

BY-LAW ON THE HUMAN RIGHTS AND EQUALITY EXPERTISE



HUMAN RIGHTS AND EQUALITY INSTITUTION OF TRKİYE

BY-LAW

From Human Rights and Equality Institution of Türkiye:

BY-LAW ON THE HUMAN RIGHTS AND EQUALITY EXPERTISE**SECTION ONE****Objective, Scope, Basis and Definitions****Objective and Scope**

ARTICLE 1 - (1) The purpose of this By-law is to determine the procedures and principles for the recruitment, training, thesis and qualification examinations of human rights and equality expert and assistant experts and principles and procedures of appointment to human rights and equality expertise; to regulate the working procedures and principles, duties, powers and responsibilities and other matters of the human rights and equality experts and their assistants.

(2) The provisions of this By-law apply to the experts and assistant experts to be employed at Human Rights and Equality Institution of Türkiye.

Basis

ARTICLE 2 - (1) This By-law is prepared on the basis of the article 16 of dated 6/4/2016 and No. 6701 law of Human Rights and Equality Institution of Türkiye and additional Article 41 of the Civil Servants Law No. 657 dated 14/7/1965

Definitions

ARTICLE 3 - (1) The definitions in this By-law refer to:

- a) The Head: The Head of Human Rights and Equality Institution of Türkiye,
- b) Vice Head: Vice Head of Human Rights and the Equality Institution of Türkiye,
- c) Entrance exam: The entrance exam for human rights and equality assistant experts,
- ç) Entrance Examination Commission: The commission that conducts the entrance examination to be held for the assistant experts on human rights and equality,
- d) Deputy Head: The Deputy Head of Türkiye Human Rights and the Equality Institution of Türkiye,
- e) Law: 6/4/2016 dated and 6701 numbered law of Human Rights and Equality Institution of Türkiye
- f) Coordinator: Personnel assigned by the Head for the coordination of each service unit within the Institution in accordance with the third paragraph of Article 14 of the Law,
- g) KPSS: Public Personnel Selection Exam for group A,
- ğ) Board: Human Rights and Equality Board,
- h) Institution: Human Rights and Equality Institution of Türkiye,
- ı) Internship: Practical training of assistant experts on their duties,
- i) ÖSYM: Presidency of Measurement, Selection and Placement Center,
- j) Thesis: The expert thesis prepared by the human rights and equality experts,
- k) Thesis Evaluation Commission: The commission evaluating the expert thesis
- l) Expert: Expert on Human Rights and Equality,
- m) Assistant Expert: Assistant Expert on Human Rights and Equality,
- n) Member: The member of the Human Rights and Equality Board,
- o) YDS/e-YDS: Foreign Language Level Determination Examination by ÖSYM,
- ö) Proficiency exam: Human rights and equality expertise proficiency exam,
- p) Proficiency Exam Commission: The commission that conducts the proficiency exam.

SECTION TWO**Principles of Assistant Expert Entrance Examination****Entrance examination**

ARTICLE 4 - (1) Assistant experts shall be admitted with the entrance examination.

(2) The assistant examination entrance exam may be done in two stages in written and oral or one stage in oral.

(3) Entrance exam is conducted by the Institution. If necessary, the written exam can be made by ÖSYM or universities.

Entrance exam announcement

ARTICLE 5 - (1) The conditions of participation in the entrance exam, the way of the exam, the place, time, content and evaluation method, the branches of education, the number of staff to be appointed, the class and degree, the types of KPSS score and minimum scores, the number of candidates to be called for the exam, the final application date, place of application, application form, documents and declarations to be requested in the application and other matters

shall be announced in the Official Gazette, on the determined website by President of the Republic and on the website of the Institution at least thirty days before the deadline.

