

KARADENİZ TECHNICAL UNIVERSITY - EMPLOYMENT SUPPORT POLICY -

PURPOSE OF THE POLICY

The purpose of this policy is to increase the employability of students and graduates studying at KTU in the labor market, to facilitate their adaptation to working life, to support the professional development of administrative and academic staff and to create an institutional framework to contribute to the regional economy. In line with KTU's mission of raising individuals who can manage research, entrepreneurship and change, it aims to increase students' knowledge, skills and experience through employment-oriented practices and collaborations.

RELEVANCE OF THE POLICY

Relevant Sustainable Development Goals (SDG) Criteria: This policy is primarily related to the following goals from the United Nations Sustainable Development Goals:

- SDG 4: Quality Education
- SDG 8: Decent Work and Economic Growth
- SDG 9: Industry, Innovation and Infrastructure
- SDG 10: Reducing Inequalities

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric

SCOPE OF POLICY

The policy covers students, graduates, academic and administrative staff, and contracted and part-time employees studying in all faculties, institutes, vocational schools, research and application centers, administrative units and affiliated units of KTU. In addition, all employment and internship programs, including public institutions, private sector and non-governmental organizations that cooperate with the university, are subject to this policy.

BASIC PRINCIPLES AND LEGAL BASES

- **Equality and Non-Discrimination:** There is no discrimination based on gender, disability, socioeconomic status, or any other difference in employment and career development processes.
- **Orientation and Career Guidance Suitable for Skills:** In line with the mission of KTU Career Development Application and Research Center (Career UYGAR), students and young graduates are directed to jobs that suit their interests and skills; the model of placing the right person in the right job is applied.
- **Cooperation Programs:** Programs carried out with institutions such as the Turkish Employment Agency (İŞKUR) aim to increase the employability of participating students and to provide them with workforce experience and discipline.
- **Part-Time Work Opportunities:** Part-time work quotas are created in sports facilities, student clubs, and administrative units on campus, enabling students to earn income and gain work experience.
- **Internship and Practical Training:** Social security premiums are paid by the university for students who are subjected to internship or do optional internship during their higher education; the relevant procedures are carried out by the HCS Department. Internship applications and internship processes are carried out electronically through the KTU Information Management System (BYS) Internship Module.

- **Lifelong Learning and Staff Development:** Modular training programs, orientation trainings and talent pool applications are organized for administrative and academic staff in cooperation with the Personnel Department and the Civil Servant Academy.
- **Sustainable Regional Development:** The university cooperates with sectors by considering the needs of the regional and national labor market; Supports the R&D and entrepreneurship ecosystem; It contributes to the welfare of society in line with the principles of social contribution policy.

RESPONSIBILITIES AND ROLES

Implementing Units:

- **Career Development Application and Research Center (Kariyer UYGAR):** Organizes career guidance services, CV preparation and interview training courses, career fairs and cooperation protocols; ensures that students and graduates are directed to the right job.
- **Department of Health, Culture and Sports (SKS):** Carries out the application processes of programs such as part-time work programs and İŞKUR Youth Program, etc.; follows the insurance procedures of internship and part-time students.
- **Personnel Department (PDB):** Carries out the recruitment, promotion and professional development processes of university personnel; plans training programs for civil servants and contracted personnel; reports employment data. With the Officer Academy, it coordinates modular training (mandatory, general, talent pool), orientation programs and certification processes for administrative staff.
- **Faculties and Institutes:** Builds bridges between students and graduates and the business world; makes internship agreements, organizes sectoral events in cooperation with Kariyer UYGAR.

Monitoring Units:

- **Rectorate and Senate:** Gives official approval of the policy and conducts necessary audits. It ensures that the objectives of the policy are achieved in accordance with institutional priorities.
- **Research Coordination Office:** Monitors the implementation process of the policy, collects and reports data on performance indicators. The Sustainability Unit collects the necessary data for sustainability indices such as UI GreenMetric and THE Impact Rankings. It also analyzes the results of the activities carried out within the scope of the policy and develops improvement suggestions.
- **Institutional Development and Planning Coordination Unit (KGPK):** Integrates the results of the policy into the system of institutional performance indicators and ensures their alignment with the objectives of the KTU Strategic Plan.

