Employee's Handbook

Contents

Hello!

Welcome to TED University, established on 7 July 2009 by the TED University Foundation (TEDYÜV), which was founded by the Turkish Education Association (TED), Turkey's deep-rooted non-government organization in the field of education, with the aim of bringing its educational experience to higher education.

We hope this booklet, which contains information about working life at our university, will guide you as you familiarize yourself with TEDU and serve as a reference source when needed. Within the booklet, you will find introductory information about the history of TED and TEDU, the facilities of our campus, and academic and administrative units.

You are now a member of the TEDU family,
alongside our students, staff, alumni, and retirees!

We wish you a successful career at TED University,
and hope your new job brings you joy and success.

TED UNIVERSITY

Who are we?

Turkish Education Association and Its Ecosystem

In his speech at the Turkish Grand National Assembly on November 1, 1925, the great leader Mustafa Kemal Atatürk stated that the support of private initiatives was needed to reach the targeted level in education and called on the society. In response to this call, the "Turkish Education Society", Turkey's first non-governmental organization in the field of education, was founded on January 31, 1928. According to its founding charter, the Society has three main tasks:

I. To establish and maintain dormitories for Turkish students in centers of knowledge within and outside the country,

II. To provide assistance to intelligent and hardworking students who cannot find the financial means to complete their higher education,

III. To establish schools that will prevent Turkish children from applying to foreign schools and to carry out all kinds of publications aimed at achieving the objectives of the society.

Due to its successful initiatives across the country, the Turkish Education Society was recognized as a "public benefit association" in 1939 and was renamed the "Turkish Education Association" (TED) in 1946.

TED's mission is to provide scholarships to successful but underprivileged students, to open foreign-language schools and dormitories in Turkey and abroad, to create scientific platforms to raise Turkish education standards to modern levels, to raise public awareness about the problems and solutions of the education system, and to contribute to the formulation of Turkish education policy.

Today, with its schools in Turkey and the Turkish Republic of Northern Cyprus, TED University, think tank TEDMEM, alumni associations, volunteer work committees, sports clubs, symphony orchestra and unique scholarship system, TED is one of the largest education-focused civil society initiatives not only in Turkey but also in the world. With its students, alumni, parents, employees and volunteers, all stakeholders within the TED ecosystem constitute the most effective education and social development-oriented unity in Turkey.

• For more information about TED's history, social responsibility projects, scholarship system and other activities: **www.ted.org.tr**

• For information about TED Colleges in Turkey and Turkish Republic of Northern Cyprus: **https://ted.org.tr/tedokullari/**

• To purchase various products to contribute to the TED Scholarship Fund and to order wreaths for condolences and happy occasions: **https://www.tedisletme.com.tr/**

History of TED University

The history of TED University (TEDU) is closely linked to the history of TED Ankara College.

TED Ankara College, the first private Turkish school of the Republic of Turkey, started its education on Gazi Mustafa Kemal Boulevard in 1931. The school moved to its campus on Ziya Gökalp Street in 1937. Over time, the neighborhood in which the school is located became known as "Kolej". TED Ankara College, one of the most prestigious educational institutions in Turkey, graduated more than 35,000 students between 1937 and 2003 at its campus on Ziya Gökalp Street. TED Ankara College moved to its campus in İncek in 2003. This campus is one of the largest K12 education campuses in the world.
The "Turkish Education Association Higher Education Foundation" (TEDYÜV) was established in 2007 to carry the educational experience of the Turkish Education Association to higher education. After the necessary preparations were completed and approved, TEDU was officially established with the law published on July 7, 2009.

The historical campus of TED Ankara College on Ziya Gökalp Street has been extensively restored and it has been decided that this area will serve as TEDU campus. Thus, the registered buildings, which have an important place in Ankara's urban memory and give their name to the neighborhood, have been preserved and strengthened, and new buildings that will contribute to the university life have been added to the campus area. TEDU, whose campus facilities as well as academic program design and administrative unit structuring were completed, was officially opened with a ceremony on October 17, 2012.

TEDU, a young, dynamic, student-centered, liberal education model representing TED's century-old knowledge in the field of higher education, started accepting students in the 2012-2013 academic year and graduated its first students at the end of the 2015-2016 academic year. Within the scope of its liberal education approach, TEDU has adopted a holistic education system that focuses on the development of students in basic knowledge and skills as well as in their own fields and emphasizes interdisciplinary studies. In addition, in line with the common core curriculum, it is aimed that students acquire the skills of critical, creative and analytical thinking from the perspectives of different disciplines, and the ability to express their thoughts effectively and systematically in written and oral form.

Our Campus

TEDU*Card*

TEDU*Card* is the institutional ID card issued to all TEDU employees. Our security officers may ask to see your TEDU*Card* when necessary and you may need to use your card to access some areas on campus. You can use the balances loaded on your card on the first day of each month while receiving services from the dining halls and cafeterias on campus. If the balances of the current month have not been spent, they are not carried over to the next month, but are deleted on the evening of the last day of each month.

The printing process of the TEDU*Card* is carried out by the Human Resources Department. You can contact insankaynaklari@tedu.edu.tr regarding your TEDU*Card*.

TEDU*Card*
İDARİ/ADMINISTRATIVE

KURUMSAL İLETİŞİM MÜDÜRLÜĞÜ
İLETİŞİM UZMANI
ID: 9999

AKSU CAMPUS

İNCESU CAMPUS
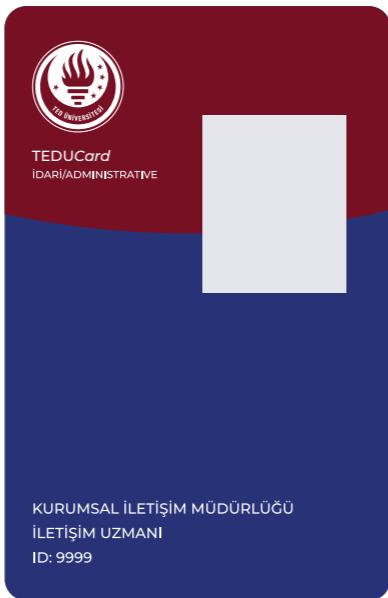
Settlements

TEDU Campus is spread over two main residential compunds separated by Ziya Gökalp Street. These two areas does not have widely accepted names. However, the settlement between Ziya Gökalp and Aksu Streets, adjacent to the Sıhhıye Multi-storey Car Park is referred to as "Aksu Campus", while the settlement between Ziya Gökalp Street and Çaldıran Street is called "İncesu Campus".

These two settlements are connected to each other by an underpass called "Tünel" which allows crossing the street without being affected by vehicle traffic where it is cool in summer and warm in winter. From time to time, exhibitions, artworks or informative posters made by students can be seen in this area.

TED University strongly **prioritizes pedestrian access** across the entire campus. There are **no internal vehicle roads** within the campus; all circulation

routes, open spaces and pathways are designed exclusively for pedestrian use. This car-free layout provides a safe, accessible, and environmentally friendly campus environment. **There is only a limited open parking area where visitors can leave their cars, bicycles, or motorcycles**. This space is located to facilitate access without allowing vehicle traffic inside the campus.

None of the buildings on our campus, except for the "Rectorate" building located on the Incesu Campus, is used entirely for a faculty or administrative unit. Classrooms, offices of academic and administrative staff, activity areas and laboratories are located together in the buildings in both settlements.

Kurtuluş Park, located next to the campus, is among Ankara's largest parks in the city center.

Filiz Akın Art Gallery
Ahmet Ersan Conf. Hall
Block-K
Block-B
Block-A
Rectorate
Ziya Gökalp Street

İncesu Campus

Sports Center
Block-E
Block-F
MultiPurpose Hall
Grass Amphitheatre
Block-D
Block-H
Block-G
Ziya Gökalp Street

Aksu Campus

Wayfinding and using the phone

The offices and classrooms on our campus are identified by a letter and a number, usually three digits. The letter indicates which block the office is located in, and the first digit of the number indicates the floor number.

The switchboard number of our university is 0 (312) 585 00 00 00.

Phones of units and offices are identified by the last three digits of the TEDU telephone number. A TEDU office with a phone number "999" is dialed as follows:

• From outside the campus: **0 (312) 585 0 999**

• From an extension phone on the campus **999**

B041

BLOCK-B   **GROUND FLOOR**   **OFFICE No.41**
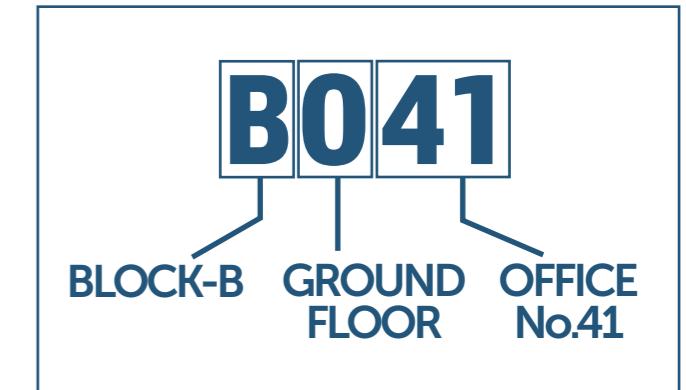
Drinking Water

Water dispensers are located in 46 different points on our campus. Filtered cold and hot water can be obtained from these dispensers. Related laboratory tests are regularly conducted and announced throughout the University.

Breastfeeding and Baby Care Room

Our female employees can use the room organized in accordance with hygienic and personal privacy protection for the needs of their babies. Located on the ground floor of Block H, next to the kitchen, the breastfeeding and baby care room has a sink, armchair, diaper changing table, coffee table and mini fridge. You can send an e-mail to **ichizmetler@tedu.edu.tr** for your relevant requests

Transportation

Our university is located in the city center of Ankara, which is easily accessible. Kızılay and Sıhhiye squares are a 10-minute walk from TEDU.

Subway

The easiest way to reach the campus is to come to the "Kolej" stop on the Ankaray line within the Ankara Metro. This stop is located right in the center of the campus.

Personal vehicle

The parking lot within the campus can only serve university vehicles and a very limited number of senior management staff. For those who want to reach TEDU by car, there are paid parking areas on Sağlık 1 Street and Çaldıran Street as well as the Sıhhiye Multilevel Parking Lot around the campus.

Dolmuş

Kırkkonaklar-Filistin-Kolej, Seyranbağları-Ulus, Oyak Sitesi-Kahire Caddesi minibus lines pass through Aksu Caddesi - Mahmut Esat Bozkurt Caddesi.

Municipality Bus

The nearest municipality bus (EGO) stop to the campus is the Kolej stop on Ziya Gökalp Street. The number of this stop is **30054** towards Kurtuluş and **30055** towards Kızılay. Below are the bus lines passing through the stop.

