 <b>TED UNIVERSITY</b>	<b>INSTRUCTIONS ON CAMPUS ENTRANCE/EXIT POINTS AND THE USE OF PARKING LOT</b>			
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### **PEDESTRIAN ENTRANCE/EXIT TO THE CAMPUS**

- Principles of pedestrian entrance/exit to the campus are determined by the Office of the Rector and carried out in accordance with the “[KYS-CZ-01 Operating Hours of Campus Facilities.](#)” Entry/exit requests other than this must be submitted to [ichizmetler@tedu.edu.tr](mailto:ichizmetler@tedu.edu.tr) one day in advance at the latest.
- Students are required to use the turnstile system with their TEDUCARD’s for pedestrian entrance/exit to the campus.
- It is not compulsory for the staff members to use the turnstile system during pedestrian entrance to the campus, but they must carry their TEDUCARD’s with them.
- During the pedestrian entrances of visitors to the campus, the related staff member that the visitors have arrived to visit will be informed; upon confirmation by the staff member, the ID Card of the visitor will be withheld, visitor will be registered in the system and a visitor card will be issued.
- Checking pedestrian entrances during an event/activity/program will be made in accordance with the information submitted to the security via [KYS-LS-04 Campus Admittance List](#) prior to the relevant event/program/activity. In case of emergency, you can dial **0312 585 00 585**.

### **VEHICLE ENTRANCE/EXIT TO THE CAMPUS and THE USE OF PARKING LOT**


- General principles regarding the right to use the parking lot are determined by the Office of the Rector.
- Parking lots are determined by the Office of the Secretary General. Parking on campus outside these areas is prohibited.
- There are three implementation categories regarding the admittance of vehicles belonging to university employees to the parking lot on campus.
  - o **Permanent Admittance:** Employees who are granted "Permanent Admittance Right" on "Semester" or "Annual" basis within the framework of the general principles determined by the Office of the Rector can use the parking areas 7/24. New employees who have been granted the right to use are informed at the beginning of each academic year, and the license plates of those who wish to use the parking lot are added to the "[KYS-LS-02- Annual Parking Lot Admittance List](#)". Employees who have this right can transfer their rights to another employee on a non-permanent basis (i.e. certain days and hours of the week). This list and the use of rights are to be approved by the Office of the Secretary General in line with the principles determined by the Office of the Rector.
  - o **Short-Term Admittance:**

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- Short-term admittance not exceeding 10 days arising from reasons that can be considered as special circumstances by the Office of the Secretary General: These requests must be submitted to [ichizmetler@tedu.edu.tr](mailto:ichizmetler@tedu.edu.tr) to be weighed by the Office of the Secretary General. Short-term admittance can be granted depending on the nature of the special situation and the occupancy rate of the outdoor parking area. In case of permission, the license plate and user information are appended to the “[KYS-LS-03 Parking Lot Short-Term Admittance List.](#)”
- Daily admittance: These requests must be submitted to [ichizmetler@tedu.edu.tr](mailto:ichizmetler@tedu.edu.tr) one day in advance at the latest. Short-term admission can be granted depending on the nature of the special situation and the occupancy rate of the outdoor parking area. Usage of this right cannot exceed 10 days in a year. Provided that the permission is granted, the license plate and user information are appended to the “[KYS-LS-03 Parking Lot Short-Term Admittance List.](#)”
- **General Use of the Parking Areas:** Parking areas are open to all employees on weekends and **after 16:00** on weekdays, depending on the occupancy of the parking lot. Within the scope of this implementation, employees are expected to show their TEDUCards at the entrance of the parking lot.
- Vehicles arriving during an event: These vehicles can be admitted to the parking lot provided that the license plate and user information are submitted to the Office of the Secretary General via *Service Request Form*. In this case, the license plate and user information are appended to the “[KYS-LS-03 Parking Lot Short-Term Admittance List.](#)”
- Visiting Vehicles: The license plate of the special guests visiting the Senior Management, Office of the Rector and the Secretary General is to be notified by the relevant secretariat via phone number **0312 585 00 585**. Related information is appended to the “[KYS-LS-03 Parking Lot Short-Term Admittance List.](#)”
- Student vehicles are not allowed to use the parking lot areas except for special cases (disabled, etc.), motorcycles are evaluated by the Office of the Secretary General according to the occupancy status of the parking lot.
- Entrance and Exit of Vehicles Carrying Materials, Equipment and Fixtures;
  - Entrance: Visitors who bring materials, equipment and fixtures from outside the campus and their vehicle information are to be submitted to [ichizmetler@tedu.edu.tr](mailto:ichizmetler@tedu.edu.tr). Provided that the permission is granted, the license plate and user information are appended to the “[KYS-LS-03 Parking Lot Short-Term Admittance List.](#)” Emergency situations can be reported via phone number **0312 585 00 585**. Materials, equipment and fixtures belonging to the university are unloaded from the vehicles in areas designated by the Office of the Secretary General. The

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unloading and transportation works are to be carried out by the *Internal Services Unit* under the supervision of the relevant person.

- o Exit: The request for equipment and fixtures to be taken out of the campus is submitted to [ichizmetler@tedu.edu.tr](mailto:ichizmetler@tedu.edu.tr) using the “[KYS-FR-09 Equipment Exit Form.](#)”

Daily Material Exit: These materials must be reported to the phone number 0312 585 00 **585**. In these cases, the loading and transportation works are to be carried out by the *Internal Services Unit* under the supervision of the relevant person in the areas designated by the Secretary General using the “[KYS-FR-08 Daily Material Output Form.](#)” Provided that the permission is granted, the license plate and user information are appended to the “[KYS-LS-03 Parking Lot Short-Term Admittance List.](#)”

- Officers may request to check the baggage when deemed necessary.
- Vehicles cannot be left in the parking lot for more than three days.