Admission requirements for the entrance exam

ARTICLE 6 - (1) In order to participate in the entrance examination, the following conditions are required:

- a) To fulfil the conditions specified in Article 48 of the Civil Servants Law No. 657
- b) To have graduated from faculties of law, political sciences, economics, business administration, economics and administrative sciences, theology, communication faculty, psychology, sociology, philosophy with at least four years of undergraduate education or to have graduated from domestic or foreign educational institutions Türkiye whose equivalence is accepted by the Council of Higher Education.
- c) Not to have reached the age of thirty-five as of the first day of January of the year in which the examination is held.
- ç) To have received a base score from the KPSS score type or types specified in the entrance exam announcement provided that the validity period has not expired on the application deadline.
- d) To have the document of YDS/e-YDS or another exam whose equivalence of language sufficiency is accepted by ÖSYM and internally recognized certificate, which shows minimum score announced by the Institution has been received as of the application date.

Documents required in the application and application form

ARTICLE 7 - (1) Candidates who wish to take the entrance exam have to submit;

- a) Examination application form to be obtained from the Institution or from the official website of the Institution,
- b) The original KPSS result document or computer printout,
- c) Original or certified copy of the diploma or graduation certificate or equivalence certificate approved by the Council of Higher Education in case of graduation from foreign universities, provided that it is submitted,
- ç) Resume
- d) Four passport size photographs,
- e) A document from YDS or its equivalence of language sufficiency is accepted by ÖSYM and internationally recognized certificate which shows the score announced by the Institution or higher score has been received.

(2) The documents required from the applicants must be submitted to the Institution by the date and time indicated in the entrance exam announcement. If stated in the entrance exam announcement, an application can be made in electronic environment. Applications not received by the Institution within the period specified in the announcement shall not be considered.

Entrance Examination Commission

ARTICLE 8 - (1) The Entrance Examination Commission shall consist of five principal and three alternate members, at least three of the principal members and at least two of the alternate members must be among the Board members. The members and the head of the Entrance Examination Commission are determined by the Head of the Institution. In case the principal members cannot attend the Entrance Examination Commission due to their excuses, the alternate members shall attend the Entrance Examination Commission in the order of determination.

(2) If deemed necessary by the Head, the members of the academic staff of higher education institutions or the staff of other public institutions and organizations may be employed as members of the Entrance Examination Commission. The number of members to be appointed in this way may not exceed two.

(3) The head and members of the Entrance Examination Commission; even if they are divorced, they cannot take part in examinations involving their spouses, blood relatives and relatives in law or adoptee up to the third degree of linkage (including this degree).

Duties and powers of Entrance Exam Commission

ARTICLE 9 - (1) Entrance Examination Commission; In case the written exam is held by the Institution, it is responsible and authorized to prepare the written exam questions, to conduct the exam and to evaluate the answers, to conduct the oral exam, to announce the results, to finalize the objections and to carry out other procedures related to the exam.

(2) The Entrance Examination Commission convenes with the total member number and takes decisions by majority vote. Abstentions cannot be cast during voting.

Examination of applications and acceptance of candidates to the exam

ARTICLE 10 - (1) Entrance Examination Commission issues; the necessary correspondence related to the entrance exam, acceptance and registration of the application documents with the necessary requirements, the preparation and announcement of candidate lists, the identification number of the candidates, the names and surnames and the correctness of the KPSS scores ÖSYM on the web site of the application, the objections made in relation to the application within seven days.

(2) In case the written exam is held by the Institution, the applicants who are entitled to take the exam are given a photo examination entrance document. The identification document, place and date of the exam are included in the

exam entry document. Candidates receive the exam entry documents by hand until the exam time. Candidates who do not have a test entry certificate cannot attend the exam.

Written exam topics

ARTICLE 11 - (1) The written exam is conducted on the following subjects:

a) Professional knowledge of undergraduate education.
b) Information pertaining to the mandate of the Institution and constitutional, administrative and human rights law.

c) General culture and general talent.

(2) The evaluation of the professional knowledge of undergraduate education shall be carried out among the following subjects:

a) Economics group:

- 1) Micro and macro economics.
- 2) Economic policy.
- 3) Economy of Türkiye
- 4) International economic relations and organizations.

b) Finance group:

- 1) Public finance.
- 2) Budget and budget policy, Turkish budget system.
- 3) Tax law and general principles of Turkish tax system.
- 4) Fiscal policy.

c) Legal group:

- 1) Constitutional law and constitutional jurisdiction.
- 2) Administrative law and administrative jurisdiction.
- 3) Human rights law
- 4) Criminal Law (General Provisions)
- 5) Civil law (initial provisions and law of persons).
- 6) Law of Obligations (General Provisions)

ç) Public administration group:

- 1) Management science and Turkish public administration.
- 2) Politics
- 3) Personnel Management.
- 4) Local administrations.
- 5) Turkish political history.

