- Continuously develops internationalization processes in alignment with accreditation and quality standards.
- Enhances stakeholder engagement to ensure the sustainability of internationalization efforts and integrates these processes as a core component of the institutional identity.



## **10. Contributing to Society and Culture**

- Plans international academic and social activities within the perspective of the United Nations Sustainable Development Goals (SDGs), fostering intercultural interaction while enhancing societal awareness and contribution.
- Supports the United Nations SDGs by offering unique solutions to local and global challenges through projects and collaborations developed within the scope of internationalization.

Bahçeşehir University develops its internationalization policy in alignment with its vision of becoming a globally recognized leading university. This policy adopts a sustainable and innovative approach that adheres to international standards across management and quality, education, research, and societal contribution. The University aims to enhance the international competitiveness of its students and academic community, support global knowledge sharing, and promote societal benefit through intercultural interaction. Enriched by the experiences gained from national and international collaborations, Bahçeşehir University's internationalization processes are continuously improved and strengthened in line with its vision.

## **SOCIAL CONTRIBUTION POLICY**

Bahçeşehir University embraces social contribution as a core value in line with its vision to "be a leading university with high international recognition, focusing on excellence in education, research, and contribution to society" and its mission to "produce, preserve, and disseminate knowledge through scientific endeavors that enhance the living standards of our nation and humanity, prioritize research and development, create innovative initiatives for sustainable development, and educate global individuals equipped with 21st-century personal and professional competencies." The University stands out as a distinguished global institution that contributes to society at both local and global levels through impactful collaborations with stakeholders and innovative outcomes.

Bahçeşehir University's social contribution policy places a societal benefit-focused approach at the core of all its processes and systems. The University views science, research and development, education, and technology as fundamental elements that support sustainable development at local, national, and global levels. Its aim is to produce innovative solutions that add value to society, prioritize environmental and social sensitivity, and drive positive change.

Our university is committed to structuring its education, research and development, and management processes to provide societal benefits in alignment with the United Nations Sustainable Development Goals (SDGs). It aims to ensure the sustainability of these processes through continuous improvement and to promote social responsibility by developing projects that address the needs of society.

In this context, our social contribution policy is framed around the following principles:

### **1. Integration of Sustainable Development Goals (SDGs):**

- Integrates the United Nations Sustainable Development Goals into management, education, and research and development activities, developing projects that create impactful outcomes in social, environmental, and economic domains.



- Implements projects supporting sustainable development at local, national, and international levels, aligned with the University's Strategic Plan.
- Strengthens the culture of sustainability and societal contribution among internal and external stakeholders.

## **2. Community-Focused Approach in Education:**

- Structures education programs to enhance social responsibility awareness, focusing on cultivating individuals who are environmentally conscious, respectful of cultural values, and possess a global perspective.
- Integrates courses aligned with the United Nations Sustainable Development Goals into the curriculum, contributing to the capacity development of students in sustainable development.
- Encourages students to participate in experiential learning opportunities, involving them in research and applied projects that provide tangible solutions to societal needs.
- Promotes sustainability awareness by organizing certificate programs, workshops, and training sessions for various segments of society in line with the principle of lifelong learning.

## **3. Social Impact Through Research and Development:**

- Directs scientific research toward addressing societal challenges, focusing on the development of high-value-added projects.
- Works to ensure that research outcomes are applied in ways that provide tangible benefits to improve society's living standards.
- Encourages collaboration between global-minded individuals and local, regional, national, and international stakeholders, aiming to guide research activities toward solving global challenges and enhancing their societal impact.

## **4. Collaboration with Stakeholders:**

- Aims to develop strategic partnerships with public institutions, private sector organizations, NGOs, and international organizations to create joint solutions for societal challenges.
- Contributes to economic, social, and environmental transformation through collaborative projects with stakeholders.
- Leverages the University's academic expertise to serve society and support sustainable development.
- Leads efforts to raise awareness, knowledge, and experience regarding the Sustainable Development Goals through stakeholder collaborations, fostering societal impact.

## **5. Societal Contribution Through Culture, Art, and Science:**

- Organizes events addressing society's needs in the fields of science, culture, and art to enhance social awareness and contribute to cultural development.
- Strengthens societal interaction through scientific congresses, exhibitions, workshops, and artistic activities.



- Develops projects aimed at preserving cultural heritage, supporting the continuation of local and national values.

