

REGULATION

From IstinYE University :

ISTINYE UNIVERSITY REGULATION ON THE CONTINUING EDUCATION APPLICATION AND RESEARCH CENTER**SECTION ONE****Purpose, Scope, Legal Basis and Definitions****Purpose**

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles related to the objectives, areas of activity, governing bodies and duties of the governing bodies of the IstinYE University Continuing Education Application and Research Center.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions in relation to the objectives, areas of activity, governing bodies and duties of the governing bodies and the operating manner of the IstinYE University Continuing Education Application and Research Center.

Basis

ARTICLE 3 - (1) This Regulation was prepared based on subparagraph (2) of paragraph (d) of the first clause of Article 7, and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Chairman: refers to the Chairman of the Board of Directors of the IstinYE University Continuing Education Application and Research Center,
- b) Advisory Board: refers to the Advisory Board of the IstinYE University Continuing Education Application and Research Center,
- c) Secretary General: refers to the Secretary General of IstinYE University, d) Manager: refers to the Manager of the Center,
- d) Center/ISUSEM: refers to the IstinYE University Continuing Education Application and Research Center,
- e) University: refers to IstinYE University,
- f) Rector: refers to the rector of IstinYE University,
- g) Board of Directors: refers to the Board of Directors of the IstinYE University Continuing Education Application and Research Center.

SECTION TWO**The Purpose and Areas of Activity of the Center****Center's purpose**

ARTICLE 5 - (1) The purpose of the Center is to organize training programs other than the associate degree, undergraduate and graduate programs of the University and to contribute to the development of the University's cooperation with the public and private sector and international organizations.

Center's areas of activity

ARTICLE 6 - (1) The center's areas of activity are as follows:

- a) To organize training programs in relation to continuing education, which are open to general participation.
- b) To organize training programs for public and private sector organizations.
- c) To organize training programs that are open to general participation through the distance education method.
- d) To plan and organize seminars, symposiums, conferences, educational fairs, summit events and any type of academic and scientific meetings for the public and private sector as well as international organizations and individuals in areas that they require.
- e) To open/close branches of the Center at locations as required.
- f) To carry out other activities as part of continuing education, as proposed by the Rectorship and/or agreed by the Board of Directors of the Center.

SECTION THREE**Governing Bodies of the Center and their Duties****Governing bodies of the center**

ARTICLE 7 - (1) The governing bodies of the Center are as follows:

- a) Manager,
- b) Board of Directors,
- c) Advisory Board.

Manager

ARTICLE 8 - (1) The Manager of the Center is selected by the Rector from the full-time employees of the University, and appointed for two years. All personnel who is employed at the Center report to the Manager. A Manager whose term of office expires may be reappointed by the approval of the Board of Directors.

The Director may be dismissed before the end of his/her term by the procedure s/he was appointed. In the absence of the Manager, one of the members of the Board of Directors acts as his/her proxy.

(2) A required number of deputy managers may be appointed by the Rector upon the suggestion of the Manager. When the manager's term of office expires, his/her deputies' terms of office also expire.

Duties of the Manager

ARTICLE 9 - (1) The duties and powers of the Manager are as follows:

- a) To identify the short-term, medium-term and long-term goals and prepare the strategic plan of the Center, and implement it after receiving the approval of the Board of Directors,
- b) To manage, coordinate, supervise and oversee all the personnel of the Center,
- c) To identify the budget, appropriation and personnel requirements of the Center and submit them for the approval of the Board of Directors,
- d) To prepare the annual activity report for the previous period and submit it to the Board of Directors for approval,
- e) To prepare the annual target and work program of the Center and to implement it after receiving the approval of the Board of Directors,
- f) To carrying out the feasibility of the training programs that were initiated previously or will be initiated for the first time, after submitting it to the Board of Directors to receive their opinion and receiving their consent,
- g) To identify the agenda of the Board of Directors and conduct its secretariat,
- h) To fulfill the duties assigned by the Chairman and required by the provisions of the relevant legislation.

Board of Directors

ARTICLE 10 - (1) The Board of Directors of the Center consists of a total of five members including the Rector as the Chairman of the Board of Directors, the Secretary General, the Manager and two faculty members to be appointed by the Rector for three years.

(2) The Board of Directors ordinarily convenes at least once in every academic semester, preferably once a month, with a pre-determined agenda. The Chairman may also call for an extraordinary meeting of the Board of Directors ex officio or upon the request of the Manager. The Board of Directors convenes by simple majority and decisions are taken by majority vote. In case of an equality of the votes, the majority of votes shall be deemed to have been cast in favor of the President's vote.

Duties of the Board of Directors

ARTICLE 11 - (1) The duties and powers of the Board of Directors are as follows:

- a) To identify and communicate the administrative/financial procedures and principles related to the continuing education activities, and to ensure their implementation.
- b) To identify the general framework of the cooperation of the Center with other individuals and organizations and to approve the agreements prepared for such purposes.
- c) To approve the feasibility of the training programs proposed by the Manager, which have already been initiated or will be initiated for the first time.
- d) To identify the hourly tuition fees of the academic staff and trainers to be employed for the continuing education programs.
- e) To decide on the appointment, re-appointment or dismissal of the personnel to be employed at the Center.
- f) To decide on annual work reports, plans and programs.
- g) To inspect/receive services for the inspection of the annual activities of the Center in terms of education, operation, finance and other aspects.
- h) To decide on the personnel requirements of the Center and the budget proposal.

Advisory Board

ARTICLE 12 - (1) If proposed by the Board of Directors, an Advisory Board may be established in line with the following principles by the approval of the Rectorship:

a) Members of the board are selected from individuals who work as academicians at higher education institutions in Turkey or abroad, or who work in the area of activity of the Center; are experienced; and can be consulted if necessary, and who accept the job offer made to them, upon the suggestion of the Manager and the approval of the Rector. A maximum of 15 members may be elected for the Advisory Board. The term of office of the Advisory Board members is 1 (one) year. The member whose term of office expires may be reappointed.

b) The Advisory Board convenes upon the invitation of the Rector, where necessary.

c) The duties of the Advisory Board are to maintain the relationships with the Center in scientific and social areas, to make assessments and suggestions about the activities of the Center.

SECTION FOUR

Miscellaneous and Final Provisions

Staff requirement

ARTICLE 13 - (1) The academic, technical and administrative personnel requirements of the Center are fulfilled by the existing human resources of the University and/or by recruiting new staff.

Cases which are not regulated

ARTICLE 14 - (1) In cases where there are no relevant provisions in this Regulation; the provisions of other relevant legislation and the decisions of the Senate and the Board of Directors shall apply.

Effective Date

ARTICLE 15 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 16- (1) The provisions of this Regulation shall be executed by the Rector of Istinye University.