Municipality Bus lines passing through the "Kolej" Stop (30054 / 30055)

330	Ege Mh.-Lojman-15 Temmuz Kızılay Milli İrade Meydanı-ABB Binası	**297-7**	(ÖHO) Mutlu Mh.-Batıkent
160	Ulus-Kızılay-Seyranbağları	**381**	Türközü-15 Temmuz Kızılay Milli İrade Meydanı-Sıhhiye-Ulus
220-7	(ÖHO) Mamak-Batıkent Jandarma-Bakanlık	**340**	Ege Mahallesi-15 Temmuz Kızılay Milli İrade Meydanı-Beşevler-DDY
339-5	(ÖTA) Ege Mahallesi-Sıhhiye-Kızılay-Ankara Şehir Hastanesi	**298-7**	(ÖTA) Mutlu Mahallesi-Etlik Şehir Hastanesi
383	Akdere-Peyamisafa-15 Temmuz Kızılay Milli İrade Meydanı-Beşevler-DDY		

For detailed information: www.ego.gov.tr/en

TEDU DISTANCE TABLE

SİNCAN
BATIKENT
GÖLBAŞI
OR-AN
MAMAK
ÇAYYOLU
KEÇİÖREN
ÇANKAYA
AYRANCI
BİLKENT
DIŞKAPI
MUSTAFA KEMAL MAH.**
MİLLİ KÜTÜPHANE
MALTEPE*

5 min
10 min
15 min
20 min
25 min
30 min
35 min
40 min
45 min
50 min

*TEDU Dormitories for Men
**TEDU Dormitories for Women
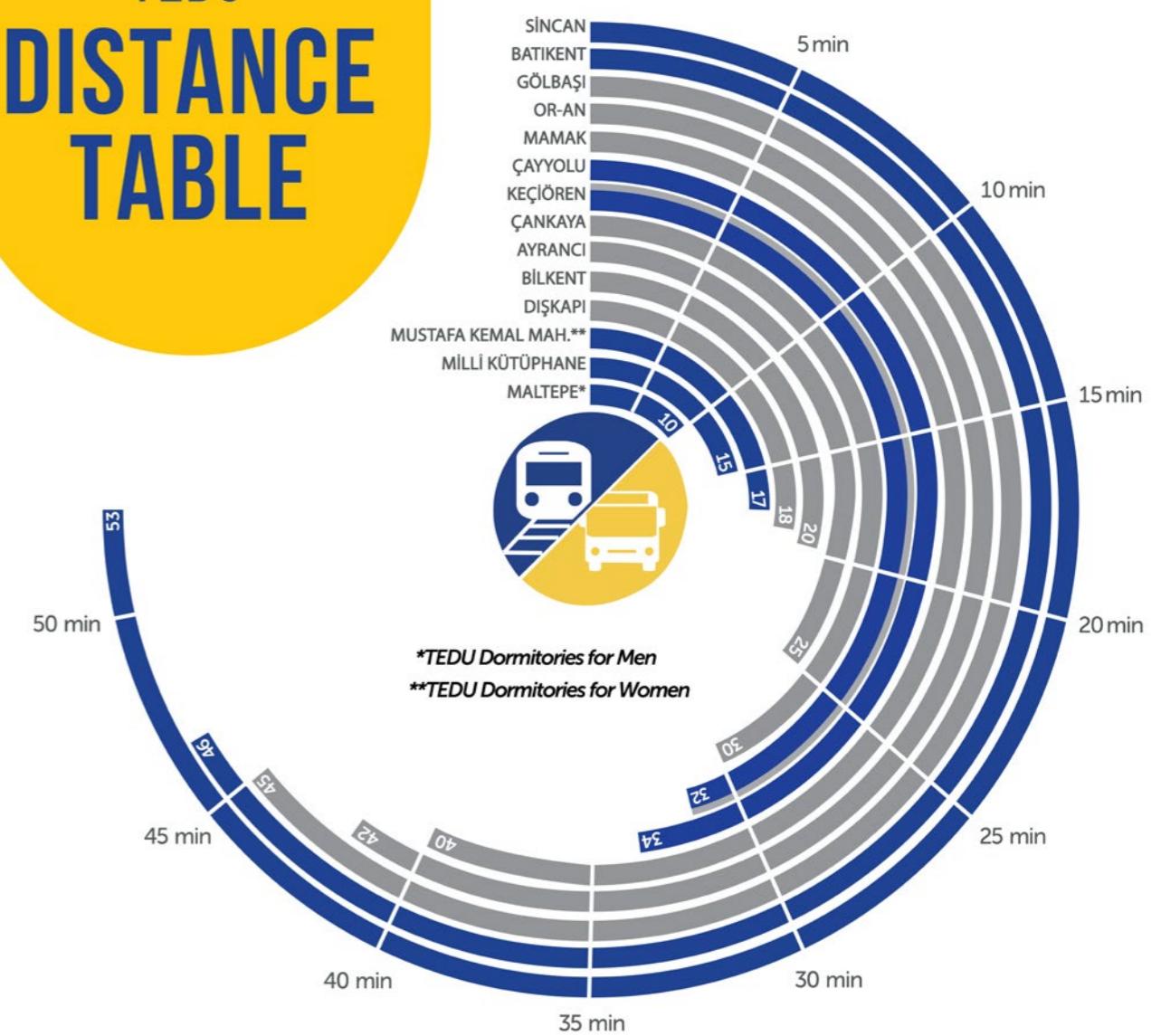
Catering Services

Dining halls and cafeterias serving both staff and students on campus

Block B

Dining Hall
Serves breakfast, lunch from 11:30, and a la carte meals.

Arabica
It is the branch of a major coffee shop chain on our campus

Across the Grass Amphitheatre

Chillin Café
Offers a variety of meals, bakery products, hot and cold drinks throughout the day

Block G

Dags Coffee
Located on the ground floor, it offers hot and cold drinks, snacks, grocery items for daily needs and products with the TEDU logo.

Block D

Chillin Corner
Offers Chillin products

You can shop at all of these establishments by using the monthly meal fee on your TEDUCard.

There are also vending machines serving snacks, cold and hot drinks at many points throughout the campus.

Stationary

Administrative Affairs Department is responsible for providing our employees with their stationary needs. You can also use Üçgen Stationery on the ground floor of Block G for a fee.

Smoke-Free Air Zone

Smoking is not allowed in any indoor area on TEDU Campus. Smoking is only permitted in the following outdoor areas:

• Incesu Campus - The outer yard behind the ATM on the Block-B.

• Aksu Campus - Designated area between the Block-C Cafeteria and Block-E ground floor terrace exit,

• Aksu Campus - Designated area between the Block-E and the Block-H

• Aksu Campus - Designated area behind the Block-D facing Aksu Street.

People who smoke outside the designated areas will be prosecuted for non-compliance. Please show utmost care so that we can maintain our campus smoke-free.

If you are a smoker, we wish you to consider quitting as soon as possible.

Security

The security of our campus is provided by our security officers working round the clock, 7 days a week. Please follow the directions and warnings of our security officers.

In case of any emergency or suspicious situation you see on campus, please call the number below to contact security:

• **585** using extension phones

• **0312 585 0 585** using cell phones or from outside the campus

Pet-Friendly Campus

TEDU staff and students have supported many practices and projects related to the protection of stray animals with animal love and responsibility. Feeding areas and cat houses have been installed on the campus for pets.

You may encounter many cats settled in different parts of the campus. We are sure that after a while you will start greeting our furry friends, each with their own personality traits.

Please do not feed the cats on the campus with leftovers from your own meals. Food prepared for humans may not always be suitable for cats, and this practice can also cause littering. Our volunteer staff and students provide our cats with proper food.

Academic Structure

The TEDU education system emphasizes a liberal education philosophy. This philosophy is based on the ancient philosophy of emphasizing the seven basic sciences (grammar, rhetoric, logic, arithmetic, geometry, music and astronomy) in education and character development. Today, liberal education refers to a holistic teaching approach that focuses on the development of students in basic knowledge and skills as well as in their own fields, and emphasizes interdisciplinary studies. In line with this understanding, all undergraduate students at TEDU are required to complete a program called "Common Core Program".

The academic structure of TEDU consists of five faculties, a graduate school, and an English Language School. The administrative affairs of academic structures are followed by the faculty/graduate school/language school secretariats.

FACULTY of EDUCATION

EMT | ELT | PECE | PSCG | PRED

Guidance and Psychological Counseling
Early Childhood Education
Primary Education
English Language Education
Mathematics Education

SECRETARIAT	182
OFFICE	D116
	educ.tedu.edu.tr/en

FACULTY of ARTS & SCIENCES

ELL | MATH | TEDUPSY | SOC

English Language and Literature
Mathematics
Psychology
Sociology

SECRETARIAT	290
OFFICE	B155
	fas.tedu.edu.tr/en

Basic Sciences Unit

This unit is responsible for almost all of the out-of-field courses that students need throughout their education at TEDU, especially the basic and elective courses that they will need to take in their first years.

SECRETARIAT	391
OFFICE	A413
	sci.tedu.edu.tr/en

FACULTY of ECONOMICS & ADMINISTRATIVE SCIENCES

ECON | BA | PSIR

Business Administration
Economics
Political Science and International Relations

SECRETARIAT	047
OFFICE	D126
	feass.tedu.edu.tr/en

FACULTY of ARCHITECTURE and DESIGN

ID | VCODE | TINT | ARCH | CITY

Architecture
City and Regional Planning
Industrial Design
Interior Architecture and Environmental Design
Visual Communication Design

SECRETARIAT	104
OFFICE	D016
	fa.tedu.edu.tr/en

FACULTY of ENGINEERING

CMPE | EE | IE | CE | ME | SENG

Civil Engineering
Computer Engineering
Electrical and Electronics Engineering
Industrial Engineering
Mechanical Engineering
Software Engineering

SECRETARIAT	100-587
OFFICE	D313 - D316
	engin.tedu.edu.tr/en

ENGLISH LANGUAGE SCHOOL (ELS)

The aim of the education provided at the English Language School is to equip students with the ability to easily follow the courses in their programs, to be able to follow all kinds of publications related to the courses, to contribute effectively to seminars and discussions, to fulfill the written and oral requirements of the courses, and also to provide the necessary English communication in social life.

In addition to the preparatory courses, the English Language School offers courses that will reinforce the academic reading and writing skills of students who proceed to their majors. In addition to classes, ELS lecturers support all our students with their English language skills through ELS learning centers.

SECRETARIAT	126
OFFICE	B543
	els.tedu.edu.tr/en

GRADUATE SCHOOL

DOCTORAL PROGRAMS

Architecture
Civil Engineering
Clinical Psychology
English Language Education
Mechanical Engineering

SECRETARIAT
005

OFFICE
G106

graduate.tedu.edu.tr/en

PROFESSIONAL MASTER'S PROGRAMS

Educational Institutions Management *(Non-Thesis, Turkish)*
Executive MBA *(Non-Thesis, English)*

ENGINEERING, ARCHITECTURE & DESIGN MASTER'S PROGRAMS

Architectural Design *(Thesis / Non-Thesis)*
Civil Engineering *(Thesis / Non-Thesis)*
Computer Engineering *(Thesis / Non-Thesis)*
Electrical & Electronics Engineering *(Thesis)*
Industrial Engineering *(Thesis)*
Mechanical Engineering *(Thesis / Non-Thesis)*
Urban Design *(Thesis)*

HUMANITIES, EDUCATION & SOCIAL SCI. MASTER'S PROGRAMS

Clinical Psychology *(Thesis)*
Curriculum & Instruction *(Thesis / Non-Thesis)*
Early Childhood Education *(Thesis)*
Economics *(Thesis)*
English Language Education *(Thesis / Non-Thesis)*
English Language & Literature *(Thesis)*
Guidance & Psychological Counseling *(Thesis)*
Political Science & International Relations *(Thesis / Non-Thesis)*

INTERDISCIPLINARY MASTER'S PROGRAMS

Applied Data Science *(Thesis / Non-Thesis)*
Migration Studies *(Thesis)*

Information Technology and Digital Accounts

TEDU Department of Information Technologies aims to provide technological resources and infrastructure to all units, students, academic and administrative staff of the institution in order to optimally support the mission of our university in the fields of education and research. The services of the unit can be summarized as supporting active learning processes, providing information and communication security and support, as well as institutional digital transformation projects.

