



**T.C. HALIÇ UNIVERSITY
STUDENT DISCIPLINARY INVESTIGATION GUIDE**

SECTION I

GENERAL

Disciplinary investigations in higher education institutions are conducted in accordance with the provisions of Article 54 of the Higher Education Law No. 2547.

This guide provides explanations regarding critical points to consider during the initiation, conduct, and conclusion of disciplinary investigations, as well as examples of correspondence. Discipline investigators must read the relevant law and act in accordance with its provisions at every stage of the investigation.

When necessary, the relevant article number(s) of the law are indicated in parentheses within the explanations. For the convenience of disciplinary conveners and investigators, examples of commonly used correspondence in disciplinary investigations are included after the explanations.

SECTION II

DISCIPLINARY OFFENSES AND PENALTIES (Law No. 2547/Article 54)

The disciplinary penalties prescribed in Article 54 of Law No. 2547 are as follows:

- Reprimand,
- Suspension from the higher education institution for a period of one week to one month,
- Suspension from the higher education institution for one semester,
- Suspension from the higher education institution for two semesters,
- Expulsion from the higher education institution.

The offenses (acts) that correspond to these penalties are specified in Article 54/1 of the Higher Education Law No. 2547. The actions mentioned in Article 54 of Law No. 2547, which require the imposition of a reprimand penalty (54/1-a), shall also result in similar disciplinary penalties for actions of a similar nature and severity. The actions that require the imposition of a warning, suspension, or expulsion penalty from the higher education institution are listed under subparagraphs a, b, c, ç, and d of Article 54/1 of Law No. 2547.

A more severe penalty shall be applied in the case of a repeated offense that has resulted in a disciplinary penalty. However, the provision for repetition cannot be applied to impose an expulsion penalty from the higher education institution (Article 54/2-b of Law No. 2547).

a) Reprimand: The student is formally notified in writing that they are being reprimanded for inappropriate behavior related to their responsibilities as a student. Actions that require a reprimand penalty are as follows:

1. Providing incomplete or incorrect information requested by the authorities of the higher education institution with the intent to mislead,
2. Disrupting the order of activities such as classes, seminars, exams, practical sessions, laboratories, workshops, scientific meetings, and conferences,
3. Tearing, removing, altering, defacing, or soiling current announcements, programs, and similar materials posted by or with the permission of the higher education institution,
4. Attempting to cheat during exams,
5. Using tobacco products, electronic cigarettes, or similar products in areas outside those designated by the university senate on the university campus.

b) Suspension from the Higher Education Institution for a period of one week to one month:

This penalty involves notifying the students in writing that they have been suspended from the higher education institution for a period of one week to one month and that they are not allowed to attend classes or exams during this period. Actions that require the imposition of a suspension penalty for a period of one week to one month are as follows:

1. Engaging in actions that obstruct the freedom of learning and teaching or disrupt the functioning and peace of the higher education institution,
2. Preventing the proper conduct of disciplinary investigations,
3. Giving or using a document obtained from the higher education institution that entitles one to a right, either by passing it to someone else or by using someone else's document,
4. Engaging in verbal or written actions that damage the honor and dignity of individuals at the higher education institution,
5. Engaging in verbal or written actions that damage the honor and dignity of the staff of the higher education institution, either inside or outside the institution,
6. Consuming alcoholic beverages at the higher education institution,
7. Threatening the staff or students of the higher education institution.

c) Suspension from the Higher Education Institution for One Semester:

This penalty involves notifying the student in writing that they have been suspended from the higher education institution for one semester and will not be able to benefit from student rights during this period. Actions that require the imposition of a suspension penalty for one semester are as follows:

1. Engaging in actions such as occupation or similar acts that obstruct the services of the higher education institution,
2. Committing a physical assault against institutional staff or students,
3. Committing theft within the higher education institution,
4. Destroying university property, equipment, or other materials, or damaging the information systems,
5. Cheating or assisting in cheating during exams,
6. Committing plagiarism in seminars, theses, and publications or having others write parts or the entirety of academic works (excluding contributions such as surveys or data collection that do not involve academic assessment),

7. Failing to comply with the suspension decision despite having received a suspension penalty,
8. Committing any act specified in Article 28/A of Law No. 5199, which deals with the protection of animals, within the higher education institution.

Article 28/A of Law No. 5199;

1. Killing an endangered animal: 1 to 5 years imprisonment;
2. Killing a domestic animal: 6 months to 4 years imprisonment;
3. Sexual assault on animals: 6 months to 3 years imprisonment and judicial fines;
4. Animal cruelty or inhumane treatment: 6 months to 3 years imprisonment;
5. Committing these offenses against multiple animals increases the penalty by half.)

ç) Suspension from the Higher Education Institution for Two Semesters:

This penalty involves notifying the students in writing that they have been suspended from the higher education institution for two semesters and will not be able to benefit from student rights during this period. Actions that require the imposition of a suspension penalty for two semesters are as follows:

1. Using force or violence against higher education institution staff to prevent them from performing their duties,
2. Using force or violence against students to prevent them from benefiting from higher education services,
3. Using, carrying, or possessing drugs or stimulant substances within the higher education institution,
4. Using threats to cheat during exams, preventing students caught cheating from being removed from the exam hall, allowing someone else to take the exam on behalf of another, or taking the exam in someone else's place,
5. Engaging in sexual harassment within the higher education institution,
6. Carrying and possessing firearms, ammunition, knives, or specially designed tools for assault or defense, or explosives within the higher education institution, in violation of Law No. 6136 on Firearms and Blades,
7. Gaining unauthorized access to the higher education institution's information system to gain an unfair advantage or cause harm to individuals,
8. Threatening those assigned to investigations,