**6. Quality Assurance and Continuous Improvement:**

- Ensures that social contribution projects and services focused on societal benefit are carried out in alignment with the United Nations Sustainable Development Goals and quality standards.
- Focuses on a process management approach that involves regular monitoring and evaluation of collaboration and interaction with target audiences and stakeholders, fostering continuous improvement in social benefit activities.

**Bahçeşehir University** supports sustainable development by leveraging science, education, and technology to serve society. As a university that produces innovative solutions with high environmental and social sensitivity, it strives to contribute to a more livable world. This policy is continuously monitored and developed in line with evolving needs.

**HUMAN RESOURCES POLICY**

Bahçeşehir University aims to provide its employees with a fair, ethical, and transparent working environment. Our human resources policy is based on the University’s vision, mission, and values, striving to maximize the potential of each employee.

- **Fairness and Transparency:** Decisions in recruitment, promotion, and other processes are shared openly and accessibly, ensuring equal opportunities for all employees.
- **Ethics and Justice Principle:** Employee rights are protected based on respect and equality; discrimination and negative behaviors are not tolerated.
- **Academic and Professional Development:** Employees are encouraged to pursue academic freedom and high-quality standards, with opportunities provided for growth in research and education.
- **Continuous Learning and Advancement:** Professional development programs and training support employees in achieving their career goals.
- **Participatory and Democratic Approach:** Employees actively participate in university management processes, and their input is valued.
- **Innovative Thinking and Adaptability:** Innovation is encouraged, and employees are motivated to adapt to a changing world.
- **Scientific and Interdisciplinary Approach:** Employees are encouraged to produce innovative solutions by combining knowledge and experiences from different disciplines.
- **Open Communication and Performance Evaluation:** Transparent communication and regular feedback are ensured, with performance evaluations based on clear criteria.



- **Safe and Respectful Work Environment:** Physical and psychological safety is maintained, diversity is supported, and equal opportunities are provided.
- **Encouragement of Entrepreneurship and Research:** Employees are motivated to develop new projects and create innovative solutions.

Bahçeşehir University supports its employees' development while acting with a sense of social responsibility, providing a fair and safe working environment.

### **Code of Ethics and Principles of Conduct**

Employees are required to act in accordance with the University's ethical values and commitment to social responsibility.

In this context, employees are expected to adhere to the following ethical principles:

**Conflict of Interest:** Employees must ensure that their personal interests do not harm the University. They should maintain transparency in situations involving personal interests while performing their professional duties and avoid any conflicts of interest.

**Bribery and Gift Giving/Receiving:** University employees must refrain from acts of bribery and avoid unethical behaviors such as giving or receiving any form of material or non-material gifts. All business processes must be conducted in accordance with the principles of honesty and fairness.

**Confidentiality:** Employees must respect the privacy rights of the University and its students by not disclosing personal information, research data, or institutional secrets to external parties. Confidentiality must be maintained not only as a legal obligation but also as an ethical responsibility.

Any behaviors that violate the Code of Ethics and Principles of Conduct should be reported to [ik@hur.bau.edu.tr](mailto:ik@hur.bau.edu.tr).

### **Work Ethics and Professional Responsibilities**

The work ethics and professional responsibilities of Bahçeşehir University require employees to adhere to specific ethical principles in both academic and administrative processes:

**Academic Integrity:** All academic work must be conducted based on the principles of honesty, originality, and accuracy. Employees must avoid plagiarism, misleading data, and academic misconduct in scientific and academic processes. Academic integrity should also be a priority in educational activities involving students.

**Transparency and Accountability in Administrative Processes:** Transparency must be ensured in administrative and academic processes, with all actions being open and understandable for all stakeholders. Employees should be accountable for their duties, providing clear communication regarding their decisions and actions. This approach fosters trust within the University and ensures that everyone is evaluated with equal opportunities.

These principles aim to guide employees to act in alignment with the University's vision, mission, and values while contributing to its goals in education, research, and social responsibility.



## CORE SERVICES

### Where Should I Apply for Administrative, Managerial, and Academic Processes?

General Administrative Matters and Human Resources: Employees should contact the **Human Resources Department** for matters related to personnel rights, performance evaluations, leave, promotions, training, and career planning.

Academic Processes and Education Matters: Academic staff should refer to their **Faculty Dean's Office** or **Department Chair** for issues concerning course schedules, academic progression, research projects, and academic appointments.