You can contact the Department of Information Technologies regarding your user accounts and passwords, wired and wireless network, e-mail, calendar applications, communication systems, educational technologies, software, business applications, hardware, digital security, web, data and servers.

Support requests of TEDU employees are provided through MyTEDU Portal Request Support & Provide Feedback application and notifications via help@tedu.edu.tr. In addition, requests and development projects are evaluated through surveys, meetings organized with units, legal regulations and technological developments.

📞	**PHONE** **-**
📍	**OFFICE** **A513-G004**
🌐	**it.tedu.edu.tr/en**
@	**help@tedu.edu.tr**
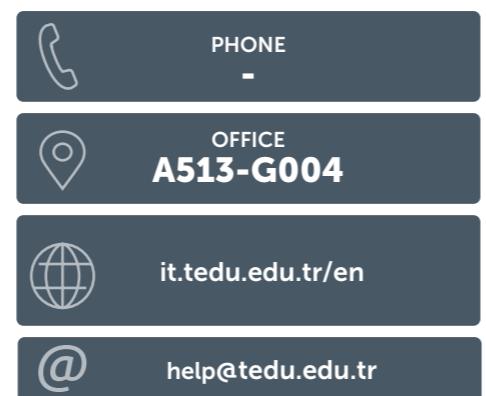
Personal computer, e-mail and Internet access

A laptop or a desktop computer will be delivered to you by the Department of Information Technologies in accordance with your job description in order to access university IT services, and the necessary procedures will be carried out.

On the day you will take office, you will be given two separate usernames and passwords in order to benefit from IT services. In general, you will use two separate usernames and passwords, **TEDUPass** and **MyTEDU**.

TEDUPass

With your **TEDUPass**, you can access the following services:

- E-mail and calendar (https://exchange.tedu.edu.tr/)
- Computer provided to you by the university
- University wireless network (TEDU)
- Library Automation System (http://catalog.tedu.edu.tr/)
- Learning Management System (Moodle) (http://lms.tedu.edu.tr/)
- Web Content Management System (https://tedu.edu.tr/user/login)
- Electronic Document Management System (EBYS) (https://ebys.tedu.edu.tr/)
- Academic Data Management System (AVESIS) (https://avesis.tedu.edu.tr)
- Academic Performance Evaluation System (APSIS) (https://apsis.tedu.edu.tr).

MyTEDU

With your MyTEDU account, you can access MyTEDU Portal (https://my.tedu.edu.tr) and SAP GUI (a desktop application that comes pre-installed on your computer) interfaces. Thus, you can access the SAP Information Management System where the university's academic, financial, human resources and logistics processes are carried out.

Setting up TEDU email access on your mobile phone

iOS

Click on the "Mail" option under the "Settings" menu of your device. Click "Add Account" in the menu that appears. Then click "Microsoft Exchange" from the list. On the incoming screen, enter TeduPass mail information (including @tedu.edu.tr) in the "E-mail" section. Enter any description that identifies the mailbox in the "Description" field and click "Next" from the top right. Enter "exchange.tedu.edu.tr" in the "Server" field. The "Domain" section is left blank. Enter TeduPass e-mail information (except @tedu.edu.tr) in the "Username" section. Enter TeduPass password in the password section. Proceed by saying next from the top right. Incoming synchronization settings are made (can be accepted as is) and the process is completed by saying save from the top right.

ANDROID

Install the application that appears by searching for Microsoft Outlook from the Play Store Application. After opening the application, click on the "Add Account" button. On the next screen, enter TeduPass e-mail information (including @tedu.edu.tr) in the "Enter your e-mail address" section. Continue and proceed to the next menu. Enter the TeduPass password in the "Password" section. At the bottom, press the button next to "Advanced Settings" and open additional options, then enter "exchange.tedu.edu.tr" in the "Server" section. In the Description field, enter any description that identifies the mailbox or leave it blank. The domain is left blank. Finally, type TeduPass mail address information (@tedu.edu.tr) again in the "Username" section at the bottom and click on the checkmark icon at the top right to complete the process.

Internal Phone

Telephone communication at our university is carried out through a software-based switchboard. Our employees can access the extensions both through the browser (https://tedu.3cx.com.tr/) and the application (3CX) on their computers and through the mobile phone application (3CX). You can log in to the application with your TEDUPass username and password, and for calls within TEDU, you can make a call by selecting the relevant person from the directory or dialing the 3-digit extension number. To call outside TEDU, you must first press 9 to get an outside line. The phones on our campus work with IP phone technology. Therefore, you can use your phone without changing your extension number by connecting the line cable of your phone to any phone socket in the campus.

Printers

There are common floor printers in all blocks on campus. These printers, which you can print black/white in A4 and A3 size, are pre-defined on the computers provided to you by the Department of Information Technologies.

Location of shared printers on campus

Location	Printer			
Registrar's Office	Xerox 7225 Color	A4	A3	● ● ●
English Language School	Xerox 5335	A4	A3	
English Language School	RICOH Aficio MP 6002	A4	A3	
Block-A Floor 1, Room 124	RICOH MP 7503	A4	A3	
Block-A Floor 2, Room 214	RICOH Aficio MP 8001	A4	A3	
Block-A Floor 3, Room 328	Xerox 5335	A4	A3	
Block-A Floor 4, Room 414	Xerox 5335	A4	A3	
Block-F Ground Floor, Room F014	CANON 6255i *(Staple)*	A4	A3	
Block-G Basement Room B28	Xerox 5335	A4	A3	
Block-G Floor 2, Room 206	Xerox 5335	A4	A3	
Block-D Ground Floor, Room 024	Xerox 5335	A4	A3	
Block-D Floor 1, Room 124	Canon 8205	A4	A3	
Block-F Floor 3, Room 301	Xerox 5335	A4	A3	
Block-E Floor 2, Room E202	Xerox 5335	A4	A3	
Block-H Floor 1, Room 108	Xerox 5335	A4	A3	
Block-B Admin.Affairs, Room 052	Xerox 5335	A4	A3	
Block-D Floor 2, Room 224	Canon8295	A4	A3	
Block-D Floor 3, Room 324	Xerox 5335	A4	A3	
Financial Affairs Office	Xerox 5335	A4	A3	
ELS Block-B Blok, Room 348	HP 525	A4		
ELS Block-B Blok, Room 240	Xerox	A4		

Website Management

The content of TEDU's Web pages is managed by a centralized Content Management System. Every TEDU employee is assigned a user account to use this system. With the TEDUPass, Website users can enter and publish content in the relevant fields within the framework of the authorizations given to them.

All administrative and academic employees have a personal profile page in English and Turkish. All TEDU employees are automatically authorized to update their profile pages upon their employment. Academics have the opportunity to publish their academic outputs such as publications, projects and citations on their profile pages. Basic information on how to edit profile pages is provided on the Employee Information Document, which is given to the employee upon employment and includes system passwords.

Apart from profile pages, the content of certain areas of TEDU websites is managed by editors who are authorized for that area. Editors have the authority and responsibility to create, edit and delete content for the areas they are defined for. In order for the actions taken by the editors on the web pages to be reflected to the end user, the approvers defined for that area must be approved through the system. More than one editor and approver may be defined for a web domain. In some cases, the same person may have both editor and approver authorization. This may sometimes be the case for more than one domain. You can find the authorized editors and approvers of TEDU websites in the TEDU Site Map and Authorizations Document on My-TEDU Portal (You can access the document from the Shared Folders / Commissions / Web Commission / Web Infrastructure Exchange menu). For editor and approver authorization requests, please contact help@tedu.edu.tr or MyTEDU Portal help desk.

You can find more information about the use of TEDU Web Content Management System and system usage videos from the link within the LMS system (https://lms.tedu.edu.tr/course/view.php?id=2114). In addition, if you need more detailed information as an editor, approver or TEDU employee, you can contact the Web Management Unit under the Department of Information Technology. The Unit organizes group trainings at regular intervals. In these trainings, basic skills such as content editing, creating basic web pages, managing profile pages, publishing news, announcements and events, creating showcases, image or video galleries are taught.

Information Security Management System

TEDU Department of Information Technologies (IT) plays a critical role in the implementation of Information Security Management System (ISMS) activities carried out within the scope of TS ISO/IEC 27001:2022 standard. The main duties and responsibilities carried out within this scope can be summarized as Implementation of Information Security Policies, Asset Inventory and Risk Management, Access Controls, Backup and Business Continuity, Vulnerability and Incident Management, Physical and Environmental Security, Personnel Awareness, Legal and Regulatory Compliance and Internal and External Audit Processes.

It is mandatory for all personnel to receive Information Security Awareness Training at the beginning of their assignment. The 15-minute training video and training presentations can be accessed through the LMS system. After the training, the 10-question test at the same address must be completed successfully. In addition, physical or online awareness trainings are organized by the Department of Information Technologies on certain dates throughout the year. Announcements regarding training dates are made via e-mail.

Human Resources Department

The Human Resources Department (HR) carries out the recruitment, promotion, job changes, resignation processes, administrative employee disciplinary-investigation processes, quality management process, support for internal audits and personal rights flows of all academic and administrative employees within the scope of applicable legislation and regulations. Employee trainings, competency and motivation management are also among HR's areas of work.

Main processes carried out by HR

Employee recruitment and assignment process:

- Academic staffing requests and approval flow follow-ups: Publishing advertisements (official newspaper advertisements, web advertisements, advertisement portals), creating a candidate pool
- Academic staff appointments: Appointment decrees, faculty executive board, university administrative board decisions, rectorate appointment letter follow-up and notifications
- Administrative staff request and approval flow follow-ups: Posting advertisements (web advertisements, advertisement portals), creating a candidate pool, interview planning
- Administrative staff appointments: Appointment decrees, follow-ups and appointment notifications
- International faculty appointments: Work permit follow-up process and notifications carried out through internal correspondence, faculty board of directors, university board of directors decisions, CoHE and Ministry of Labor and Social Security applications
- Delivery and follow-up process of job offer and recruitment documents
- Executions related to the employee who is planned to start work: Informing all relevant administrative units and relevant state institutions (Council of Higher Education, Inter-University Board, etc.) and updating data
- Printing and renewal of TEDU corporate ID card

Employee turnover process:

- Departure interviews
- Management of exit approval correspondence
- Execution of the employee termination process (Related unit notifications)
- Authorization updates regarding employee information
- Transfer of data related to salary studies
- All follow-ups related to personnel procedures

Administrative employee trainings:

- Collection, budgeting, planning and realization of requests

TEDU Welcome bundle

A newly recruited employee is greeted with a welcome bundle that includes office needs and corporate gifts.

