

KARADENIZ TECHNICAL UNIVERSITY

GENDER EQUALITY ACTION PLAN

(2022-2025)

1. INTRODUCTION

Karadeniz Technical University (KTU) has prepared the "Gender Equality Plan" (GEP) based on gender balance. The main purpose of the plan is to demonstrate that Karadeniz Technical University, which aims to have a safer and more accessible campus, is a university that respects equality and diversity, is free from discrimination and provides equal academic progress and advancement for everyone, and to further its strengths and strengthen its weaknesses. Karadeniz Technical University believes that equality and diversity are values that enable the development of science. Equality policies in scientific studies and higher education support the development of practices that help create a better working environment and at the same time promote academic skills. This also strengthens the improved and inclusive dialogue.

The promotion of equality as the starting point of the Gender Equality Plan is important for the best improvement of practices and activities. Many studies have shown that university members may encounter institutional obstacles over time and cannot benefit from academic and administrative advancement opportunities. These obstacles usually manifest themselves in the form of gender discrimination, sexual harassment and difficulties in balancing professional work and family life. These and similar situations generally constitute a major obstacle to the development of science in our country and universities. Universities that focus on science and education implement integrated activities to support research environments. In this context, the KTU CEP, which has been addressed, aims to prevent gender-based discrimination, create equal research and working conditions for everyone within our university and to institutionalize this and include gender mainstreaming in our management vision.

1.1. NATIONAL CONTEXT

The number of male students in higher education is 51% with 4 million 178,286, while the number of female students is 49% with 4 million 41 thousand 232. The rate of female students increased from 42% in 2002 to 49% in 2021. Women's Research Centers have been established in universities with different names with the YÖK regulation. In addition, cooperation commissions have been established with various and relevant institutions to encourage female academics to take more part in research and innovation than before. While the number of academics in higher education institutions across our country was 74,134 in 2003, this number reached 180,065 in 2020, and 98,404 of this number are male and 81,661 are female. While the rate of female academicians is over 45% among total academicians, these female academicians consist of 10,011 professors, 7,190 associate professors, 18,736 assistant professors and 45,724 lecturers. There are currently 394 female academicians in 255 state universities in Turkey, and 203 female academicians in 139 foundation universities as deans and rectors.

When the legal framework is examined, it is seen that Article 10 of the Constitution of the Republic of Turkey guarantees equality before the law: "Everyone is equal before the law, regardless of their language, race, color, sex, political opinion, philosophical belief,

religion or sect." (Additional paragraph of Law No. 5170 dated 7 May 2004). Women and men have equal rights. The state must ensure that this equality exists in practice (Sentence added on 12 September 2010; Law No. 5982). The measures taken for this purpose cannot be interpreted as contrary to the principle of equality (Additional paragraph of Law No. 5982 dated 12 September 2010). In 1985, Turkey signed and ratified the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW). In 2007, the General Directorate of the Status and Problems of Women prepared the 1st National Action Plan on Gender Equality for the years 2008-2013. The Directorate also prepared the 2nd National Action Plan (for the years 2012-2015) and the 3rd National Action Plan (for the years 2016-2020) on "Violence Against Women". In 2020, the Ministry of Family and Social Policies prepared the 4th National Action Plan on violence with the motto "Zero Tolerance to Violence". In 2015, the Council of Higher Education published the Opinion Document on Gender Equality in Higher Education. In 2019, the Scientific and Technological Research Council of Turkey (TÜBİTAK) published the Policy Guide for Increasing the Participation of Women Researchers in TÜBİTAK processes.

1.2. UNIVERSITY VISION

Karadeniz Technical University aims to increase the number of women researchers, women managers, women in master's and doctoral education and believes in gender balance in academic advancement. One of the most important challenges in this regard is the lack of gender balance in senior scientific positions among administrative staff and students in professional studies. Ensuring equal representation in academic and administrative positions at KTU is a key priority. Ensuring gender balance is important in technical and administrative positions. Female students tend to be represented equally with male students in most study programs. Equality is not only a matter of gender balance, but also of benefiting from equal opportunities and fair distribution of resources. Ensuring equality between the genders requires long-term planning. This plan is a guideline for overcoming the problems that cause inequalities between female and male academic staff in the institutional structure of KTU in the coming years.

1.2.1. KTU's Goals within the Scope of the Gender Equality Plan:

- To raise awareness in many areas about the importance of gender equality and to strengthen positive attitudes towards diversity.
- To encourage women to pursue postgraduate studies and support their academic career development.
- To observe gender equality in recruitment and academic studies.
- To increase the number of women in all management positions.
- To institutionalize measures for the evaluation of management and decision-making mechanisms on the basis of gender equality and inclusiveness.
- To improve existing mechanisms to prevent sexual harassment, gender-based violence and discrimination.
- To open courses in the field of gender equality in all academic programs.
- To raise awareness about "gender-based violence" in educational materials and seminars.

- To establish "Emergency Support Units" on each campus so that students and staff can receive support within the scope of a safe campus and a women-friendly campus.
- To announce national and international project calls focused on women and to provide project writing support in this field with the contributions of the Technology and Transfer Office.
- To raise awareness among students studying in different disciplines about gender equality and to prevent unequal treatment in any sector.

1.2.2. Priority Areas in Gender Equality Planning (2022-2025)

Karadeniz Technical University has six main priority areas that it plans to work on in order to strengthen its commitment to gender policies. These strategic areas and the proposed measures related to these areas were carefully selected after long internal and external analysis processes and discussed with upper and middle management levels.

The Gender Equality Plan aims to improve gender equality in the field of human resources by reviewing recruitment and promotion procedures and establishing measures to support the career progression of genders that are underrepresented at the institutional level. It is also important to monitor processes by collecting gender-disaggregated data to achieve and maintain gender equality in all priority areas.

Karadeniz Technical University will organize events to raise awareness of gender balance in decision-making processes of senior management to ensure equality in institutional management. In addition, an empowerment program will be developed and implemented to support young female researchers. A 'declaration of intent' document will be prepared to demonstrate the university's commitment to gender equality in decision-making processes.

In the field of research, measures to include gender equality planning in the institutional strategic plan and institutional financing mechanisms, as well as awareness-raising activities on gender equality analysis and the application of gender equality dimensions to research will be implemented. In addition, a Gender Equality Research Group and a commission consisting of people who have received Gender Equality Monitoring training will be established.

In order to ensure gender-sensitive teaching practices, guides will be prepared for the integration of gender equality into curriculum and teaching, and pilot training and implementation on this subject will be carried out in one department of each faculty.

It aims to develop and implement a gender-sensitive corporate communication guide, train personnel, encourage gender-sensitive communication, and adopt gender equality as a core value and part of the corporate identity.

