**Fenerbahçe University**

**Social Responsibility Project Thematic Elective Course Codes of Practice**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

Purpose

**Article 1 -** (1) The purpose of these codes of practice is to regulate the procedures and principles regarding the implementation of the Social Responsibility Project course opened within the scope of thematic elective courses in all undergraduate programs carried out within Fenerbahçe University.

Scope

**Article 2 -** (1) These codes of practice cover the duties and responsibilities of students, instructors and persons and committees responsible for the coordination of projects in the execution of Social Responsibility Project courses opened within the scope of thematic elective courses in all undergraduate programs carried out within Fenerbahçe University, the principles and fundamentals of social responsibility projects and the organization of the stages related to the planning, execution and evaluation of the application.

Basis

**Article 3 -** (1) These codes of practice have been prepared based on the Fenerbahçe University Associate and Undergraduate Education and Training Regulation published in the Official Gazette dated 16/08/2020 and numbered 31215.

Definitions

**Article 4 -** (1) The terms used in these codes of practice have the following meanings:

1. Unit: Any faculty within Fenerbahçe University,
2. Advisor Instructor: The faculty member who carries out the Social Responsibility Project,
3. Course: Social Responsibility Project course (TSP),

ç) Rector: Fenerbahçe University Rector,

1. Rectorate: Fenerbahce University Rectorate,
2. TSP Coordinators Board: The board consisting of the TSP coordinator, TSP unit coordinators and the university student council president,
3. Senate: Fenerbahce University Senate,
4. TSP Unit Coordinator: Faculty TSP coordinators,

ğ) TSP Coordinator: University TSP Coordinator,

1. TSP Spokespersons: Two students chosen from among the students registered for the TSP course and who ensure coordination within the group,

ı) TSP Members: Students registered for the Social Responsibility Project.

1. University: Fenerbahce University.

**PART TWO**

**Duties and Responsibilities of Individuals and Boards**

Duties and Responsibilities

**Article 5 -** (1) The duties and responsibilities of coordinators and boards within the scope of TSP applications are as follows:

1. TSP Coordinator: The TSP Coordinator is appointed by the Rector from among the permanent faculty members of the university for a period of three years. The term of office is a maximum of two terms. Within the scope of these codes of practice, the duties of the TSP coordinator are as follows:
2. To ensure the dissemination of social responsibility projects at university level, their coordinated and effective implementation, and to develop new fields of study.
3. To find partners and stakeholders for social responsibility projects at local and national levels.
4. To hold meetings with advisor faculty members when necessary.

ç) To ensure that a report is prepared evaluating the general situation regarding social responsibility projects at the university level at the end of each semester and to chair the board of coordinators to evaluate these reports.

1. To take initiatives to develop and diversify financial resources for social responsibility projects.
2. To support and execute the process of obtaining legal permits for social responsibility projects.
3. To carry out other duties assigned by the university administration within the scope of these codes of practice.
4. TSP Coordinators Board: The board consists of the TSP coordinator, TSP unit coordinators and the president of the university student council. The board is responsible for determining the principles and rules regarding the implementation of social responsibility projects at the university level. At the end of each academic year, it plans the activities for the following year. The Board meets at least once a semester under the chairmanship of the TSP Coordinator. When necessary, it organizes meetings with unit coordinators, advisory instructors and/or internal and external experts in order to guide the work.
5. TSP Unit Coordinators: TSP unit coordinators are appointed by unit managers. Their term of office is 3 years and they can be reassigned. Within the scope of these codes of practice, the duties of unit coordinators are as follows:
6. To ensure coordination of the work carried out within the unit and to support the work of the advisory instructor.
7. To ensure communication between the TSP coordinator and the units.
8. To inform the TSP coordinator for legal permissions.

ç) To develop and diversify cooperation with relevant institutions and organizations at local and national levels.

1. To ensure coordination of scientific and professional activities to be carried out within the scope of TSP within the unit.
2. To compile the TSP Files submitted by the advisor faculty members at the end of each semester, to make a general evaluation of the work carried out within the unit, and to prepare a unit report and submit it to the TSP coordinator.
3. To fulfill other duties assigned by the TSP coordinator and faculty deans within the scope of these codes of practice.
4. Advisor Instructor: The instructor who runs the social responsibility project. He/she is primarily responsible for the entire project he/she advises. He/she is the sole authority to measure and evaluate students enrolled in the course. He/she is the primary authority in the direction and management of students enrolled in the Social Responsibility Project course.
5. TSP Spokespersons: Students who register for the project within the first two weeks of the semester, under the supervision of the advisor faculty member, elect two group spokespersons among themselves. They guide group work in writing weekly group reports of the project work, preparing the work file and presenting the project. Spokespersons support the regular participation and coordination of students in the studies and assist the advisor instructor in all matters related to the study.
6. TSP Members: Students who register by selecting a social responsibility project. Students are responsible for determining the topic, work schedule, budgeting, distribution of duties and responsibilities, execution of the work, completion of the work, and preparation of relevant reports and presentations, both together and individually.

**PART THREE**

**Opening of the Course, Purpose and Codes of Practice**

Opening the course and course registration

**Article 6 -** (1) Social responsibility projects can be opened as thematic elective courses each semester if deemed appropriate by the relevant unit boards. Social Responsibility Projects are ongoing work. The course can be opened in Turkish or English depending on the language of instruction of the program. The course quota can be at least 15 and at most 25 students. The weekly course load of the course is determined as theory 1, practice 2, credit 2 and ECTS value 5.