PHONE
086-082-164-288-063

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B041

hr.tedu.edu.tr/en

insankaynaklari@tedu.edu.tr

Working hours and dress code

TEDU's official working hours are 09:00 - 18:00 every weekday. Lunch break is a one-hour period between 12:00-13:30 depending on your personal workload or your unit's schedule.

TEDU does not have a dress code, but TEDU Management expects employees to dress in a manner appropriate to professional business life and institutional representation.

Monthly salary payments

The employee's monthly salary for the month in which he/she works is deposited into his/her salary account on the last calendar day of the relevant month. The employee must keep all information and documents related to his/her monthly salary confidential within the scope of the Law on the Protection of Personal Data (KVKK) and in accordance with the confidentiality clause in the employment contract he/she has signed.

Pursuant to the Law No. 4632 on Private Pension Savings and Investment System, employees who have not completed 45 years of age and who have just started working at our university must automatically participate in the Private Pension System. The first salary is calculated on a daily basis as of the date of employment and 3% of the gross salary is deducted from the compulsory Individual Pension System (BES) and deposited into the relevant account.

For PPS deduction cancellation; You can send an SMS to 3907 with METCAYMA (space) TRKN or you can contact METLIFE customer service at 444 0 638. The deduction is returned to the employee's salary account by the company.

Pension transactions

Our employee who is entitled to retirement must submit the document indicating that he/she is entitled to retirement and the wet signed retirement request petition to the Human Resources Department.

Special stamped (green) passport

Pursuant to Article 14 of the Passport Law No. 5682, employees who work as full-time faculty members at our University and have a total of at least 15 years of teaching experience at TEDU and other higher education institutions have the right to obtain a special stamped passport (green). The faculty member who will request a green passport must fill out the passport request form (**https://hr.tedu.edu.tr/form-ve-belgeler)** and attach the relevant documents to insankaynaklari@tedu.edu.tr by attaching the service documents from other higher education institutions, if any. After the Passport Request Form is approved by the Rector's Office, the applicant faculty member receives it from the Human Resources Department.

Documents required for visa

Our employees are required to submit their official letter requests for visa applications to the Human Resources Department via e-mail at least three days before the day they wish to receive them. Visa appointments should be made taking into account the document supply time. In case a certificate of service is requested for purposes such as assignments, conferences, seminars, etc., the form stating that the relevant issue has been approved and the departure and return dates, purpose of departure, country and city information to be specified in the visa letter must be included in the e-mail directed to the Human Resources Department.

Prior to the official letter that our employees will request for the travels they will make using their annual leave, the dates they will take leave must be approved by the final approver. The service certificate will be sent to the employee via e-mail after the signature processes are completed.

Leave related issues

There are two basic documents that shape the leave-related procedures of employees at our university:

- Labor Law No. 4857 (https://www.mevzuat.gov.tr/)
- TEDU Leave Directive

(www.tedu.edu.tr > TEDU > Regulations and Directives > Academic and Administrative Regulations and Directives > TEDU Leave Directive)

Depending on the relevant law and our Leave Directive, there are various leaves that TEDU employees can use. Annual Paid Leave, Sick Leave, Marriage Leave, Death Leave and Paternity Leave requests are made through the application named "My Leave Request" in **myTEDUPortal**.

Annual paid leave

The right to annual paid leave is granted only to the employee who has completed at least 1 (one) year of employment as of the date he/she started working at our University. Annual leaves should be used during the vacation or summer period between academic semesters and should not be accumulated, except in compulsory cases. The annual leave request approval process flow should be initiated from the system a reasonable period of time in advance to allow for the necessary business planning, and the dates of annual leave use should be approved prior to annual leave use. For annual leaves whose start and end dates include the weekend, "Saturday" is deducted from the annual leave as half a day.

Annual leave periods

a) For employees with a service period of 1 (one) year to 5 (five) years (including five years); 14 (fourteen) days,

b) For employees with more than 5 (five) years of service (6th year is calculated as entitlement) and less than 15 (fifteen) years (including fifteen years); 20 (twenty) days,

c) For those with more than 15 (fifteen) years of service (16th year is calculated as vesting); 26 (twenty-six) days.

d) The leave period to be granted to employees aged 50 (fifty) and above is 20 days.

Sick leave and medical certificate

The employee is granted 40 hours of sick leave as of the date he/she starts working at our university. This leave is defined for one-year periods starting from the employee's date of employment in order to be used only for the employee's own health-related problems. Sick leaves remaining in one-year periods are not carried over to the next sick leave entitlement period; a new quota is assigned every year as of the date of employment. The relevant leave is used hourly or for a maximum of one day.

In case of illness, the employee can benefit from our university health center.

In case the employee receives a medical certificate, he/she must send an e-mail to his/her Unit Manager, Human Resources Department and Financial Affairs Department as of the day he/she receives the certificate.

The employee's report fee for 2 (two) days is paid by the University, and the fee for reports over two days is paid by the Social Security Institution to the bank account defined in the e-government application. If the duration of the report is up to 60 (sixty) days; the entire difference between the report fee paid by the SSI and the wage is paid to the employee. For periods exceeding 60 (sixty) days; this difference or wages are paid to the employee through the Department of Financial Affairs to be fully covered by our university with the approval of the Rector's office.

For the employee who is retired and continues to work at our University, since the SSI does not pay for the reported days, the full amount of the reported wage up to 60 (sixty) days, and for periods exceeding 60 (sixty) days, with the approval of the Rector's office, it is paid through the Department of Financial Affairs to be fully covered by our university.

Marriage leave

Employees who get married are granted 3 (three) days of paid leave.

Bereavement leave

Employees are granted 3 (three) days of paid leave in the event of the death of their mother, father, spouse, sibling, or child. We wish all our employees and their families a long and healthy life.

Maternity leave

Female employees are granted a total of sixteen weeks of maternity leave, consisting of eight weeks before and eight weeks after childbirth. In the case of multiple pregnancies, the period of leave before childbirth is set at ten weeks. If the employee's health condition is suitable, the female employee may continue to work at our university for up to three weeks before the birth, provided she has a report from her own doctor. In this case, the periods worked by the female employee are added to the post-birth periods.

Employees who are eight weeks (ten weeks in the case of multiple pregnancies) away from giving birth submit the report they receive from the health institution to the Human Resources Department and the Finance Department. Employees on maternity leave receive their monthly salary from the University, paid regularly into their salary account each month, as if they were continuing to work, regardless of the report. Following the end of the maternity report, the employee repays the salary paid to them by the Social Security Institution (SGK) to the Finance Department. In this context, employees who will take pre-birth leave sign a letter of commitment at the Finance Department.

Breastfeeding leave

Kadın çalışanlarımıza bir yaşından küçük çocuklarını emzirmeleri için günde toplam 1,5 saat süt izni verilir. Bu sürenin nasıl kullanılacağını iş planlamaları çerçevesinde birim yöneticisi ile birlikte belirlenir. Süt izni kullanmak isteyen çalışanımız, doğum raporu sona ermeden 15 gün önce görev yaptığı fakülte/birime hitaben ıslak imzalı bir dilekçe ile Yazı İşleri Müdürlüğüne başvurur.

Yerleşkemizde H Blok giriş katında "Emzirme ve Bebek Bakım Odası" bulunmaktadır. Kilitli durumda olan odayı kullanmak isteyen çalışanlarımızın ichizmetler@tedu.edu.tr adresiyle iletişim kurmaları gerekmektedir.

Paternity leave

Employees who have become fathers are granted 5 (five) days of paid leave.

Seventh-year leave (Sabbatical)

Taking into account the availability of university resources, this is a type of paid, long-term academic leave granted to Faculty Members to conduct academic work independently of their teaching and administrative responsibilities at TEDU for one academic year. The procedures and principles for this leave are outlined in the "TED University Paid Academic Leave Directive" *(https://www.tedu.edu.tr > TEDU > Regulations and Directives > Academic and Administrative Regulations and Directives > Long-Term Paid Academic Leave Directive)*

Research leave for young faculty members with high research capacity

This leave is a type of paid leave that young faculty members at the beginning of their careers who demonstrate high research performance can use to develop their research work. The procedures and principles for this leave are outlined in the "TED University Paid Academic Leave Guidelines" *((https://www.tedu.edu.tr > TEDU > Regulations and Guidelines > Academic and Administrative Regulations and Guidelines > Long-Term Paid Academic Leave Guidelines).)*

Unpaid leave

If arrangements are made to ensure that the responsibilities and, if any, administrative duties of the employee taking leave are carried out without interruption, unpaid leave may be granted to the employee upon written request.

To be eligible for unpaid leave, academic staff must have worked at our university for at least two years, while there is no service period restriction for administrative staff to take unpaid leave.

The duration of unpaid leave is a maximum of one year. This period may be extended up to 24 months only for reasons of childbirth and health, taking into account the staffing needs of the relevant academic and administrative unit. After taking one year of unpaid leave, a second request for unpaid leave cannot be made until at least one (1) year has passed from the date of return to work.

Personnel documents to be updated

It is crucial that personnel documents are up to date so that the Human Resources Department can carry out its work effectively. The issues regarding changes to our employees' personal information that need to be communicated to the Human Resources Department are detailed below:

- Change of address: New residence certificate (can be obtained via e-government)
- Change of marital status: A photocopy of your current identity card and a detailed family registration example
- Change of educational status: Graduation Certificate, Student Certificate (available via e-government)
- Change of child information: A photocopy of your family's new member's identity card and a detailed family registration example

Assignments

At our university, all administrative assignments of academic staff other than the KAF form, administrative staff assignments outside the institution, visits of persons coming to the institution within the scope of projects, events, contracts, etc., and assignments to be made on behalf of the institution for students are covered by Article 39 of the Higher Education Law No. 2547 and the TED University Leave Directive.

The relevant assignment process is carried out in accordance with the "Academic Staff Assignment Form" or "Administrative Staff Assignment Form" and the "**Assignment Form Guide**". (https://www.tedu.edu.tr > TEDU > myTEDU Portal > Shared Folders > KYS > Published Documents > Forms / Guides

Benefits specific to TEDU

Our employees can opt for special group health insurance and supplementary health insurance. Detailed information regarding discounted health insurance is sent to our employees via email by the Human Resources Department within three days of their start date. Employees who wish to benefit from private health insurance options in the following process submit their wet-signed petitions, along with the "**Letter of Commitment**" and "**Application Form**" attached, to the Office of the Registrar in person.

The application must be made within 15 days after starting work at the latest. For questions regarding the insurance process, please contact the Finance Department. At the end of each year, all employees are notified about discounted health insurance benefits for the following year. The policies of employees who wish to continue are renewed annually.

Other benefits offered to our university employees are summarized in the list below:

- Employees who are eligible to become TEDU Master's/Doctoral students receive a 50% tuition discount.
- If our employees' children are TEDU students, a 25% discount is applied for each student for 6 academic years, including the English Preparatory School, starting from the date of enrollment. For those who win scholarship programs, this discount is calculated based on the tuition fee announced for the year our student enters.
- Employees and their spouses and children receive a 30% discount on tuition fees for courses organized at the TEDU Continuing Education Center (TEDUSEM).
- Employees with children of nursery and kindergarten age receive a discount at affiliated institutions.

