

**T.C. MARMARA UNIVERSITY**  
**SCHOLARSHIP REGULATION**  
Senate 03 October 2023 / 443-5

**CHAPTER ONE**  
General Provisions

**Purpose**

ARTICLE 1- (1) The purpose of this regulation is to organize the principles and procedures related to scholarships awarded to students of Marmara University and the criteria for granting these scholarships.

**Scope**

ARTICLE 2- (1) This regulation covers the formation and activities of the Marmara University Scholarship Commission, the establishment, duties, and authorities of the Scholarship Office, scholarships awarded to Marmara University students, and the determination of the students to whom scholarships will be awarded.

**Basis**

ARTICLE 3- (1) This regulation has been prepared based on the relevant provisions of Law No. 5102 on Scholarships and Loans for Higher Education Students and Articles 46 and 47 of the Higher Education Law No. 2547.

**Definitions**

ARTICLE 4- (1) In this regulation, the following terms are defined as:

- a) **University:** Marmara University,
- b) **Rectorship:** Marmara University Rectorship,
- c) **Rector:** Rector of Marmara University,
- ç) **Commission:** Marmara University Scholarship Commission,
- d) **Commission Chair:** Coordinator of Marmara University,
- e) **Unit Commission:** Scholarship Commission established within academic units,
- f) **Department Presidency:** Student Affairs Department Presidency,
- g) **Department Head:** Head of Student Affairs Department,
- ğ) **Office:** Scholarship Office,
- h) **Coordinator:** Scholarship Coordinator selected by the Rector from among the faculty members,
- ı) **Scholarship:** Material, monetary, and other aid provided to Marmara University students,
- i) **Regulation:** Scholarship Regulation.

**CHAPTER TWO**  
Scholarship Commission

**Formation and Working Procedure of the Commission**

ARTICLE 5- (1) The Marmara University Scholarship Commission consists of the Deputy Secretary General responsible for the Health, Culture, and Sports Department, the Coordinator, the Head of Student Affairs Department, the Head of Health, Culture, and Sports Department, and the Manager of the YÖK Scholarships Monitoring Branch.  
(2) The Coordinator is the chair of the Commission, sets the agenda, meeting date, and

location, and presides over the meetings. The agenda is announced to the members in writing at least three working days before the meeting date.

(3) The Commission meets at least twice a year with an agenda.

(4) The Commission meets with the absolute majority of its members and makes decisions with the majority of those present at the meeting.

(5) The Chair may invite relevant individuals to the meetings if deemed necessary, obtain information from them, but these individuals cannot participate in the voting.

(6) The secretarial duties of the Commission are carried out by personnel assigned by the Department Head.

(7) The Student Council President can attend meetings without voting rights on issues concerning the student council.

### **Duties of the Commission**

ARTICLE 6- (1) The duties of the Commission are:

a) To determine the working program of the Office.

b) To supervise the activities of the Office.

c) To determine the total number of students to be awarded scholarships and the quotas for academic units based on student numbers.

ç) To identify the students to be awarded scholarships.

d) To discuss issues related to scholarships as deemed appropriate by the Commission Chair.

e) To carry out tasks assigned by the Rector.

(2) The Commission may delegate any of the powers granted by this Regulation to the Coordinator in writing if deemed appropriate.

## **CHAPTER THREE**

### **Scholarship Office and Scholarships**

#### **Establishment and Duties of the Scholarship Office**

ARTICLE 7- (1) The Scholarship Office has been established to carry out the duties assigned by this Regulation under the Rectorship.

(2) The personnel and office needs of the Office are met by the Department Presidency.

(3) The duties of the Office are:

a) To identify students in need of scholarships, update their information, and prepare reports through statistical studies.

b) To research individuals and institutions providing scholarships both within and outside the country and create a database.

c) To ensure announcements and information regarding scholarships are made on the Presidency website.

ç) To communicate scholarship announcements to academic units for electronic and bulletin board posting.

d) To organize activities to develop cooperation, communicate with scholarship providers, visit these individuals and institutions according to a specific plan, and invite them to the University if necessary.

e) To carry out promotional and informational activities about scholarships in the media and on social media.

f) To review scholarship requests from academic units, identify students who have lost their eligibility for scholarships, and consult the Commission for decisions regarding these students.

g) To monitor the status of students receiving scholarships in coordination with relevant

units and institutions.

h) To conduct joint activities with the Alumni Office to encourage alumni to provide scholarships to students.

1) To undertake any initiatives and activities related to scholarships within its authority.

i) To perform tasks assigned by the Rectorship.

