

REGULATION

From Istinye University :

THE MAIN REGULATION OF ISTINYE UNIVERSITY**SECTION ONE****Purpose, Scope, Legal Basis and Definitions****Purpose**

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the principles for the management, operation and duties of the academic and administrative units of Istinye University.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions related to the management of Istinye University; its academic and administrative bodies; the duties of those bodies; and financial matters.

Basis

ARTICLE 3 - (1) This Regulation was prepared based on the Higher Education Law No. 2547 dated 4/11/1981, and the additional Article 166 of the Law No. 2809 on the Organization of the Higher Education Institutions dated 28/3/1983.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Chairman: refers to the Chairman of the Board of Trustees of Istinye University,
- b) Dean: refers to the deans of the relevant faculties at Istinye University,
- c) Secretary General: refers to the Secretary General of Istinye University,
- d) Manager: refers to the managers of the institutes, schools, application-research centers and continuous education centers within the university,
- e) Board of Trustees: refers to the Board of Trustees of Istinye University,
- f) Rector: refers to the rector of Istinye University,
- g) Senate: refers to the Istinye University Senate,
- h) University: refers to Istinye University,
- i) Foundation: refers to the founder of Istinye University, The 21st Century Anatolia Foundation,
- i) Board of Directors: refers to the Board of Directors of Istinye University.

SECTION TWO**Duties and Powers of the Board of Trustees and the Chairman of the Board of Trustees****Formation of the Board of Trustees**

ARTICLE 5 - (1) The Board of Trustees is the highest decision-making body of the University, representing the legal entity of the University. The University is managed under the supervision of the Board of Trustees in accordance with the provisions of this Regulation and other relevant legislation.

(2) The Board of Trustees consists of at least a two-thirds majority of the total number of the members of the Foundation's Board of Directors and at least seven members selected from candidates who have the qualifications required for Civil servants, at least two-thirds of whom have an undergraduate degree. The members of the Board of Trustees elect a chairman among themselves and the chairman elects a vice chairman for four years. The number of the chairman and members of the board of directors of the foundation and their first-degree relatives, relatives by marriage, and spouses who shall serve on the Board of Trustees cannot not exceed two.

(3) The term of office of the members of the Board of Trustees is four years. The Foundation is authorized to dismiss any member of the Board of Trustees. If a member leaves his/her position, a new member is elected so that s/he can complete the remaining term of the previous member. Members whose term of office expires can be re-elected. If the membership becomes vacant for any reason or if the membership term expires, it shall be notified to the Presidency of the Foundation within one week, or one month in advance, respectively.

(4) In order to remove any member of the Board of Trustees, the proposal to be made by the Chairman must be accepted by a minimum of a two-thirds majority of the total number of the members of the Foundation's Board of Directors.

(5) The membership of a member of the Board of Trustees, who does not attend the Board of Trustees meetings for a total of three times or twice in a row in one year without a legally valid excuse, shall automatically be terminated.

(6) The rector is a natural member of the Board of Trustees, who cannot attend meetings on matters related to himself/herself and s/he cannot not be elected as the Chairman/Chairwoman of the Board of Trustees. Staff members of the University other than the Rector cannot serve in the Board of Trustees.

(7) Academic staff working at state universities may serve in the Board of Trustees, provided that they obtain the necessary permission from their university. The names of the members of the Board of Trustees are notified to the Council of Higher Education by the Board of Trustees.

(8) The Board of Trustees may appoint temporary or permanent advisors to assist them in their work in areas other than academic matters.

Quorum and voting for the meetings of the Board of Trustees

ARTICLE 6 - (1) The Board of Trustees normally convenes at least four times a year. The agenda and time of the meetings are announced to the members at least one week before the meeting date. The Chairman is authorized to call an extraordinary meeting of the Board of Trustees. In addition, an extraordinary meeting is held upon the request of the two thirds of the members. The minutes and decisions of the Board of Trustees meeting are written by the rapporteur member who is selected from the members of the Board of Trustees and appointed by the Chairman, and are signed by the attendees of the meeting.

(2) Where the Board of Trustees deems necessary, they may invite authorized experts or related officials to meetings so that they can provide explanations. Those who attend the meeting in such a capacity without being a member, do not have voting rights.