Transportation Support

We offer various supports to improve the working conditions of our staff and facilitate their transportation. In this context, our staff who come by car are provided with the opportunity to benefit from the Sıhhiye Multilevel Parking Area free of charge, and our staff who do not come by car are provided with travel fare support through the Başkent transportation card.

EDMS, ISMS, occupational safety, and SAP training

New employees receive training on the Electronic Document Management System (EBYS), Information Security Management System (BGYS), Occupational Health and Safety, and SAP systems from the Administrative Affairs, Administrative Services, and Information Technology Departments, taking into account their unit and position.

Satisfaction Survey

In line with the institutional quality policy, employee feedback regarding academic and administrative processes at TEDU is collected annually through the **Employee Satisfaction Survey**, and the results and explanations of these surveys are shared with employees.

Ethics and Confidentiality

The behavioral standards expected of all TEDU employees and the necessary regulations to prevent violations in this context are outlined in the "TEDU Code of Ethics" document. These rules cover all aspects of TEDU's working life, including fair treatment, academic integrity, individual responsibilities and accountability, and combating bribery and corruption.

Please carefully read the "Ethical Rules" available at https://www.tedu.edu.tr/code-ethical-conduct (**TEDU Website / TEDU tab / About Us / Code of Ethical Conduct**).

The topics related to professional confidentiality, intellectual property rights, and communication security that TEDU employees must comply with are summarized under the following headings.

Confidentiality

TEDU employees shall consider the following information as CONFIDENTIAL INFORMATION under the employment/service contracts they have signed:

• Information belonging to individuals as defined in the Personal Data Protection Law

• Any information relating to an identified or identifiable natural person

• Any health information relating to an identified or identifiable natural person

• Any salary, raise, or bonus information relating to an identified or identifiable natural person

• Data related to individuals' race, ethnic origin, political opinion, philosophical belief, religion, sect or other beliefs, attire, membership in associations, foundations or unions, health, sex life, criminal convictions and security measures, as well as biometric and genetic data

• Ideas, projects, expertise, designs, inventions, work methods, patents, copyrights, trademarks, trade secrets, know-how, or any other innovations that may or may not be subject to legal protection, as well as all written or verbal commercial, financial, and technical information and communication methods learned during the performance of the work/duties/services defined in the service/employment contract and disclosed to the employee by the employer

• Information belonging to TEDU's current or potential customers

Employees assume responsibility for complying with confidentiality principles. Disclosure of confidential information and personal data in violation of the relevant contract and law may result in legal sanctions.

For more information about TEDU's work on the Personal Data Protection Law (KVKK) and to access corporate documents, please visit https://www.tedu.edu.tr/en/clarification-text-personal-data-processing

Communication Security

Our employees, in accordance with the regulations set forth in the Presidential Digital Transformation Office Information and Communication Security Guide and the Personal Data Protection Law No. 6698;

• Not to share confidential data or communicate via the university's corporate social media accounts,

• Not to share any personal data via the university's corporate social media accounts in a manner that does not comply with the Personal Data Protection Law No. 6698,

• To obtain the explicit consent of the relevant persons before sharing visual content such as photos or videos involving third parties or institutions,

• Not to advertise services/products belonging to institutions or individuals other than those covered by sponsorship agreements made by academic, administrative, or student communities on the university's corporate social media accounts,

• Not to share content on the university's corporate social media accounts that constitutes a crime under the law, such as insults, threats, harassment, racism, violence, sexual abuse, spreading fear, causing trauma, violating the principles of equality and justice, demeaning human dignity, encouraging discrimination, promoting drugs and drug use, attacking personal rights, targeting individuals, propagating and encouraging criminal activities, sharing/liking false, misleading, manipulative, politically charged content, etc.

• Public announcements and notifications on behalf of the University will only be made through the University's official institutional accounts, and he/she will not share such content on his/her personal account for this purpose.

• He/she will share written, audio, visual, video, etc. materials from the University's institutional social media accounts in accordance with the Law on Intellectual and Artistic Works. • They will not use the University's official social media accounts for purposes other than institutional activities.

• They will not use their personal email address or their own institutional email addresses when opening institutional social media accounts. They will use generic institutional email addresses created for the relevant unit and/or project in the management of these accounts and will notify the Employer before starting to use these email addresses.

• Not to open a personal social media account with a corporate email address,

• To activate two-factor authentication when managing corporate social media accounts to ensure account security,

• Not to publish photos or videos of other Employer personnel on their personal social media accounts without permission,

• Not to make any negative posts about the employer/subcontractor and workplace on personal and corporate social media accounts, hereby accepts, declares, and undertakes.

Intellectual Property

During their employment with TEDU and/or in connection with the performance of their duties, our employees shall be liable for any information, business cards, data -base, know-how, method, technique, plan, program, exam, technical development, industrial development or industrial product design or plan, or an idea, application, discovery, invention, model, work, visual and/or audio product or work, and similar commercial and professional secrets and confidential information and documentation, and declares and undertakes not to disclose or reveal them, not to engage in research and development on the same subjects

with competing organizations or in any work that would create an environment of unfair competition, and that all rights to the works belong to TEDU. Employees may not use TEDU's information and workplace records and documents in any way, whether in print, digitally, or using any hardware that enables data transfer, without TEDU's prior written consent, either while working or after the termination of their employment contract. Otherwise, legal proceedings will be initiated against them, and they will be required to compensate for all material and moral damages.

Email signatures

You can obtain the latest version of the corporate signature template, which our employees can use especially in external email correspondence, digitally from the Corporate Communications Unit.

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......@tedu.edu.tr

T: (+90) 312 585 00...
Ziya Gökalp Caddesi No: 48/47 Kolej, Çankaya / ANKARA

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TED ÜNİVERSİTESİ

Organization Chart

Units affiliated with the Board of Trustees	**TED University Commercial Enterprise** • Continuing Education Center • Dormitories • Sports Center **Career Center**
Units affiliated with the Office of the Rector	**Executive Assistant** **Human Resources**
Units affiliated with the Office of the Secretary General	**Dept. of Administrative Affairs** **Dept. of Information Technology** **Dept. of Documentation and Registry Management** **Dept. of Financial Affairs** **Dept. of Corporate Communications** **Legal Consultancy** **Health Unit** **Events Office**
Units affiliated with the Office of the Vice Rector for Education	**English Language School** **Center for Teaching and Learning** **Educational Activities Planning and Support Office** **International Programs Office** **Registrar's Office**
Units affiliated with the Office of the Vice Rector for Research	**Directorate of Research, Technology and Innovation (ATİD)** Projects and Intellectual Property Rights İstasyonTEDU Entrepreneurship Office **TEDUTECH, Inc.** **Trade Research Center** **Center for Gender Studies** **Ayşe Ilıcak Library**
Units affiliated with the Office of the Vice Rector for Societal Impact, Strategy and Quality	**Institutional Development Office**
Units affiliated with the Student Coordination Office	**Student Development & Psychological Counseling Ctr** **Disabled Students Unit** **Social and Cultural Affairs**

Office of the Secretary General and the Affiliated Units

The Secretary General is the senior administrator and disciplinary officer responsible for the university's administrative and bureaucratic affairs. The main areas of responsibility of the Secretary General's Office are summarized below:

• Management of the administrative organization: Ensures the coordinated and efficient functioning of all administrative units within the university.
• Coordination and communication: Acts as a bridge between the Rector's Office and other administrative and academic units of the university. Manages all correspondence with the Higher Education Council, other public institutions, and internal university units.
• Committee and meeting management: Responsible for writing, preserving, and communicating decisions made at University Senate and University Administrative Board meetings to the relevant units.
• Protocol and ceremonial affairs: It organizes and manages the official events of the Office of the Rector, such as protocol, visits, and ceremonies.
• Bureaucratic and legal affairs: It ensures that all legal issues of the university are followed up and resolved. It is also responsible for preventing situations that violate laws, statutes, regulations, and other legislation.

PHONE
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OFFICE
A018

| 🌐 | **tedu.edu.tr/en/office-rector** |

| @ | **gensek@tedu.edu.tr** |

Administrative Affairs

Department of Administrative Affairs ensures that our campus resources are used efficiently by all stakeholders of our University. The Department aims to provide high-quality services 24/7 in the following areas of responsibility and duties to provide administrative and technical infrastructure:

Support Services
(Cleaning, Environmental Maintenance, and Landscaping, etc.)

• Additional cleaning requests or feedback regarding all physical areas
• Environmental maintenance and landscaping notifications for green areas within the campus,
• Requests related to academic and administrative unit activities,
• Security Services
• Physical security issues,
• Emergency support requests,
• Requests regarding emergency notifications,
• Lost and found item reports,
• Notifications regarding campus guest entry and exit
• Requests regarding parking lot usage
• Requests regarding camera footage
• Security breach reports

PHONE
101 — Department Manager
397 — Internal Service Supervisor
123 — Procurement Officer
262 — Support Officer
122 — Dept. Officer
(Occupational Safety Specialist)

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B051

| 🌐 | **tedu.edu.tr/en/administrative-utilities** |

| @ | **ichizmetler@tedu.edu.tr** |

| @ | **ulasim@tedu.edu.tr** |
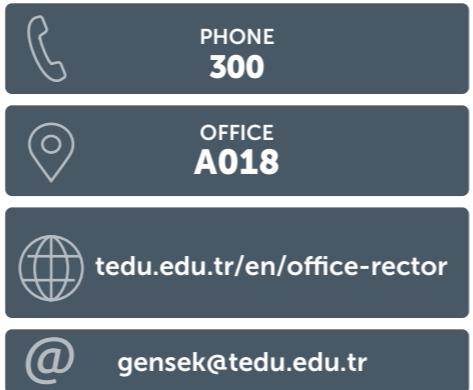
Procurement and Inventory Services

• Procurement of all products and services required for academic and administrative processes
• Procurement for external and internal projects
• Delivery of products or services to end users
• Supplier negotiations
• Reporting of defective fixed assets
• Scrap processing

Technical Support and Maintenance Services

• Fault reports for electricity, water, air conditioning, internet, etc.
• Maintenance and repair requests for all physical areas located on campus and in student dormitories
• Requests for technical needs related to projects planned to be carried out on campus and in student dormitories

Occupational Health and Safety

• Emergency action plans, principles to be applied in emergencies
• OHS-related notifications regarding physical security measures
• Requests for personal protective equipment and OHS training for our members
• Work accident reports

Transportation Services

• Transfer requests for academic and administrative processes
• Student transfers to application schools within the scope of applied courses,
• Field trips outside the city for departments of the Faculty of Architecture and Design,
• Transfers to university promotion fairs outside the city,
• University sports team training/match transfers

Document and Paper Handling Services

• Official document delivery/receipt
• Document transportation and signature tracking requests prepared for academic and administrative processes

Kitchen and Facility Support Services

• Preparation of meeting and conference rooms for events
• Tea, coffee, and kitchen consumables

Campus Physical Space Planning and Preparation

• Requests for the arrangement of offices and workspaces
• Preparation of physical spaces according to the needs arising from academic and administrative activities and feedback
• Office and space preparation for new employees

Budget Preparation and Reporting

• Requests for centrally managed budget codes (stationery, furniture, small equipment, projects, etc.)
• Estimated and actual budget reports

Feedback

• Suggestions or satisfaction reports regarding services provided during the period

Administrative Applications

• Requests for information regarding the use of facilities on campus,
• Reports regarding smoking,

Reporting and Corporate Correspondence

• Reports prepared in response to requests from CoHE or other official institutions,
• Follow-up reports required for academic and administrative services,
• Reports prepared regarding the services provided,
• Reports requested within the scope of management systems,
• Correspondence regarding data requested by official authorities

Documentation and Registry Management

The Department of Documentation and Registry Management has assumed the role of TEDU's "Central Records Office." It is the sole point of contact for receiving official documents and individual written applications addressed to our university. It manages document management processes through the Electronic Document Management System (EDMS). It ensures that official correspondence within the University is conducted via EDMS in accordance with the rules set out in the relevant legislation; it is responsible for ensuring that requests for information and documents are handled quickly, efficiently, and securely.