Finally, Karadeniz Technical University Gender Equality Plan will include measures that demonstrate determination to prevent gender-based discrimination, violence and sexual harassment and a roadmap to become a sensitive university based on gender equality. For this purpose, an institutional policy document will be prepared as a priority and a support unit will be established to prevent gender-based discrimination, violence and sexual harassment.

2. HUMAN RESOURCES

2.1. Recruitment and Selection

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Gender-sensitive recruitment procedures.	Develop and implement gender-sensitive recruitment procedures for administrative staff.	<ul style="list-style-type: none">• Adopt the code of practice for creating institutional gender-sensitive recruitment procedures.• Add a gender-sensitive recruitment article to the recruitment regulation.• Approval of the regulation by the University Senate.• Organize awareness training for all academic and administrative staff involved in recruitment processes.• Implement and monitor gender-sensitive recruitment procedures.	<ul style="list-style-type: none">• Rectorate	January 2022 - June 2025

2.2. Career Development

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Review of administrative staff promotion criteria.	Establish transparent and flexible criteria for the promotion of administrative staff.	<ul style="list-style-type: none">• Developing transparent and flexible criteria for the promotion of administrative staff.• Integrating the criteria into existing human resources regulations.• Developing a gender-sensitive recruitment guide.	<ul style="list-style-type: none">• Rectorate	January 2022 - December 2025

			<ul style="list-style-type: none"> Organizing training for all academic and administrative staff involved in promotion and performance evaluation processes. Implementation, monitoring and evaluation. 		
2	Support measures for gender underrepresented at institutional level.	Establish measures to support the career advancement of genders that are underrepresented at the institutional level.	<ul style="list-style-type: none"> Organizing dialogue meetings with senior and middle management. Initiating cooperation development activities to develop institutional mentoring programs for women researchers. Developing career development mentoring programs for women researchers and employees, providing mentoring and training. 	<ul style="list-style-type: none"> Rectorate Vice Rector for Public Affairs 	January 2022 - December 2025

3. CORPORATE GOVERNANCE

3.1. Gender Equality Policies and Bodies

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Gender equality monitoring unit	Establishing and monitoring a gender equality structure	<ul style="list-style-type: none"> Establishment of a Gender Equality Monitoring Unit consisting of people trained in monitoring. 	<ul style="list-style-type: none"> Rectorate 	January 2022 - December 2022

2	Gender disaggregated data collection	Establishing gender-disaggregated data collection procedures	<ul style="list-style-type: none"> • Developing procedures for collecting gender-disaggregated data to monitor progress towards gender equality and designating personnel responsible for data collection. • Systematic collection of gender-disaggregated data. • Monitoring and evaluating data collected in annual activity reports and implementing the strategic plan. • Planning additional gender equality measures based on data collected. 	<ul style="list-style-type: none"> • Rectorate • All Academic Units • All Administrative Units 	January 2022 - December 2025
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3.2. Gender Balance in Decision-Making Processes

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Awareness-raising activities	Raising awareness of gender balance among decision-making managers	<ul style="list-style-type: none"> • Planning, developing, implementing and monitoring awareness-raising activities such as meetings with managers in the decision-making process, gender equality trainings and webinars. 	<ul style="list-style-type: none"> • Rectorate • KTÜKAM 	January 2022 - December 2025
2	Support program	Developing and implementing a support program to support young	<ul style="list-style-type: none"> • Creating a support program with a collaborative approach with the participation of academic and administrative units. 	<ul style="list-style-type: none"> • Rectorate • All Academic Units • All Administrative Units 	January 2022 - December 2025

		female researchers	<ul style="list-style-type: none"> • Implementing the pilot implementation phase. • Monitoring and evaluating the pilot implementation. • Reviewing/enriching the program and continuing its implementation. 		
3	Declaration of intent for gender equality in decision-making	Preparation and implementation of the declaration of intent to ensure gender equality in decision-making bodies	<ul style="list-style-type: none"> • Organizing consultation meetings with senior management on the content of the statement. • Preparation of the first draft of the statement. • Publication of the statement by the University Senate. 	<ul style="list-style-type: none"> • Rectorate • University Senate 	January 2022 - December 2023

4. RESEARCH

4.1. Research Content and Methods

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Integration of the Gender Equality Plan into the institutional strategic plan and institutional financing mechanisms	Ensuring the compliance of the Gender Equality Plan with the institutional strategic plan and institutional	<ul style="list-style-type: none"> • Adding the measures and targets of the Gender Equality Plan to KTU's institutional strategy. • Approval of the strategy by the University Senate. • Adding the Gender Equality Plan to KTU's institutional finance program as a priority issue. 	<ul style="list-style-type: none"> • Rectorate • University Senate • Vice Rectorate responsible for Research and Application Centers 	January 2022 - December 2025

		financing mechanisms.			
2	Awareness raising activities	Organizing awareness-raising activities (workshops, training) on the implementation of the Gender Equality Plan.	<ul style="list-style-type: none"> • Designing awareness-raising activities and developing their content. • Conducting studies on integrating gender equality into research agendas in faculties. • Organizing seminars for graduate students at KTÜ on integrating gender equality into research agendas. • Organizing webinars on international funding programs for gender research 	<ul style="list-style-type: none"> • Rectorate • All Academic Units • All Administrative Units 	January 2022 - December 2025
3	Gender Research Group	Establishment of Gender Studies Groups at the University.	<ul style="list-style-type: none"> • Designing the structure of the gender researchers group based on existing researchers currently working on gender issues and potential researchers who would like to become members of this group as a result of awareness-raising activities • Determining the goals and sub-working groups for the gender researchers group • Planning the research activities of the groups • Implementation of research projects 	<ul style="list-style-type: none"> • Rectorate • Vice Rector Responsible for Research and Application Centers • KTÜKAM 	January 2022 - June 2023

5. EDUCATION

5.1. Gender Sensitive Teaching

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Guidelines for integrating gender dimensions into curriculum and teaching.	Develop and adopt guidelines for integrating the gender dimension into curriculum and teaching.	<ul style="list-style-type: none">• Preparation of the guide• Approval of the guide by the authorized unit of the university	<ul style="list-style-type: none">• Rectorate• Vice Rector for Academic Affairs	January 2022 - December 2025
2	Trainings and pilot applications	<ul style="list-style-type: none">• Preparation of educational content• Planning of educational calendar• Renewal of curriculum as a pilot application (in one department of each faculty).• Monitoring and	<ul style="list-style-type: none">• Preparation of training content• Planning of training calendar• Pilot implementation of curriculum in a department of the faculty)• Monitoring and evaluation of the process	<ul style="list-style-type: none">• Rectorate• Vice Rector for Academic Affairso Academic units	January 2022 - December 2023

		evaluation of the process			
3	Increasing the number of courses on gender equality	More students should be aware of gender equality.	<ul style="list-style-type: none"> • Adding at least two courses on gender equality to the university elective course pool 	<ul style="list-style-type: none"> • Rectorate • Vice Rectorate for Academic Affairs • Relevant Faculty Deans, Department Heads and Departments 	January 2022 - December 2024