(3) Unless stated otherwise in this Regulation, the quorum of the Board of Trustees is more than half of the total number of members, and decisions are taken by a simple majority of those who are present at the meeting.

(4) After each agenda item is discussed, the relevant draft resolution is submitted for voting. Votes must be cast in favor of either an acceptance or a rejection. An abstention vote cannot be cast. The vote of a member who did not participate in the voting even though s/he was present at the meeting is considered as a rejection. Voting is performed openly and by a show of hands.

(5) If an absolute majority cannot be achieved in the third round, the majority vote principle shall be applied in the fourth round.

(6) In case of equality, the majority of votes shall be deemed to have been achieved in favor of the President's vote.

Duties and powers of the Board of Trustees

ARTICLE 7 - (1) The duties of the Board of Trustees are as follows:

a) To represent the legal entity of the university,

b) To appoint the Rector by obtaining the positive opinion of the Council of Higher Education and to dismiss him/her in line with the appointment procedure,

c) To review and decide on the drafts of the regulatory procedures required to ensure that the University can work efficiently in all aspects and to ensure that they enter into force by submitting them for the approval of the competent authorities,

d) To evaluate and conclude the decisions to be taken by the Senate for the establishment, closure or merging of faculties, departments, art majors, conservatories, technoparks, schools, institutes or vocational schools, preparatory schools and similar academic units within the university, and the establishment of application and research centers, and to submit them for the approval of the Council of Higher Education if deemed appropriate by the Council of Higher Education,

e) To approve the actions taken by the Chairman upon the proposal of the Rector, in relation to the appointment, assignment, contract renewal/non-renewal, dismissal, layoff or promotion of department heads, managers and other senior personnel to be assigned at the University,

f) To accept or reject the University budget prepared by the rectorship, to monitor and supervise the practices; to identify the expenditure procedures, the authorizations for expenditures as well as the authorizations for signature and representation; to decide on transferring funds or providing extraordinary appropriations during the budget year,

g) To decide on the cancellation of the appropriations that are not spent in the budget period, at the end of the year and their use in the paragraphs and articles that will be required when preparing the budget for the next year; to approve the final account of the budget and the account of the management period for materials,

h) To decide on the quota for scholarship, paid and foreign students, which is proposed by the Board of Directors, so that it can be submitted to the Council of Higher Education for their approval; to determine the fees to be collected from students, the schedule of the collection of fees, the payment methods, scholarship quotas and the amounts of the scholarships to be granted,

i) To determine the fees to be charged for courses, seminars, as well as project, consultancy and other services to be provided by any unit and center of the University; and the collection method and schedule of such fees by consulting the relevant units as well,

j) To procure and manage movable and immovable property for the University, to complete the land registration of immovable properties on behalf of the University,

k) To decide on the acceptance and rejection of the donations to be made to the University, to determine the procedures related to these donations and to carry out the relevant transactions/ensure that such transactions are carried out,

l) To decide on investments that will provide resources for the university; the establishment of or participation in national and international enterprises; and the use of existing resources in the most efficient way; to create new projects or commission expert individuals or organizations to prepare projects,

m) To identify the principles of collaboration with national and international universities and other institutions by consulting the Senate, to supervise their practices and to approve the agreements and protocols regarding the collaborations by receiving the positive opinion of the Council of Higher Education; to evaluate the reports for the inspections to be made by the Council of Higher Education and decide on the required measures to be taken,

n) To review and decide on the proposals of the Senate for the award of an honorary academic title which is not based on an exam,

o) To identify and plan the necessary strategies and policies required for the University to be able to achieve its objective of operating as a modern and world-class University, under the purpose and principles of Articles 4 and 5 of the Law No. 2547,

p) To establish commissions, receive consultancy services or appoint a sufficient number of specialist advisors in areas required by the university for its management,

q) To conduct studies on the establishment, closure or merging of technoparks at the University in accordance with the provisions of the relevant legislation,

r) To fulfill other duties appointed by the relevant legislation.

(2) The Board of Trustees may delegate its powers to the Chairman, the vice chairmen, the Rector and/or other organs and directors of the University to the extent and for the period that it deems appropriate.