Financial and Budgetary Matters: For matters regarding budgets, salaries, expenses, funding requests, and purchasing processes, employees should contact the **Strategy Development Department** or the **Finance Unit**.

Information Technology and Technical Support: Requests related to system access, software updates, technical issues, and cybersecurity should be directed to the **IT Department**.

Student Affairs and Academic Advising: For student-related processes such as registration, course selection, transcripts, and graduation procedures, employees should contact the **Student Affairs Department**. For academic guidance and advising, they should consult the relevant **Department Chair**.

Administrative Management and General Organization: For internal administrative regulations, general operational decisions, and strategic management processes, employees should contact the **General Secretariat** or the **President's Office**.

### Human Resources Department

#### Monthly Salary and Payroll Processes:

The **Human Resources Department** manages the processes related to the payment of salaries to employees for their work. Salaries are paid on the **fifth day of each month**.

#### Performance Management and Career Development

The performance evaluation process is based on employees' competencies and consists of three main stages: self-evaluation by the employee, first-level manager evaluation and second-level manager evaluation. The evaluation criteria include core, functional, and managerial competencies, weighted specifically for each position. Although evaluations are conducted annually, managers receive training and regular feedback is provided throughout the year. In line with the feedback, the development needs of the employees are determined and training and career planning is carried out accordingly. While the evaluation results form the basis for decisions such as salary increases, promotions, and training opportunities, the process is carried out in a transparent and fair manner. In addition, performance evaluations are constantly monitored and followed up, thus supporting the development of the employees and contributing to the general goals of the university.

The Talent Management and Career Planning process provides a strategic roadmap to support employee development and advance their careers. This process includes stages such as promotion,



rotation, assignment and academic promotion. While promotion allows employees to be assigned to higher positions based on their performance evaluations, rotation allows employees to gain experience in different departments and develop versatile skills. Assignment encourages employees to take on responsibility and develop their leadership skills by temporarily taking on certain projects or positions. Academic promotion allows academic staff to advance based on their scientific achievements and teaching contributions. All these stages aim to maximize employees' competencies and ensure that they progress successfully in their careers.

### **Talent Management and Career Planning**

The Talent Management and Career Planning process provides a strategic roadmap to support employees' development and advance their careers. The key stages of this process include.

**Promotion:** Employees are assigned to higher positions based on performance evaluations.

**Rotation:** Employees are provided with opportunities to gain experience in different departments, allowing them to develop versatile skills.

**Assignment:** Employees are encouraged to take on responsibilities and develop leadership skills by temporarily working on specific projects or positions.

**Academic Advancement:** Appointments are made in accordance with the Higher Education Council (YÖK) regulations, enabling academic staff to progress based on their scientific achievements and teaching contributions. This process aims to provide opportunities for faculty members to enhance their knowledge, research activities, and interactions with students, ensuring successful career progression and maximizing their competencies.

**Promotion Process in Administrative Positions:** The promotion of an individual in an administrative position is forwarded by their manager to the Directorate of Human Resources. The Directorate evaluates the request and submits it for management approval. If deemed appropriate by management, the promotion is granted. This process is carried out in a fair and transparent manner, contributing to the career development of employees.

### **Employee ID Card**

The authority to issue ID cards for university employees, retrieve them upon termination of employment, and carry out related procedures in accordance with regulations lies with the Directorate of Human Resources.

Employees who are issued ID cards are responsible for using them with due regard to the respect and trust required by their official status. Additionally, they are required to return their existing ID card to the relevant unit in the event of a request for a new employee ID card.

### **Working Hours, Leave, and Overtime**

Working hours, leave and overtime policies are important to ensure the work-life balance of employees and to increase productivity. Working hours are generally between 08:30 and 17:30, totaling 40 hours per week. Weekends are considered official and religious holidays. Annual leave varies according to the employee's seniority: 14 days for 1-5 years, 20 days for 5-15 years, and 26 days





for 15 years and above. Leaves are usually used during the year, but can be transferred in some cases. Overtime is done in periods exceeding normal working hours and is compensated with additional pay or leave. These policies ensure fair working conditions and balance.