Duties of the department include the following:

• Querying documents prepared in previous years/received by our university

• Archiving services and sorting and disposal processes

• CoHE Audit processes

• Matters related to Legal Advisory Services

• Error correction requests in EDMS and e-signature processes

• EDMS and Official Correspondence Training

• CİMER and Information Request processes

• Digitalization Commission activities

• Work to transfer form processes carried out in a physical environment to an electronic environment and carry them out via EDMS.

Our unit provides EDMS and Official Correspondence training on an individual or group basis. Online or face-to-face support is provided in document and form preparation processes.

E-signature applications are made for our academic and administrative staff who are new to our university and have signing authority. The expiration dates of three-year e-signatures are regularly monitored, and applications are made to extend their validity.

If our employees encounter an error in EDMS or e-signature applications, the source of the problem is identified; if necessary, a solution is provided by consulting with the company. In addition, the necessary application installations are made on employees' computers for the e-signature to work.

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	tedu.edu.tr/en/ department-documentation-and-registry-management
@	**yim@tedu.edu.tr**

Mail and packages sent to or received by our university are tracked by our unit. For sent packages, tracking and invoicing are carried out through the relevant company's system.

Detailed searches are performed using the metadata of past documents received by our university via EDMS or official channels; the documents are forwarded to the requesting employee within their authority.

Our unit manages two archives at our university: the General Archive and the Correspondence Archive.

Correspondence Archive: Documents that physically arrive at our university and are recorded in EDMS

General Archive: Faculty course and exam documents

The security and storage of both archives are ensured, and sorting and disposal procedures are carried out when necessary.

• CİMER and Information Request Processes: Our unit acts as the CİMER user for our university. Our responsibilities include tracking CİMER applications, coordinating response processes, and sending them for approval. The Information Request form on the university website is integrated with EDMS. Our unit manages the entire process, from sending the form to preparing the response by the relevant units and forwarding it to the applicant.

• CoHE Audit: Our unit is actively involved in all processes related to the CoHE Audit and is responsible for preparing the audit report.

• Legal Processes: It facilitates communication between lawyers and employees on matters related to the Legal Advisory Office. Lawyers provide services at the Office of Administrative Affairs during designated consultation hours.

Financial Affairs

The TEDU Financial Affairs Department regulates the operation of the institution's financial management; the preparation and implementation of budgets; the accounting, reporting, and financial control of all financial transactions in order to ensure that institutional resources are obtained and used effectively, economically, and efficiently; and to ensure accountability and financial transparency.

Payroll requests are made in writing or verbally via email. They are prepared by our unit and presented to the employee with a stamp and signature.

Salary advances may be requested from the Finance Unit, provided they do not exceed the amount earned on the date the salary advance is requested and are to be deducted from the employee's salary at the end of the month. Salary advance requests that exceed the amount of salary earned and whose repayment extends beyond the relevant month are paid with the written approval of the Secretary General. A salary advance of up to one month's net salary may be requested.

Requested and approved work advance payments are made to the employee's bank account. Documents related to work advances are closed by submitting the Expense Settlement and Advance Settlement Form to our unit, along with legally valid documents.

Within the framework of budget practices, requests for transfers between budget items as needed are made by our unit in writing and after the relevant approvals have been obtained.

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	067
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Events Office

Our unit supports academic, administrative, economic, social, cultural, and artistic activities at our university. Within this scope, our unit coordinates, facilitates, and manages the processes for meetings, conferences, seminars, launches, ceremonies, promotions, fairs, student events, and similar organizations held with internal or external stakeholders within the physical facilities of our university.

In addition, our unit handles the reservation of areas on our campus for various events. The use of areas such as the Fatma Semih Akbil Cultural Center, Ahmet Ersan Conference Hall, Multipurpose Hall, Lawn Amphitheater, Lawn Area, and D Block Corridors is coordinated by the Events Office. Areas requested via email are reserved for units based on availability.

PHONE	
	072
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Corporate Communications

The Corporate Communications Department manages communication processes with our University's internal and external stakeholders. The areas covered by our department are listed below:

- Corporate Brand Management: Strengthening the University's brand value, ensuring that the corporate identity is reflected consistently and effectively.
- Internal and External Communication: Establishing effective communication with students, employees, and the public; preparing press releases, announcements, social media, and website content.
- Media Relations: Managing relations with the press, monitoring the media, and organizing press conferences.
- Corporate Event Announcements: Planning, coordinating, and announcing the university's various events to external stakeholders.
- T-TEAM Team Management: The Promotion Team provides information about TEDU to those who want to learn about our university, enabling them to get to know our university closely. The selection and training of team members is carried out by our unit.
- Announcements and Information: Receiving or sharing information about the University's important events, achievements, or announcements.
- Collaboration and Project Proposals: Proposals for joint research, education, or social responsibility projects.
- Internal and External Communication Requests: Media, publication, or content requests, suggestions related to communication strategies.
- Event Planning and Organization: Planning and coordination of conferences, seminars, or events.
- Media Relations and Press: Requests related to press releases, interviews, or media relations.
- Corporate Identity and Branding: Requests for logo, visual identity, or marketing material development.
- Social Media and Digital Platforms: Requests related to content sharing or management.
- Training and Learning Activities: Recommendations for organizing seminars, training sessions, or workshops.
- Opinion and Advice Requests: Recommendations regarding corporate communication policies or communication strategies.

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Legal Consultancy

The Legal Consultancy is responsible for providing legal advice, contract processes, and disciplinary procedures within TEDU in accordance with the legislation. The main duties and responsibilities of our unit are listed below:

- Providing guidance on the preparation, implementation, and, when necessary, updating of contracts for academic and administrative staff within the university.

- Initiating disciplinary investigations in cases of academic and administrative staff behavior that violates contracts or workplace regulations and providing legal opinions during the proceedings.

- Reviewing cooperation protocols and contracts to be concluded within and outside the institution, safeguarding the University's interests, and ensuring they are arranged under the most favorable terms.

- Supporting the completion of legal processes related to students, particularly student disciplinary processes, in accordance with the legislation.

Our employees may apply to the Legal Consultancy Office when they wish to exercise their rights or believe that their rights have been violated within the framework of:

- Higher Education Law No. 2547,
- Labor Law regulations,
- TEDU internal regulations and bylaws.

PHONE
133-134

OFFICE
A017

@ gurhan.ergin@tedu.edu.tr

Health Unit

Our unit ensures that our employees and students receive diagnoses for their health problems, undergo treatment, and are referred to the relevant institutions in cases requiring advanced examination and treatment.

In addition, our unit conducts pre-employment medical examinations for new employees, completes pre-employment forms, and files all these documents, including the health examination results that our employees bring from external institutions.

PHONE
077 - 208

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F 004

@ saglik@tedu.edu.tr

Units Related to Education

Faculty Secretariats

Faculty secretariats work in collaboration with other academic and administrative units to carry out all academic and administrative activities within the relevant faculty. The main areas of work for faculty secretariats are listed below:

- Requests for information regarding the meeting schedule, agenda setting, and decision-making processes for committees affiliated with the faculty (Faculty Council, Faculty Executive Board, etc.)

- Receiving and scheduling appointment requests for meetings with the faculty management (Dean, Vice Deans)

- Tracking the EDMS (Electronic Document Management System) processes for official correspondence and other administrative documents

- Academic staff assignment and administrative support requests.

- Providing guidance on general issues related to student affairs or ensuring coordination with relevant units

- Providing organizational support for academic, cultural, or social events to be held within the faculty, carrying out the necessary paperwork and company communications

- Providing information or guidance on regulations, guidelines, and implementation principles related to the faculty

- Within the scope of carrying out processes related to the recruitment of academic staff; communicating staffing requests, preparing advertisement texts, following up on application and evaluation processes, and ensuring the necessary correspondence and coordination with the Human Resources unit

The Faculty Secretariat acts as a bridge between relevant individuals, units, and commissions, ensuring effective coordination in academic and administrative processes within the faculty. You can find more information about faculty secretariats in the "Academic Structure" section.

Education Activities Planning and Support Office

Our unit determines the distribution of days, times, and locations for classes and exams at our University and creates class schedules based on the requests of students and faculty members and class capacity. In this context, our unit's work is summarized in the list below:

- Ensuring coordination with the Programs and Education Commission (PEC)
- Entering data such as teaching programs and course content into SAP and ensuring that this content is reflected on our website
- Supporting processes related to faculty secretariats
- Processing information requests regarding newly defined teaching programs, new courses to be opened, or updated content
- Meeting exam proctoring requests for common core program courses
- Meeting information requests regarding the duties and responsibilities of proctors

PHONE
081

OFFICE
A420

@ **schedule@tedu.edu.tr**
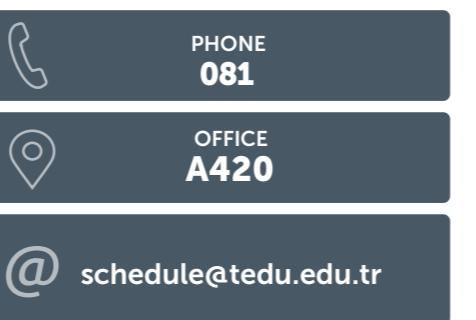
Center for Teaching and Learning (CTL)

CTL carries out our University's activities aimed at improving teaching and learning under four main headings: supporting teachers, supporting learners, assessment and evaluation, resource development, and publishing activities. The faculty adaptation program and development seminars; student development seminars, TEDU101 and TEDU102 course coordination, implementation of the mentor support program, and preparation of resource documents are among CTL's main responsibilities.

1. TEDUyum Program: Implementation of the adaptation program for faculty members newly appointed at TEDU. Similarly, conducting orientation programs for teaching staff who teach part-time courses.

2. Development Seminars: Organizing development seminars/workshops for teaching staff and students throughout the semester.

3. Mentor Support Program: Completing the training and coordination of student mentors who will provide support during the orientation process and within the scope of the TEDU102 course.

4. TEDU101 Course: Organization of the TEDU101 course, which is conducted to facilitate the adaptation process for all newly enrolled students at our university, and planning of seminars and get-together events.

5. TEDU102 Course: Coordination of the TEDU102 Learning by Serving the Community course.

6. Coursera: Coordination of Coursera courses.

PHONE	597 - 439
OFFICE	H203 - 204
	ctl.tedu.edu.tr/en
@	ctl@tedu.edu.tr

CTL TED University Center for Teaching and Learning

International Programs Office

The International Programs Office is the unit that manages student and staff mobility, international student recruitment, and collaborations to support TEDU's internationalization vision. Its activities are primarily grouped into two areas:

a) International Students

• Participates in overseas fairs and conducts promotional activities throughout the year to recruit international students.