(3) Membership of the Board of Trustees is honorary. However; members can be granted the right to attend the meetings, the right of way, and an attendance fee, pursuant to the decision of the Board of Directors of the Foundation, and the principles set forth in Article 6 of the Law No. 2547. No other payment shall be made to the Board of Trustees by any other means.

Chairman

ARTICLE 8 - (1) The members of the Board of Trustees elect a chairman from among themselves for four years and the chairman can elect two vice chairmen for four years if he deems it to be necessary. The chairman and vice chairmen whose terms of office expire may be re-elected. The term of office of the vice chairmen is limited by the term of office of the Chairman. In his absence, the Chairman appoints one of the Vice-Chairmen as acting Chairman.

(2) In addition to his duty as a member of the Board of Trustees, the vice chairman performs other duties and exercises the powers assigned to him by the Chairman.

(3) The spending authority for the university belongs to the Chairman.

Duties and powers of the Chairman

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

a) To represent the university as a legal entity, and to represent the Board of Trustees,
b) To ensure that the agendas of the Board of Trustees meetings are prepared and to chair such meetings,
c) To assign tasks that he deems appropriate to the members of the Board of Trustees, in line with the agenda,
d) To perform the procedures related to the appointment, assignment, contract renewal/non-renewal, dismissal, layoff or promotion of deans, department heads, managers and other senior personnel to be assigned at the University, on behalf of the Board of Trustees and present such procedures to the Board for their approval,

e) To open accounts at banks on behalf of the University for any type of income of the University to be deposited to, to withdraw money from such accounts on behalf of the University, to make transfers between accounts, to make the necessary expenditures and to inform the Board of Trustees about these transactions,

f) To perform other duties assigned by the Board of Trustees and required by this Regulation as well as the other regulations of the University and to exercise the powers granted to him,

g) To represent the University and make decisions at commercial organizations that are directly or indirectly, and fully or partially owned by the University, and the parent companies or subsidiaries of such organizations, and inform the Board of Trustees about the related transactions.

(2) The Chairman may appoint legal, academic or technical advisors from among the members of the Board of Trustees or externally, whose terms of office shall be limited by his own.

(3) The Chairman may severally or jointly delegate his powers to the vice chairmen, the Rector, vice rectors and/or one of the members of the Board of Trustees or the Board of Directors of the Foundation to the extent and for a period that he deems appropriate.

SECTION THREE

Academic Organs of the University and Their Duties

Rector

ARTICLE 10 - (1) The Rector is the highest level academic administrator of the university, who is appointed by the Board of Trustees for a period of four years upon the approval of the Council of Higher Education and s/he uses the powers granted to him/her by this Regulation, the other relevant legislation and the Board of Trustees. The Rector whose term of office expires can be re-appointed.

(2) When the Rector is not on duty, he shall appoint one of his/her deputies, or in their absence, one of the deans of the faculty, as an acting Rector. If the Rector is not in office for more than two weeks, s/he shall inform the Council of Higher Education. If the Rectorship position becomes vacant for any reason, the Board of Trustees shall appoint one of the vice-rectors as the acting rector. If the deputization of the rector position lasts more than six months, a new Rector is appointed.

Duties of the rector

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

a) To apply the decisions of the Board of Trustees on administrative and financial matters,
b) To establish a connection between the Board of Trustees and the academic and administrative staff on issues related to the administration of the University,

c) To chair the university boards, to implement the decisions of the higher education institutions, to review and decide on the proposals of the university boards, to ensure coordination between the affiliate organizations of the university,

d) To prepare the University's investment programs, budget and staff requirements after taking the advice and suggestions of the units of the University, the Board of Directors of the University and the Senate, and to submit them to the Board of Trustees,

e) To make proposals to the Board of Trustees to change the positions of and/or assign new positions to the academic staff and other personnel employed at the institutions and units of the University, where s/he deems necessary,

f) To execute contracts for academic staff and other personnel to be assigned by the University, to make decisions regarding the renewal/non-renewal of their contracts, their dismissal or promotion,

g) To prepare the proposals related to the appointment, assignment, contract renewal/non-renewal, dismissal, layoff or promotion of deans, department heads, managers and other senior personnel and present such proposals to the Board of Trustees for their approval,

