

HACETTEPE UNIVERSITY

GENDER EQUALITY ACTION PLAN

2016 - 2020

The actions stated as six sub-titles below taking place in the “Document on Gender Equality Approach”, which is suggested to all universities by Turkish Council of Higher Education, have been studied and transformed into an action plan by Hacettepe University. Implementation of this action plan covering a four-year period (2016-2020) was undertaken by the University Senate and will be executed and monitored by Hacettepe University Research and Implementation Center on Women’s Issues (“*Hacettepe Üniversitesi Kadın Sorunları Uygulama ve Araştırma Merkezi-HÜKSAM*”). The Plan will be audited and renewed depending on the assessment of the implementation results.

1. To carry out studies in order to raise awareness on gender equality,
2. To ensure that the "Gender Equality" course under the same or a different course title takes place in the form of compulsory or elective courses in its programs in line with the decision to be taken by the competent boards or to organize conferences, seminars, meetings, events and informative studies on this subject,
3. Meeting requirements regarding providing information about sexual abuse and sexual assault, accessible application points and other requirements (lighting, transportation etc.) to ensure secure living at the campuses,
4. To encourage studies to provide administrators, academic and administrative staff and students with training on gender equality,
5. To carry out studies in order to monitor gender equality in the society,
6. Taking actions to strengthen working conditions and functionality of Women’s Issues Research and Implementation Centers and similar units at universities together with the Directorate of Health, Culture and Sports (“*Sağlık, Kültür ve Spor Daire Başkanlığı-SKS*”) which are to act in cooperation in order to fulfill these objectives.

OBJECTIVE I: To carry out studies in order to raise awareness on gender equality				
Action	Strategy	Responsible Unit	Period	Monitoring / Performance Indicator / criterion
1. Adoption of the Action Plan by the relevant units of our University and ensuring cooperation	<ul style="list-style-type: none"> A workshop will be organised to which representatives from Directorate of Health, Culture and Sports (SKS), implementation units, faculties and student representatives/related councils will participate. 	<ul style="list-style-type: none"> Rectorate HÜKSAM 	October 2016	Action plan "key people" list
2. Supporting projects related to gender equality (scientific research and theses, etc.)	<ul style="list-style-type: none"> Scientific Research Projects Coordination Unit (<i>Bilimsel Araştırma Projeleri Koordinasyon Birimi-BAP</i>) will provide initiatives to support scientific research projects / theses on gender issues. It is aimed to support at least 5 research projects every year in the determined period. Meetings / workshops will be organized to present postgraduate theses / scientific projects on gender issues. 	<ul style="list-style-type: none"> Rectorate BAP HÜKSAM Hacettepe University Institutes Women and Gender Studies Graduate Program's responsible staff 	2016-2020	<p>Number of research projects supported by BAP on gender</p> <p>Number of meetings/workshops where research projects are presented</p>
3. Supporting social responsibility projects related to gender equality.	<ul style="list-style-type: none"> Scientific Research Projects Coordination Unit (BAP) will provide support for social responsibility projects related to gender equality. It is aimed to support at least one social responsibility project every year in the related period. Directorate of Health, Culture and Sports (SKS) will support social responsibility projects related to gender equality that student communities will undertake. 	<ul style="list-style-type: none"> Rectorate BAP HÜKSAM SKS Related faculties 	2016-2020	The number of supported social responsibility projects within this scope.
4. Encouraging and supporting academic staff and students to prepare brochures, banners and films on gender equality.	<ul style="list-style-type: none"> Competitions will be organized to encourage such work. Within this scope, it is aimed to support at least 1 short film, 5 banners, 5 brochures. Financial support (finance, logistics and promotion) will be 	<ul style="list-style-type: none"> Rectorate SKS 	2016-2020	The number of short films, banners and brochures supported in this context.

	provided for these activities.	<ul style="list-style-type: none"> • HÜKSAM • Related faculties 		
5. Arrangement of information meetings for upper and intermediate level administrators of academic units.	<ul style="list-style-type: none"> • A conference and a movie/discussion meeting will be organised at Sihhiye and Beytepe campuses. • In order to evaluate the event, questionnaires will be prepared for the participants of meetings and discussions. 	<ul style="list-style-type: none"> • Rectorate • HÜKSAM 	2016-2020	<p>The number of participants in meetings and discussions</p> <p>Participant questionnaire results</p>
6. Preparing public spots within the university to raise awareness for gender equality	<ul style="list-style-type: none"> • Messages to take place in the public spots will be determined during the workshops. It is aimed to prepare three public spots with different contents/themes at Sihhiye and Beytepe campuses . 	<ul style="list-style-type: none"> • Rectorate • HÜKSAM • Faculty of Communication 	2016-2020	<p>The number of public service announcements prepared at Sihhiye and Beytepe campuses.</p>

