

REGULATION

From Istinye University:

REGULATION ON ISTINYE UNIVERSITY APPLICATION AND RESEARCH CENTER FOR TURKISH EDUCATION 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, duties of the governing bodies, and operating manner of the Istinye University Application and Research Center for Turkish Education.

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 Application and Research Center for Turkish Education.

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) Center (ISU-TURKMER): refers to the Istinye University Application and Research Center for Turkish Education,
- b) Manager: refers to the Manager of the Istinye University Application and Research Center for Turkish Education,
- c) Rector: refers to the rector of Istinye University,
- d) University: refers to Istinye University,
- e) Board of Directors: refers to the Board of Directors of the Istinye University Application and Research Center for Turkish Education.

SECTION TWO**Center's Objectives and Areas of Activity****Center's objectives**

ARTICLE 5 - (1) The objectives of the Center are to teach Turkish to international students who come from abroad to study at higher education institutions, to ensure the training of instructors who will go abroad from Turkey to teach Turkish to international students, to work on the necessary documentation

and materials, and to hold an exam for the purpose of identifying the Turkish proficiency of the students who apply to the Center and to ensure that they receive a certificate of the exam results which will be valid for other institutions as well.

Center's areas of activity

ARTICLE 6 - (1) The areas of activity of the Center are as follows:

- a) To teach Turkish in Turkey and abroad, to open branches in Turkey and abroad for this purpose, thus teaching Turkish to foreign nationals, Turkish nationals living abroad and others who are willing to learn Turkish.
- b) To conduct studies to improve the language teaching methods that are applied at the Turkish teaching departments at universities and to perform research and practices related to language teaching methods.
- c) To make comparative studies between Turkish and other foreign languages in order to make Turkish teaching more efficient, to develop relevant materials and measurement-assessment tools.
- d) To teach Turkish to students and academicians who come to Turkey under the interuniversity cooperation protocols.
- e) To conduct joint teaching, research, practice and publication activities with the relevant departments of universities under Turkey's bilateral agreements and with other public institutions and organizations.

SECTION THREE

Governing Bodies of the Center

Governing bodies of the center

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

- a) Manager.
- b) Board of Directors.

Manager

ARTICLE 8 - (1) The Manager is appointed by the Rector for three years by being selected from among the faculty members of the relevant departments of the University. The Manager whose term of office expires may be reassigned. If the Manager is absent for more than six months, the position shall automatically end. The Manager,

may be dismissed before the end of his/her term by the procedure s/he was appointed.

(2) A member of the Board of Directors may be appointed as the deputy Manager by the Rector upon the suggestion of the Manager. When the Manager is off duty, his/her deputy acts as his/her proxy. When the manager's term of office expires, his/her deputy's term of office also expire.

Duties of the Manager

ARTICLE 9 - (1) The Manager has the following duties:

- a) To represent the Center.
- b) To preside over the Board of Directors.
- c) To ensure that the activities of the Center are carried out regularly, to oversee and supervise such activities.
- d) To present the decisions of the Board of Directors to the Rector for his/her approval.
- e) To distribute tasks as required by the work undertaken at the Center.
- f) To submit the report on the general status and operation of the Center to the Rector at the end of each academic year after receiving the opinion of the Board of Directors on the report.

Board of Directors

ARTICLE 10 - (1) The Board of Directors consists of a total of five members including the Manager, the University's International Programs Director, and three members who will be selected from the faculty members of the University and appointed by the Rector.

(2) The term of office of the members of the Board of Directors is three years. Members whose term of office expires may be reassigned. The members who leave their post before the expiry of the term of office or who are appointed outside the University for a period of more than three months are replaced by new members who will complete their remaining periods. The Board of Directors convenes by an absolute majority upon the call of the Manager and the decisions are taken by a majority of the votes of those who are present in the meeting.

(3) The secretariat of the Board of Directors is carried out by the University's International Programs Directorate.

Duties of the Board of Directors

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

- a) To take decisions about the activities and management of the Center.
- b) To review the proposals of the Manager on issues related to the identification and assignment of the personnel to be employed at the Center and to decide on their suggestion to the Rectorate.
- c) To discuss the report that is prepared by the Manager at the end of each year of activity and to prepare the work program for the next year.
- d) To provide opinions on issues related to research, publication and teaching.

SECTION FOUR

Miscellaneous and Final Provisions

Staff requirement

ARTICLE 12 - (1) The academic, technical and administrative staff requirements of the Center shall be fulfilled by the staff to be appointed by the Rector in accordance with Article 13 of the Law No. 2547.

Cases which are not regulated

ARTICLE 13 - (1) In cases where there are no relevant provisions in this Regulation; the provisions of other relevant legislation and the decisions of the Board of Trustees and Senate of the University and the Board of Directors shall apply.

Effective Date

ARTICLE 14 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 15- (1) The provisions of this Regulation shall be executed by the Rector of Istinye University.