9. Committing any act specified in Article 28/A, paragraph 2, of Law No. 5199 within the higher education institution.

d) Expulsion from the Higher Education Institution:

This penalty involves notifying the students in writing that they have been expelled from the higher education institution and will not be allowed to return. Actions that require the imposition of an expulsion penalty are as follows:

1. Establishing an organization for the purpose of committing a crime, managing such an organization, or becoming a member of an organization established for criminal purposes,
2. Selling, distributing, or trafficking in drugs or stimulants,
3. Using firearms, ammunition, knives, or specially designed tools for assault or defense, or explosives within the higher education institution in violation of Law No. 6136,
4. Committing sexual offenses by engaging in sexual behavior with individuals without their consent.

**SECTION III
DISCIPLINARY INVESTIGATION (2547/ Article 54-3)**

1. Authorities Authorized to Initiate an Investigation

The disciplinary authorities authorized to initiate a disciplinary investigation are as follows:

- a) For students who commit disciplinary offenses within a faculty, institute, conservatory, higher school, or vocational school, the relevant faculty dean, institute director, conservatory director, higher school director, or vocational school director is authorized to initiate the investigation.
- b) With the exception of the provisions mentioned in (a), for disciplinary offenses committed within or outside higher education institutions, in shared areas or spaces, by students collectively or by students from multiple faculties, institutes, conservatories, higher schools, or vocational schools working together, the rector is authorized to initiate the investigation.
- c) The investigation shall be conducted by an investigator or investigators appointed by the authorized disciplinary authority. If deemed necessary, the disciplinary authority may request an investigator to be assigned from another higher education institution.

In cases of abstract complaints, simple suspicions, or when the identity of the person who committed the act is unclear, it is appropriate for the disciplinary authority to first conduct an inquiry. If an inquiry is conducted, taking into account the statute of limitations for disciplinary investigations, the inquiry should be concluded within a maximum of fifteen days.

In cases where an investigator is appointed, the specific individual and the exact offense(s) for which the investigation is being conducted should be clearly stated (e.g., “cheating” should be specified as “cheating in the makeup exam for the Introduction to Economics course held on 30.01.2013”).

2. Duration of the Investigation and Statute of Limitations

A disciplinary investigation is initiated immediately upon learning of the offense and must be concluded within thirty days at the earliest. If the investigation cannot be completed within this period, the investigator may request an extension with justification. The investigation period may be extended if the disciplinary authority deems it appropriate.

For students who commit disciplinary offenses listed in the 2547 Law, if the competent authority learns of the offense:

- For reprimands or suspensions from the institution for one week to one month, the investigation must be started within one month.
- For suspensions of one or two semesters or expulsion from the institution, the investigation must be started within three months.

If the investigation is not initiated within these periods, the authority to impose a disciplinary penalty becomes subject to the statute of limitations.

If a disciplinary penalty is not imposed within two years of the offense being committed, the authority to impose the penalty expires. However, if the disciplinary authority or board requires a judicial ruling, the statute of limitations begins from the date the verdict becomes final. The competent disciplinary authority or board determines this need.

The one/three-month and two-year periods in the relevant law concerning the statute of limitations are crucial. Disciplinary authorities and investigators must be attentive to these periods at every investigation stage and take necessary measures to prevent the statute of limitations from expiring.

3. Conduct of the Investigation

The confidentiality of the investigation is essential. The investigator may interview witnesses, conduct site visits, and consult with experts. In particular, in record-based investigations (such as security records of student incidents), supporting evidence, such as witnesses, video recordings, etc., should be used to clearly identify the act and the perpetrator. The investigation proceedings are recorded in minutes. The minutes should include the place and time of the procedure, the nature of the procedure, the participants, the questions and answers if statements

were taken, and must be signed by the investigator, recorder, person providing the statement, and any other individuals present during the site visit. Witnesses and experts should be sworn in during their statements, and their identity and address should be specified. The person being investigated is not sworn in when providing a defense.

The investigator conducts and completes the investigation within the limits of the charges and actions taken. If the investigation reveals that additional disciplinary offenses were committed or that other individuals need to be included, the investigator must notify the appropriate disciplinary authority.

In cases involving suspensions of one or two semesters or expulsion from the institution, upon the request of the competent disciplinary authority or ex officio, the rector may implement a measure that prohibits the student from entering the institution's buildings for a period not exceeding thirty days.

4. Right to Defense

The student subject to a disciplinary investigation must be notified in writing at least seven days before the date they are required to defend themselves, regarding the offense they are accused of (the seven-day period begins from the date the notification is delivered to the student). The letter should specify the date, time, and location where the students should be present to defend themselves. The alleged offense(s) should be clearly stated, and the relevant articles of the Higher Education Law (2547) should not be mentioned as part of the investigation subject.

The student may submit their defense either orally or in writing. After the written defense is submitted, the investigator may ask the student additional questions.

The invitation to the student should state that if the student fails to attend without a valid excuse or does not notify the authority of their excuse in a timely manner, they will be considered to have waived their right to a defense, and a decision will be made based on other evidence.

A reasonable extension will be given if a valid excuse is provided or if the student cannot attend due to force majeure. If the student is detained, they will be informed that they can submit their defense in writing.

The investigation should be conducted in a way that allows the student to adequately present their defense.