• Evaluates applications for undergraduate programs, determines scholarships and admission status according to pre-determined criteria, and places students according to department quotas.

• Receives the registration documents of admitted students and forwards them to Student Affairs.

• Manages the registration processes for students accepted by the institute for graduate programs.

• Provides support for all international students' residence permits and other bureaucratic procedures.

• Facilitates the adaptation process for international students by organizing social and cultural events.

b) Exchange Programs

• Monitors the agreement processes for Erasmus+ and bilateral exchange programs. Supports departments in the process of establishing new international agreements.

• Conducts student selection, placement, and application procedures for study and internship mobility under Erasmus.

• Manages the Erasmus mobility processes for academic and administrative staff.

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@	ipo@tedu.edu.tr

ipo TED UNIVERSITY INTERNATIONAL PROGRAMS OFFICE

Registrar's Office

The purpose of our unit is to complete all student-related procedures for TEDU students during their period of study in accordance with laws and regulations, in a timely and comprehensive manner, while ensuring coordination with academic units to facilitate the smooth running of the educational process. To provide our students, graduates, faculty members, and all other private and legal entities with information and documentation services in a timely and comprehensive manner. The list of topics we work on for this purpose is given below:

- Completing student registration and confirming documents during the registration process,
- Tracking student scholarship status, maximum duration, and attendance information,
- Meeting students' information and document requests,
- Resolving issues encountered during course selection,
- Coordinating with faculties and advisors regarding acceptance and course credit requests in double major, minor, and Erasmus program processes,
- Evaluating students' situations and providing detailed information within the scope of Faculty Board decisions,
- Providing comprehensive information about university regulations and guidelines in accordance with YÖK legislation,
- Confirming graduation procedures, examining circumstances that may prevent graduation, and obtaining the necessary faculty council decisions,
- Coordinating with relevant units in the process of withdrawal procedures, sharing information, and following up.

PHONE
370

OFFICE
A013

@ **registrar@tedu.edu.tr**

Institutional Development Office

The Institutional Development Office coordinates TEDU's strategic planning, institutional performance management, quality assurance, data analysis and institutional development processes with a holistic approach. The topics of work are summarized in the list below:

- Coordinating TEDU's strategic planning and corporate performance management processes
- Fulfillment of planning, implementation, monitoring and controlling activities within the framework of the Quality Assurance System (QAS)
- Conducting corporate data analysis and reporting studies (internal and external) / Coordination of integrated information management work
- Supporting TEDU's institutional development process
- Strategic plan targets and performance
- Quality Assurance System and certification processes
- Enterprise data analysis and reporting
- Survey creation/publication/reporting
- Process improvement-oriented corporate development projects

PHONE
327

OFFICE
A120

tedu.edu.tr/en/
tedu-quality-assurance-system

tedu.edu.tr/en/
facts-and-figures-tedu

tedu.edu.tr/en/
ted-university-2023-2027-
strategic-plan

@ **quality@tedu.edu.tr**
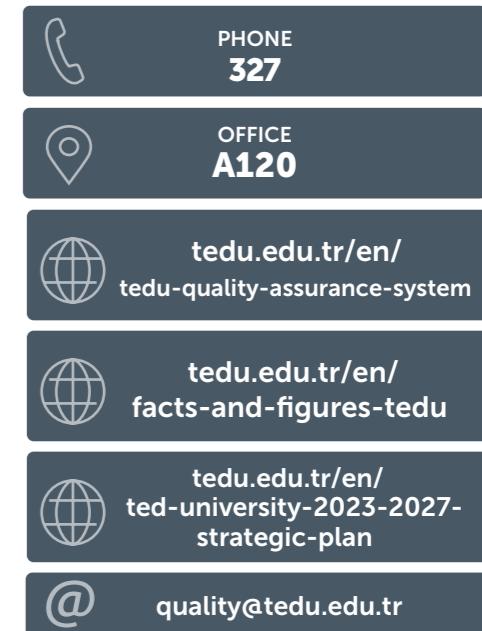
Units Related to Student Life

In line with its goal of being a learning-centered higher education institution, TEDU aims to develop its students not only academically but also socially and personally. Accordingly, TEDU supports personal development programs that enrich students socially, culturally, athletically, and intellectually, as well as programs that enable them to gain teamwork skills.

Student Coordination Office

The Student Coordination Office aims to create the necessary environment for our students to discover themselves, become individuals who are sensitive to their surroundings and society, and acquire life skills. It operates with the goal of nurturing students who value and add value to the campus environment, embrace the institutional identity, and have a strong sense of belonging. The main objectives of our Office are:

- To create opportunities that contribute to our students' personal, cultural, and social development, as well as their academic development.
- To systematically identify our students' needs and expectations in university life.
- To convey our students' needs and expectations to our university's administrative bodies.
- To organize activities in collaboration with academic and administrative units to find solutions to our students' needs.

📞	**PHONE** **234**
📍	**OFFICE** **B054**
🌐	**ds.tedu.edu.tr/en**
@	**ogr.koord@tedu.edu.tr**

Student Development and Psychological Counseling Center

The Student Development and Psychological Counseling Center was established to support TEDU students' physical, mental, emotional, social, and academic development to the highest level. Our center offers individual psychological counseling, group psychological counseling, preventive and developmental services, and psychosocial support services. Our center's main goals include conducting preventive and developmental work to help our students cope with the difficulties they may encounter in their development processes and supporting them in utilizing their potential and making healthy and conscious decisions in the face of existing problems. All our services are provided to our students based on scientific principles and within the framework of professional ethics.

Our Center has prepared a guide for our academic and administrative staff on how to provide psychological assistance to students going through difficult times. You can access the relevant guide and other work of our Center by visiting ogrencidanismamerkezi@tedu.edu.tr.

📞	**PHONE** **316**
📍	**OFFICE** **A122**
🌐	**csc.tedu.edu.tr/en**
@	**ogrencidanismamerkezi@tedu.edu.tr**
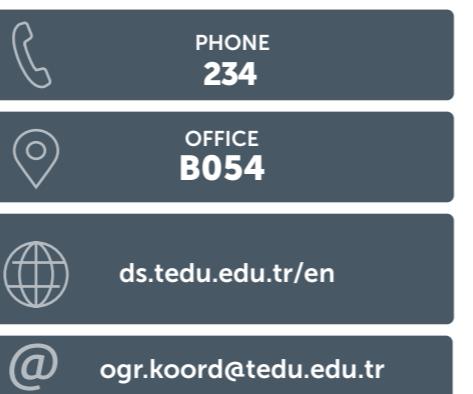
Social and Cultural Affairs (SCA)

Our unit runs programs that enrich our students socially, culturally, athletically, and intellectually. Our unit's areas of work are summarized in the list below:

- Supporting the student council and student clubs
- Processing undergraduate and graduate part-time student employees
- Processing for students with athletic scholarships
- Planning for graduation ceremonies/spring festivals/orientation days
- Student council elections and procedures throughout the year
- Student club elections and procedures throughout the year
- Student union elections and procedures throughout the year
- Sports team selections and procedures throughout the year
- RadioTEDU activities
- TEDU app activities
- Organization, procedures, and supervision of student activities throughout the year
- Coordination of students working at the university
- Implementation of scientific project team procedures
- Conducting commission work

PHONE
364 - 761

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Disabled Students Unit

Our unit plans, organizes, and coordinates the necessary support to ensure the full, equal, and effective participation of students with special needs in education, access, and campus life. Our areas of work are summarized in the list below:

- Requests for students with disabilities
- Accessibility arrangements
- Extra time and special arrangements for exams
- Awareness training or information requests
- Consultation regarding the evaluation of applications from students

Requests and applications received by our unit are evaluated by the Disability Student Unit Coordinator in accordance with confidentiality principles. The necessary documents and expert reports are reviewed, and an adaptation plan is prepared. Implementation is ensured through coordination with the relevant academic and administrative units. Communication with the student is maintained throughout the process, and regular monitoring is conducted if necessary.

PHONE
579

OFFICE
F123

engelsiz.tedu.edu.tr

Career Center

The TEDU Career Center was established to help our students begin to understand work environments by communicating directly with the business world before graduation and to facilitate their transition to professional life after graduation. It guides students toward the right career goals where they can discover their talents and skills, enabling them to make informed assessments regarding their career choices and/or higher education options. The topics we work on are summarized below:

- Internship processes
- Corporate Partnerships
- Relationships with graduates
- Career Events

Our center has a sub-unit called the TEDU Alumni Office. The Alumni Office keeps track of our graduates, ensures that the Alumni Portal data is kept up to date, and informs students and graduates about current job opportunities. It organizes the annual Alumni Fair, where we enjoy spending time with all our graduates, and arranges graduate/student meetings.

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A024

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TEDU-CC
CAREER CENTER
KARİYER MERKEZİ

Units Related to Research

Ayşe Ilıcak Library

Our library aims to play an active role in the continuation and development of the University's education, teaching, and research programs; to meet the information and document needs of TEDU faculty members, students, and administrative staff; and to provide the necessary environment to support users in developing information usage and production habits. It also works to allocate personal research funds and effectively carry out the research incentive process in order to support the scientific work of faculty members. Our library is open from 9:00 a.m. to 10:00 p.m. on weekdays and weekends during the academic year, and from 9:00 a.m. to 6:00 p.m. outside the academic period. Our library also has a study room that is open 24/7. The areas of focus of our library are summarized in the list below:

- Resource requests and access
- Information literacy training
- Bibliometric report requests
- Turnitin similarity report requests
- Promotion report requests
- Personal research fund applications
- Academic research incentive applications
- Academic Activity Evaluation System (AVESİS)
- TEDU Authors project
- Open access (read and publish agreements)

PHONE
147

OFFICE
Block - B Basement
Block - D Floors 3 & 4

library.tedu.edu.tr/en

library@tedu.edu.tr

Directorate of Research, Technology and Innovation (ATID)

ATID supports our university's academics and students who wish to conduct research in the fields of research, technology transfer, social and technology-based innovation and entrepreneurship, public-private-university collaboration, and intellectual property rights and commercialization. It also undertakes capacity-building tasks such as raising awareness in all these areas, exploring opportunities for collaboration with national and international third-party institutions and individuals, and creating a suitable environment. ATID operates as an "interface" within the limits defined by the relevant legislation and laws.

TEDU staff and students:

- National and International Projects
- Technology-Based Ventures
- Intellectual Property Rights and Patent Commercialization
- Public-University-Industry Collaboration and Consulting Services
- Social Innovation and Social Entrepreneurship can contact ATID.

ATID is organized into three sub-units:

1. Project and Intellectual Property Rights Office
2. TEDU-GO Technology-Based Entrepreneurship Office
3. IstasyonTEDU Social Innovation Office

Along with these units, TEDUTECH Inc., which carries out public-university-industry cooperation activities and contracted projects, supports our academics and students in carrying out product and service-oriented activities.

ATID provides information through announcements, meetings, and online gatherings at specific times, directs incoming requests to the relevant sub-units, and supports our academics and students by communicating with them directly throughout the process.