### **Document Requests**

For various document requests (e.g., employment certificate, payroll, etc.), you may contact the Directorate of Human Resources. Visa document requests should be sent to the Directorate of Human Resources via email, along with the required supporting documents (e.g., assignment letter for official purposes or leave document for tourism purposes). Visa documents are prepared by the Directorate of Human Resources through the Electronic Document Management System (EBYS) and submitted for approval. Unless there are compelling reasons, visa documents are delivered to the relevant personnel within 3 (three) business days from the request date.

Directorate of Human Resources Website: <https://bau.edu.tr/insankaynaklari>

### **Occupational Health and Safety Directorate**

In accordance with the "Regulation on the Procedures and Principles of Occupational Health and Safety Training for Employees" published in the Official Gazette on May 15, 2013, employees are required to attend occupational health and safety training sessions organized at the workplace to ensure a healthy and safe working environment. Employees are also obligated to apply occupational health and safety rules in both indoor and outdoor areas of the workplace and comply with instructions related to this matter in their tasks and operations.

For external personnel working at our university, copies of the required documents (e.g., assignment letter, occupational health and safety training participation certificate, employment notification, personal protective equipment handover form, and certificates for jobs requiring professional qualifications) must be requested by the manager of the unit where the work will be carried out and shared with the Occupational Safety Unit.

### **Crisis and Emergency Management**

**Fire Safety and Systems:** Fire alarm systems and fire safety measures are regularly checked by firms accredited by the Ministry of Labor and Social Security. In addition, fire cabinets and fire extinguishers are placed in sufficient numbers as required by legislation.

**Emergency Teams and Task Distribution:** One of the cornerstones of emergency management is trained and coordinated emergency teams. In times of crisis, teams must be correctly selected and receive continuous training in order to take action quickly and effectively. Emergency teams are selected within the framework of legal regulations and each team receives 'Emergency Team Training' in accordance with their job descriptions. These teams include the Protection Team, Rescue Team, Extinguishing Team and First Aid Team. The Team Leader of the Protection Team is appointed as the Emergency Coordinator who will direct the entire operation in times of crisis. This ensures that the team can take action correctly and quickly.



**Training and Drills:** Fire and evacuation drills are regularly conducted for employees and students. The drills are carried out in a practical manner based on possible crisis scenarios, then the evacuation and the response made by the teams are evaluated and a drill evaluation report is prepared with suggestions for improvement.

Following the fire drills, firefighting training is provided by the fire department teams, ensuring that the teams respond professionally.

**YOTA (Reduction of Non-Structural Hazards):** In the campuses, movable furniture is fixed, non-slip applications are made on the floors, and shock absorbing materials are added to sharp edges. YOTA regulations are constantly reviewed by the OHS Specialist and Support Services team.

**Assembly Areas and Evacuation Procedures:** Designated assembly areas in each campus are marked as safe zones where individuals can quickly gather in case of a fire or other emergency. Regular inspections of these areas and updates to evacuation plans, when necessary, enhance the efficiency of the evacuation process.

**Information Systems:** Communication during an emergency is crucial for ensuring coordination. Fire detection systems in campuses are regularly inspected by authorized companies to ensure their effectiveness. These systems provide immediate alarms and notify relevant individuals in the event of any danger, reducing response time.

All implementation processes are continuously reviewed and updated.

## **Directorate of Information Technology**

### **Privacy and Protection of Personal Data**

All information and documents that are not open to the public, all ideas, usernames and all passwords, fees, additional benefits, personal information, financial data and student information are confidential. It is essential that every employee shows the necessary sensitivity to protect them.

The University also respects the private and family life of individuals and does not share the personal information of students and employees with others except for legal obligations and information that the University has made public.

Documents containing critical information should not be left in printers, photocopiers or fax machines. No asset containing highly confidential information should be thrown directly into the trash, and papers should be destroyed.

The University's antivirus program must be installed and up-to-date on your computer. Institutional e-mail accounts should not be used for personal purposes. Employees are expected not to use e-mail addresses other than those provided by the University for business-related information exchange. Ensuring information security is the duty of all employees.



### **Directorate of Information Technologies**

All employees who are required to use a computer due to their duties are provided with computers, licensed software required for their job, and access to the Internet by the University. It is essential that the employee uses the facilities provided in line with their duties.

While the technological benefits of Internet access and e-mail are indisputable, they also bring with them some additional security issues for employees.

Since connecting to the Internet means that both our own computers and the University's computer network as a whole are at a certain risk, employees must definitely take precautions in their activities on the Internet. Employees may occasionally need to use University computers and e-mail addresses for private purposes, but the employee is responsible for the information sent and received.

