



STUDENT COUNCIL REGULATION

(Regulation Pursuant to Articles 10(2)(3) and 16(2) of the Arkin University of Creative Arts and Design Establishment and Operation Bylaw)

SECTION ONE

Purpose, Scope, Basis, and Definitions

1. Purpose and Scope

The purpose of this Regulation is to set forth the principles governing the establishment and operation of the University Student Council, which shall be formed to ascertain and communicate the views of students enrolled in associate and undergraduate degree programs of Arkin University of Creative Arts and Design regarding their educational, health-related, athletic, and cultural needs, to convey these views to the administrative bodies, and to facilitate communication between the administrative bodies and the students.

The provisions referred to in this Regulation cover associate and undergraduate students of the University. Until ARUCAD exceeds 2,500 active students, faculty representatives shall be designated based on the recommendation of the respective faculty and the approval of the Rector's Office. The President of the University Student Council shall be appointed by the Rector's Office from among the faculty representatives. *(Amendment; Senate No: 2024/03, Date: 09/05/2024)*

2. Definitions

In this regulation;

- a) **University:** Arkin University of Creative Arts and Design ,
- b) **Unit:** refers to Faculties, Schools, Vocational Schools, and English Preparatory Schools affiliated with the University (including dual education programs),
- c) **Department/Program Student Representative:** refers to the student representative elected by a simple majority for a term of one year by the department/program student council, which is formed by bringing together the class representatives chosen from all classes in a department or program, or from the major/main art/science divisions that award independent undergraduate/associate degrees.
- d) **Unit Student Representative:** the representative elected for a term of one year by a simple majority among the student representatives of the departments/programs within each unit or from the major/main art/science divisions that award independent undergraduate/associate degrees (in units awarding only a single degree, the department/program representatives serve as the unit representative),

- e) **Unit Council:** the council of the unit formed by the department or program representatives,
- f) **University Student Council:** the council formed by the unit representatives of all units affiliated with the University,
- g) **Executive Board of the University Student Council:** the board composed of a president, at least one vice president, and a general secretary, elected by a simple majority for a one-year term from among themselves by the University Student Council formed by the unit student representatives,
- h) **Council President:** the President of the Executive Board of the Student Council, elected by the University Student Council and authorized to represent the University Student Council,
- i) **Election Board:** the board in which at least two faculty members from the relevant unit serve, chaired by the Dean/Director,
- j) **Ballot Committee:** refers to the committee established by the Election Board for each electoral district, composed of one faculty member from the relevant department or program as chair and two non-candidate students.

3. Election Date

The Student Council elections shall be held once a year in November or December on dates determined by the University Executive Board. The outgoing council shall continue to perform its duties until the formation of the new council.

4. Election for Department, Program Representatives

The Election Board shall accept candidacy applications no less than five days and no more than seven days prior to the election. Candidates deemed eligible based on the evaluation conducted in accordance with Article 7 of this Regulation shall be announced no later than three days before the election. Candidates may conduct their campaigns during this period. Objections shall be resolved at least 24 hours prior to the election.

Elections shall be conducted at the location(s) and during the hours determined by the Election Board, under the supervision of the Ballot Committees. The principle of secret ballot and open counting shall apply.

The names of candidates confirmed for each electoral district shall be posted in a manner visible to all at the polling location. Voters shall write the name of their chosen candidate(s) on pre-prepared, sealed ballots, not exceeding the number of representatives to be elected. Ballots containing more names than the allowed number shall be considered invalid. In this election, a Department or Program Representative shall be elected by a majority of votes.

If, for any reason, elections cannot be held by the date determined by the University Executive Board, the Department or Program Chair may appoint Department or Program Representatives ex officio. First-year students may be candidates for Department/Program Representative positions.

5. Election for Unit Representation

The elected Department or Program Representatives shall form the Student Unit Council of the relevant unit and, within three days following the annual election, hold the first meeting chaired by the Dean/Director or one of their deputies to conduct separate elections among themselves for the positions of Unit Representative and Deputy Unit Representative. A quorum of more than half of the student representatives forming the council is required to conduct this election. To be elected as Unit Representative or Deputy, a candidate must receive votes from more than half of the representatives. If the election cannot be concluded on the specified date, the election for that term shall be considered null

and void, and the Unit Representative and Deputy shall be appointed by the Faculty/School Executive Board from among the representatives of the Unit Council.