APPLICATION STEPS

1. **Situation Analysis and Goal Setting:** An "Employment Support Plan" is prepared by determining the current graduate employment rates, students' work and internship needs, and personnel training needs. In the 2025-2030 period, KTU aims to increase the employment rate of graduates to 60% within the first 6 months.
2. **İŞKUR Youth Program Implementation:** İŞKUR Youth Program quotas are determined for each academic year in cooperation with SKS and Career UYGAR; the aim of the program is to increase the employability of students and provide them with work experience. Participants will work a maximum of 22.5 hours (3 days) per week, sign the attendance chart and take leave.
3. **Part-Time Work Program:** Part-time work quotas are announced in the fitness center, gym, student clubs and administrative units; applications are received online or physically. Eligible students (who have not received disciplinary punishment, have a sufficient grade point average, are below the dormitory income limit) are selected and start working.
4. **Internship and Practical Training:** SKS carries out internship SSI procedures; pays the work accident and occupational disease insurance premiums of the students who do internship. Internship applications are received electronically through the BYS Internship Module; Documents are uploaded 20 days before the internship start date.

5. **Career Guidance and Trainings:** Career planning courses, CV preparation and interview techniques, personal development trainings and career fairs are organized within Career UYGAR. With the content of "Career Planning and Development", students are supported to choose a conscious profession and create a career plan.
6. **Personnel Development Programs:** Within the scope of the Civil Servant Academy, compulsory trainings, general trainings, talent pool trainings and orientation programs are organized. Professional competence, management skills, digital competence and sustainability training are provided for the personnel.
7. **Sector Collaborations and Entrepreneurship Supports:** KTU increases students' internship, project and employment opportunities by signing protocols with the industry and service sector in the region; It offers entrepreneurship programs and entrepreneurship (startup) support through the techno-park and incubation center.
8. **Awareness and Equality Programs:** Special employment support, and scholarship opportunities are developed for students with disabilities and socially disadvantaged groups; gender equality is observed in career activities.

PERFORMANCE INDICATORS

| Indicator | Goal | Source of Verification |
|--|---|---------------------------------------|
| Employment rate of graduates in the first 6 months | Increasing the rate to 60% by 2030 | Career UYGAR SKS and İŞKUR records |
| Number of part-time students | At least 1,000 students will have the opportunity to work part-time annually by 2030. | SKS application records |
| Number of students who did internship and paid SSI premiums | Paying premiums of at least 60% of the annual number of interns by 2030 | SKS and BMS data |
| Number of career guidance/vocational training events | At least 20 events per year | Career UYGAR reports SKS Reports |
| Proportion of personnel participating in the Civil Servant Academy training | At least 70% of the personnel must have participated in the program by 2030 | PDB and Academy reports |
| Participation rate in employment programs for women and students with disabilities | 30% increase in employment by 2030 | SKS and Career UYGAR data |

AUDIT AND REPORTING

- **Monitoring Frequency:** Performance indicators are evaluated annually; relevant indicators are regularly monitored by the relevant responsible units every year. The changes in the values in the indicators during the year are determined and necessary measures are taken in a timely manner.
- **Reporting Frequency:** Annual data are recorded in KTU Sustainability Reports within six months following the end of the relevant year and shared with the public on the university's website. Four-year data is compiled to form an input for the next strategic planning period. In addition, the relevant data obtained each year is reported to UI GreenMetric and other international sustainability indices.

- **External Verification:** Participation in national and international certification programs is provided to certify the performance of the university within the framework of the relevant indicators. The participation program and decision are taken by the senate. The implementation and effects of the policy are verified through audits to be carried out by independent organizations.
- **Revision Conditions:** In case 60% of the targeted values of the determined performance indicators cannot be reached for two consecutive years or in case of changes in national/international legislation; the policy is reviewed by the implementing units, revision proposals are prepared, and the policy is submitted to the senate for approval again.

EFFECTIVE DATE

This policy comes into effect from the date it is approved by the KTU Senate. University units are obliged to comply with and implement the provisions of the policy.