### **Electronic Document Management System (EBYS)**

Inter-departmental correspondence at our university is managed through the Bahçeşehir University Electronic Document Management System (EBYS). <https://ebys.bahcesehir.edu.tr>

All new personnel are provided with their username and password by the Directorate of Information Technologies, which are sent to the email address specified by the individual.

All incoming and outgoing documents within the institution are archived in the EBYS system and associated files.

### **KVKK (Personal Data Protection Law)**

The Personal Data Protection Law (KVKK) regulates the processing, protection, and security of personal data. The personal data of employees and students are processed and protected according to specific principles.

**Data Controller:** Bahçeşehir University is responsible for the processing of personal data.

**Obligation to Inform:** The purpose of collecting personal data and with whom it is shared must be communicated to the data owner.

**Data Collection Methods:** Personal data is collected through various channels, such as forms, digital platforms, and telephone.

**Processed Data:** Identity, contact, financial, health, and professional information, as well as occupational safety and legal data, are processed.

**Purposes of Data Processing:** Data is processed for various purposes, including personnel management, legal obligations, occupational health and safety, and educational processes.

**Data Sharing:** Personal data may be shared with authorized institutions, suppliers, and business partners.

**Legal Grounds:** Personal data is processed based on legal obligations or explicit consent.

**Rights:** Personal data owners have specific rights regarding the processing of their data, and designated application channels are provided for exercising these rights.



The document also states that in cases where data processing is based on consent, explicit consent will be requested for processing certain data, and this consent can be withdrawn at any time.

### **Directorate of Library and Documentation**

Barbaros Library supports Bahçeşehir University's education and research programs and ensures that its users access accurate information in the shortest time possible. It undertakes the duties of supporting and facilitating all scientific research and activities of Bahçeşehir University members. Our library aims to have information resources and work effectively in accessing information with its well-equipped and result-oriented staff and technological facilities. All electronic resources of our library can be accessed from inside and outside the campus. It aims to purchase every publication requested by its users. Our library provides these services with 1 central and 7 campus libraries.

Library Website: <https://library.bahcesehir.edu.tr/>

### **Directorate of Corporate Communications**

Bahçeşehir University shares up-to-date data on all its activities, including education-training, research-development activities, with the public via its website and social media addresses as required by its responsibility towards society. [www.bau.edu.tr](http://www.bau.edu.tr)

You can contact the Media Relations Unit for issues related to traditional media (magazines, newspapers, television); the Organization Coordinatorship for organization requests; the Digital Media and Web Coordinatorship for unit websites and social media issues; and the Agency Affairs Coordinatorship for needs such as brochures, name tags, business cards, etc.

### **Corporate Identity**

Wherever our printed and electronic materials are seen, the unique identity of the University must be perceived and the published rules must be followed in order to create a permanent and effective corporate identity.

It is necessary to strictly comply with the issue of using our University's corporate logo with the written permission given by the Corporate Communications Directorate.

The logo is used in accordance with the standards announced on our University's official website. No changes can be made to the logo contrary to these standards.

Care should be taken in the content of the sharing on social media accounts belonging to the units or created using the University identity, and the sharing should not be contrary to the University's fundamental values and policies. If it is noticed that any information shared or transmitted is incorrect, it must definitely be corrected with a subsequent message.

All our academic and administrative staff must show the necessary sensitivity and comply with all the specified procedures and principles.



## **Social Media Policy**

**Use of Institutional Accounts:** Posts made on BAU's official social media accounts must be consistent with the university's values and corporate image. Posts are subject to appropriate approval processes to reflect the university's academic, cultural and social contributions. These accounts should only be managed by authorized individuals and posts should be moderated in advance.

**Use of Personal Accounts:** BAU employees should be careful when posting about the university on their personal social media accounts and avoid content that will negatively impact the institution, provide misinformation or breach confidentiality. Posts mentioning the university's name must be consistent with the university's values and ethical principles.

**Sharing of Internal Information:** BAU employees should not share confidential, proprietary or copyrighted information belonging to the university on social media. Unauthorized sharing of such content may jeopardize the university's security and reputation. In the event of a violation, internal university disciplinary procedures and sanctions may be applied.

These policies aim to protect Bahçeşehir University's reputation in the digital world and to ensure that the university communicates effectively on social media.