5. Investigation Report

At the end of the investigation, a report is prepared. The investigation report must include the following:

- Approval of the investigation,
- Date of commencement of the investigation,
- Identity of the person being investigated,
- Alleged charges,
- Stages of the investigation,
- Evidence,
- Summary of the defense provided,
- An analysis of each charge based on evidence to determine if the offense has been committed,
- Proposed disciplinary penalty.

When proposing the disciplinary penalty in the report, an evaluation should be made according to Article 54 of the 2547 Law, and this evaluation should be included in the report. The penalty should not be suggested simply by referencing the Law. The specific act and the corresponding offense listed under the relevant article of the Law should be clearly identified.

The original or copies of the investigation documents are attached to the report with a filing slip. The investigation report, along with the file, is submitted to the authority that initiated the investigation.

6. Parallel Conduct of Criminal Prosecution and Disciplinary Investigation

The initiation of a criminal prosecution against a student for the same incident does not delay the disciplinary investigation. Whether or not a criminal prosecution has been initiated does not prevent the imposition of a disciplinary penalty (2547/54-6/ğ).

7. Authorities/Boards Authorized to Impose Disciplinary Penalties

The authorities and boards authorized to impose disciplinary penalties are as follows:

- a. Reprimands and suspensions from the institution for one week to one month are imposed by the relevant faculty dean, institute director, conservatory director, or higher school/vocational school director.

- b. For disciplinary offenses committed in shared spaces, the rector has the authority to impose reprimands and suspensions of up to one month.
- c. Suspension for one or two semesters or expulsion from the institution is imposed by the competent disciplinary board.

The governing boards of faculties, institutes, conservatories, higher schools, and vocational schools carry out investigations in those institutions, while the University Management Board serves as the disciplinary board in investigations conducted by the Rectorate.

If deficiencies are identified in the investigation, the competent authorities may return the file for corrections, accept the proposed disciplinary penalty as is, reduce it, or reject it (2547/54-9).

Disciplinary penalties must be imposed by the authorities or disciplinary boards specified in the Law for each penalty. A penalty authorized to be imposed by a subordinate should not be imposed by a superior, and vice versa. A penalty under the authority of the disciplinary convener should not be imposed by the disciplinary board, and a penalty under the authority of the disciplinary board should not be imposed by the disciplinary convener.

8. Disciplinary Board

The chairperson ensures the convening and functioning of the disciplinary board. The quorum for the management board meeting, which serves as the disciplinary board, is the majority of the total members (2547/54-8). A member appointed by the chairperson performs the role of the reporter in the disciplinary board. The reporter completes the review of the assigned file within five days and presents the report to the chairperson (2547/54-8).

9. Decision

The disciplinary authority or disciplinary board can accept or reject the proposed penalty in the investigation report, provided they give reasons. They may impose a different disciplinary penalty. Decisions on the disciplinary board are taken by the majority of those present. In the case of a tie, the decision of the chairperson prevails. If the investigator is a disciplinary board member, they cannot participate in the meetings or vote on the case they are investigating (2547/54-9/c).

For a disciplinary penalty to be imposed, the act must be proven beyond a reasonable doubt to have been committed by the person being investigated.

The principle of proportionality must be observed when imposing a disciplinary penalty, ensuring that the severity of the penalty is proportionate to the seriousness of the offense.

**SECTION IV
APPLICATION, APPEAL, NOTIFICATION, AND CORRESPONDENCE
PROCEDURES (2547/ Art. 54)**

1. Notification and Enforcement of Penalties

The disciplinary penalty imposed at the end of a disciplinary investigation is notified by the authorized disciplinary investigator to:

- a. The student is subject to a disciplinary investigation,
- b. The Student Affairs Department (A “Student Disciplinary Penalty Information Form” must be filled out when notifying the Student Affairs Department. If the penalty is imposed by the Disciplinary Board, the board’s decision is attached; if the penalty is imposed by the disciplinary investigator, the written penalty notification is attached).

If the penalty is imposed by the Rector or the University Disciplinary Board, in addition to the above notifications, the student’s Faculty/Department must also be informed.

The Student Affairs Department will notify the penalty to:

- a. The institution providing the student’s scholarship or loan and the higher education institution,
- b. The security unit for suspension and expulsion penalties,
- c. In case of expulsion from the higher education institution, in addition to the above, all higher education institutions, the Higher Education Council, ÖSYM (Student Selection and Placement Center), law enforcement authorities, and the relevant military recruitment offices.

The penalty notification sent to the student should not merely reference the law. It should clearly state the offense identified in the investigation and the specific article and clause of the law under which the crime was committed.

Unless otherwise stated in the disciplinary authority’s or board’s decision, disciplinary penalties are applied from the date they are issued (2547/54-10/c). The decision should specify when the

suspension penalties will be implemented to avoid confusion. If there is a prior suspension penalty, care must be taken not to overlap the application periods. A suspension penalty for one semester should not be applied in a way that affects two semesters (for example, starting in the middle of one semester and ending in the middle of the next).

2. Appeal

Disciplinary penalties imposed by the disciplinary investigators and boards can be appealed to the University Administrative Board within fifteen days. In case of an appeal, the University Administrative Board must make a final decision within fifteen days. Upon appeal, the University Administrative Board will review the decision to accept or reject the penalty. If the appeal is accepted, the authorized disciplinary investigator or board will reconsider the decision and make a new decision within thirty days, taking the justification for the appeal into account (2547/54-10/d). The student has also been notified of this decision. If the relevant entities have already been notified of the disciplinary penalty before the appeal is concluded, and the new penalty differs from the original one, the new penalty will also be notified to those same entities.

