

# **İZMİR INSTITUTE OF TECHNOLOGY**

## **STUDENT ID CARD DIRECTIVE**

### **FIRST PART**

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

##### **Purpose**

**ARTICLE 1 –** (1) This directive has been prepared in order to determine the procedures and principles regarding the issuance of identity cards to students registered at Izmir Institute of Technology or to guest students who are registered at other Higher Education Institutions and will study at the Institute for a temporary period.

##### **Scope**

**ARTICLE 2 –** (1) This directive covers the procedures and principles regarding the form, types, arrangement, distribution, use, change and return of the identity cards to be given to the students who are registered at Izmir Institute of Technology or to other students of the Higher Education Institution and to the guest students who will be studying at the Institute for a temporary period. covers.

##### **Basis**

**ARTICLE 3 –** (1) This Directive has been prepared on the basis of Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

##### **Definitions**

**ARTICLE 4 –** (1) In this Directive:

Institute: İzmir Institute of Technology,

Identity Card Holder: The student who has been assigned an identity card by the Institute,

Identity Card Printing Unit: Support Services Branch,

Visiting Student: A student enrolled in any higher education institution and can participate in exchange programs, special students, summer education, course completion for equivalency, internship, etc. students who study at the Institute for a period of time,

Guest Student Identity Card: The identity card to be given to the students who study at the Institute for a period of time,

Student: Students enrolled in Izmir Institute of Technology,

Student Affairs Department (ÖİDB): İzmir Institute of Technology Student Affairs Department,

Unit Accepting Students: Academic or administrative units of İzmir Institute of Technology that accept visiting students.

Student Identity Card: Identity card containing the information of the students registered to the Institute,

Rector: Rector of Izmir Institute of Technology,

Senate: Izmir Institute of Technology Senate,

means.

## **SECOND PART**

### **Arrangement of Student Identity Card, Issuance of Student Identity Card, Delivery and Pricing of Student Identity Card**

#### **Arrangement of Student Identity Card**

**ARTICLE 5 –** (1) The Registrar's Office and the Identity Card Printing Unit are authorized to carry out the work and transactions regarding the ID card to be issued for the students studying at the Institute.

(2) The content and design of student and guest student ID cards are determined by the Institute.

(3) The form or petition to be used in student and guest student ID card transactions, the distribution of the card and the delivery method are determined by the Registrar's Office.

(4) Printing of Student and Guest Student Identity Cards is carried out by the Identity Card Printing Unit.

#### **Issuance of Student Identity Card**

**ARTICLE 6 -** (1) Student and guest student ID cards are issued in two ways, for the first time or again.

##### **a) Issuing the Identity Card for the first time:**

A Student Identity Card is issued free of charge and delivered to the newly registered students and visiting students for once, in return for signature.

##### **b) Issuance of a new identity card:**

1) If it is determined by the authorized personnel of the ID Card Printing Unit that the issued cards are defective and a report is drawn up, the ID card will be replaced free of charge.

2) To students; cards are broken, lost, stolen and wanted to be changed voluntarily, etc. In cases where the current identity card is withdrawn (except in case of loss-theft), a Student or Guest Student ID Card is issued again to be paid by the student.

#### **Loss of ID Card or Applying for Renewal**

**ARTICLE 7 –** (1) In order to renew the Identity Card, the Card Holder applies to the Registrar's Office with a petition by paying the application fee for the ID card.

(2) In case the card is lost, the Card Holder submits the Student Identity Card Renewal Form to the Registrar's Office. The ID card fee is collected from the student at the time of application.

(3) Re-issued student and guest student ID cards (except for internship students) are delivered to the students by the Registrar's Office against signature.

(4) Students whose photographs and information on the student card are missing and those who do not pay the card fee will not be issued an identity card.

(5) Identity card information and identity validity period of the interns of the visiting students are transmitted to the Identity Card Printing Unit by the internship unit. The printed cards are delivered to the student by the unit where he/she does his/her internship. The usage period of these cards is limited to the internship period.

### **Responsibility of the Identity Card Holder**

**ARTICLE 8 -** (1) The identity card holder is responsible for showing the care and attention required by the corporate reputation. Identity cards cannot be used by anyone other than the owner. In case of use, necessary administrative and judicial action is taken against the users and users.

### **Determining the Fee of the Identity Card**

**ARTICLE 9 –** (1) The cost of the Student Identity Card is determined by the University Administrative Board.

### **Bandrole Application**

**ARTICLE 10 –** (1) Newly registered students have the relevant academic year stamp on their identity cards. Therefore, they are not required to take an academic year band in the first year. At the beginning of each academic year, if the student applies after the registration renewal process, the relevant academic year banderol is affixed to the ID cards by the Registrar's Office.

## **THIRD PART**

### **Using, Returning and Disposal of Student Identity Cards**

#### **Using Guest Student ID Cards:**

**ARTICLE 11 –** (1) The guest student ID card must be used in the library, cafeteria, security, etc. in the campus. The definition of card pass services is decided by the unit that provides the service with the coordination of the unit that accepts the student.

(2) Persons who are given a guest student ID card by the Institute, cafeteria, pool, sports facilities, etc. The fee to benefit from the services is decided by the Institute Board of Directors under the coordination of the Department of Health, Culture and Sports.

#### **Using Student Identity Cards:**

**ARTICLE 12 -** (1) It is obligatory to use Student Identity Cards at the entrance of the Campus and at the security points in various units of the Institute and in card system passes.

**Returning the ID Card:**

**ARTICLE 13 –** (1) Students who have voluntarily dismissed and guest students send their cards to the Registrar's Office; Internship guest student ID card holders return the cards to the unit from which they received the card.

(2) Student ID card is not taken from the students who graduated from the Institute.

**Validity period of ID Card:**

**ARTICLE 14 –** (1) The period of study for the graduate students is the same as the admission period for the visiting student.

**FOURTH PART****Miscellaneous and Final Provisions****Cases Without Provisions:**

**ARTICLE 15 –** (1) In cases where there is no provision in this Directive, the provisions of the relevant legislation and the Decisions of the Council of Higher Education, Senate and Institute Administrative Board are applied.

**In Force**

**ARTICLE 16 –** (1) This Directive enters into force from the date it is accepted by the Institute Senate.

**Executive**

**ARTICLE 17 –** (1) The provisions of this Directive are executed by the Rector of İzmir Institute of Technology.

<b>The Senate Resolution on which the Directive was adopted</b>	
<b>Date</b>	<b>Number</b>
21.09.2021	29/2