6. CORPORATE COMMUNICATION

6. 1. Gender Sensitive Corporate Communication

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Gender-sensitive corporate communication guide	Development and implementation of gender-sensitive corporate communication guidelines	<ul style="list-style-type: none"> • Conducting research on gender-sensitive corporate communication • Developing a corporate gender-sensitive communication guide through collaboration with all relevant academic and administrative units • Presenting the guide to senior management and formally approving the document • Implementing the guide, monitoring and evaluating the process 	<ul style="list-style-type: none"> • Rectorate • Deputy Secretary General Responsible for Corporate Communications • Corporate Communications Coordinator • KTÜ KAM 	January 2022 - December 2025

2	Gender sensitive corporate communication trainings	Training of relevant personnel on gender-sensitive corporate communication.	<ul style="list-style-type: none"> • Preparation of training content • Planning of training calendar • Implementation of training • Evaluation and monitoring of the process 	<ul style="list-style-type: none"> • Rectorate • Deputy Secretary General Responsible for Corporate Communications • All Academic and Administrative Units 	October 2022 - December 2025
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7. SEXUAL HARASSMENT

7.1. Gender-Based/Sexual Harassment

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Creation of corporate policy document	Creation and adoption of a policy document against sexism and sexual harassment	<ul style="list-style-type: none"> • Creation of a policy document against sexism and sexual harassment • Official adoption and approval of the policy document 	<ul style="list-style-type: none"> • Rectorate • University Senate • KTÜKAM 	January 2022 - July 2022
2	Support Unit for Preventing Gender-Based Discrimination, Violence and Sexual Harassment	Establishment of a Support Unit for Preventing Gender-Based Discrimination, Violence and	<ul style="list-style-type: none"> • Establishment of a Gender-Based Discrimination, Violence and Sexual Harassment Prevention Support Unit • Establishment of a commission to handle harassment cases under the Gender-Based Discrimination, 	<ul style="list-style-type: none"> • Rectorate • KTÜKAM 	January 2022 - July 2023

		Sexual Harassment	<p>Violence and Sexual Harassment Prevention Support Unit</p> <ul style="list-style-type: none"> Integration of gender-based discrimination, violence and sexual harassment prevention into all orientation training programs (undergraduate, graduate, all academic and administrative staff) 		
3	Establishment of the Emergency Support Unit	Establishing "Emergency Support Units" on each campus to provide support to students and staff with the goal of a safer and more accessible campus/women-friendly campus.	Establishing at least one unit on campus that can respond immediately to the problem.	<ul style="list-style-type: none"> Rectorate 	January 2022 - July 2023

8. COOPERATION ACTIVITIES

N	Measures/Actions	Purpose	Activities	Relevant Departments/Units	Implementation Period
1	Joint research and projects	Conducting research	<ul style="list-style-type: none"> Establishment of a gender research group and regular collaborative research and project development meetings with stakeholders 	<ul style="list-style-type: none"> Research and Application Centers 	September 2022 - December 2025

			<ul style="list-style-type: none"> • Publication of research results (reports/articles etc.) • Applications to existing grant calls with jointly developed projects 	<ul style="list-style-type: none"> • KTU Technology Transfer Application and Research Center • Universities, public institutions, municipalities • KTU KAM 	
2	Awareness raising and capacity building trainings	Providing awareness training on Sexual Harassment and Corporate Communication	<ul style="list-style-type: none"> • Analysis of training needs and current situation • Development of training agenda and content • Organization of trainings • Monitoring and evaluation of trainings 	<ul style="list-style-type: none"> • Research and Application Centers • KTU Technology Transfer Application and Research Center • NGOs, professional organizations, universities, public institutions • KTU KAM 	January 2023 - December 2025
3	Women in Innovation Events (Women in Innovation-WIN Event)	Providing research, education/training, student services	<ul style="list-style-type: none"> • Developing the annual Women in Innovation Events (WIN Event) program • Inviting women entrepreneurs and business women • Contacting high schools through the Provincial Directorate of National Education 	<ul style="list-style-type: none"> • Universities, business sector, professional organizations, public institutions, schools 	September 2022 - December 2025

			<ul style="list-style-type: none">• Introducing Women in Innovation events in local and national high schools• Organizing Women in Innovation events every year before the university preference and registration period		
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KARADENİZ TECHNICAL UNIVERSITY - ANTI-DISCRIMINATION PROTECTION POLICY -

PURPOSE OF THE POLICY

This policy has been prepared to create an egalitarian, inclusive and safe environment for all academic and administrative staff, students, contracted employees and visitors of KTU and to prevent all kinds of discrimination. In line with the university's research and educational mission, it is aimed to provide the necessary conditions for all individuals to freely express their thoughts and realize their potential.

RELEVANCE OF THE POLICY

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

- SDG 4 (Quality Education)
- SDG 5 (Gender Equality)
- SDG 8 (Decent Work and Economic Growth)
- SDG 10 (Reducing Inequalities)

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric

SCOPE OF POLICY

Policy is valid for all campuses and affiliated units of KTU (faculties, institutes, vocational schools, Farabi Hospital, research centers, student dormitories, social facilities, laboratories, practice hotels) and field studies, internships, online trainings and social events organized by the university. All stakeholders (students, academic and administrative staff, contract employees, visitors, service providers) who have a relationship with the university are subject to the policy.

BASIC PRINCIPLES AND LEGAL BASES

- **Protection of Fundamental Rights and Freedoms:** In accordance with KTU Ethical Principles, higher education institutions are obliged to protect the fundamental rights and freedoms of their members and members of society; to respect the differences of individuals and not to allow discrimination and harassment.
- **Equality and Equal Opportunity:** As stated in the Human Resources Directive, employees cannot discriminate based on factors such as language, religion, philosophical belief, political opinion, race, gender; they cannot exhibit behaviors contrary to the principle of equality. Decision-making powers should be used impartially to ensure equal opportunities.
- **Zero Tolerance for Discrimination and Harassment:** It is essential that managers do not allow behaviors such as abuse, violence or harassment.
- **Fairness and Impartiality:** The principles of merit, honesty, impartiality and transparency are followed in all transactions; there is no nepotism or political/regional privilege.
- **Legal Framework and International Standards:** The policy is in line with the Constitution, the Higher Education Law No. 2547, the Labor Law No. 4857, the Law No. 6701 on the Human Rights and Equality Institution of Turkey, the Law No. 6284 and relevant national and international conventions.