## **Event Organization**

Academic members and administrative staff who want to organize a congress, conference, seminar, scientific meeting or event must first obtain the necessary approval from the academic or administrative unit they are affiliated with. After approval, the relevant unit official forwards the requested conference hall information for the planned event to the Organization Unit affiliated with the Corporate Communication and Promotion Department. The Organization Unit evaluates the suitability of the requested hall and performs the pre-booking process.

After the pre-booking, a redirect is made to the EBYS system. After receiving approval from the General Secretariat and the Rectorate through the system, the Organization Unit contacts the faculty members or administrative staff organizing the event and carries out the necessary planning process.

## **Bahçeşehir University Conference Halls**

Bahçeşehir University has conference halls suitable for different events on various campuses:

- **Beşiktaş Campus:** Fazıl Say Hall, B Conference Hall, Özer Seliçi Conference Hall, Türkan Şoray Hall
- **North Campus:** North Campus Conference Hall
- **Kemerburgaz Campus:** Kemerburgaz Conference Hall
- **Göztepe Campus:** SA Conference Hall, SB Conference Hall

The use of these conference halls is provided in accordance with the suitability of the course programs in the academic calendar.

Corporate Communications Department Website: <https://bau.edu.tr/icerik/3122-kurumsal-iletisim-direktorlugu>



### **Center for Learning and Teaching Application and Research (CLT)**

The Center for Learning and Teaching Application and Research aims to contribute to the continuous development and improvement of learners, teachers and the learning environment at BAU through the education and support activities it plans and to share the results of its research and studies with the society.

The main goal of the Center is to support the professional development of BAU academic and administrative staff. It organizes orientation programs, seminars, workshops and comprehensive Train the Trainer programs in coordination with the Human Resources Department for the professional development of academic and administrative staff. In addition, it provides design consultancy for new programs or redesign of existing programs to all academic and administrative managers upon their application to the Center.

In order to plan all these activities, it shares a service and training portfolio that it updates at the beginning of each academic year with all academic and administrative units. It understands the needs and demands through faculty/unit meetings and adapts all the services it will offer specifically to the needs and target audience. It also organizes all trainings in its portfolio open to the public for voluntary participation. Learning and Teaching Application and Research Center Website: <https://clt.bau.edu.tr/>

### **Equality and Inclusion Studies Commission (BAUEQUAL)**

Bahçeşehir University Equality and Inclusion Studies Commission (BAUEQUAL) is an initiative that carries out studies to ensure gender equality in our university and to prevent all forms of violence, especially discrimination and sexual violence.

BAU Equality and Inclusion Studies Unit; not only organizes and coordinates preventive measures, but also accepts individual applications and provides support throughout the process. BAUEQUAL does not initiate a legal process, but directs the person to the necessary channels.

BAU students, academics, administrative staff, personnel employed through service procurement, and all university members, including part-time employees, can apply to the BAUEQUAL Unit when they believe they have been subjected to violence or have witnessed it.

BAUEQUAL Website: <https://bau.edu.tr/icerik/16928-bauequal>

### **Support Unit Against Sexual Harassment and Assault**

Bahçeşehir University has established a Sexual Harassment and Assault Support Unit as an authority to which anyone can apply if they are subjected to an act that falls within the definitions of gender-based violence, discrimination, sexual violence and psychological violence.

Sexual Harassment and Assault Support Unit Website: <https://bau.edu.tr/icerik/16928-bauequal>



### **Complaint and Suggestion Support**

Within Bahçeşehir University, a message box is available through the BAUDAŞ communication portal for employees to submit their complaints and suggestions. This portal allows employees to confidentially communicate any issues they encounter or propose improvements for areas in need of development.

Submitted complaints and suggestions are carefully reviewed and evaluated by the Directorate of Human Resources. Once the evaluation process is completed, the results are presented to the Office of the Secretary-General and the Rectorate for necessary actions to be taken.

This system has been established to ensure employees' voices are heard and to effectively implement improvements within the institution. [BAU - İletişim Portalı](#)

### **Psychological Counseling and Guidance Center (PDRM)**

Bahçeşehir University's Psychological Counseling and Guidance Center aims to support students' personal, social, and academic development, equipping them with skills to ease their adaptation to university life. PDRM operates under the Student Dean's Office at the Beşiktaş South Campus, providing services without discrimination based on religion, language, or race. The offices are staffed by expert psychologists. Both students and academic or administrative staff can benefit from PDRM's services.

