# T.C.

ISTANBUL MEDIPOL UNIVERSITY

CAREER OFFICE

INSTRUCTIONS\*

FIRST SECTION

Aim, Scope, Base, and Definitions

Aim

**ARTICLE 1** - (1) The aim of this instruction is to regulate the procedures and principles regarding the purposes, organization, management, activities and fields of work of the Istanbul Medipol University Career Office.

# Scope

**ARTICLE 2 -** (1) This instruction covers the establishment, purpose, activities and working style of the Istanbul Medipol University Career Office.

# Base

**ARTICLE 3** - (1) This instruction has been prepared based on subparagraph 7 of paragraph (a) of ARTICLE 4 of the Higher Education Law No. 2547 and subparagraph (b) of ARTICLE 47.

# Definitions

**ARTICLE 4 -** (1) The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. Rector: Rector of Istanbul Medipol University,
3. Career Office: Istanbul Medipol University Career Office
4. Director: Istanbul Medipol University Career Office Director
5. Advisory Board: Istanbul Medipol University Career Office Advisory Board
6. Career Candidate: It refers to the students and graduates of Istanbul Medipol University.

# SECOND SECTION

Purpose, Duties and Activities of the Career Office

Purpose of the Career Office

**ARTICLE 5 -** (1) The purposes of the Career Office are;

To carry out studies on the career planning of Istanbul Medipol University students and graduates at the individual level, to guide the internship and employment process of our students and graduates, to create relevant employment opportunities and

# Purpose, Duties and Activities of the Career Office

**ARTICLE 6 -** (1) In line with its main purpose, the Career Office performs the following activities to carry out activities for this purpose.

# Job and Internship Studies:

* + 1. To make the necessary studies to ensure the interaction of the students with the business world and to create employment opportunities,
    2. To carry out corporate promotional activities to enable students to get to know various professions, organizations and fields of activity more closely,
    3. Developing a job and internship announcement portal that candidates can see,
    4. Creating a resume database and making it available to organizations (private sector, public sector and non-governmental organizations),
    5. Enabling students to practice internships, increasing the number of institutions and organizations where they can do internships,
    6. To create part/full-time work opportunities for students and graduates,
    7. To enable students and graduates to be assigned to projects carried out by organizations
    8. To organize introductory meetings that bring together students and alumni and various organizations from different sectors, provide students with information about job descriptions in various fields, business life, career opportunities in professions, and provide communication between companies that request staff and alumni.

# Career Planning and Competency Studies:

* + 1. To provide career counselling, coaching and mentoring services to students and graduates for career planning,
    2. To organize seminars and conferences that will provide professional development for students,
    3. To follow national and international career opportunities and to inform the target audience,
    4. Carrying out, coordinating and supporting educational and publishing activities for university students and graduates to gain and develop their competencies in individual career planning, job search, and presenting their professional and personal knowledge,
    5. To ensure the application of tests to determine the personal and professional competencies of the students and to support the preparation of a career plan accordingly,
    6. To carry out, coordinate and support educational activities such as courses, certificate programs, and publication activities aim at providing and developing professional competencies for university students and graduates.

# Other Studies:

* + 1. Collaborating with the Entrepreneurship Center for the career development of students with entrepreneurial potential,
    2. Graduation projects, scientific research, etc. To cooperate with the TTO Project Development Office so that students with potential in these areas can benefit from the relevant fund support institutions,
    3. Various training, seminars, etc. To cooperate with the Continuing Education Center within the framework of its activities,
    4. Developing activities in cooperation and coordination with student clubs and supporting their planning or organization,
    5. Organizing Medipol University Career Days at least once (1) a year,
    6. Acting as a bridge between the university and the business world, working on expanding cooperation, a possible industry consultancy, technology transfer, etc., that arise during these contacts. To cooperate with TTO University-Industry Cooperation Office on issues,
    7. To cooperate in the matters determined in the studies carried out by the Quality Commission on career planning and within the framework of the career planning requests of the accreditation bodies,
    8. Giving information to students about job search techniques through seminars and individual interviews, helping them to write an effective CV and have a successful interview,
    9. To monitor the career development of university graduates in business life and to support the creation of a database containing graduate information,
    10. To monitor and support the career development of graduates in business life in cooperation with the Medipol Alumni Association,
    11. To support the external stakeholder meetings of the Institute, Faculty, Vocational School and departments,
    12. To follow the student and graduate satisfaction from career development activities at our university, to take necessary corrective and preventive actions in case of dissatisfaction,
    13. To perform other duties assigned by the Rector.

# THIRD SECTION

Organs and Duties of the Career Office

Organs of the Career Office

**ARTICLE 7 -** (1) The Career Office consists of the following bodies:

* + - 1. Board of Directors
      2. Advisory Board

# Director

**ARTICLE 8 -** (1) The administrator is a full-time administrative staff member at the university. The Rector appoints it.

# Duties of the Director

**ARTICLE 9 -** (1) The Career Office Director performs the following duties:

1. Representing the office and ensuring that the work of the office is carried out regularly, developed and any problems that may arise are resolved,
2. Organizing, coordinating and controlling the activities of the employees and workgroups within the Career Office,
3. To ensure cooperation and coordination between individuals and organizations inside and outside the university,
4. To prepare a report about the planned and realized activities of the Career Office at the end of each term and present it to the Rectorate,
5. To carry out the necessary studies regarding the personnel, budget and other resource needs and use of the Career Office,
6. To perform other duties in line with the purposes of the Career Office.
7. To carry out the administrative affairs of the office, to determine the need for appropriations and personnel and to submit them to the Rectorate,
8. To implement the office budget approved by the Rector and the work to be done,
9. To implement the decisions taken by the Rectorate.

# FOURTH SECTION

Miscellaneous and Final Provisions

Cases without Provisions

**ARTICLE 10 –** (1) In cases where there is no provision in this instruction, the provisions of the relevant legislation and the decisions of the Senate are applied.

# Enforcement

**ARTICLE 11** **–** (1) This instruction enters into force on the date of its publishment.

# Execution

**ARTICLE 12 –** (1) The provisions of this instruction are executed by the Rectorate of Istanbul Medipol University.

\*Adopted by the University Senate's decision dated 04/09/2019 and numbered 2019/09-04.