RESPONSIBILITIES AND ROLES

- **Rectorate and Senate:** Responsible for the approval, implementation and oversight of the policy; follows the criminal and disciplinary processes of discrimination violations.
- **Women and Family Studies Application and Research Center (KAÇAUM):** The center develops support mechanisms for the needs of female students, academic and administrative staff

by organizing awareness programs, seminars, research and trainings focused on gender equality. In addition, it provides guidance in the design of mentoring, consultancy and outreach programs to be implemented throughout the university and takes an active role in the monitoring and reporting of these programs.

- **Personnel Department: Ensures** equal opportunities in recruitment, promotion, appointment and performance evaluation processes; takes measures against discriminatory practices; obtains verbal and written commitments from employees against discrimination.
- **Disadvantaged Groups Unit:** Identifies the obstacles to disabled individuals and disadvantaged groups to continue their academic lives equally and effectively, organizes the curriculum in a way that positively affects the academic, physical, psychological and social lives of students with disabilities, and supports the preparation of educational environments and equipment used in education in accordance with students with disabilities.
- **HCS Department and Psychological Counseling Centers:** Provides psychological counseling to victims of discrimination; supports inclusive participation in social and cultural activities.
- **Academic and Administrative Units: Ensures** the adoption of anti-discrimination practices at the unit level; reports discrimination allegations, organizes training and awareness activities.

APPLICATION STEPS

1. **Announcement of the Policy and Trainings:** The text of the policy is shared on the university's website and intranet. The trainings are given in orientation programs to raise awareness against discrimination.
2. **Discrimination Reporting Mechanisms:** Confidential and secure channels (online form, e-mail, phone line) are established to report cases of discrimination or harassment; reports are evaluated by the relevant units.
3. **Awareness and Capacity Building:** Seminars, workshops, and campaigns on equality, diversity, and inclusion are organized; Special events are organized on national and international days (March 8, etc.).
4. **Accessibility and Support Services:** Disadvantaged Groups Unit makes campus infrastructure accessible; provides barrier-free learning materials and creates individual education plans for students with disabilities.
5. **Audit and Disciplinary Processes:** Discrimination complaints are examined by the relevant units; disciplinary processes are initiated according to the degree of the violation, legal and administrative sanctions are imposed, and the process is carried out confidentially.
6. **Collaboration and Stakeholder Engagement:** Good practices are shared by collaborating with non-governmental organizations, public institutions and international networks; KTU's anti-discrimination performance is reported on national and international platforms.
7. **Continuous Improvement and Monitoring:** The effectiveness of the policy is regularly evaluated; it is updated in line with feedback, and anti-discrimination goals are monitored in the university strategic plan.

PERFORMANCE INDICATORS

Indicator	Goal	Source of Verification
Annual reports of discrimination	Reducing the number of incoming notifications/complaints by 80% by 2030	KTU Strategic Plan Performance Indicators
Staff/student ratio participating in anti-discrimination trainings	%90	KAÇAUM and SKS records
Number of students benefiting from services for disadvantaged groups	Increasing the rate of disadvantaged groups to 60% by 2030	Disadvantaged Groups Unit reports
Proportion of accessible educational materials for students with disabilities	Increase by 40% by 2030	Disadvantaged Groups Unit and Faculty reports

Number of discrimination complaints in personnel recruitment and promotion processes	Reducing the number of incoming notifications/complaints by 80% by 2030	Records of the Personnel Department
Number of gender equality and diversity events	At least 6 events per year by 2030	KAÇAUM and SKS records

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; It is recorded in KTU Sustainability Reports within six months following the end of the relevant year and shared with the public on the university 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 in order 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 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.

VALIDITY 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.

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.



KARADENİZ TECHNICAL UNIVERSITY - WOMEN'S APPLICATIONS AND ENTRY POLICY -

PURPOSE OF THE POLICY

This policy has been prepared to strengthen equal opportunities for women as students, academic and administrative staff in the application, admission, entry and participation processes at Karadeniz Technical University and to support gender equality at the institutional level. The policy aims to implement non-discriminatory, transparent and inclusive practices in women's access to universities, to make them more visible in academic and social life, to increase their representation in leadership positions and women's participation in STEM (Science, Technology, Engineering, Mathematics) fields.

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 5: Gender Equality
- SDG 10: Reducing Inequalities

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric
- CoHE Gender Action Plan

SCOPE OF POLICY

This policy focuses on the activities of improving the participation of female students, female prospective students, academic and administrative female staff in education, research, career and social life, and the development of application and entry opportunities.

- **Target Audience:** Female students, female prospective students, academic and administrative female staff, female graduates are among the target audience of this policy.
- **Application Areas:** The principles of this policy are applied on university campuses, campuses and all affiliated academic/administrative units.

BASIC PRINCIPLES AND LEGAL BASES

KTU adheres to the following basic principles regarding women's applications and participation policy;

- **Equality and Equal Opportunity:** Women are prevented from being discriminated against based on their gender, marital status, age, disability, socioeconomic status, ethnic identity, religion, language or political views. Scholarship, counselling and guidance mechanisms are developed for disadvantaged women; The accessibility rights of women with disabilities are guaranteed.
- **Fairness in Participation and Representation:** Incentive mechanisms are implemented to increase women's participation and representation in tasks, training and activity activities, especially in areas where representation is low. It is ensured that women are included in decision-making processes at all management levels.
- **Transparency and Accountability:** All application and selection criteria are clearly announced; processes are carried out in a traceable and auditable manner. All candidates have equal rights and are based on merit and transparent criteria.
- **Legal Bases:** It is based on the Civil Servants Law No. 657, the Higher Education Law No. 2547, the YÖK Gender Action Plan and related regulations.