Students have the right to take administrative legal action without using the appeal right first.

Schedule of Disciplinary Investigations According to Law No. 2547

| STATUS | TITLE | PUNISHMENT | AUTHORITY AUTHORIZED TO IMPOSE THE PENALTY | APPEAL AUTHORITY |
|----------------|--|--|---|--------------------------------------|
| Academic | Dean | Warning - Reprimand | Rector | University Board of Directors |
| Academic | Dean | Deduction from Monthly Wages - Stopping Progression/Multiple Wage Deductions - Dismissal from University Teaching Profession | High Disciplinary Board | |
| Academic | Professor, Associate Professor, Dr. Lecturer, Lecturer, Research Assistant | Warning - Reprimand | The disciplinary officer in the faculty where he/she works | Faculty Disciplinary Board |
| Academic | Professor, Associate Professor, Dr. Lecturer, Lecturer, Research Assistant | Deduction from Monthly Wages - Stopping Progression/Multiple Wage Deductions | Faculty/University Disciplinary Board | University Board of Directors |
| Academic | Professor, Associate Professor, Dr. Lecturer, Lecturer, Research Assistant | Dismissal in the University Teaching Profession | High Disciplinary Board | |
| Administrative | Faculty/College/Institute Secretary | Warning - Reprimand | Faculty Disciplinary Officer | Faculty Disciplinary Board |
| Administrative | Faculty/College/Institute Secretary | Deduction from Monthly Wages - Stopping Progression/Multiple Wage Deductions | Faculty Disciplinary Board | University Board of Directors |
| Administrative | Administrative Staff | Warning - Reprimand | Upon the proposal of the Secretary General, the Rector | University Board of Directors |
| Administrative | Administrative Staff | Deduction from Monthly Wages - Stopping Progression/Multiple Wage Deductions | University Board of Directors | |
| Student | Student | Reprimand - suspension from 1 week to 1 month | Disciplinary Officer | University Board of Directors |
| Student | Student | Suspension for 1-2 semesters | Faculty Disciplinary Board | University Board of Directors |
| Student | Student | Common Areas | Rector | University Board of Directors |

SECTION V
MISCELLANEOUS PROVISIONS (2547/ Art. 54)

1. Notification and Address Reporting

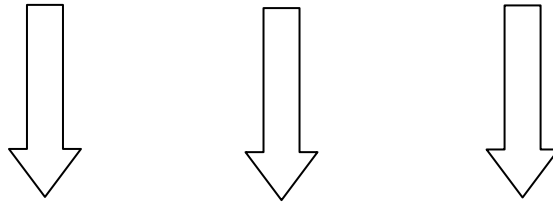
Any notification related to a disciplinary investigation will be delivered in person with a signature or sent in writing to the address provided by the student to the higher education institution (by registered mail with return receipt) or to an electronic address that the student has designated for notifications. If these methods are not possible, the notification will be considered completed by posting a notice in the relevant higher education institution.

If the student changes the address they provided during enrollment and fails to inform the institution or provides incorrect or incomplete information, any notifications sent to the address registered at the institution will be considered properly delivered (2547/54-11).

2. Correspondence Procedure

The provisions of Notification Law No. 7201 apply to correspondence with individuals. If the document is delivered by hand, the signed document is kept in the investigation file. If the notification is made through a registry book, the date of delivery must be recorded in the registry book, and a photocopy of the relevant page of the book should be placed in the file.

EXAMPLES OF CORRESPONDENCE



NOTE: The italicized texts in the correspondence examples indicate explanations, examples, and alternative phrases. When preparing correspondence, ensure the italicized sections are removed, and the text is tailored to fit the specific situation appropriately.

APPOINTMENT LETTER FOR INVESTIGATOR

Dear

.....submitted a written petition to our Dean's Office regarding their situation. An investigation has been initiated by our Dean's Office to examine the allegations related to the complaint.

You have been assigned to conduct the necessary investigation based on the aforementioned student petitions. Kindly ensure the investigation results are submitted to our Dean's Office within 15 days.

EXAMPLE OF AN INVESTIGATION REPORT CORRESPONDENCE

TO THE DEAN'S OFFICE

Reference: Your letter dated 28.05.2024, No. 7*****9.

In reference to the aforementioned letter, the report prepared regarding the petitions submitted by students who attended the course with the code during the Spring semester of the 2023-2024 academic year concerning is enclosed herewith.

I respectfully submit for your information and necessary action.

.....
Department Chair
Name-Surname
Signature

ATTACHMENTS:

- 1- INVESTIGATION REPORT
- 2- ATTACHMENTS: 1 - Questions asked to the addressee and answers (e.g., 1 page)
- 3- ATTACHMENTS: 2 - Questions asked to the addressee and answers (e.g., 1 page)
- 4- ATTACHMENTS: 3 - Evidence (e.g., 3 pages)
- 5- ATTACHMENTS: 4 – Evidence

INVESTIGATION REPORT EXAMPLE

T.C. Halic University INVESTIGATION REPORT

1. **INVESTIGATION ORDER:** Dean's Office of the Faculty of, Investigation Order No., dated 05.12.2024.

2. **SUBJECT OF THE INVESTIGATION:**
Students enrolled in the course (code:.....) have filed a written petition stating that the curriculum did not adequately cover both the theoretical and practical parts of the course and that they were unable to complete their education process.

An investigation has been initiated by the Dean's Office of the Faculty of regarding the aforementioned situation.

