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# ISTANBUL MEDIPOL UNIVERSITY

SECURITY INVESTIGATION AND ARCHIVE RESEARCH INSTRUCTION

FIRST SECTION

Aim, Scope, Base, and Definitions

 Aim

**ARTICLE 1-** (1) The aim of this instruction; is to determine the confidential units and titles in Istanbul Medipol University, determine the procedures and principles of the security investigation and archive research about the personnel who will work in these units and titles.

# Scope

**ARTICLE 2-** (1) This instruction covers the confidential units and titles of Istanbul Medipol University and the personnel assigned to these units and titles.

# Base

**ARTICLE 3-** (1) This instruction is the regulation of the Security Investigation and Archive Research Regulation, published in the Official Gazette dated 12/4/2000 and numbered 24018 and entered into force with the Council of Ministers Decision dated 14/2/2000 and numbered 2000/284. It has been prepared in accordance with the amended 6th ARTICLE that entered into force by being published in the Gazette numbered 30576.

**Definitions**

**ARTICLE 4**: The definitions in this instruction refer to;

1. University: Istanbul Medipol University,
2. Rector: Rector of Istanbul Medipol University,
3. Senate: Istanbul Medipol University Senate,

ç) Confidential Place: All kinds of cabinets where confidential messages, reports, documents, information, documents, tools, equipment and facilities and materials that could harm our domestic and foreign national interests are kept, kept, and security measures have been taken to protect them, safe, room and restricted area,

1. Confidentiality Degrees: Sorting and naming the information that is deemed objectionable to be disclosed to unauthorized persons according to the degree of importance,
2. Archival research: Determining whether the person is still wanted by law enforcement, his attachment in law enforcement and intelligence units, his criminal record and whether there is any restriction on him from existing records,
3. Security Investigation: Whether the person is still wanted by law enforcement officers, his criminal record in law enforcement and intelligence units, whether there is any restriction on him, whether he has engaged in destructive and divisive activities, his moral status, his relationship with foreigners and his ability to keep secrets can be obtained from the existing records and from the location detection and evaluation through research,
4. Regulation: Refers to the Security Investigation and Archive Research Regulation, enacted with the Council of Ministers Decision dated 14/2/2000 and numbered 2000/284.

# SECOND SECTION

Location, Title and Responsibility

Confidential Locations and Titles

**ARTICLE 5-** (1) All units of our university and the duties carried out in these units have been determined as confidential places and duties.

# Personnel to be Conducted Security Investigation and Archive Research

**ARTICLE 6-** (1) It covers all academic and administrative staff working in the units of our university and is to be appointed vacantly.

# Security Investigation and Renewal of Archive Research

**ARTICLE 7-** (1) When deemed necessary, the security investigation and archive research may be renewed upon the request of the chief authorized to appoint.

# Responsibility

**ARTICLE 8-** (1) The Human Resources and Planning Department (Personnel Department) is responsible for conducting security investigations and archive research on personnel within the scope of this instruction.

# Evaluation

**ARTICLE 9-** (1) If the information obtained as a result of the security investigation and archive research conducted for the university personnel is negative,

the Vice-Rector, the Secretary-General, the Head of the Personnel Department and the Legal Counsel are consulted under the Presidency of the Rector to examine the issues such as whether the person is employed in confidential units

 and whether they continue to

under the presidency of the Rector, Vice-Rector, Secretary-General and Staff

Department

Head and Legal Counsel “Evaluation Committee” is formed.

1. The examination to be made about one of the Evaluation Committee members does not participate.
2. Working reports and decisions of the Evaluation Committee are confidential.

# THIRD SECTION

Miscellaneous and Final Provisions

Other Considerations

**ARTICLE 10-** (1) The provisions of the regulation that forms the basis of this directive shall be taken as basis in the determination of the authorities that will request and carry out the security investigation, the issues to be investigated with the security investigation and archive research, and the method to be followed, and subsequently in the evaluation of the research results.

# Cases without provisions

**ARTICLE 11-** (1) In cases where there is no provision in this directive, the provisions of the Security Investigation and Archive Research Regulation published in the Official Gazette dated 12/04/2000 and numbered 24018 shall apply.

# Enforcement

**ARTICLE 12-** (1) This instruction entered into force with Decision No. 4 of the 2019/01 meeting of the Istanbul Medipol University Senate dated 16/01/2019**.**

# Execution

**ARTICLE 13-** (1) This instruction is executed by the Rector.

\*Accepted by the University Senate's decision dated 16/01/2019 and numbered 2019/01-04.