RESPONSIBILITIES AND ROLES

Implementing Units:

- **Rector's Office:** The Rector's Office assumes a leadership role in integrating these goals into the university's strategic plans, allocating necessary financial and administrative resources, and ensuring coordination among all units. The Rectorate takes the necessary steps to create and implement special incentive and support programs to increase the number of female academics and researchers, especially in STEM (Science, Technology, Engineering, Mathematics) fields and other strategic sciences.
- **Women and Family Studies Application and Research Center (KAÇAUM):** Coordinates the academic and social dimensions of activities aimed at strengthening women's access to education, research and career processes within the scope of this policy. The center develops support mechanisms for the needs of female students, academic and administrative staff by organizing awareness programs, seminars, research and trainings focused on gender equality. In addition, it provides guidance in the design of mentoring, consultancy and outreach programs to be implemented throughout the university and takes an active role in the monitoring and reporting of these programs.
- **Registrar's Office:** Within the scope of this policy, it ensures that female students are supported equally and transparently in all administrative processes from university entrance to graduation. It develops practices that will strengthen women's access opportunities in application, registration, scholarship, exchange programs and graduation procedures. In addition, it undertakes the duties of announcing special support programs provided for female students, facilitating application processes, and collecting and reporting the necessary data.
- **Department of Health, Culture and Sports (SKS):** The Department of Health, Culture and Sports (SKS) ensures equal access to health, social, cultural and sports activities for female students, academic and administrative staff within the scope of this policy. It provides health services, psychological counseling and guidance support for women; develops programs to increase the active participation of women in cultural and sports activities. It also collects, analyzes and reports the participation data of female students and staff in health, social, cultural and sports activities.

Monitoring Units and Responsibilities:

- **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.
- **Strategy Development Department:** The Strategy Development Department is responsible for aligning the implementation of women's access programs with strategic objectives, performance indicators, and budget planning under this policy. It establishes the necessary monitoring and evaluation systems to measure the effectiveness of the policy, collects and analyzes relevant data. Additionally, it reports performance indicators on policy implementations in annual reports, ensuring transparent information flow to senior management and relevant stakeholders.
- **Research Coordination Office:** Monitors the academic and research dimensions of the activities and practices carried out within the scope of the policy, collects, analyzes and reports data on performance indicators. Develop suggestions for improvement when necessary. The Sustainability Unit collects the necessary data for sustainability indices such as UI GreenMetric and THE Impact Rankings.

APPLICATION STEPS

1. **Initial Inventory and Goal Setting:** A basic inventory for policy is created by analyzing the current education, research, career and social life access status of female students, prospective students and female academic and administrative staff at the university. Based on this inventory, measurable goals are set for scholarship, mentoring, career counseling, and gender awareness programs.
2. **Planning and Design:** During the planning and design phase, programs are designed to support equal access to women's education, research, and career processes in the light of initial inventory data. Coordination is ensured between relevant units, and an implementation calendar is created to increase scholarship, mentoring, career counseling, and STEM participation.

3. **Access Policies Defining Activities:** Specific activities that will increase women's access to academic and social life are identified. In this context, scholarship and mentorship programs, career counseling opportunities, incentives to increase women's representation in STEM fields, and gender equality trainings are defined.
4. **Access Policies Implementation of Activities:** Determined scholarships, mentoring and career support programs, STEM incentives and awareness trainings are implemented throughout the campus. Active participation of female students and staff is ensured; applications are coordinated by the relevant units and necessary support is provided.
5. **Education and Social Awareness:** Seminars, workshops, and training programs are organized for academic and administrative staff, students, and alumni to raise awareness of gender equality. These activities are planned to support the empowerment of women in their education and career processes.
6. **Monitoring, Reporting, and Improvement:** The programs and activities carried out are regularly monitored within the framework of determined performance indicators. As a result of the annual evaluations, necessary corrections are made in policy implementations and processes are improved in areas where the targets cannot be achieved. Progress and experiences are shared with all internal and external stakeholders.

PERFORMANCE INDICATORS

Indicator	Goal	Source of Verification
Female student ratio	Reach at least 40% by 2030	KTU Student Affairs
Proportion of female academics	Increasing the rate to 43% by 2030	Institutional Development and Planning Coordinatorship Reports
Ratio of female administrative staff	Increasing the rate to 39% by 2030	Institutional Development and Planning Coordinatorship Reports
Number of female scholars	Increasing the number to 200 by 2030	Institutional Development and Planning Coordinatorship Reports
Female leadership position rate	Increasing the rate to 30% by 2030	Institutional Development and Planning Coordinatorship Reports

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; It is recorded in KTU Sustainability Reports within six months following the end of the relevant year and shared with the public on the university 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 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.

KARADENİZ TECHNICAL UNIVERSITY

- WOMEN'S ACCESS PROGRAMS POLICY -

PURPOSE OF THE POLICY

This policy has been prepared to increase the active participation of women in education, research and career processes at Karadeniz Technical University and to provide access programs for women. The policy contributes to the empowerment of female students, female graduates, prospective female students, and academic and administrative staff in higher education processes through mentoring, scholarships, career counseling, academic support mechanisms, and gender awareness programs.

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 5: Gender Equality
- SDG 10: Reducing Inequalities

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric
- CoHE Gender Action Plan

SCOPE OF POLICY

This policy focuses on the activities of improving the access of female students, female prospective students, academic and administrative female staff to education, research, career and social life.

Target Audience: Female students, female prospective students, academic and administrative female staff, female graduates are among the target audience of this policy.

Application Areas: The principles of this policy are applied in university campuses and campuses, faculties, institutes, research centers, social and cultural units, career support units, national and international collaborations, internship/career programs.

BASIC PRINCIPLES AND LEGAL BASES

KTU adheres to the following basic principles regarding its policy of access programs for women.

- **Equality and Equal Opportunities:** Women 's access to education and career processes is supported, and additional opportunities are provided for disadvantaged groups.
- **Increasing Participation:** Incentive mechanisms are implemented to strengthen the representation of women, especially in STEM fields.
- **Mentorship and Support:** Guidance, scholarship, and counseling services are developed to meet the needs of women in academic, social, and career development.
- **Transparency:** Access conditions of programs are clearly announced, and all processes are auditable and reportable.
- **Sustainability:** The effectiveness of the programs is regularly measured, and improvements are made according to the results obtained.
- **Legal Bases:** It is based on the Civil Servants Law No. 657, the Higher Education Law No. 2547, the YÖK Gender Action Plan laws and regulations.