OBJECTIVE II: To ensure that the "Gender Equality" course under the same or a different course title takes place in the form of compulsory or elective courses in its programs in line with the decision to be taken by the competent boards or to organize conferences, seminars, meetings, events and informative studies on this subject.				
Action	Strategy	Responsible Unit	Period	Monitoring / Performance Indicator / criterion
1. Organizing a workshop with volunteer academic staff to open gender classes at associate and undergraduate levels.	<ul style="list-style-type: none"> • It is planned to organize a workshop at Sihhiye and Beytepe campuses, following an announcement to the academic staff and report the results of the workshop. • It is aimed to create a pool (Gender training group) consisting of 20 academic staff members volunteer to open gender classes. 	<ul style="list-style-type: none"> • Rectorate • HÜKSAM • Elective Courses Coordination Unit • Gender Graduate Program's responsible staff 	2016-2020	<p>Formation of a pool of 20 academic staff members volunteer to open gender classes (Gender training group)</p>
2. Preparation of training materials for gender classes	<ul style="list-style-type: none"> • It is expected that the volunteer academic staff will establish a preparation group to prepare a book and visual materials. 	<ul style="list-style-type: none"> • Rectorate • HÜKSAM 	2017-2020	<p>Textbook and visual materials</p>

		<ul style="list-style-type: none"> • Gender training group • Gender Graduate Program's responsible staff 		
3. Printing of the training materials	<ul style="list-style-type: none"> • It is planned to duplicate the prepared materials. 	<ul style="list-style-type: none"> • Rectorate Publication Commission 	2017-2020	Printing books
4. Establishing associate and undergraduate level courses	<ul style="list-style-type: none"> • It is planned to include gender equality classes to all programmes of the faculties at Sihhiye and Beytepe campuses. • Opening gender equality classes under Elective Courses Coordination Unit both at Sihhiye and Beytepe campuses 	<ul style="list-style-type: none"> • Rectorate • Deans of Faculties • Education Commission • Elective Courses Coordination Unit 	2018-2020	The number of new gender equality classes opened.
5. Evaluation of gender classes	<ul style="list-style-type: none"> • It is aimed to organize a workshop to improve the courses by enabling the discussion of the content, training materials and implementation problems related to the courses and to get students' feedback about these courses • Student evaluation questionnaires will be applied. 	<ul style="list-style-type: none"> • Gender training group • HÜKSAM • Students of gender equality classes 	2020	<p>Report on workshop results</p> <p>Report on questionnaire results</p>
6. Carrying out informative activities on gender equality	It is planned to organize conferences and presentations at Sihhiye and Beytepe Campuses at least once every semester.	<ul style="list-style-type: none"> • HÜKSAM • Lifelong Learning Center 	2016-2020	The number of informative activities on gender equality at Sihhiye and Beytepe campuses



OBJECTIVE III: Meeting the requirements regarding to provide information about sexual abuse and sexual assault, accessible application points and other requirements (lighting, transportation etc.) to ensure secure living at the campuses.				
Action	Strategy	Responsible Unit	Period	Monitoring / Performance Indicator / criterion
1. Preparation of policy documents and sexual abuse and sexual assault guidelines with zero tolerance approach to sexual abuse and sexual assault.	<ul style="list-style-type: none"> It will be ensured that the sexual abuse and sexual assault policy documents and guidelines to be prepared by HÜKSAM are approved by the University Senate. Approved policy documents and guidelines will be shared with all units, staff and students of the university. 	<ul style="list-style-type: none"> Rectorate HÜKSAM Deans of Faculties 	2016	Policy documents
2. To ensure that issues related to sexual abuse and sexual assault are included in the books on gender equality and in the courses to be established.	<ul style="list-style-type: none"> It will be ensured that the elective gender classes, include issues of sexual abuse and sexual assault. 	<ul style="list-style-type: none"> HÜKSAM Gender Graduate Program's responsible staff 	2016-2020	The book titled 'Gender Equality'
3. Organizing informative meetings to raise awareness on sexual abuse and sexual assault, especially for preparatory and first-year students.	<ul style="list-style-type: none"> Informative activities will provide information on the definition of sexual abuse and assault, what to do when sexual abuse and sexual assault occur, and how it is possible to behave in a way that does not lead to sexual abuse or sexual assault. These informative meetings will be held in autumn and spring terms, respectively. In order for the students to participate in these meetings, it is planned to request support from faculty administrations. It is aimed to continue sexual abuse and sexual assault lessons within UNI 101 classes. 	<ul style="list-style-type: none"> Rectorate HÜKSAM Deans of Faculties School of Foreign Languages 	2016-2020	Number of informative meetings held on sexual abuse and sexual assault
4. Encouraging the preparation of posters, brochures, handbooks, films against sexual abuse and sexual assault	<ul style="list-style-type: none"> Developing a project proposal for the preparation of posters, brochures, handbooks and films that address sexual abuse and sexual assault. It is aimed to provide information on the university web site about the related issues (including sexual abuse and sexual assault policy documents and guidelines). 	<ul style="list-style-type: none"> Rectorate BAP HÜKSAM Faculty of Communication Press Information 	2017-2020	<p>The number of posters, brochures, handbooks, films</p> <p>The number of informative documents on the website</p>