PHONE
350

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Block-E, Floor 2

research.tedu.edu.tr/en

research@tedu.edu.tr
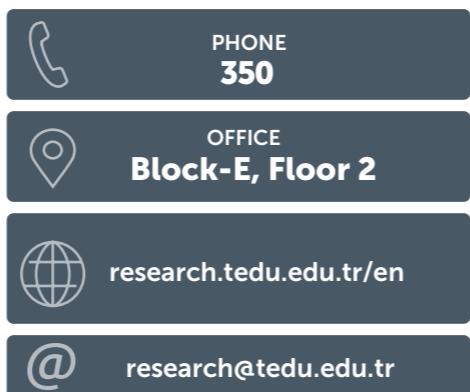
IstasyonTEDU (Social Innovation Center)

IstasyonTEDU Social Innovation Center is a multifunctional collaborative production and learning space that contributes to the development of the social innovation and social entrepreneurship ecosystem by bringing together actors focused on social benefit. The Center aims to support the development, implementation, and sustainability of ideas that prioritize social benefit. To this end, it carries out work in the areas of research, education, capacity building, awareness raising, and strengthening university-community interaction.

Acting in line with TEDU's "city university" vision, IstasyonTEDU adopts as its primary goal the facilitation of knowledge and experience flow and cooperation by building bridges between the university and actors focused on social benefit.

Its main areas of activity are as follows:

- Conducting research, producing and disseminating data and information with the contributions of academics, practitioners, and students

- Providing students with opportunities to learn through experience in the field of social economy by running matching programs

- Organizing training, consulting, and capacity building programs for internal and external stakeholders

- Providing visibility, access to funding, mentorship, and space support for the implementation of social entrepreneurship ideas

- Organizing awareness-raising events on social entrepreneurship and social innovation

- Establishing and developing interdisciplinary collaborations through national and international projects

PHONE
127

OFFICE
E204

istasyon.tedu.edu.tr/en

istasyon TEDÜ

Center for Gender Studies

The Center for Gender Studies aims to create a university environment that embraces gender equality as a principle and is highly sensitive to this issue. To this end, the center conducts and supports national and international scientific research on gender, adopts an interdisciplinary approach, keeps the issue of gender constantly on the agenda by involving all faculties, departments, and administrative units, and carries out events, panels, projects, and activities that bring together academia and society.

In line with its purpose, the center observes the principle of equality in participation in its work and keeps its doors open to everyone affiliated with the university. The center, which hosts academics from many different disciplines, is expanding the scope of its work every day. Therefore, it needs the contributions and cooperation of academics from different academic fields and administrative staff from different units. The TEDU Gender Equality Plan, one of the most important steps in creating a university environment based on equality, was developed under the leadership of the Center, based on feedback from staff and students.

The Center keeps its doors open to all university members. You can always share your different work proposals on gender issues and participate in the Center's work by supporting the projects it is currently carrying out.

PHONE	**523**
OFFICE	**F221**
🌐	genderstudies.tedu.edu.tr/en
@	genderstudies@tedu.edu.tr
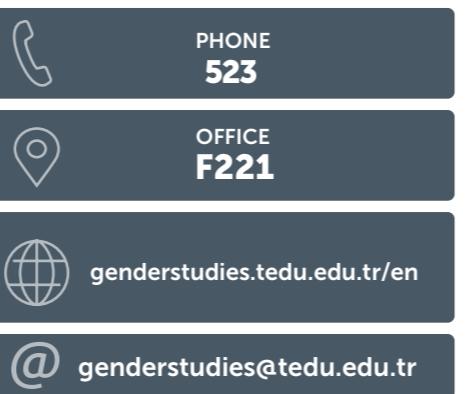
TED ÜNİVERSİTESİ TOPLUMSAL CİNSİYET ÇALIŞMALARI MERKEZİ

Trade Research Center

The Trade Research Center (TEDUTRC) aims to create an innovative and interdisciplinary research environment that focuses on sustainable solutions in the field of international economics. In this regard, the center conducts scientific research on international trade, sustainability, and disaster resilience, supports this research, and continuously expands its work with contributions from different academic disciplines.

The center produces projects, analyses, and policy recommendations in critical areas such as goods and services trade, trade policies and regulations, sustainable development, climate change, ESG criteria, and the resilience of economies to disasters. A key feature of TEDUTRC is its strong emphasis on sustainability and disaster resilience. In this context, it contributes to the creation of a fairer and greener global economy by developing robust and feasible recommendations on policies such as carbon taxes and emissions trading systems to combat climate change.

The center keeps its doors open to all university members and stakeholders. You are always welcome to share your ideas for research in the areas of sustainable trade, climate change, disaster resilience, and the global economy. You can also support TEDUTRC work by participating in its ongoing projects and contribute to building a sustainable future.

PHONE	**523**
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🌐	trc.tedu.edu.tr
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TEDUTRC TRADE RESEARCH CENTER
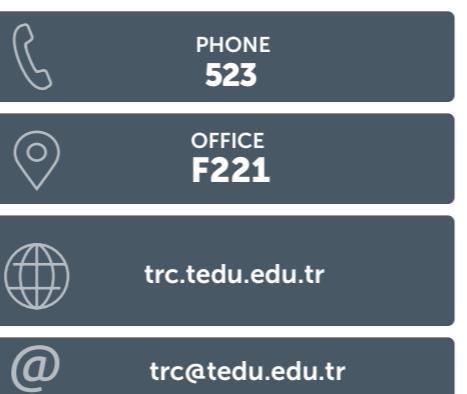
TEDU Commercial Enterprise

The Economic Enterprise provides the management of paid services related to our University. In this context, the Continuing Education Center, which manages training programs with certificates or certificates of participation other than diploma programs, the cafeteria and commercial areas on our campus, sports facilities and dormitories are among the working areas of the Economic Enterprise.

Continuing Education Center (TEDUSEM)

TED University Continuing Education Center aims to organize unique and high quality training and certificate programs for participants of all ages who want to improve themselves in different fields of knowledge, and to help individuals who are stressed by the numerous variables in working life to discover themselves outside of work.

The current training topics offered by TEDUSEM can be followed on our Center's website. TEDU academic and administrative employees, their spouses and children, and TEDU students are offered a 30% discount on the trainings conducted by TEDUSEM.
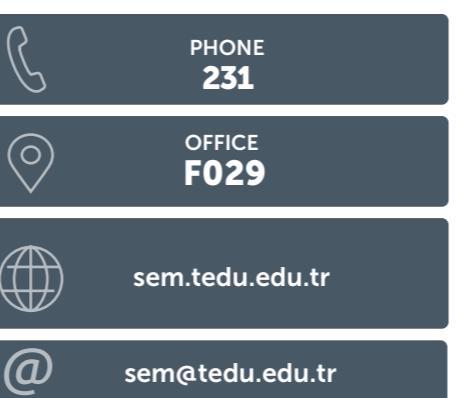
Sports Center

Our employees can use the semi-Olympic swimming pool, multi-purpose indoor gym and fitness center on TEDU campus for social and sports activities free of charge between 08:00-20:00 on weekdays and 10:00-17:30 on Saturdays. In addition, group and private lessons are available in our facilities with our expert staff. Our facilities also host social and sporting events and organizations organized by our student communities.

TEDU Sports Center is located in Block E.
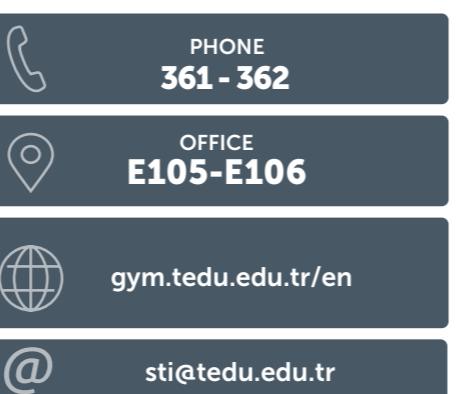
Dormitories

Our university has two separate dormitories for men and women students. The Dormitory Directorate continues to work in line with the relevant legislation and the decisions of the Commercial Enterprise Executive Board in order to register students to the dormitories and to provide the necessary services in the best way possible.

In addition, TEDU Dormitories can also accommodate guests coming from out of town for the events organized by the units of our University. For this purpose, information about out-of-town guests should be notified to our Directorate via internal correspondence.

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286

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PHONE
231

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PHONE
361 - 362

OFFICE
E105-E106

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@ sti@tedu.edu.tr

PHONE
200 - 202

Dormitory for Men Students
Gülseren Sokak No:28 Anıttepe

Dormitory for Women Students
M. Kemal Mah. No:1 Çankaya

🌐 yurtlar.tedu.edu.tr/en

@ yurtlar@tedu.edu.tr

Radio TEDU

Our journey, which started with a dream in 2012, has become one of the most powerful student platforms at TED University. RadioTEDU is no longer just an internet radio station; it is a unique student media where ideas, culture, music and creativity come together.

Our team brings together the energy, knowledge and creativity of dozens of students from different departments. Together, we produce podcast series, bring campus events live, establish international collaborations and transform music into non-stop broadcasting.

You are not just a listener at RadioTEDU. Here, the microphone also reaches out to you: your voice, your opinion and your creativity.

www.radiotedu.com

Instagram: @radiotedu

Life Facilitator Services

TED'li Kart

As a member of the TED Ecosystem, you can benefit from **TED'li Kart**, a mobile application that provides special discounts and advantages for TED members. **TED'li Kart** provides its members with discounts and some advantages in many areas such as restaurants, hotels, health institutions, markets, stores, online shopping, etc.

TED'li Kart application is available on Google Play and App Store.

Cargo Delivery Points

Pudo Delivery Points have been put into service by our university within the scope of service activities for our members and the community. Thanks to this service, cargo transactions can be carried out in a faster, safer and easier way; shipments can be safely received from the campus entrances without the need to go to cargo branches due to the intensity of classes or meetings.

Piqup Powerbank

Piqup Powerbank Rental Service has been made available on the campus of our university in order to facilitate campus life and support the uninterrupted use of mobile devices. Within the scope of this service, smartphones, tablets and similar mobile electronic devices can be charged safely and practically on campus without the need to search for sockets or carry cables.

IMPORTANT PHONES

Emergency Support Line: **0 312 585 0 585**
     (Internal phones on the Campus: **585**)
Emergency Call Center: **112**
Fire Brigade: **110**
Police Dispatch: **155**
Gendarmerie Hotline: **156**
Security on the Incesu Campus: **0 312 585 01 14**
Aksu Security: **0 312 585 02 85**
TED University Rector's Executive Office:
     0 312 585 00 06-0312 585 00 11
TED University Vice Rector's Private Secretary:
     0 312 585 03 45
Office of the Secretary General: **0 312 585 03 00**
TED University: **0 312 585 00 00**
TED Headquarters: **0 312 939 50 00**
TEDMEM: **0 312 939 50 40**
Ankara Metropolitan Municipality Emergency Line:
     153 - 0 312 153 00 00
Ankara Metropolitan Municipality General Info Line:
     0 312 507 10 00
Çankaya Municipality Contact Line: **444 06 01**
Kolej Taxi station: **0 312 435 25 85**
Sağlık Taxi station: **0 312 433 82 29**

TED UNIVERSITY

Let Our Torch Enlighten Your Future!

www.tedu.edu.tr

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KYS-KL-21_ENG	02.10.2025	1 / 30.12.2025