(3) The evaluation of the professional knowledge of the undergraduate education is carried out in the field knowledge subjects determined by taking into consideration the curriculum of the graduating departments.

(4) The weight of the written exam questions to be evaluated in terms of subject groups shall be included in the exam announcement.

(5) 50 percent of the exam questions shall be prepared from the professional knowledge of undergraduate education, 30 percent from the information related to the field of duty of the Institution, constitution, administration and human rights law, 20 percent from general culture and general talent subjects.

Form of written exam, evaluation and oral exam

ARTICLE 12 - (1) In case the written exam is held by the Institution, the following principles shall apply:

a) Up to twenty times the number of cadres to be appointed starting from the candidate who has the highest score in terms of KPSS score type among the applicants applying for the written exam is announced on the website of the Institution. If the number of staff to be appointed is determined separately by education branches, the number of candidates to be called for the exam is also calculated separately. Other candidates with the same score as the last candidate received by KPSS score type are also invited to the entrance examination.

b) Written examination is done in the classical way or test form.

c) Confidentiality shall be observed in the preparation, preservation and evaluation of the exam questions. The questions prepared are kept in the envelopes by the head of the Entrance Examination Commission by closing and signing them in envelopes and opened in the presence of the candidates in the examination room.

ç) The written examination shall be conducted under the supervision of the members of the Entrance Examination Commission and under the supervision of the hall president and officials appointed by the Head of the Institution.

d) The written exam score is determined by taking the arithmetic average of the scores given by the Entrance Exam Commission chairman and members over one hundred full points if the exam is conducted in a classical way.

e) At least seventy points are required to be successful in the written exam.

f) The start and end time of the exam, the number of candidates participated and the number of answer sheets used by each candidate shall be recorded in minutes. The collected answer sheets and minutes are enclosed in envelopes and sealed and then delivered to the head of the Entrance Examination Commission.

g) A record shall be drawn up for those who have cheated, attempted to cheat, or who have been found to have cheated, and their exams shall be deemed invalid.

ğ) The minutes are signed by the head of hall and officials.

h) The results of the written exam and the place, date and time of the oral exam are announced on the official website of the Institution and in the service building; candidates are not notified by mail.

(2) In case the written part of the entrance examination is made to ÖSYM, universities or other public institutions and organizations, the issues related to the written examination shall be determined by the protocol to be signed between the Institution and the related institution.

Oral examination and evaluation

ARTICLE 13 - (1) In case the entrance examination is held orally and verbally, starting from the candidate who gets the highest score from the written exam, four times the number of staff to be appointed shall be called on the official website of the Institution and announced in the service building. Candidates who receive the same score as the last candidate are invited to the oral exam.

(2) In case the entrance exam is conducted only orally, four times the number of staff to be appointed starting from the candidate with the highest score in terms of KPSS score type among the candidates to be called for the oral exam shall be called on the official website of the Institution and announced on the service building. In terms of KPSS score type, candidates with the same score as the last candidate in the ranking are invited to the oral exam.

(3) If the number of staff to be appointed is determined separately by education branches, the number of candidates to be called for the exam is also calculated separately.

(4) In the oral examination, candidates are evaluated through;

a) Level of knowledge related to the examination subjects mentioned in Article 11

b) The ability to comprehend and summarize a subject, the ability to express and reason.

c) The suitability of merit, representation ability, behavior and reactions to the profession,

ç) Sensitivity to human rights, knowledge and experience,

d) Self-confidence, persuasion and persuasiveness,

e) Openness to scientific and technological developments with general talent and general culture, by evaluating each individual score.

(5) Candidates are evaluated by the Entrance Examination Commission on the basis of fifty points for sub-paragraph (a) of the fourth paragraph, and ten points for each of the characteristics written in sub-paragraphs (b) to (e), and the scores given are recorded separately in the minutes. Apart from this, no registration system related to oral exam is used.

