**T.C.**

**ISTANBUL MEDIPOL UNIVERSITY**

**OMBUDSMAN FOR ANTI-DISCRIMINATION AND EQUALITY**

**INSTRUCTION\***

**FIRST SECTION**

**Aim, Scope, Basis, and Definitions**

**Aim**

**ARTICLE 1** - (1) The aim of this instruction is to regulate the purpose, organs, duties and activities, and working procedures and principles of the Istanbul Medipol University Ombudsman for Anti-Discrimination and Equality.

**Scope**

**ARTICLE** 2 - (1) This instruction covers the provisions regarding the establishment, organs, duties and activities of the Istanbul Medipol University Ombudsman for Anti-Discrimination and Equality.

**Base**

**ARTICLE 3** - (1) This instruction has been prepared based on Article 10 of the Constitution of the Republic of Turkey and clauses 5 and 7 of paragraph (a) of Article 4 of the Higher Education Law No. 2547, and clause (e) of Article 5.

**Definitions**

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

University: Istanbul Medipol University,

1. Rector: Rector of Istanbul Medipol University,
2. Ombudsman: Istanbul Medipol University Ombudsman for Anti-Discrimination and Equality,

ç) Deputy Ombudsman: Istanbul Medipol University Deputy Ombudsman for the Anti-Discrimination and Equality,

1. Advisory Board: Advisory Board of Istanbul Medipol University Ombudsman for the Anti-Discrimination and Equality.
2. Secretariat: Istanbul Medipol University Ombudsman for Anti-Discrimination and Equality Secretariat,
3. Office: Istanbul Medipol University Ombudsman for the Anti-Discrimination and Equality Office
4. Administrative Board: Refers to the Istanbul Medipol University Administrative Board.

**SECOND SECTION**

**Purpose, Duties, Activities and Working Methods of the Ombudsman for the Anti-Discrimination and Equality Office**

**Purpose of the Ombudsman for Anti-Discrimination and Equality**

**ARTICLE 5** - (1) The purpose of the Office of the Ombudsman for the Anti-Discrimination and Equality is;

To increase the awareness of Istanbul Medipol University students and staff against discrimination; to prevent them from encountering all kinds of discriminatory behaviours and attitudes based on language, race, colour, gender, political thought, philosophical belief, religion, sect and similar reasons; to promote the adoption of principles of equal and responsible behaviour; In this context, it is to increase the overall satisfaction of the academic, administrative staff and students of the University by contributing to the development of professional relations based on equal treatment between the relevant administrative and academic units of the University and the personnel of these units and students.

**Duties and Activities of the Office of the Ombudsman for the Anti-Discrimination and** **Equality**

**ARTICLE 6** - (1) The Office of the Ombudsman for the Anti-Discrimination and Equality, its main purpose

In line with this, it performs the following activities:

1. Receiving complaints about discriminatory behaviour and attitudes, examining them and making recommendations:
2. Receiving the complaints of the university administrative and academic staff and students about discriminatory behaviour and attitudes and presenting them to the Rectorate,
3. To carry out the necessary investigation and report in all academic and administrative units of the University regarding these complaints,
4. Making recommendations regarding the complaints and notifying the relevant units,
5. Preparing annual reports and presenting them to the Rectorate.
6. Carrying out awareness-raising activities against discriminatory behaviours and attitudes:
7. To carry out educational activities for academic and administrative staff and students,
8. Organizing scientific meetings open to the public,
9. To carry out cultural, artistic and academic activities,
10. Research and publication.
11. Other Studies: To perform other duties assigned by the Rector.

**Purpose, Duties, Activities and Working Methods of the Ombudsman for the Anti-Discrimination and Equality Office**

**ARTICLE 7** – (1) The Office of the Ombudsman for Anti-Discrimination and Equality works with the following forms, procedures and principles:

1. The Ombudsman is authorized to investigate complaints regarding discriminatory behaviour and attitudes on behalf of the Rector.
2. The Ombudsman evaluates all verbal or written complaints made to him.
3. It conducts research, examines the necessary information and documents, listens to the parties and witnesses of the complaint verbally and in writing, seeks expert opinions if necessary, and makes a decision regarding the complaint, following the principles of protection and confidentiality of personal data regarding the complaints that it deems to be examined. This decision is in the nature of a "recommendation decision".

ç) The Ombudsman presents his decision to the Rector. Recommendation decision taken with the approval of the Rector is notified to the relevant units.

1. These decisions are presented to the Rector as a report at the end of the academic year.

**THIRD SECTION**

**Bodies and Duties of the Office of the Ombudsman for Anti-Discrimination and Equality**

**Purpose of the Ombudsman for Anti-Discrimination and Equality**

**ARTICLE 8** - (1) The Office of the Ombudsman for the Anti-Discrimination and Equality consists of the following bodies:

* 1. Ombudsman
	2. Deputy Ombudsmen
	3. Advisory Board d) Secretariat

**Ombudsman**

**ARTICLE 9** - (1) The Ombudsman is a full-time academic or administrative staff member at the University. The Rector may appoint one or more Ombudsmen.

**Deputy Ombudsmen**

**ARTICLE 10** – (1) Assistant Ombudsmen are full-time academic or administrative staff at the University. The Ombudsman may appoint one or more Deputy Ombudsmen. Deputy Ombudsmen perform the duties assigned by the Ombudsman.

**Advisory Board**

**ARTICLE 11** – (1) The Advisory Board consists of the academic and administrative staff of the University. The Ombudsman elects Advisory Board members. The main task of the Advisory Board is to assist and advise on the purpose, duties and activities of the Office. The Ombudsman determines the number of Advisory Board members.

**Secretariat**

**ARTICLE 12** – (1) The Secretariat is the administrative staff working full time at the University.

**Duties of the Secretariat:**

1. To ensure that the work of the Ombudsman is carried out regularly, to be developed and to solve any problems that may arise,
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,

ç) To carry out the necessary studies regarding the personnel, budget and other resource needs and use of the Ombudsman,

1. To implement the office budget approved by the Rector and the work to be done,
2. To implement the decisions taken by the Rectorate,
3. To prepare a report at the end of each period regarding the planned and realized activities.
4. To perform other duties in line with the Ombudsman's purposes,

**FOURTH SECTION**

 **Miscellaneous and Final Provisions**

**Cases without Provisions**

**ARTICLE 13** – (1) In cases where there is no provision in this instruction, the provisions of the relevant legislation and the decisions of the Board of Directors are applied.

.

**Enforcement**

**ARTICLE 14** – (1) This instruction enters into force on the date it is accepted by the University Senate.

**Execution**

**ARTICLE 15** (1) The provisions of these instructions are executed by the Rector of Istanbul Medipol University.

\*Accepted by the University Senate's decision dated 21/05/2021 and numbered 2021/07-02-02.