RESPONSIBILITIES AND ROLES

Implementing Units:

- **Women and Family Studies Application and Research Center (KAÇAUM):** Coordinates the academic and social dimensions of activities aimed at strengthening women's access to education, research and career processes within the scope of this policy. The center develops support mechanisms for the needs of female students, academic and administrative staff by organizing awareness programs, seminars, research and trainings focused on gender equality. In addition, it provides guidance in the design of mentoring, consultancy and outreach programs to be implemented throughout the university and takes an active role in the monitoring and reporting of these programs.
- **Registrar's Office:** Within the scope of this policy, it ensures that female students are supported equally and transparently in all administrative processes from university entrance to graduation. It develops practices that will strengthen women's access opportunities in application, registration, scholarship, exchange programs and graduation procedures. In addition, it undertakes the duties of announcing special support programs provided for female students, facilitating application processes, and collecting and reporting the necessary data.
- **Career Center:** Within the scope of this policy, it supports female students and graduates to access equal opportunities in career planning, internship, employment and professional development processes. It organizes trainings, workshops and mentoring programs to increase the representation of women, especially in STEM and leadership fields. Additionally, it diversifies career opportunities for women by collaborating with the business world, provides career counseling services, and contributes to the sustainability of the policy by reporting the data obtained.
- **Department of Health, Culture and Sports (SKS):** Within the scope of this policy, it ensures equal access to health, social, cultural and sports activities for female students, academic and administrative staff. It provides health services, psychological counseling and guidance support for women; develops programs to increase the active participation of women in cultural and sports activities. It also collects, analyzes and reports the participation data of female students and staff in health, social, cultural and sports activities.

Monitoring Units and Responsibilities:

- **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.
- **Institutional Development and Planning Coordination Unit (KGPK):** Responsible for aligning the implementation of women's access programs with strategic goals, performance indicators, and budget planning. It establishes the necessary monitoring and evaluation systems to measure the effectiveness of the policy, collects and analyzes relevant data. Additionally, it reports performance indicators on policy implementations in annual reports, ensuring transparent information flow to senior management and relevant stakeholders.
- **Research Coordination Office:** Monitors the academic and research dimensions of the activities and practices carried out within the scope of the policy, collects, analyzes and reports data on performance indicators. Develop suggestions for improvement when necessary. The Sustainability Unit provides the necessary data for sustainability indices such as UI GreenMetric and THE Impact Rankings.

APPLICATION STEPS

1. **Initial Inventory and Goal Setting:** A basic inventory for policy is created by analyzing the current education, research, career and social life access status of female students, prospective students and female academic and administrative staff at the university. On the basis of this inventory, measurable goals are set for scholarship, mentoring, career counseling, and gender awareness programs.



- 2. Planning and Design:** During the planning and design phase, programs are designed to support equal access to women's education, research, and career processes in the light of initial inventory data. Coordination is ensured between relevant units, and an implementation calendar is created to increase scholarship, mentoring, career counseling, and STEM participation.
- 3. Access Policies Defining Activities:** Specific activities that will increase women's access to academic and social life are identified. In this context, scholarship and mentorship programs, career counseling opportunities, incentives to increase women's representation in STEM fields, and gender equality trainings are defined.
- 4. Access Policies Implementation of Activities:** Determined scholarships, mentoring and career support programs, STEM incentives and awareness trainings are implemented throughout the campus. Active participation of female students and staff is ensured; applications are coordinated by the relevant units and necessary support is provided.
- 5. Education and Social Awareness:** Seminars, workshops, and training programs are organized for academic and administrative staff, students, and alumni to raise awareness of gender equality. These activities are planned to support the empowerment of women in their education and career processes.
- 6. Monitoring, Reporting, and Improvement:** The programs and activities carried out are regularly monitored within the framework of determined performance indicators. As a result of the annual evaluations, necessary corrections are made in policy implementations and processes are improved in areas where the targets cannot be achieved. Progress and experiences are shared with all internal and external stakeholders.

PERFORMANCE INDICATORS

Indicator	Goal	Source of Verification
Number of female students receiving scholarships annually	By 2030, at least 40% of female students receive scholarships	SKS Data
Number of female students participating in the mentoring program	At least 40% of the female population at universities to participate in programs by 2030	KAÇAUUM Reports Career Center Reports
Number of female students benefiting from career counseling services	At least 40% of female students at the university will benefit by 2030	KAÇAUUM Reports Career Center Reports
Number of female students enrolled in STEM programs	At least 40% of female students at the university are enrolled by 2030	KAÇAUUM Reports Career Center Reports
Number of seminars, workshops and trainings organized	At least 4 activities per training period	KAÇAUUM Reports Career Center Reports

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; It is 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 in order 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.



KARADENİZ TECHNICAL UNIVERSITY - ANTI-HARASSMENT POLICY -

PURPOSE OF THE POLICY

This policy has been prepared to ensure that all students, academic and administrative staff are in a safe and respectful environment within Karadeniz Technical University (KTU), to prevent all forms of sexual, psychological, physical or digital harassment, and to provide effective support to victims. The policy takes a zero-tolerance approach to harassment; While subjecting perpetrators to severe sanctions in accordance with disciplinary regulations, it aims to protect victims, ensure access to counseling and legal support, and create a culture based on gender equality.

RELEVANCE OF THE POLICY

Relevant Sustainable Development Goals (SDGs): This policy is primarily related to the following goals of the United Nations Sustainable Development Goals.

- SDG 3: Healthy Individuals
- SDG 4: Quality Education
- SDG 5: Gender Equality
- SDG 10: Reducing Inequalities

Relevant Metrics:

- UI GreenMetric
- THE Impact Rankings

SCOPE OF POLICY

This policy covers activities related to monitoring, identifying, preventing all kinds of harassment and carrying out the necessary criminal proceedings in all units and areas of KTU.

Target Audience: Employees in all academic and administrative units, students, contracted staff, visitors and all stakeholders participating in university activities are among the target audience of this policy.

Application area: The principles of this policy are applied in all campuses and units used by the university, online (social media, distance education, etc.) and offline areas, meetings, congresses, etc. organized or supported by KTU.

BASIC PRINCIPLES AND LEGAL BASES

KTU adheres to the following basic principles regarding its anti-harassment policy:

- **Zero Tolerance and No Discrimination:** All forms of harassment and assault are strictly prohibited. There is no discrimination based on race, sex, sexual orientation, disability, age, religion or any other personal characteristic.
- **Preventive and Supportive Approach:** Considering that the policy document against sexual harassment and sexism has been prepared and is about to come into force, awareness activities and prevention activities are carried out before harassment cases occur; Within the scope of the "Safe Campus" project, technological solutions such as the Emergency Support application are developed.
- **Privacy and Trust:** Reports of harassment are kept confidential; the safety and privacy of victims are protected.
- **Victim-Focused Support:** Victims are provided with access to psychological counseling, legal assistance, and health services; necessary facilities are provided in academic and administrative processes.
- **Training and Awareness:** Anti-harassment trainings, seminars, and workshops are organized to increase the level of knowledge of all stakeholders on the subject.



- **Legal and Disciplinary Processes:** According to the provisions of the Higher Education Law No. 2547, the Turkish Penal Code No. 5237, the Law No. 6284 and the KTU Disciplinary Regulation, acts of sexual harassment are serious disciplinary offenses and are subject to criminal sanctions.