3. **INVESTIGATION:**

i. I have been assigned to investigate the situation with the investigation order from the Dean's Office of the Faculty of, dated 05.12.2024. (ATTACHMENTS: ...)

ii. A written explanation has been requested from Lecturer, who is responsible for the theoretical part of the course. (ATTACHMENTS: ...)

iii. A written explanation has been requested from Lecturer, who is responsible for the practical part of the course. (ATTACHMENTS: ...)

iv. Lecturer stated that the theoretical part of the course, up until the date of the complaint, had been conducted without any disruption. (ATTACHMENTS: ...)

v. Lecturer, who is responsible for the practical part of the course, mentioned that they were in contact with Lecturer, who is responsible for the theoretical part, and that the topics were being covered simultaneously. (ATTACHMENTS: ...)

vi. A request for the attendance records for the theoretical part of the course has been made by Lecturer (ATTACHMENTS: ...). No discrepancies were observed in the submitted attendance sheet.

vii. A request for the attendance records for the practical part of the course has been made by Lecturer (ATTACHMENTS: ...). Upon reviewing the submitted records, a 6-hour discrepancy was found, corresponding to two days of missed classes.

viii. During a discussion with the students, they inquired if the missing practical hours would be made up. They stated that the lecturer had informed them that the practical sessions corresponding to the missed hours could not be conducted. However, the investigation revealed that the remaining practical sessions could be conducted (ATTACHMENTS: ...).

4. ASSESSMENT:

It has been confirmed that the course is both theoretical and practical. No issues were found with the theoretical part of the course. However, a 6-hour discrepancy in the practical sessions was identified. Students claim that this led to a disruption in their education process. The investigation was initiated due to their complaint. The lecturer did not make up the 6-hour practical session and told the students that the practical sessions corresponding to the theoretical part of the course could not be conducted. Upon review, it has been confirmed that the remaining practical sessions can indeed be conducted.

To prevent similar situations in the future, the following precautions are recommended:

- i.
- ii.

I believe these measures will be sufficient to address the issue.

5. CONCLUSION AND RECOMMENDATION:

Upon reviewing the weekly schedules of Lecturer and Lecturer (ATTACHMENTS: ...), it was observed that there was a 6-hour discrepancy in the practical part and no discrepancy in the theoretical part. Therefore, students were disadvantaged. As a result, the student's complaint is deemed justified.

Date: 10.12.2024
Prepared by:
Prof. Dr.

GENERAL REPORT TEMPLATE

INCIDENT MINUTES

On (date), between the hours of and, at the location of (the location where the incident occurred) within the Halic University Campus, the student with ID number has committed the act of (the event should be described clearly and understandably). This report has been prepared regarding the incident.

Date of Report:

Time:

Location:

Persons who Prepared the Report:

Full Name
Position
(Signature)

Full Name
Position
(Signature)

Full Name
Position
(Signature)

ATTACHMENTS:

- Video footage considered as evidence
- Student ID card showing student information
- Other evidence related to the incident

COPY REPORT

On the date of, during the exam of the course held in room number ... on the ... floor of ... Block at Haliç University Campus, it was determined that student with ID number was cheating using notes/materials/electronic devices. The notes/materials/electronic devices used by the student and the answer sheet were confiscated. Upon examination, it was found that the notes/materials/electronic devices contained information related to the exam questions. The student was made to sign the attendance sheet, and after being removed from the classroom, this report was prepared.

Report

Date :

Time :

Place :

Invigilator
Full Name
(signature)

Invigilator
Full Name
(signature)

Invigilator
Full Name
(signature)

ATTACHMENTS:

- Student's exam paper
- Notes/materials/electronic devices used for cheating
- Attendance/signature list

DISCIPLINARY INVESTIGATION SERIES COMPASS

| <u>DISCIPLINARY INVESTIGATION SERIES COMPASS</u> | | |
|---|---|--------------------|
| No. | TITLE | DATE/NUMBER |
| 1 | A written notice stating that a disciplinary offense has been committed. | |
| 2 | Is there a record of the disciplinary offense? If so, has it been added to the file? | |
| 3 | The letter of appointment from the disciplinary officer/investigation committee or investigator. | |
| 4 | Was any information obtained regarding the confidentiality principle that must be observed in the investigation? | |
| 5 | Minutes of the disciplinary investigation committee meeting | |
| 6 | In cases where it is deemed necessary, the following shall be taken by the Disciplinary Officer for the safety of the investigation: a) temporary suspension decision, b) document of notification of the decision to the person. | |
| 7 | The investigator's request for a defense statement from the "respondent" and the notification/acknowledgment of receipt of the summons by the relevant party. | |
| 8 | If there are witnesses, a summons to appear for testimony and a document confirming receipt of the summons by the witness. | |
| 9 | Defendant's written response | |
| 10 | Complainant's statement transcript | |
| 11 | If there are witnesses, the witness statement transcript. | |
| 12 | The disciplinary record report requested by the investigator from the Student Affairs Directorate. | |
| 13 | Student Affairs Directorate letter regarding disciplinary status. | |
| 14 | Investigator's request for additional time, if any. | |
| 15 | Disciplinary investigation report | |
| 16 | Invitation to present final defense to the accused. | |
| 17 | Final defense letter | |
| 18 | The completed disciplinary investigation report, along with a cover letter, must be submitted to the disciplinary authority (Rector, Dean, College Director, Institute Director). | |
| 19 | Was the disciplinary penalty imposed by the competent disciplinary officer/committee? | |
| 20 | Notification letter regarding the disciplinary penalty to the "relevant person". | |
| 21 | A written notification of the disciplinary action to the Student Affairs Directorate and, if applicable, to the relevant departments. | |
| 22 | To be included in the investigation file: a printout of the email sent to the student to ensure receipt of the disciplinary investigation result letter, and a notification/receipt document confirming receipt of the disciplinary notice received by the student in person. | |

ASSIGNMENT LETTER FOR INVESTIGATOR

Dear
(Name of the Investigator)

Our Faculty/School/Institute Department student number
..... About
..... (Example: On the allegation that he cheated in the make-up exam of the
Introduction to Economics course held on 30.01.2024), a disciplinary investigation was initiated
within the scope of Article 54 of the Higher Education Law No. 2547, and it was decided to
appoint the following commission to conduct the investigation.