Purpose of the project

**Article 7 -** (1) The social responsibility project supports students in understanding the richness of social life, multiculturalism and the problems that may arise in relation to these, in developing an understanding of living together in diversity, in reinforcing the priority of nature and humanity, in getting to know themselves as individuals, in discovering what they can do as individuals and teams, in realizing the happiness and value of the contribution they will make and in assuming responsibility towards the society they are a part of. Students will gain different gains through projects that they will carry out together, which will enrich their life experiences. In this context, the social responsibility project primarily adopts the acquisition of institutional transferable/key competencies.

Codes of practice of the project

**Article 8 -** (1) Social responsibility projects should be carried out in unity and coordination at the university level. For this purpose:

1. The advisor instructor opens the information regarding the social responsibility project in the student operating system at least two weeks before the registration week determined in the academic calendar for the relevant semester begins.
2. In the first week, the advisor instructor informs the students about the purpose of the project, its scope, general principles, expected work, project topics, experiences, evaluation criteria and other issues.
3. In the first two weeks, the advisor instructor guides the work to determine the study topic within the scope of the main theme and helps the students determine the study topic.
4. With the guidance of the advisor instructor, students begin to prepare a “TSP File” in the third week by detailing the necessary steps such as determining the study topic and goals, creating a work schedule, identifying and establishing relationships with study partners, determining the action plan and budget for implementation, and developing resources.
5. Budget planning, correspondence for the necessary legal permissions for the group's education management and project work, when necessary, are carried out in coordination with the advisor instructor, unit coordinator and TSP coordinator. The TSP unit coordinator is the facilitator of the process.
6. By the end of the fifth week, the subject of the study, the work schedule, the distribution of the group's duties and responsibilities, the institutions and/or individuals to be collaborated with should have been determined, the necessary resources and legal permissions should have been provided, the possible social and individual contributions of the project should have been determined, and the basic TSP File information should have been created. Students are jointly responsible for the preparation and development of the TSP File throughout the study.
7. Students, whose participation in studies will be evaluated individually by the advisor instructor, are personally responsible for all their behavior, even outside of school hours, and inappropriate behavior is evaluated within the framework of the student discipline regulations.
8. All studies are discussed and evaluated each week, under the supervision of the advisor instructor, during the weekly class period, within the scope of written weekly activity reports prepared by the students individually in advance. Students' weekly activity reports are collected each week by the advisor instructor, sorted by date and stored in the TSP File. It is possible to store all these files digitally. If each student's weekly activity report is not submitted to the advisor on time, that report will not be evaluated by the relevant advisor.
9. The social responsibility project group is jointly responsible for writing the weekly activity reports that they prepare individually during the weekly class hours each week and the weekly group report at the end of the overall process evaluation. TSP Spokespersons are responsible for presenting the weekly group report to the advisor instructor before the following week.
10. Project applications are planned during students' free time, on weekends, and after school hours, so as not to affect students' weekly class schedules and attendance at classes.
11. In the tenth week, a detailed interim report on the work done by the groups is prepared under the supervision of the TSP Spokespersons and presented to the advisor instructor for joint discussion and evaluation. Students can also give their individual opinions and suggestions to their advisors if they wish. The advisor instructor can make arrangements and participate in the practice area, taking into account the interim report, if necessary.
12. The TSP File is delivered to the advisor instructor in one copy at the end of the semester. The TSP file should include documents such as the work plan, work schedule, detailed information on the realized budget, weekly individual and group activity reports, a comprehensive joint report evaluating the project process and results, pictures, posters, brochures, invitations, official letters, thank-you letters, letters from the served segment, and news in the written and visual media regarding the activities carried out by the students within the scope of the project throughout the semester. Additionally, the TSP File may include a section where each student states their personal observations and thoughts.
13. The advisor instructor evaluates each student individually, taking into account the processes, reports, impressions, and expected results and contributions. The advisor instructor is responsible for the students' attendance and the processing of letter grades in the student management system.
14. The advisor instructor submits the TSP File, including the evaluations and grading, submitted to him/her at the end of the semester to the TSP Unit Coordinator.
15. All projects are presented at an event held at the end of each academic year.
16. A student can register for TSP courses at most once during his/her education. In case of failure, this course can be repeated.

**PART FOUR  
Measurement and Evaluation**

**Authority to measure and evaluate**

**Article 9 -** (1) The authority to measure and evaluate the success of students enrolled in a social responsibility project belongs to the advisor instructor.

Evaluation method

**Article 10 -** (1) There is no written or oral exam in the evaluation of the social responsibility project. The advisor instructor determines the success of the student by observing his/her participation and contribution to all activities and by evaluating the TSP File. Evaluation of students consists of success in working together, attendance at activities and weekly studies, preparation of individual and collective reports, presentations, compliance with the work schedule and evaluation of the work file. Preparing an individual report will allow each student to research their topic in depth and share it with the group. In the evaluation, the students' group's overall success evaluation survey is also taken into consideration by the advisor instructor.

Attendance

**Article 11 -** (1) The social responsibility project is a study that requires attendance. The advisor instructor must include the weekly signed attendance sheet in the TSP File at the end of the semester. Students without an attendance sheet are considered “absent.” Students must attend at least 80% of the project.

Grade point average

**Article 12 -** (1) The letter grade received by the student from the social responsibility project is included in the calculation of the general grade point average.

**PART FIVE**

**Miscellaneous Provisions**

Effectiveness

**Article 13 -** (1) These codes of practice come into force on the date they are approved by the university senate.

Enforcement

**Article 14 -** (1) The Rector shall execute the provisions of these codes of practice.