RESPONSIBILITIES AND ROLES

Implementing Units

- **Personnel Department and Student Affairs Department:** Ensures that harassment reports are handled in accordance with the procedure and that victims' demands are met. It notifies the rector's office of the necessary complaints. Follows the investigation processes.
- **Women and Family Studies Application and Research Center (KAÇAUM):** Prepares training programs on gender equality, harassment and assault; increases awareness of the society and students and coordinates the activities of the support unit.
- **Protection and Security Branch Directorate:** Ensures campus security; intervenes in emergencies and cooperates with law enforcement officers when necessary.
- **Legal Consultancy:** Ensures that investigations are carried out in accordance with the law on behalf of the university in the execution of legal processes.
- **Department of Health, Culture and Sports:** Provides psychological support to victims and witnesses of harassment with its psychological counseling and guidance unit; organizes post-traumatic care services.

Monitor 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.
- **Institutional Development and Planning Coordination Unit (KGPK):** Keeps policy-related data under record. It aligns policy with corporate strategy. Reports by associating them with the strategic plans and activities of the university.

APPLICATION STEPS

1. **Policy enactment:** Policy documents against sexism and sexual harassment are designed and implemented.
2. **Determination of the Support Unit:** The application process and places of the victims against harassment and assault are determined, the physical space, relevant personnel and secure application channels (phone line, e-mail, Emergency Support mobile application) are shared with internal and external stakeholders within and outside the university.
3. **Training and Awareness Programs:** Mandatory anti-harassment training courses are organized for students and staff at the beginning of each academic term; seminars and workshops on gender equality and safe campus are held.
4. **Notification and Intervention Process:** When a harassment report is received, the persons and units in charge initiate the process and contact the victim. It determines safety and health needs, informs the relevant units, and initiates disciplinary and legal processes. All processes are carried out with the principle of confidentiality.
5. **Monitoring, Reporting, and Improvement:** Indicators such as the number of notifications, resolution times, disciplinary actions, and participation rates in trainings are monitored annually. The results are tracked, and the policy is renewed when necessary.

PERFORMANCE INDICATORS

Indicator	Goal	Source of Verification
Number of anti-harassment trainings/seminars	Conducting at least 1 seminar per year	KAÇAUM activity reports



Use of notification channels	Record 100% of all harassment reports and respond within 15 working days at the latest	Support reports
Time to conclude disciplinary processes	Conclusions of 90% of reported cases within 60 days	Legal Consultancy and Disciplinary Board reports
Harassment and gender equality awareness level in awareness surveys	At least 80% of respondents should be aware of policies and support channels by 2028	KAÇAUM surveys

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 decision on the participation program is taken by the senate. The implementation and effects of the policy are verified through audits 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.

KARADENİZ TECHNICAL UNIVERSITY - MATERNITY POLICY -

PURPOSE OF THE POLICY

This policy has been prepared in order to support academic and administrative female staff and female students working at Karadeniz Technical University in the motherhood process, to protect work-life and education-life balances, and to provide an inclusive academic environment on the basis of gender equality. The policy contributes to preventing interruptions in education and career processes due to motherhood, ensuring that mothers have access to institutional support mechanisms while fulfilling their childcare responsibilities, and increasing structural arrangements such as nurseries and milk rooms.

RELEVANCE OF THE POLICY

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

- SDG 3: Healthy and Well-Being
- SDG 5: Gender Equality
- SDG 8: Decent Work and Economic Growth

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric
- QS Social Responsibility Indicators

SCOPE OF POLICY

It covers the support and services for academic and administrative staff, students and prospective students to maintain a balance between family life and work/study life at Karadeniz Technical University. In this context, it is aimed to improve the quality of social and professional life of the university community through flexible work and study arrangements, parenting support, leave rights and family-oriented programs.

Target Audience: Female students and academic and administrative female staff are among the target audience of this policy.

Application Areas: The principles of this policy are applied in faculties, institutes, colleges and research centers, administrative units, student dormitories, campus and social areas, university events and cultural programs, digital platforms and remote access systems (flexible working and learning practices) within the university.

BASIC PRINCIPLES AND LEGAL BASES

KTU adheres to the following basic principles regarding maternity policies;

- **Equality and Equal Opportunity:** Academic and administrative staff, students, and prospective students are supported to balance their parenting responsibilities with their work/study lives, and additional facilities are provided for disadvantaged groups.
- **Increasing Participation: Regulations** are implemented to increase the active participation of individuals who have lost opportunities due to parenting obligations in education and career processes.
- **Support and Guidance:** Flexible work and learning arrangements, counseling, and guidance services are developed for parents.
- **Transparency:** The rights and services offered within the scope of the policy are clearly announced, and all processes are auditable and reportable.
- **Sustainability:** The effectiveness of the policy is regularly measured, and improvements are made according to the results obtained.

- **Legal Bases:** It is based on the International Labour Organization (ILO) Maternity Protection Convention No. 183, CEDAW – Convention on the Elimination of All Forms of Discrimination Against Women, Civil Servants Law No. 657, Labor Law No. 4857, Higher Education Law No. 2547, YÖK Legislation and relevant legal regulations.

RESPONSIBILITIES AND ROLES

Implementing Units:

- **Women and Family Studies Application and Research Center (KAÇAUM):** Organizes awareness and training programs within the scope of motherhood policy and increases awareness of parenting and gender equality. It evaluates the needs of academic and administrative staff and students and prepares reports for the development of policy implementations.
- **Registrar's Office:** Ensures that student parents benefit from flexible learning arrangements, leave and support services. It announces the rights and services offered under the policy to students and facilitates their access. Shares student data and requests with the relevant units.
- **Administrative Units:** Enforces parental leaves, flexible work, and support rights for academic and administrative staff. It ensures the integration of the policy into personnel processes and carries out implementation follow-up.
- **Department of Health, Culture and Sports (SKS):** Plans and implement health, care and social support services for parents and children on campus. It contributes to motherhood and family support activities with education and awareness programs.

Monitoring Units and Responsibilities:

- **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.
- **Strategy Development Department (SGDB):** Monitors the implementation of the policy, measures and reports its performance. In line with the data obtained, it offers improvement suggestions that will increase the effectiveness of policy implementations.
- **Research Coordination Office:** Monitors the academic and research dimensions of the activities and practices carried out within the scope of the policy, collects, analyzes and reports data on performance indicators. The office also develops suggestions for improvement when necessary. The Sustainability Unit organizes the necessary data for sustainability indices such as UI GreenMetric and THE Impact Rankings.