The necessary disciplinary investigation will be carried out, and the report will be prepared
within **30 days** I request that it be sent to your office.

.....
(Disciplinary chief)

Investigation Committee:

- 1- (Chair)
- 2- (Member)
- 3- (Member)

Note: The relevant documents (attached to a list of contents) have been sent to the Committee
Chair.

MEETING MINUTES EXAMPLE

MEETING MINUTES EXAMPLE
(Investigative Committee will take the minutes)

Location:

Date:

Time:

The meeting was held at the aforementioned place and time. The documents in the file were reviewed.

- was invited to make their defense, which will be heard on (date) at (time) in their office.
- An investigation will be conducted to check whether the person under investigation has received any disciplinary penalties.
- Witnesses with relevant information will be heard.
-

It was decided.

.....

Commission President

Full Name

Signature

.....

Member

Full Name

Signature

.....

Member

Full Name

Signature

SAMPLE OF RESTRAINING ORDER OBTAINED FOR THE SAFETY OF THE INVESTIGATION

Dear
(Name of the investigated individual)

..... (Example: You cheated on the Introduction to Economics course make-up exam held on January 30, 2024), and a disciplinary investigation was initiated against you under Article 54 of the Higher Education Law No. 2547, by the Office of dated and numbered, and our Commission was assigned to conduct the investigation.

Considering the act that is the subject of the investigation against you, it has been decided that you will be temporarily suspended from the Haliç University Alibeyköy Campus between the dates - in order to ensure the safety and sound conduct of the investigation.

.....

Disciplinary Officer/Commission Chair

Name-Surname

Signature

DISTRIBUTION LOCATIONS:

1. Student Affairs Directorate
2. Purchasing and Administrative Affairs Directorate (For Security)

REQUEST FOR EXTENSION EXAMPLE

..... **TO YOUR OFFICE**

(To be written to the disciplinary chief who opened the investigation)

Interest: Please write with date and number

With your letter of interest, student of our Faculty/College/Institute Our Commission, which is assigned to conduct the disciplinary investigation against and prepare a report, will not be able to complete the investigation on time. For this reason, our Commission, in accordance with Article 54/4 of the Higher Education Law No. 2547, (15 days, 30 days, etc.), needed additional time.

For the reasons explained above, we request your approval for our Commission to be granted additional time.

.....
Commission President
Full Name
Signature

SUITABLE
.../.../2024

.....
Disciplinary Supervisor

SAMPLE OF INVITATION LETTER TO DEFENSE

Dear
(Name of the investigated individual)

A disciplinary investigation has been initiated against you within the scope of Article 54 of the Higher Education Law No. 2547, with the order of [Institution] dated and numbered This is a continuation of the allegation that you cheated on [for example, in the make-up exam for the Introduction to Economics course held on 30.01.2024]. Our commission was assigned to conduct the investigation.

To present your defense regarding the allegations, please be present in the office on [date] at [time]. If you fail to attend the defense without a valid excuse or fail to notify of your excuse in a timely manner, you will be deemed to have waived your right to a defense, and an evaluation will be made based on other evidence.

.....
Commission President
Name-Surname
(Signature)

Commission Members:

- 1- (Member)
- 2- (Member)

NOTIFICATION – NOTIFICATION CERTIFICATE

Name/Surname and Number of the student to whom notification was made :

Date and number of the notified letter, approval or decision :

Subject of the notification :

Date of notification :

NOTIFIER:

RECIPIENT:

Signature :

Signature :

Name and Surname :

Name and Surname :

Title :

SAMPLE OF CALLING LETTER FOR WITNESS TESTIMONY

Dear
(The name of the person called to testify is written)

With the allegation of (The allegations subject to investigation are clearly stated.) opened about A disciplinary investigation was initiated within the scope of Article 54 of the Higher Education Law No. 2547 with the letter of the authority dated and numbered and our Commission was assigned to carry out the investigation.

Your statement is needed as a witness on this matter, and you will give your statement on at I would like to request your information and instructions to be present in the room.

.....
Commission President
Name-Surname
(Signature)

Commission Members:

- 1- (Member)
- 2- (Member)

NOTIFICATION – NOTIFICATION CERTIFICATE

Name/Surname and Number of the student to whom notification was made :

Date and number of the notified letter, approval or decision :

Subject of the notification :

Date of notification :

NOTIFIER:

RECIPIENT:

Signature :

Signature :

Name and Surname :

Name and Surname :

Title :

SAMPLE OF INVITATION LETTER TO DEFENSE FOR A STUDENT WHO HAS LEFT THE INSTITUTION

Dear
(Name of the investigated individual)

A disciplinary investigation has been initiated against you within the scope of Article 54 of the Higher Education Law No. 2547, with the order of [Institution] dated and numbered This is a continuation of the allegation that you cheated on [for example, in the make-up exam for the Introduction to Economics course held on 30.01.2024]. Our commission was assigned to conduct the investigation.