6. Election for the University Student Council Presidency

The Student Council, composed of Unit Student Representatives, shall hold its first meeting one week after the unit elections upon the invitation of the Rector or one of the Vice Rectors. During this meeting, separate elections shall be held among the Unit Student Representatives for the positions of Council President and Vice President. A unit representative representing the preparatory department shall not be eligible to run for the Council Presidency. For the election, a minimum participation of 80% of Council members is required in the first round, and at least 50% in the second and subsequent rounds. To be elected, a candidate must receive votes from more than half of the representatives. Elections shall be completed within 15 days from the scheduled date. If the election cannot be concluded within this period, the election for that term shall be considered null and void, and the Student Council President and Vice President shall be appointed by the University Executive Board from among the representatives in the Council. This method of appointment shall also apply in the event that the Council President or Vice President leaves the University before the completion of their term.

7. Qualifications Required for Student Representative Candidates

- (a) Being a student of the relevant unit;
- (b) Having no failed courses from previous classes/semesters (for unit representatives other than those from the Preparatory School, the cumulative GPA must be at least 2.00/4.00);
- (c) Having no disciplinary sanctions and no criminal record;
- (d) The period of enrollment at the relevant Higher Education Institution must not exceed the standard duration of the program (periods during which the student has suspended registration shall not be counted as part of the study period).

Students who do not meet these qualifications shall not be accepted as candidates. For elected representatives, if it is later determined that they do not possess these qualifications, their status as representative shall automatically terminate.

8. Duties of the Representatives

Duties of the Representatives: To discuss issues concerning students of classes, departments, programs, units, and the University that require attention and resolution, to contribute to their solutions, to communicate these matters to the relevant academic and administrative bodies, and to facilitate communication between educators and administrators in order to organize social activities deemed necessary or desired (e.g., Fine Arts, Sports, Cultural events).

Department/Program Representative: Representatives attend Education and Training Coordination Boards, Department Councils, or Academic Boards of the Major/Main Art/Science Divisions upon the invitation of the Chief Coordinator, Department Chair, Program Chair, or Chair of the Major/Main Art/Science Division in order to discuss educational matters or issues concerning students within their department/program and to seek solutions. Prior to these meetings, representatives shall submit in writing to the aforementioned coordinators or chairs the topics they wish to have discussed. Representatives shall leave the meeting after the discussion of items on the agenda that specifically concern them. They are responsible for communicating the necessary explanations regarding the discussed topics to other students in their class, department, or program.

Unit Representative: Representatives participate in Education and Training Coordination Boards,

Faculty, School, or Vocational School Councils, or other councils deemed appropriate by the Unit Head, in order to discuss educational matters or issues concerning students within the unit and to seek solutions. Representatives shall submit in writing to the relevant unit offices the topics they wish to have discussed. They are responsible for conveying the necessary explanations regarding the discussed topics to the Department Representatives.

Student Council President: The President of the University Student Council Executive Board is summoned by the Rector to the University Senate and the University Executive Board during discussions concerning student-related matters in the Senate. Issues that the Student Council wishes to discuss are submitted in writing to the Rector's Office. The Student Council President is responsible for conveying the necessary explanations regarding the discussed issues to the Unit Representatives within the Student Council. The President may convene meetings of the University Student Council Executive Board as needed. Decisions of the Board are made by a simple majority and are signed by the members. In cases where the President is on leave, this duty is performed by the Vice President. The term of office for student representatives at all levels is one (1) year. Representatives whose terms have expired may be re-elected provided they continue to meet the required qualifications.

9. Duties of the Student Council Executive Board

The duties of the Student Council Executive Board are as follows:

- (a) To convey the problems, opinions, and suggestions of students to the university administration bodies, primarily the Rectorate;
- (b) To be represented by the Chair or one of the Vice-Chairs during meetings of the Senate and Administrative Boards when matters concerning students are discussed;
- (c) To represent students of Arkin University of Creative Arts and Design within the university, as well as at national and international levels;
- (d) To coordinate the activities and work of the University Student Council Executive Board and all student representatives with the University, and, when necessary, to conduct them in accordance with the prevailing legislation with the University's approval.

10. Termination of Student Representation

Members of the Student Council and all student representatives shall not engage in any activity considered an offense under the existing disciplinary regulations of Arkin University of Creative Arts and Design or that warrants a disciplinary sanction. The student representation of those against whom a disciplinary sanction has been finalized shall be terminated.

In the event that the President or Vice-President of the Student Council resigns for any reason, the University Administrative Board shall appoint a new President and Vice-President from among the representatives present in the council.

11. Entry into Force

This regulation shall enter into force as of the date it is approved by the Senate of Arkin University of Creative Arts and Design .

12. Executive Authority

The provisions of this regulation shall be executed by the Rector of Arkin University of Creative Arts and Design .