(6) In order to be successful in the oral exam, the arithmetic average of the scores given by the head and members of the entrance examination commission over one hundred total points must be at least seventy. The result of the oral entrance exam is ranked in order to start with the highest score and the success list is prepared.

Evaluation and announcement of exam results

ARTICLE 14 - (1) Success ranking; If the written exam is held, it is determined on the basis of the arithmetic average of the scores obtained in the written and oral exams, in case of oral examination only it is determined on the basis of oral exam scores. In case of equality of the scores of the candidates, the candidate who has a high written exam score; If both scores are equal, the candidate with a high KPSS score is placed at the top of the ranking.

(2) Candidates; the entrance exam score is placed on the top of the list of candidates starting with the highest number of candidates to be appointed and the original candidate; The number of candidates to be determined by the Entrance Exam Commission shall be determined as a substitute, not to exceed half of the number of staff to be appointed on condition that they are successful in the entrance examination.

(3) Exam results are recorded by the Entrance Exam Commission. After the approval of the Head, the list prepared according to the success order is announced on the official website of the Institution and in the service building of the Institution. In addition, the candidates in the original and wait list are notified in writing.

(4) Seventy or more points in the entrance exam do not constitute an acquired right for the candidates who do not rank.

SECTION THREE

Appointment as Assistant Expert and Training of Assistant Experts

Documents to be requested before assignment

ARTICLE 15 - (1) The following documents are required from the applicants who have passed the entrance examination of assistant specialists:

a) Written declaration of military status of male candidates.

b) Six passport photos.

c) Written statement of criminal record.

ç) Written statement that there is no obstacle to the performance of the duty in terms of health.

Appointment as assistant expert

ARTICLE 16 - (1) Upon the application to be made in writing together with the documents specified in Article 15 the candidates who are the main candidates of the entrance exam are appointed to the appropriate assistant positions within the period specified in the notification.

(2) Appointment procedures of those who do not apply and do not submit the required documents within the time period notified to them for the appointment procedures in the absence of a valid excuse shall not be made.

(3) The cadres who are successful in the entrance exam and who are not appointed or who have been assigned and left from office for any reason may be appointed from the list of substitute candidates until the announcement date of the entrance exam to be re-held, provided that the exam results are not exceeded three months after the announcement of the exam results.

(4) Those who are successful in the examination and who are later found out that they do not meet the conditions of appointment shall not be appointed and their exam results are deemed invalid. The assignment is cancelled even if it is already done.

(5) The procedures related to the appointment and nomination of the entrance examiners to the positions of assistant experts shall be carried out in accordance with the provisions of the Civil Servants Law No. 657

Duration of assistant experts

ARTICLE 17 - (1) The period of assistant expert is at least three years.

(2) In the calculation of the three-year period, the periods spent on unpaid leave and the part exceeding three months of sickness and companion leave shall not be taken into consideration.

Training of assistant experts

ARTICLE 18 - (1) Assistant experts shall be subjected to training and internship within the framework of the provisions of the General By-law on the Training of Candidate Officers, enacted by the Civil Servants Law No. 657 and the Council of Ministers dated 21/2/1983 and numbered 83/6061.

(2) For the training of assistant experts, a special work and training plan covering a period of three years shall be prepared and implemented by the Human Resources Unit taking the opinions of other units.

(3) Work and training plan include;

a) To provide the assistant experts with minimum basic information and corporate culture related to the definitions, concepts, methods and practices necessary for them to specialize in the field of duty of the Institution,

b) To acquire the knowledge and skills related to the professional legislation and the implementation of this legislation, to rotate the assistant experts between the units for this,

c) To gain the necessary knowledge and skills in correspondence, report writing, examination, research and audit techniques,

ç) Gaining the habit of scientific study and research,

d) Improving computer and technology usage skills,

e) To gain the behaviors and competencies required by the profession of expertise,

f) Development of foreign language knowledge,

g) To gain experience by participating in conferences, seminars and similar programs related to their duties in Türkiye or abroad,

ğ) To improve the professional knowledge and gain the ability to practice by employing in state institutions and organizations

SECTION FOUR

Expertise Thesis

Determination of the thesis

ARTICLE 19 - (1) Assistant experts shall prepare an expert thesis on issues related to the field of duty of the Institution.