		Technology Department		
5. Establishing an accessible complaints mechanism to facilitate the conduct of necessary reviews against allegations of sexual abuse and sexual assault	<ul style="list-style-type: none"> It is aimed to ensure that the complaint mechanisms work in accordance with the principles of urgency, trust, confidentiality, justice and diligence. 	<ul style="list-style-type: none"> Rectorate HU Ethics Committee HU Hospitals chief physicians HU Faculty of Medicine, Department of Forensic Medicine HU Faculty of Medicine, Department of Psychiatry HU Psychological Counselling and Guidance Center HU Legal Consultancy Unit HÜKSAM 	2017-2020	<p>The number of applications</p> <p>The number of evaluated cases</p>
6. Ensuring a safe environment for women against sexual abuse and sexual assault, making the necessary interventions to make the university safe for women	<p>Encouraging the following arrangements to be made in the university:</p> <ul style="list-style-type: none"> Lighting up the premises in the university (firstly, the identification of the places where lighting is requested) Providing services for safe transportation and cooperating with relevant municipalities for this purpose. Increasing the number of ring shuttle services in the campus. Ensuring security officers, including women security personnel, travel around the campus with mobile vehicles. Providing directly accessible emergency telephone lines. Ensuring that female student residences are located in or near the campus. 	<ul style="list-style-type: none"> Rectorate HÜKSAM Gender Graduate Programs responsible staff HU Protection and Security Unit 	2016-2020	<p>The number of lightened up zones (showing the increment among years)</p> <p>The number of services (showing the increment among years)</p> <p>The number of shuttle busses (showing the increment among years)</p> <p>The number of sexual abuse and sexual assault training given to security personnel</p>

	<ul style="list-style-type: none"> • Giving awareness training on sexual abuse and sexual assault to security personnel and personnel working at the services. 			
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OBJECTIVE IV: To encourage opportunities enabling administrators, faculty members, administrative staff and students to be trained about social gender equality				
Action	Strategy	Responsible Unit	Period	Monitoring / Performance Indicator / criterion
1. Consideration of gender equality training participation certificates in appointments and promotions.	<ul style="list-style-type: none"> • It is aimed to add a motivating article about having a gender equality training certificate by reviewing all regulations and guidelines regarding the appointments and promotions of academic and administrative personnel. • It is aimed to prepare and execute a training program for this purpose. 	<ul style="list-style-type: none"> • Rectorate • HÜKSAM • HU Lifelong Learning Center 	2019-2020	An increase in the number of administrative and academic staff participating in gender training by 25%.
2. Organizing a day-long workshop for senior managers to encourage participation in gender trainings.	<ul style="list-style-type: none"> • It is planned to hold and broadcast a Senate meeting with an expanded agenda on gender equality. • The senators will be asked to evaluate the meeting. 	<ul style="list-style-type: none"> • Rectorate • HÜKSAM • HU Lifelong Learning Center 	2019	Rating of the Senate meeting Report on the Senators' feedbacks
3. Carrying out studies on supporting women academicians in the context of research projects.	<ul style="list-style-type: none"> • The gender distribution in the projects supported by the BAP so far will be analysed and situation analysis will be held regarding the number of female academicians' those prepared and implemented research projects. • The researchers' gender rate will be calculated every year and published to ensure that research projects of female academics are supported. 	<ul style="list-style-type: none"> • Rectorate • HÜKSAM • BAP 	2016-2020	Gender ratio among the conductors of BAP-funded projects / researches.
4. Studies on the improvement of working conditions of female academicians	<ul style="list-style-type: none"> • Quantitative and qualitative researches will be encouraged to determine the problems of female academicians. • A workshop will be organized in order to make the problems of female academics visible. A report addressing the 	<ul style="list-style-type: none"> • HÜKSAM • Hacettepe Practice and Research Center for Occupational Health 	2016-2020	Report on the problems of female academicians working at Hacettepe University