Your written defense regarding the allegations I hereby inform you that you must submit it to our Commission by the deadline. Otherwise, you will be deemed to have waived your right to a defense, and an evaluation will be made based on the evidence available in the file.

.....
Commission President
Name-Surname
(Signature)

Committee Members:

- 1- (Member)
- 2- (Member)

IMPORTANT NOTE:

- ***In order to receive the defense of the student who has left the institution, a LETTER OF INVITATION TO DEFENSE is sent to the last known address (Workplace/Mernis) of the student, via the Rector’s Office, with a RETURNABLE COMMITMENT.***
- ***For the file sent via registered mail, a DELIVERY RECEIVED document must be included in the file.***

SAMPLE DEFENSE LETTER OF THE COMPLAINANT

DEFENSE OF THE COMPLAINANT

Place:

Date:

Subject: Taking Defense.

Clerk(Clerk sworn in) (if there is a clerk)

The person whose defense is taken:

Name Surname:

Father's Name:

Faculty/Department:

Student Number:

ID Number:

Address:

Question 1: (e.g., on the allegation that you cheated in the make-up exam of the Introduction to Economics course held on 30.01.2024), a disciplinary investigation has been initiated against you under the 'Higher Education Law No. 2547'. What is your defense regarding the allegation?

Answer 1:
.....

Question 2:

Answer 2:
.....

Question ...: Do you have anything else to say about the incident?

Answer ...:

.....
(Investigators)
Name-Surname
(Signature)

.....
(Clerk)
Name-Surname
(Signature)

.....
(Person Under Investigation)
Name-Surname
(Signature)

• The investigator should ask the person being investigated whether he or she “regrets the action”.

SAMPLE WITNESS STATEMENT RECORD

WITNESS STATEMENT RECORD

INFORMATION OF THE WITNESS;

NAME AND SURNAME:
IDENTIFICATION NUMBER:
POSITION OR TITLE:
DEPARTMENT:
ADDRESS:
PLACE OF STATEMENT:
DATE OF STATEMENT: .../.../20...

Within the scope of the allegations covered by the investigation approval of the ... Authority, dated ... and numbered ..., the incident under investigation was explained to, whose identity is stated above, and the following questions were asked as a witness:

QUESTION 1-?
ANSWER 1-

QUESTION 2-?
ANSWER 2-

The witness was asked whether they had any additional statements to make. Upon stating “No,” the record was read to them. Since there were no further matters to be addressed, the statement record was signed by all parties.

STATEMENT RECEIVER
INVESTIGATOR
.....

STATEMENT RECORDER
CLERK
.....

STATEMENT GIVER
WITNESS
.....

STUDENT INFORMATION REQUEST EXAMPLE

(In investigations opened by Deanships-Directorates, the Deanships-Directorates, and in investigations initiated by the Rectorate, information will be requested from the Student Affairs Department.)

**TO THE DEAN OF FACULTY
TO DIRECTORATE
TO DEPARTMENT OF STUDENT AFFAIRS**

..... Office of With its letter dated and numbered
..... Faculty/College/Institute I have been assigned as an
investigator in the disciplinary investigation opened against, student
number in the department.

I would like to request that’s file be examined and that the disciplinary
punishments he has received before, if any, be reported to our Commission.

.....
Chairman of the Investigation Commission
Full Name
Signature

DISCIPLINARY INVESTIGATION REPORT SAMPLE

DISCIPLINARY INVESTIGATION REPORT

Investigation Approval: Authority Approval dated

Date of Start of Investigation: (date of notification of the assignment letter to the person being investigated)

Person Under Investigation: Name and Surname:
Faculty/School/Institute Department:
Student Number:
National ID Number:

Subject of Investigation: (Example: Cheating during the Make-up Exam of Introduction to Economics held on 30.01.2024)

Date of the Act Under Investigation:

Examination and Investigation:

- The phases of the investigation and the actions taken within the scope of the investigation are detailed.
- Evidence is listed.
- A summary of the defense statement and, if applicable, the testimonies of witnesses is provided.

Analysis of the Incident and Opinion:

- Each offense is analyzed separately to determine, based on evidence, whether the offense is proven, and which act corresponds to which violation under the Higher Education Law No. 2547 (including the specific article and clause of the Law). If the investigation involves multiple individuals, this analysis is conducted separately for each individual.
- The proposed penalty is stated. When proposing the penalty, an evaluation is made following Article 54 of the Law, and whether a reduction in the penalty is recommended is explained along with the reasons.

Conclusion and Recommendation:

- *“Was a reduction in penalty due to good behavior proposed for the student in the investigation file? If proposed, what is the reason and the scope of the reduced penalty?”*
- *“If a reduction for good behavior was not applied, a detailed explanation should be provided in the text, including the reasons.”*
- The offense committed and the proposed penalty are clearly stated.

.....
Commission President
Full Name
Signature

.....
Member
Full Name
Signature

.....
Member
Full Name
Signature

Attachment: The investigation file is attached to the list of contents.

EXAMPLE OF REPORT SUBMISSION/ COVER TEXT SAMPLE

To the Authority
(The title of the disciplinary investigator's position will be written)

Reference: Your letter dated and numbered

With reference to your letter, our Commission, assigned to conduct the investigation regarding, has completed the investigation. The Investigation Report is submitted herewith, along with the investigation file as an attachment.

Respectfully submitted for your information.