h) To prepare the detailed curriculums of the faculties, schools and other academic units of the university after consulting with the relevant units and the Board of Directors, and submit them to the Senate,

i) To make assignments in line with Article 31 and paragraph (b) of the first clause of Article 40 of the Law No. 2547, where necessary,

i) To carry out the general duties of oversight and supervision on University units and staff of the Rectorship,

k) To inform the Board of Trustees about the scientific research and publication activities of the University at the end of each academic year and where necessary,

j) To submit the copies of the reports of the inspections carried out by the Council of Higher Education to the Board of Trustees, and inform the Board of the measures taken and the work that is carried out for any issues that are required to be resolved in the report, on time and without delay,

k) To prepare the proposals to be submitted to the Council of Higher Education for the establishment of faculties, institutes, schools, vocational schools, preparatory schools, conservatories, as well as education, application and research centers, and for the opening, merging or closure of departments, art majors and technoparks, and to submit them to the Board of Trustees for their approval following the Senate decision,

l) To take the necessary measures for the execution of academic studies at a high level; to identify the conditions that are considered academically necessary by the University, in addition to the conditions required for appointments at the public higher education institutions, for the appointment of lecturers who are at the highest academic level, by consulting with the Senate and the Board of Directors,

m) To receive consultancy services or appoint a sufficient number of specialist advisors in areas required by the university for its management,

n) To perform the duties assigned to him/her by the relevant legislation and to use the powers delegated to him/her by the Board of Trustees and the Chairman.

(2) The Rector has the primary authority and responsibility to ensure that the teaching capacity of the university and its units are used rationally and improved; to create a contemporary and dynamic university environment; to ensure that the academic performance is at its highest level; to provide the necessary social services to the students; to take security measures when necessary; to plan and conduct the educational as well as the scientific research and publication activities; to perform scientific and administrative oversight and supervision, and to transfer these duties to the sub-units, ensure that they are monitored, controlled and concluded.

Vice rectors

ARTICLE 12 - (1) Three of the full-time professors of the University, one of whom is to be in charge of academic affairs, are appointed by the Board of Trustees as vice rectors, upon the proposal of the Rector.

(2) When the rector's term of office expires, his/her deputies' terms of office also expires. Where the Rector deems necessary, s/he can replace his/her deputies in accordance with the procedure of appointment.

(3) When the rector is not in office, s/he deputizes one of his/her deputies to act on behalf of him/her.

Senate

ARTICLE 13 - (1) Chaired by the Rector, the Senate consists of vice rectors, deans, faculty members from each faculty, who are to be elected by their own boards for three years, and the managers of institutes and schools of the Rectorship. Elected members whose term of office expires may be re-elected and dismissed in accordance with the procedure for election. If a member leaves his/her position before their term for any reason, a new member is elected so that s/he can complete the remaining term of the previous member.

(2) The Senate normally convenes at least twice a year; at the beginning and end of each academic year. Where the Rector deems necessary, s/he can call an extraordinary meeting of the Senate.

(3) During the discussion of issues related to the students, the chairman of the student council shall also participate in the meeting, in cases where s/he cannot, the council member that s/he shall assign shall participate in the meeting.

Duties of the senate

ARTICLE 14 - (1) The Senate is the academic body of the University and performs the following duties:

a) To perform the duties listed in Article 14 of the Higher Education Law No. 2547,

b) To identify suggestions for the method of admission of students to all the educational programs of the university such as the associate degree, undergraduate, graduate and doctoral programs; the number of students to be admitted; scholarship quotas, and the manner and amount of the scholarship; and to provide those suggestions to the Rector,

c) To prepare the proposals to be submitted to the Council of Higher Education regarding the use of a foreign language other than Turkish, or the full or partial use of Turkish in a department or a program,

d) To propose the opening of dual, summer, night and adult training programs, to determine the contents and durations of these programs, and to submit them to the Council of Higher Education,

e) To determine the criteria for applications for being promoted to and appointed as professor, associate professor and assistant professor,

f) To review and decide on the annual curriculums and academic calendar of the university,

g) To elect members for the Interuniversity Council and the Board of Directors of the University,

h) To express opinions on issues that are brought up by the Board of Trustees,

i) To review and decide on the objections filed against the decisions of the faculty boards and all the units of the Rectorship,

j) To prepare the drafts for regulatory procedures concerning the university or to inform the Rector of his/her views on those prepared by the relevant units,

k) To perform the duties assigned to him/her by the Law No. 2547 and the relevant legislation.