	problems of female academicians will be prepared.	and Safety (HISAM)		
5. Offering institutional support mechanisms to ensure equal opportunities for female academicians	<ul style="list-style-type: none"> Increasing nursery facilities Acceptance of the children of the employees and students (female/male) from the age of zero to the nurseries Organizing working hours Positive discrimination based on equal merit at academic appointments, etc. 	<ul style="list-style-type: none"> HÜKSAM Rectorate 		The number of children attending nurseries (showing the increment among years)

OBJECTIVE V: To carry out studies in order to monitor gender equality in the society				
Action	Strategy	Responsible Unit	Period	Monitoring / Performance Indicator / criterion
1. Evaluation of the university strategic plan in terms of gender equality	<ul style="list-style-type: none"> It is aimed to establish a strategic plan evaluation commission and prepare an evaluation report. 	<ul style="list-style-type: none"> Rectorate HÜKSAM 	2017	Evaluation report
2. Preparing university gender equality annual report	<ul style="list-style-type: none"> It is planned to evaluate the university strategic plan and report it in terms of gender equality indicators including the availability of women in administrative mechanisms and to announce the report inside and outside the university. It is planned to formulate development indicators. 	<ul style="list-style-type: none"> Rectorate HÜKSAM 	2016-2020	Annual evaluation reports Development indicators
3. Ensuring that gender equality is numerically visible in the university	<ul style="list-style-type: none"> It is planned to publish a publication titled "Women and Men in Hacettepe University with Numbers" and to publish it on the Hacettepe web page in the way that it supports the university's report on gender equality. It is aimed to present this publication in the university every year on the 8th of March and to monitor the development annually. In this regard, it is aimed by HUKSAM to carry out a BAP-supported project. 	<ul style="list-style-type: none"> Rectorate HÜKSAM Directorate of Personnel Affairs BAP SKS 	2016-2020	A publication titled "Women and Men in Hacettepe University with Numbers"

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OBJECTIVE VI: Taking actions to strengthen working conditions and functionality of Women's Issues Research and Implementation Centers and similar units at universities together with SKS (Directorate of Health, Culture and Sports) which are to act in cooperation in order to fulfill these objectives.				
Action	Strategy	Responsible Unit	Period	Monitoring / Performance Indicator / criterion
1. Strengthening Hacettepe University Women's Issues Research and Implementation Center	<ul style="list-style-type: none"> Employing a full-time employee in the Center to strengthen the HUKSAM from an administrative point of view. Allocating an office for the center. It is aimed to provide technical staff support for the development of the Center's web page. 	<ul style="list-style-type: none"> Rectorate 	2016	<ul style="list-style-type: none"> Employment of a full time employee in the Center. Providing a study office for the Center Development of a website for the Center.
2. Establishing the HUKSAM study group	<ul style="list-style-type: none"> To encourage volunteer faculty members and staff to study in cooperation with the Center. To organize meetings at Sıhhiye and Beytepe campuses for this purpose. To coordinate the Study Group. 	<ul style="list-style-type: none"> HÜKSAM 	2017	<ul style="list-style-type: none"> Establishing two separate study groups for Sıhhiye and Beytepe Campuses.
3. Coordination of gender equality studies by providing cooperation among university units	<ul style="list-style-type: none"> To provide cooperation with Centers such as Lifelong Learning Center, Family Services Implementation and Research Center, Center for the Implementation and Research for the Rights of the Child, Youth Research and Implementation Center, Social Policies Implementation and Research Center To ensure that gender and gender equality issues are taken into consideration in the education and research activities of these centers To benefit from the expertise and knowledge of these centers in HÜKSAM's research and training activities. 	<ul style="list-style-type: none"> HÜKSAM Related Hacettepe University Research Centers 	2017-2020	<ul style="list-style-type: none"> Number of collaborative studies with the related centers