.....
Chairperson of the Investigation
Committee

Full Name
Signature

ATTACHMENT: The investigation Report and investigation file are attached to the list of contents.

SAMPLE INVITATION LETTER FOR LAST DEFENSE

(To be written by the Authority Authorized to Impose Punishment)

Dear

(Name of the person under investigation will be written)

With the approval of the Rectorate / Dean's Office / Directorate dated and numbered, a disciplinary investigation has been initiated against you regarding the allegations of

In the investigation report prepared as a result of the ongoing disciplinary investigation; opinion was stated and it has been suggested that you be punished with the penalty of “.....” in accordance with the provision of, on the grounds of due to your act of

I kindly request that you send your written final defense regarding the issue to the Rectorate / Dean's Office / Directorate within 7 days at the latest after the date of notification of our letter, otherwise, you will be deemed to have waived your right to final defense and a decision will be made against you according to the evidence collected in the file.

.....
(Disciplinary chief)

SAMPLE OF PENALTY NOTIFICATION

Dear

(Name of the investigated individual)

As a result of the disciplinary investigation opened against you, it has been understood that you committed “.....” act, and with this act, you committed “.....” disciplinary offense of the Higher Education Law No. 2547. You have been penalized with “.....” for this offense you have committed. (However, considering the fact that you have not been subjected to disciplinary penalty before/your attitude during the investigation/ your remorse for the incident, etc., you have been punished with a “.....” penalty, which is of one-degree lighter nature.)

Regarding the imposed sanction, in accordance with the procedure stipulated in Article 54/10 of Law No. 2547 on Higher Education, you have the right to appeal to the Disciplinary Board of Haliç University within 15 (fifteen) days from the date of notification, and the right to file a lawsuit within 60 (sixty) days in accordance with the provisions of the Administrative Procedure Law No. 2577.

Please be informed.

.....
(Disciplinary Supervisor)
Name-Surname
(Signature)

DELIVERY-NOTIFICATION REPORT OF PENALTY NOTIFICATION

NOTIFICATION – NOTIFICATION CERTIFICATE

Name/Surname and Number of the student to whom notification was made :

Date and number of the notified letter, approval or decision :

Subject of the notification :

Date of notification :

NOTIFIER:

RECIPIENT:

Signature :

Signature :

Name and Surname :

Name and Surname :

Title :

NOTIFICATION OF THE PENALTY TO ÖİDB

TO THE STUDENT AFFAIRS DEPARTMENT

Our university Faculty/College/Institute The form regarding the disciplinary penalty given to, student numbered of the Department, is attached.

I request that the punishment imposed be reported to the relevant authorities.

.....
(Disciplinary chief)
Full Name
Signature

ATTACHMENTS:

1. Form (... copies)
2. Disciplinary board decision (if applicable)

NOTIFICATION OF THE PENALTY TO THE DEAN'S OFFICE/DIRECTORATE

TO THE DEAN OF FACULTY

Our university Faculty/School/Institute Department

The "Student Disciplinary Penalty Information Form" regarding the disciplinary penalty given to student number is attached.

I request you to get information.

.....
(Rector)

DISTRIBUTION:

- 1- To the Dean's Office / Directorate of the Faculty of.....
- 2- To the Student Affairs Department

NOTIFICATION OF APPEAL OUTCOME TO THE STUDENT

Dear
(Name of the appellant)

Reference: Your appeal petition dated

With your relevant petition you have objected to the given to you by the Dean's Office / Directorate etc.

As a result of the evaluation made by the University Disciplinary Board, it has been decided to reject your objection and to uphold the penalty imposed. (As a result of the evaluation made by the University Disciplinary Board, it has been decided to accept your appeal and annul the given penalty. The disciplinary file has been sent back to the relevant disciplinary investigator/board for re-evaluation under Article 54 of the Higher Education Law No. 2547.)

Please be informed.

.....
(Rector)

ATTACHMENTS: University Disciplinary Board's dated decision.

NOTIFICATION OF THE RESULT OF THE OBJECTION TO THE DEAN'S OFFICE/DIRECTORATE

TO THE DEAN OF FACULTY

Reference: Petition of objection dated

Your Faculty/Directorate Section numbered his student objected to the penalty given to with the petition registered in the relevant document.

The University Disciplinary Board evaluated the situation and decided to reject the student's objection and approve the penalty.

I kindly ask you to obtain the information.

(As a result of the evaluation made by the Haliç University Disciplinary Board, it was decided to accept the student's objection and reject the penalty, and the disciplinary file has been sent as an attachment for re-evaluation within the scope of Article 54 of the Higher Education Law No. 2547.

I ask that you take the necessary actions.

.....

Chairman of the Disciplinary Board

ATTACHMENTS: Dated decision of Haliç University Disciplinary Board

DISTRIBUTION:

- 1- To the Dean of the Faculty
- 2- (To the student)

NOTIFICATION OF NEW PENALTY FOLLOWING APPEAL

Dear
(Name of the appellant)

Reference: Our letter dated and numbered regarding penalty notification.

Following the acceptance of your appeal against the disciplinary penalty issued to you in the referenced letter by the University Disciplinary Board, your case has been re-evaluated under Article 54 of the Higher Education Law No. 2547. As a result of the evaluation, it has been decided that the disciplinary penalty of given in the relevant letter will be lifted and you will be punished with the penalty of

Please be informed.

.....
(Disciplinary Supervisor)
Full Name
Signature

DISTRIBUTION:

- 1- To the Student Affairs Department
- 2-(To the student)