All services provided by the Psychological Counseling and Guidance Center are free of charge. All offices operate on an appointment system. Academic and administrative staff who work with students and notice a student in distress can assist the student or refer them to the Center in line with the "PDRM Referral and Emergency Guide" prepared by PDRM.

Psychological Counseling and Guidance Center Website: <https://bau.edu.tr/icerik/3916-psikolojik-danisma-ve-rehberlik-merkezi>

### **Distance Education Application And Research Center (BAUGO)**

BAUGO designs interactive and more efficient course structures for online (synchronous, asynchronous, hybrid) and face-to-face classes within the BAU Global framework. In this process, it collaborates closely with academics. Additionally, BAUGO plays an active role in every stage of the digital transformation process for all units under the university's umbrella.

The center provides support for the Itslearning Learning Management System and the MS Teams video conferencing system.

Distance Education Application and Research Center Website: <https://baugo.bau.edu.tr/>



## **Directorate of Strategy Development and Planning**

### **Quality Management Unit**

The Quality Management Unit identifies areas for improvement based on external evaluations conducted by program accreditation organizations and the Higher Education Quality Council, as well as stakeholder feedback, and communicates these to the relevant units. Action plans are developed, and improvement efforts are carried out in collaboration with the respective units.

As part of the institutional self-assessment process, the unit analyzes annual internal evaluation reports from academic and administrative units to prepare the institutional self-assessment report.

To promote and internalize a culture of quality among all employees and students and to encourage their participation in quality assurance processes, the unit organizes informational meetings and seminars in collaboration with the Quality Executive Board and the Quality Commission. It also shares the quality assurance activities carried out within the university with internal and external stakeholders.

Quality Management System Website: <https://kalite.bau.edu.tr>

## **UNIVERSITY FACILITIES**

### **Healthcare Services**

**The Medico-Social Services Directorate** is a health institution for the entirety of the segment it serves, as well as a service unit that meets the needs of counseling and guidance on physical and mental health issues, and a center where applications and research can be conducted in this field in order to support education and training. In this center, emergency and routine examinations and outpatient treatments are performed for all students, employees, retirees and the individuals that employees are responsible for. In addition, it continuously supports health needs with infirmary, doctor, nurse and ambulance health services.

Medico-Social Web Page: <https://bau.edu.tr/icerik/3508-mediko-sosyal-hizmetler-mudurlugu>

### **Supplementary Health Insurance**

A Group Supplementary Health Insurance plan, covering outpatient and inpatient treatments as specified each year, is provided free of charge for full-time employees at Bahçeşehir University. The policy terms are announced to all employees via their corporate email addresses at the beginning of each insurance period. For any questions on this matter, you can contact the Directorate of Human Resources.





## **Personal and Professional Development**

Bahçeşehir University's Continuing Education Center (BAUSEM) offers a variety of short- and long-term programs designed to enhance the skills, knowledge, and economic advancement of the workforce. These include programs open to the general public, corporate training, individual professional development courses, and conferences. Academic and administrative staff of our university can participate in these programs free of charge.

BAUSEM Website: <https://bausem.bau.edu.tr/>

Additionally, Bahçeşehir University provides various training programs to support employees' professional development. The Directorate of Human Resources offers orientation training to help employees adapt to the institution quickly and effectively. In collaboration with the Directorate of Human Resources and the Center for Learning and Teaching, training sessions focusing on personal, technical, and professional development are also organized.

## **Employee Education Scholarship**

Our university offers postgraduate education scholarship opportunities for its employees. This opportunity is reviewed by the Scholarship Commission and finalized in accordance with the [BAHÇEŞEHİR UNIVERSITY ASSOCIATE, UNDERGRADUATE, POSTGRADUATE SCHOLARSHIP AND SUPPORT DIRECTIVE](#).

## **Lunch**

Bahçeşehir University employees can benefit from the lunch served at the University Center Dining Hall with their personnel ID card. Employees can only benefit from the meal opportunity assigned to them.

At the same time, university employees are also provided with special discounts at venues such as Academic Restaurant, Uniq and Scartlet. These opportunities are designed to meet the meal needs of university employees and offer various options

## **Transportation**

Boat services between our University's Beşiktaş Campus and Galata Campus and shuttle services between Göktürk Campus and Kemerburgaz Campus are provided at the times specified on our website.