(2) Assistant experts; with the exception of unpaid leave and sickness and companionship leave in excess of three months, within one month of following two years of the actual service period of the Institution, including the period spent in the candidacy, they shall identify three different thesis topics and notify the Human Resources Unit. The thesis topics determined by the assistant experts are submitted to the approval of the Head. The thesis subject will be determined by the approval.

(3) If the thesis subject is not found appropriate, the assistant expert determines a new thesis subject within seven days in accordance with the suggestions of the Human Resources Unit. The chosen thesis subject is submitted for approval by the same procedure.

(4) The finalized thesis subject is notified to the assistant specialist.

Preparation of the thesis and advisor

ARTICLE 20 - (1) The thesis must be prepared in accordance with the scientific principles under the guidance of the thesis advisor, including the opinions of the assistant experts and recommendations, not being prepared under the title of expertise, master's, doctoral dissertation or any other name in another state institution or organisation and must be prepared in accordance with ethics of scientific study. Otherwise, the thesis is considered unsuccessful.

(2) Within two months following the determination of the thesis topic, the thesis advisor shall be determined by Presidency by also consulting the Board members, Vice Heads, service unit coordinators, experts working in the institution or academicians working in universities, or public officers who have specialized and have a graduate education related to the thesis topic.

(3) The necessary feasibilities and facilities shall be provided by the Institution in order for the assistant expert to prepare his / her thesis.

(4) Theses are prepared in accordance with academic and scientific thesis writing rules.

Submission of the thesis

ARTICLE 21 - (1) The thesis is prepared and submitted to the department responsible for Human Resources within one year following the finalization of the thesis subject.

(2) In the calculation of the one-year period in the first paragraph, the periods spent on the unpaid leave and the part exceeding three months of sickness and companion leave shall not be taken into consideration.

(3) An assistant who does not submit his / her thesis within his / her term without a valid excuse shall be granted an additional period of time not exceeding six months. The provisions of Article 28 shall apply to those who do not submit their theses within this period.

Thesis Evaluation Commission

ARTICLE 22 - (1) Thesis Evaluation Commission; consists of three principal and two alternate members to be determined by the Head among the members of the Board and the staff of the Institution and, if deemed necessary, academic staff and experts in the field. The thesis advisor is one of the principal members of the commission. The head of the commission is determined by the Head of the Institution. If the principal members cannot join the commission due to their excuses, the substitute members shall join the Commission in the order of determination.

(2) Head and members of the Thesis Evaluation Commission; even if they are divorced, they cannot take part in examinations involving their spouses, blood relatives and relatives in law or adoptees up to the third degree of linkage (including this degree).

(3) The Thesis Evaluation Commission convenes with the total number of members and takes decisions by majority vote.

Evaluation of thesis and oral defense

ARTICLE 23 - (1) Expertise theses are sent to the members of the Thesis Evaluation Commission to be evaluated within fifteen days by responsible units of the Human Resources Units. The members review the theses within two months at the latest.

(2) On the date determined by the Human Resources Unit with the approval of the Head or the Vice Head, the assistant expert defends his / her thesis orally before the Commission.

(3) The Commission considers the thesis as successful or unsuccessful, taking into account the oral defense. The members of the Commission cast their votes as successful or unsuccessful and this shall be recorded in minutes.

(4) In case the thesis is accepted as unsuccessful, a report including the evaluation made by each member and the reasons for the thesis being considered unsuccessful shall be issued by the commission.

(5) The thesis of the assistant expert who does not make his defense without a valid excuse shall be deemed unsuccessful.

Failure of the thesis

ARTICLE 24 - (1) The assistant expert whose thesis is unsuccessful shall be given an additional period for ones and not exceeding six months, provided that the Thesis Evaluation Committee decides to present the same thesis in accordance with the issues stated in the evaluation report or to prepare a new thesis. The provisions of Article 28 shall be applied to those whose thesis is not accepted for the second time.