Board of Directors

ARTICLE 15 - (1) Chaired by the Rector, the Board of Directors consists of deans and three professors to be elected for four years by the Senate, representing the various teaching units and fields of the University. A member whose term of office expires may be re-elected and dismissed in accordance with the procedure for election. If a member leaves his/her position before their term for any reason, a new member is elected so that s/he can complete the remaining term of the previous member.

(2) Where necessary, the Rector calls for a Board of Directors meeting.

(3) Vice-rectors may attend the meetings of the Board of Directors without voting rights.

(4) During the discussion of issues related to the students, the chairman of the student council shall also participate in the meeting. In cases where the chairman of the student council is not able to participate in the meeting, the vice chairman of the student council or a board member to be identified by the chairman shall participate in the meeting.

(5) The Board of Directors is responsible for ensuring that the activity plans and programs are implemented; and for reviewing the investment program and the draft budget proposal, taking into account the suggestions of the units of the University and presenting it to the board of trustees along with its own proposals.

(6) The duties of the Board of Directors are determined by the Senate.

Dean

ARTICLE 16 - (1) The Dean is elected and appointed by the Board of Trustees from among three professors within the University or externally, who shall be proposed by the Rector. The term of office of the dean is three years and the dean whose term of office expires may be re-appointed and dismissed in accordance with the procedure for his/her appointment.

(2) The Dean recommends two of the full-time faculty members as vice deans to assist him in his/her work. Vice deans are appointed for three years upon the proposal of the Rector and the approval of the Chairman. When the dean's term of office expires, his/her deputies' terms of office also expire.

(3) When the dean is not on duty, one of his deputies serves as the acting dean. If the deputization of the position lasts more than six months, a new dean is appointed.

SECTION FOUR

Administrative Organization of the University

Administrative Organization

ARTICLE 17 - (1) The establishment and duties of the administrative units at the University are regulated under the provisions of the Decree Law No. 124 on the Administrative Organization of Superior Higher Education Organizations and Higher Education Institutions dated 7/10/1983.

Secretary General and his/her duties

ARTICLE 18 - (1) The administrative organization of the university consists of the General Secretariat and the units established under it.

(2) The University has a Secretary General and his/her two deputies. The Secretary General is appointed by the Board of Trustees for four years upon the proposal of the Rector. The Secretary General whose term of office expires, may be re-appointed and dismissed by the same procedure.

(3) The Secretary General is the head of the administrative body of the University and is in charge of conducting the administrative and financial affairs of the University in accordance with the decisions of the University bodies. The Secretary General is responsible to the Rector for the operation of the administrative organization.

(4) The duties of the Secretary General are as follows:

a) To ensure that the units of the administrative organization of the university function efficiently, systematically and in harmony,

b) To act as a rapporteur at the meetings of the Senate and the Board of Directors without voting; to ensure that the decisions taken on these issues are written, communicated to the relevant parties, preserved and stored,

c) To carry out the procedures related to the recruitment and dismissal of the personnel to be employed at the administrative organization of the University,

d) To carry out the correspondence of the Board of Trustees and the Rectorship as well as any secretariat transactions,

d) To organize the protocol, visit and ceremony events of the Board of Trustees and the Rectorship,

e) To perform the similar tasks to be assigned by the Chairman and the Rector.

(5) The working procedures and principles of the administrative personnel are determined by the Secretary General.

SECTION FIVE

Advisory Units

Advisory Units

ARTICLE 19 - (1) The advisory unit of the University is the Office of the Legal Counsellor, which reports directly to the Chairman.

(2) The organization and working procedures and principles of the Office of the Legal Counsellor are regulated by the 1st Legal Counsellor.

(3) Other advisory units can also be established, if deemed necessary.