APPLICATION STEPS

1. **Initial Inventory and Goal Setting:** Parenting status, current nursery and milk room capacity, leave usage data, and counseling/psychosocial support needs of academic and administrative staff and students throughout the university are determined. Measurable goals are set in line with this data.
2. **Planning and Design:** In line with the determined goals, milk rooms and breastfeeding areas are designed throughout the campus, feasibility studies are carried out to increase the capacity of the nursery and to establish a new nursery. Protocols are developed with private nurseries and plans are made to provide discounts/support to staff and students. In addition, workflows and resource planning are designed for post-maternity return/school programs and the execution of psychosocial support services.
3. **Implementation and Transformation:** Within the scope of the policy, the implementation of legal leave rights before and after childbirth is supported, while milk rooms and breastfeeding areas are created on university campuses. The capacity of the existing nursery is increased, the necessary investments are made for the establishment of new nurseries, and discounts or support are provided to staff and students through protocols developed with private nurseries. Programs are implemented to facilitate the return to work or school after motherhood; psychosocial support and counseling services are provided. In addition, awareness activities are organized to encourage equal responsibility in childcare, and all practices are transformed to contribute to a sustainable campus life.

4. **Monitoring, Reporting, and Improvement:** The programs and activities carried out are regularly monitored within the framework of determined performance indicators. As a result of the annual evaluations, necessary corrections are made in policy implementations and processes are improved in areas where the targets cannot be achieved. Progress and experiences are shared with all internal and external stakeholders.

PERFORMANCE INDICATORS

Indicator	Goal	Source of Verification
Rate of pre/postnatal leave used	Maintaining the implementation of 100% legal rights	Personnel files, Administrative unit data
Number of milk rooms created on campuses	By 2030, at least three milk rooms will be prepared throughout the campus, in areas accessible to each unit	KAÇAUM Reports
Number and capacity ratio of nurseries	Establishing at least one kindergarten service area at the university by 2030 and meeting at least 60% of internal demand	KAÇAUM Reports Career Center Reports SKS Department reports
Number of psychosocial counseling services provided	Increasing psychosocial activities for motherhood by 40% by 2030	KAÇAUM Reports SKS Department reports
Number of seminars, workshops and trainings organized	Organizing at least 2 events for motherhood per year	KAÇAUM Reports Career Center Reports

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; It is recorded in KTU Sustainability Reports within six months following the end of the relevant year and shared with the public on the university 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 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.

VALIDITY 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.

KARADENİZ TECHNICAL UNIVERSITY - PATERNITY POLICY -

PURPOSE OF THE POLICY

This policy has been prepared to strengthen the work-life balance of men working or studying at Karadeniz Technical University (KTU) during the fatherhood process, to support new fathers to participate effectively in the care of their children, and to promote gender equality at the institutional level. Policy contributes to the effective use of legal rights such as paternity leave and flexible working, increasing fathers' access to health and psychological support services, and establishing equal parenting awareness in the university culture.

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 3: Healthy Individuals
- SDG 5: Gender Equality
- SDG 10: Reducing Inequalities

Relevant Metrics:

- THE Impact Rankings
- UI GreenMetric

SCOPE OF POLICY

This policy covers all academic and administrative staff, contracted staff and student employees of KTU. It also includes male students and research assistants who will request paternity leave if their spouse gives birth. All campuses, laboratories, offices and affiliated units within the university are covered by the policy.

BASIC PRINCIPLES AND LEGAL BASES

- **Equality and Non-Discrimination:** Paternity leave and support practices are provided to all male personnel regardless of gender, marital status, socioeconomic status or academic title.
- **Family and Community Welfare:** As stated in the mission of the university, fathers are encouraged to take on their family responsibilities in line with the goal of raising individuals who are open to development through education and social services.
- **Securing Legal Rights:** In accordance with the Civil Servants Law No. 657 and the relevant labor legislation, the rights to annual leave, compassionate leave (maternity leave, paternity leave, maternity leave, maternity leave, etc.) are protected; the implementation of these rights is supervised by the Personnel Department.
- **Flexible Working and Support:** Flexible working models (part-time work, remote working) are applied in appropriate units so that fathers can establish a work-life balance after paternity leave, and psychological counseling and guidance support is provided if needed.
- **Confidentiality and Transparency:** Permit applications are processed on the basis of confidentiality; all application and evaluation processes are carried out transparently.

RESPONSIBILITIES AND ROLES

- **Rectorate and Senate:** Responsible for policy approval, resource allocation, and supervision.
- **Personnel Department (PDB):** Accepts paternity leave applications, plans and records the use of leave in accordance with the relevant legislation. It evaluates flexible working requests and coordinates with relevant units.

- **Women and Family Studies Application and Research Center (KAÇAUM):** Organizes training, seminars and counseling programs to support fathers' parenting roles; carries out activities to raise awareness of gender equality.
- **Department of Health, Culture and Sports (SKS):** Provides psychological counseling, health services and information services on childcare to staff and students who are in the process of fatherhood.
- **Relevant Academic and Administrative Unit:** Design arrangements to support the leave and flexible working requests of its staff; plans their work programs accordingly.
- **Research Coordination Office and Sustainability Unit:** Collects data on the progress of policy implementation and organizes it in accordance with THE Impact Rankings and UI GreenMetric reporting requirements.

APPLICATION STEPS

1. **Initial Inventory and Goal Setting:** Current paternity leave utilization rates and participation in paternity support programs are collected. It is aimed to increase the paternity leave utilization rate by 50% by 2030 and to organize a paternity support program at least once a year.
2. **Planning and Design:** Standardized procedures are developed for the paternity leave application process, flexible working arrangements, and support programs; coordination is ensured between relevant units.
3. **Implementation:** Requests for paternity leave and flexible working are received and approved through the Personnel Department. In cooperation with SKS and KAÇAUM, training and counseling sessions for fathers are initiated.
4. **Education and Awareness:** Seminars and workshops on gender equality and father-child relationships are organized throughout the university. The policy is announced through intranet and information boards.
5. **Monitoring, Reporting, and Improvement:** At the end of each year, paternity leave utilization rates, flexible working practices, and training program participation are monitored. The results are included in the Sustainability Report; Policy updates are made in areas where the targets cannot be achieved.

PERFORMANCE INDICATORS

Indicator	Goal	Source of Verification
Proportion of personnel using paternity leave	Increase by 50% by 2023	PDB annual leave records
Number of fathers benefiting from flexible working arrangement	At least 10 employees per year	PCU and related unit records
Paternity support program participation	At least 1 event per year	SKS and KAÇAUM reports
Number of gender equality and parenting awareness events	At least 2 events per year	KAÇAUM and SKS reports

AUDIT AND REPORTING

- **Monitoring Frequency:** Performance indicators are evaluated annually; indicators related to paternity policy 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 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.

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