(2) Evaluation of the revised theses is done according to the procedures and principles specified in Article 23

SECTION FIVE

Proficiency Exam

Proficiency exam commission

ARTICLE 25 - (1) The Proficiency Exam Committee shall: consists of five principal and three alternate members, as one of them is head of commission, to be appointed by the Head among the members of the Board and the staff of the Institution or one of them from outside the Institution. If the principal members cannot join the commission due to their excuses, the substitute members shall join the Commission in the order of determination.

(2) Head and members of the Thesis Evaluation Commission; even if they are divorced, they cannot take part in examinations involving their spouses, blood relatives and relatives in law or adoptees up to the third degree of linkage (including this degree).

(3) The Proficiency Exam Committee convenes with the total number of members and takes decisions by majority vote.

Proficiency test

ARTICLE 26 - (1) The assistant expert accepted for the thesis is entitled to take the proficiency exam provided that he has worked in the Institution for at least three years including the period spent in the candidacy, except for the periods spent on his unpaid leave and the period exceeding three months of sickness and companion leave.

(2) The proficiency exam consists of a written exam only.

(3) The Proficiency Exam shall be administered by the Proficiency Exam Commission within three months at the latest from the acceptance of the thesis. The proficiency exam shall be carried out on the subjects within the scope of the Institution's legislation and the field of duty. The date of the proficiency exam is notified to the assistant experts in writing at least one month in advance.

(4) The questions asked and answers given in the exam are recorded in a minute. The exam grade is determined by taking the arithmetic means of the scores given by the Proficiency Exam Commission members.

(5) In order to be considered successful, the arithmetic average of the grades given by the members must be at least seventy points out of a hundred points.

(6) Those who do not pass the proficiency exam or do not use the exam right without a valid excuse shall be given a second exam within six months. Provision of Article 28 shall be applied to those who are not successful in the second exam or who do not exercise the right to exams.

(7) At the end of the proficiency exam, the head of the Proficiency Exam Commission prepares a table showing the grade given by each member and reports the report to the Presidency. The results shall be communicated to the persons concerned after the approval of the Head.

SECTION SIX

Appointment and Training

Requirements and appointment for expertise

ARTICLE 27 - (1) In order for the assistant expert to be appointed as expert the conditions are as follows;

- a) Acceptance of the thesis,
- b) Success in the proficiency exam,
- c) Submission of a score of minimum (C) from YDS which is valid on the date of proficiency exam or taken within two years following the proficiency exam, or another document which is accepted by Presidency of ÖSYM as equivalent in terms of language proficiency and internally recognized certificate, must be fulfilled.

(2) The assistant experts meeting the requirements of the first paragraph shall be appointed by the Head to the expert staff according to their situation.

Failure

ARTICLE 28 - (1) Those who do not submit their theses within the given period or who do not accept their theses prepared for the second time and who do not succeed in the second time proficiency exam or do not use the right of examination and fail to fulfil the requirement of foreign language proficiency within the period, lose the title of assistant specialist and appoint as civil servant in the Institution.

In-service training

ARTICLE 29 - (1) The institution may organize in-service training programs for experts and assistant experts.

(2) Trainings can be provided by the personnel of the Institution or, if necessary, experts may be employed as trainers.

(3) Experts and assistant experts may benefit from external courses, certificate programs and similar trainings deemed appropriate by the Authority.

Abroad training

ARTICLE 30 - (1) Experts and assistant experts can be sent abroad to carry out research and increase their experience and graduate education and do master within the framework of the provisions of the By-law on the Civil Servants Law No. 657 and By-law About Sending Abroad the Civil Servants With the Purpose of Training which is entered into the force by the decision of the Council of Ministers dated 21/1/1974 and numbered 7/7756 .

SECTION SEVEN

Duties, Authorities and Responsibilities of the Experts and Assistant Experts

Working Procedures and Principles

Duties, authorities and responsibilities of experts and assistant experts

ARTICLE 31 - (1) Experts shall perform the following duties in matters falling within the scope of the unit in which they are employed:

- a) To carry out the duties assigned to the Institution by the relevant legislation and to perform the services required by the studies carried out by the Institution.

b) To follow the legislation that falls within the scope of the Institution's duty, to carry out studies on the development of this legislation and to express their opinions and suggestions regarding the deficiencies in implementation, to contribute to the preparation and discussion of the legislation.

c) To carry out research and examination within the scope of the task area of the Institution, to prepare projects.