SECTION SIX

Miscellaneous and Final Provisions

Language of education

ARTICLE 20 - (1) The language of education at the university is Turkish. Education can be in a foreign language in undergraduate and graduate programs for which education in a foreign language is considered to be necessary, upon the justified decision of the Senate, the proposal of the Rector, and the approval of the Council of Higher Education.

Social services for students

ARTICLE 21 - (1) necessary measures shall be taken in line with the budgetary means for the protection of the mental health of students, and the fulfillment of their requirements such as accommodation, nutrition and making use of their spare times.

University's sources of income

ARTICLE 22 - (1) The University's sources of income are as follows:

- a) Donations and grants to be provided by the Founding Foundation.
- b) Income from research and development (R&D) projects, consultancy services and training programs.
- c) Tuition fees from students. d) Publication and sales revenues.
- d) Revenues from continuing education services for the public.
- e) Aids from the state budget and other public institutions and organizations.
- f) Aid to be provided by organizations that are assigned to the University by the Founding Foundation and/or contracted individuals and organizations.
- g) Revenues from investments to be made by the University or individuals, institutions and/or organizations with whom the university is a stakeholder/partner and from enterprises established by the University and partnerships to be established with enterprises that are/to be established.
- h) Revenues of movable and immovable property.
- i) Revenues from all kinds of donations in kind and in cash and from testamentary dispositions. i) Other revenues.

Financial benefits

ARTICLE 23 - (1) The University shall benefit from the financial benefits, exemptions and exceptions mentioned in Article 56 of the Law No. 2547.

Research and development projects and consultancy services

ARTICLE 24 - (1) The scientific advice, projects, research and similar services to be requested from the University and its units by organizations or individuals other than higher education institutions shall be provided according to the principles to be determined by the Board of Directors.

(2) The received offers are reviewed and evaluated by the project evaluation committee to be established by the Rector and the project manager is elected.

(3) During the evaluation, the contribution of the project to the University's education programs and research, the income that it shall provide and other issues are taken into consideration.

(4) The provision of consultancy services by full-time faculty members within or outside the University, is subject to the permission of the Rectorate provided upon the consultation with the Board of Directors. The studies carried out in this respect are deemed to have been performed at the University.

(5) Any fees charged under this article are recorded as income for the University.

(6) The principles regarding the extent to which the university staff will benefit from the projects or consultancy services are regulated by the Senate.

Leaves

ARTICLE 25 - (1) Academic staff may be granted paid or long-term unpaid leave by the Board of Trustees, with the approval of the Rector and the consent of the department board and the relevant board of directors. Other leaves of the academic staff and the leaves of the administrative personnel are regulated by the Directive.

Discipline

ARTICLE 26 - (1) In the disciplinary actions and procedures for the academic staff and administrative personnel; the provisions of the Law No. 2547 and the Disciplinary Regulation for the Executives, Academic Staff and Officials of Higher Education Institutions published in the Official Gazette No. 17789 dated 21/8/1982 are applied.

Awarding honorary academic titles

ARTICLE 27 - (1) The University may award an honorary doctorate or an honorary professorship title without the requirement of an existing academic title, to individuals who had national or international success in their respective fields and/or who provided extraordinary services to the University, upon the proposal of the Senate and the decision of the Board of Trustees.

Personal rights

ARTICLE 28 - (1) In terms of personal rights, the personnel are subject to the provisions of the Higher Education Law No. 2547 and the Labor Law No. 4857 dated 22/5/2003.

Cases which are not regulated

ARTICLE 29 - (1) In cases which are not regulated by any of the provisions in this Regulation, the Law No. 2547, the Law No. 4857, the Decree Law No. 124 on the Administrative Organization of Superior Higher Education Organizations and Higher Education Institutions, the Regulation on Foundation Higher Education Institutions published in the Official Gazette No. 26040 dated 31/12/2005, the Regulation on Academic Organization at Universities published in the Official Gazette No. 17609 dated 18/2/1982, and other relevant legislation as well as the decisions of the Council of Higher Education, Board of Trustees and the Senate.

Effective Date

ARTICLE 30 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 31 - (1) The provisions of this Regulation shall be executed by the Chairman of the Board of Trustees of İstinye University.