

**İSTİNYE UNIVERSITY
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
14.02.2024	13.00	2023-2024/09

**İSTİNYE UNIVERSITY
SCIENCE AND TECHNOLOGY COMMUNICATION COORDINATION OFFICE
WORKING PROCEDURES AND PRINCIPLES**

Purpose

ARTICLE 1 - (1) The Coordination Office ensures the effectiveness of science and technology communication and establishes a corporate culture guided by a vision continuous improvement.

Scope

ARTICLE 2 - (1) The Coordination Office coordinates and organizes the development of science and technology communication strategies, contents and activities benefitting students, graduates, academic and administrative staff, administrative and academic units and external stakeholders.

Rationale

ARTICLE 3 - (1) The Rectorate's letter of 19 January 2024 (E-83108310-900-49156) established the Science and Technology Communication Coordination Office as an affiliate of the Rectorate. The directive was furtherance of effective communication in the dissemination of information and technology.

Definitions

ARTICLE 4 - (1)

- University: Istinye University
- Rectorate: Istinye University Rectorate
- Rector: Rector of Istinye University
- Senate: Istinye University Senate
- Academic Unit: All faculties, colleges, centers and departments affiliated with the Rectorate and the Institute of Graduate Education at Istinye University
- Administrative Unit: Administrative units of Istinye University
- Coordination Office: Science and Technology Communication Coordination Office
- Coordinator: Science and Technology Communication Coordinator
- Quality Commission: Istinye University Quality Commission

Procedures and Principles

ARTICLE 5 - (1) The work of the Coordination Office is conducted according to the following procedures and principles:

- a) Each January the Coordination Office submits its annual work report and work plan proposal for the ensuing year to the Rectorate.
- b) The Coordination Office and the Rectorate meet at least once every two months to evaluate the work and revise the work plan if necessary.
- c) The Coordination Office communicates and cooperates with all academic and administrative units of the university within the scope of the field of study.
- ç) At the Rector's request, the Senate is informed of the activities of the Coordination Office.
- d) The Coordination Office may request to inform, make suggestions and receive feedback from the Quality Commission Directorate at various junctures.
- e) When required, the Coordination Office may form temporary or permanent working groups comprised of experts or representatives of relevant units.
- f) If needed, the Coordination Office may form an Executive Board within the framework of sustainability and institutionalization; the Rectorate may appoint a Deputy Coordinator upon the Coordinator's recommendation.

Executive

ARTICLE 6 - (1) These procedures and principles are overseen by the Rector of Istinye University.

Effective

ARTICLE 7 - (1) These procedures and principles are effective upon acceptance by the Istinye University Senate.