ç) To follow the meetings and studies held in Türkiye and abroad, and to participate in the meetings and activities within and between institutions.

d) To follow the developments and publications in the domestic and international fields on professional issues, to collect the necessary documents and to carry out the studies and studies deemed necessary on these issues.

e) To contribute to the development of the knowledge and experience of the assistant experts.

f) Performing other duties of a similar nature to be assigned by their superiors.

(2) Assistant experts shall perform the duties assigned to them by their supervisors and the experts they accompany.

(3) In accordance with the article 19 of the law, In the performance of the duties of examination, research, visit and minute preparation given to the Institution by the Law and other legislation, experts and assistant experts are authorized, if authorized by the Head, to request and examine relevant information and documents from all public institutions and organizations and other natural and legal persons, to receive written and oral information from those concerned, to visit places where deprived or protected persons are deprived of their liberty and to make investigations therein.

(4) The experts and assistant experts are responsible to their supervisors for the performance of the assigned tasks within the framework of the relevant legislation.

Working procedures and principles of experts and assistant experts

ARTICLE 32 - (1) The expert and the assistant experts shall perform the assigned duties within the period in accordance with the legislation.

(2) The experts work under the supervision of the Coordinator of the unit, the Vice Head, the members of the Board and the Deputy Head and the Head; and assistant experts work under the supervision of the specialist they accompany, the Coordinator of the unit they work for, the Vice Head, the members of the Board, the Deputy Head and the Head.

(3) When the quality, scope and duration of the work needs to be required to done by more than one expert or assistant expert, the work shall be carried out under the coordination of the senior expert. Among the experts with the same seniority, the ranking of the proficiency exam is taken as the basis.

SECTION EIGHT

Miscellaneous and Final Provisions

Reassignment to expertise

ARTICLE 33 - (1) Those who wish to be re-appointed from those who resign from their duties in the Institution for any reason after gaining the title of expert may be appointed to the vacant staff and expert cadres according to their situation, if deemed appropriate by the Institution.

Objection

ARTICLE 34 - (1) The application and results of the entrance exam, thesis and proficiency exam may be objected within seven working days. The objections are finalized within seven working days by the Entrance Exam Commission, Thesis Evaluation Commission or Proficiency Exam Commission according to their interest and the decision is notified to the related person by registered mail.

Misstatement

ARTICLE 35 - (1) Those who are found to have made false statements or submitted documents regarding the issues regulated by this By-law shall not be appointed; the assignment is canceled even if the assignment has been made. These persons cannot claim any rights and a criminal complaint is filed with the Chief Public Prosecutor's Office for legal action against them.

Retention of exam documents

ARTICLE 36 - (1) The documents related to the examination of those who have passed the entrance exam and are appointed to the assistant experts are kept in their personal files. The application documents of the unsuccessful ones and those who are successful but not appointed for any reason shall be returned by hand within two months following the announcement of the entrance examination results and the examination documents shall be kept until the next examination, provided that they are not less than the term of litigation.

(2) The documents prepared by the Thesis Evaluation Commission and the documents prepared by the Proficiency Exam Committee as a result of the proficiency exam are kept in the personal files.

Conditions without provisions

ARTICLE 37 - (1) In the absence of provisions in this By-law, the 657 numbered Civil Servants Law, the 6701 numbered law of Human Rights and Equality Institution of Türkiye, the 18/3/2002 dated and 2002/3975 numbered General By-law on Examinations for First Persons to be Appointed to Public Duties put into force by the Council of

Ministers Decision, and The provisions of the General By-law on the Training of Candidate Officers and other relevant legislation shall apply..

Repealed Legislation

ARTICLE 38 - (1) The By-law on Human Rights Expertise published in the Official Gazette dated 14/3/2014 and numbered 28941 has been repealed.

Entry into Force

ARTICLE 39 – (1) This By-law enters into force on the date of its publication.

Execution

ARTICLE 40 - (1) The provisions of this By-law shall be executed by the Head.