### **Scholarship Office Coordinator**

ARTICLE 8- (1) The Coordinator is appointed by the Rector from among the faculty members for a term of three years and may be reappointed upon term expiration. The Coordinator's Assistant is appointed by the Coordinator, and the Assistant's term ends with the Coordinator's term.

(2) The Coordinator is responsible for managing the Office and their duties include:

a) To implement the decisions of the Commission regarding the Office.

b) To create and implement the annual working program of the Office.

c) To oversee the development of content and design for the Office's information systems, databases, information banks, website, social media pages, and written and visual materials.

ç) To prepare and implement all promotional, announcement, and informational programs of the Office.

d) To prepare job descriptions for the Office's units and personnel, distribute personnel among units, supervise the Office units and personnel, and carry out disciplinary actions.

e) To represent the Office.

### **Scholarship Commission of Academic Units**

ARTICLE 9- (1) Scholarship Commissions are formed within Institutes, Faculties, Higher Schools, and Vocational Schools affiliated with the University.

(2) The Commission consists of at least three faculty members under the chairmanship of the Deputy Dean/Deputy Director. The Unit's Student Representative can attend meetings on issues related to student representation without voting rights. The secretarial duties of the Unit Commission are performed by the Unit's Student Affairs Office.

(3) The duties of the Unit Commission are:

a) To review scholarship applications, identify students to receive scholarships, and inform the Office. If necessary, to invite scholarship applicants, student advisors, and other academic and administrative personnel to meetings for discussion.

b) To review and decide on the status of students who have lost their eligibility for scholarships and inform the Office.

c) To ensure scholarships are announced on the academic unit's webpage and bulletin boards, and if necessary, notify students through email, SMS, social media, etc.

ç) To follow up on issues students face during the scholarship process and inform the Office for resolution.

d) To participate in events organized by the Office if needed.

e) To discuss and decide on issues related to this Regulation within their academic unit.

### **Scholarships**

ARTICLE 10- (1) **Needs-Based Scholarship:** This is a monetary scholarship awarded to students determined to be in need. These scholarships are funded by non-governmental organizations, other institutions and organizations, and benefactors.

(2) **Meal Scholarship:** This provides free or discounted meals at the University cafeteria to students determined to be in need.

a) The meal scholarship starts on the first day of classes in the fall semester according to

the academic calendar and ends on the last day of exams in the spring semester.  
b) Sophomore students with a general weighted average (GPA) of 2.50 or higher at the end of the year can apply for the meal scholarship.

### **Application Conditions and Process for Scholarships**

ARTICLE 11- (1) Scholarship applications are made within the period announced at the beginning of the fall semester. The application requirements of the University and the criteria set by the scholarship providers are announced electronically by the units and also posted on bulletin boards before the application period.

(2) Applications must be submitted to the Student Affairs Office of the academic unit to which the student is affiliated, along with the documents required by the University and scholarship providers, within the announced period. Late applications and documents not submitted on time will not be considered. Only the documents requested by the scholarship providers are required.

(3) The conditions and documents required for scholarships provided by the University are determined each year by the Commission and announced by the Office.

(4) Applications for meal scholarships are made annually.

### **Meal Scholarship**

ARTICLE 12- (1) The conditions for the meal scholarship are evaluated using a scoring table prepared by the Commission. All applicants for the meal scholarship are scored according to this table by the Unit Commissions, and the original and reserve lists prepared by the Unit Commissions are sent to the Commission through the units for approval. The approved original and reserve lists are sent by the Office to the Health, Culture, and Sports Department, which ensures that students on the original list benefit from the meal scholarship. The process of assigning meal scholarship to students' cards is carried out by the Health, Culture, and Sports Department and the Student Affairs Department.

## **CHAPTER FOUR**

### **Miscellaneous Provisions**

#### **Matters Not Covered**

ARTICLE 13- (1) For matters not covered in this regulation, decisions made by the Commission or the University Senate are followed.

#### **Repealed Regulation**

ARTICLE 14- (1) The regulation dated 28.09.2017 and numbered 2017/25 on the Scholarships of Marmara University is repealed.

#### **Effectiveness**

ARTICLE 15- (1) This regulation comes into effect on the date of its publication.

#### **Enforcement**

ARTICLE 16- (1) The provisions of this Regulation are enforced by the Rector of Marmara University.

**Execution**

**ARTICLE 17** - (1) The provisions of this directive are executed by the Rector of Marmara University.

<b>Entry into Force and Amendments</b>	
<b>Senate Decision Date</b>	<b>Senate Decision Number</b>
01 Jun 2016	2016/347
06 September 2022	2022/428-5