

# REGULATION OF ISTANBUL AYDIN UNIVERSITY

## CONTINUING EDUCATION APPLICATION AND RESEARCH CENTER

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## CHAPTER ONE

### Purpose, Scope, Legal Basis and Definitions

#### Purpose

**ARTICLE 1 – (1)** The purpose of this Regulation is to establish the procedures and principles governing the objectives, activities, administrative bodies, duties of the administrative bodies, and the operational procedures of the Istanbul Aydın University Continuing Education Application and Research Center.

#### Scope

**ARTICLE 2 – (1)** This Regulation covers provisions regarding the objectives, administrative bodies, duties, and operational procedures of the Istanbul Aydın University Continuing Education Application and Research Center.

#### Legal Basis

**ARTICLE 3 – (1)** This Regulation has been prepared pursuant to subparagraph (2) of paragraph (d) of the first paragraph of Article 7 and Article 14 of the Higher Education Law No. 2547 dated 4 November 1981.

#### Definitions

**ARTICLE 4 – (1)** For the purposes of this Regulation, the following terms shall mean:

- a) **Chairman:** The Chairman of the Board of Trustees of Istanbul Aydın University,
  - b) **Advisory Board:** The Advisory Board of the Center,
  - c) **Center (SEM):** Istanbul Aydın University Continuing Education Application and Research Center,
  - ç) **Director:** The Director of the Center,
  - d) **Directorate:** The Directorate of the Center,
  - e) **Board of Trustees:** The Board of Trustees of the University,
  - f) **Rector:** The Rector of the University,
  - g) **Senate:** The Senate of the University,
  - ğ) **University:** Istanbul Aydın University,
  - h) **Executive Board:** The Executive Board of the Center.
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## CHAPTER TWO

## **Purpose and Fields of Activity of the Center**

### **Purpose of the Center**

**ARTICLE 5 – (1)** The purpose of the Center is to organize continuing education programs outside associate degree, undergraduate, and graduate programs and to contribute to national development by enhancing the University's cooperation with public institutions, private sector organizations, and international entities.

### **Fields of Activity**

**ARTICLE 6 – (1)** The fields of activity of the Center are as follows:

- a) To disseminate scientific knowledge for the benefit of society by sharing it with adults and institutions and by integrating theoretical knowledge with practice, and to contribute to the resolution of individual and societal problems by improving such processes,
- b) To organize and plan educational programs, courses, seminars, and conferences at national and international levels for public institutions, private sector organizations, and international institutions and individuals in the fields they require,
- c) To ensure coordination of all relevant activities carried out within the departments affiliated with the Rectorate for this purpose,
- ç) To provide educational programs covering areas of expertise for students as well as employees of industrial and service sector organizations,
- d) To support the development of students in programs related to the departments,
- e) To equip students with multiple competencies through certificate programs in fields that support departmental activities,
- f) To conduct the necessary studies aimed at training a highly qualified workforce,
- g) To carry out all activities in line with its objectives through lifelong learning, in-service training, institutional training programs, certificate programs, pre-scheduled seminars, and conferences organized for various groups.

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## **CHAPTER THREE**

### **Administrative Bodies of the Center and Their Duties**

#### **Administrative Bodies of the Center**

**ARTICLE 7 – (1)** The administrative bodies of the Center are as follows:

- a) The Director
  - b) The Executive Board
  - c) The Advisory Board
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## **Director**

**ARTICLE 8 – (1)** The Director shall be appointed by the Chairman for a term of three years upon the recommendation of the Rector from among the University’s full-time academic staff who have relevant studies in the Center’s fields of activity. The Director whose term expires may be reappointed. When deemed necessary, the Chairman may dismiss the Director before the expiration of the term.

**(2)** In order to assist the Director in carrying out his/her duties, one academic staff member of the University who has relevant studies in the Center’s fields of activity shall be appointed as **Deputy Director** by the Chairman upon the recommendation of the Rector. In the absence of the Director, the Deputy Director shall act on behalf of the Director. If such acting period exceeds six months, a new Director shall be appointed.

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## **Duties of the Director**

**ARTICLE 9 – (1)** The duties of the Director are as follows:

- a) To plan and implement activities aimed at achieving the objectives of the Center,
  - b) To represent the Center and to chair the Executive Board and the Advisory Board,
  - c) To determine the agenda of the Executive Board and implement its decisions,
  - ç) To ensure coordination and supervision among the units within the Center,
  - d) To establish communication and cooperation with national and international institutions and organizations,
  - e) To prepare and submit the annual activity report of the Center and its affiliated units to the Rectorate,
  - f) To prepare the annual budget of the Center and submit it to the Executive Board for approval.
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## **Executive Board**

**ARTICLE 10 – (1)** The Executive Board shall consist of at least five and at most nine members appointed by the Chairman for a term of three years upon the recommendation of the Rector from among the University’s full-time academic staff who have relevant studies in the Center’s fields of activity, under the chairmanship of the Director. Members whose terms have expired may be reappointed. If a member resigns before the end of the term or is assigned outside the University for more than six consecutive months, a new member shall be appointed in the same manner to complete the remaining term.

**(2)** The Executive Board shall convene ordinarily at least once a month upon the call of the Director. When necessary, the Director may call the Executive Board to an extraordinary meeting.

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## **Duties of the Executive Board**

**ARTICLE 11 – (1)** The duties of the Executive Board are as follows:

- a) To prepare and implement the working program of the Center, develop it in line with emerging needs, submit it to the Board of Trustees through the Rectorate, and execute the approved programs,

- b) To establish project and research groups within the Center and evaluate their activities,
  - c) To determine the principles of cooperation with University units as well as national and international individuals, institutions, and organizations in relation to courses, internships, certificate programs, and similar activities, and to submit such principles to the Directorate,
  - ç) To prepare the annual activity report of the Center and submit it to the Directorate.
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### **Advisory Board**

**ARTICLE 12 – (1)** The Advisory Board shall consist of at least five and at most nine members appointed by the Chairman for a term of three years upon the recommendation of the Rector from among the University’s academic staff and/or members who have relevant studies in the Center’s fields of activity, as well as individuals from public institutions and private sector organizations, under the chairmanship of the Director. Members whose terms have expired may be reappointed. If a member resigns before the end of the term, a new member shall be appointed in the same manner to complete the remaining term. When deemed necessary, individuals from outside the University who possess relevant knowledge, skills, and experience may be invited to Advisory Board meetings without voting rights upon the proposal of the Director.

**(2)** The Advisory Board shall convene ordinarily once a year and extraordinarily when necessary upon the call of the Director.

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### **Duties of the Advisory Board**

**ARTICLE 13 – (1)** The duties of the Advisory Board are as follows:

- a) To provide evaluations to the Directorate in order to increase the effectiveness and efficiency of the activities carried out by the Center,
  - b) To submit its opinions and recommendations to the Directorate within the framework of the objectives specified in Article 5 of this Regulation.
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## **CHAPTER FOUR**

### **Miscellaneous and Final Provisions**

#### **Cases Not Covered**

**ARTICLE 14 – (1)** In cases where no provision is included in this Regulation, the relevant provisions of other legislation and the decisions of the Senate and the Executive Board shall apply.

#### **Entry into Force**

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

#### **Enforcement**

**ARTICLE 16 – (1)** The provisions of this Regulation shall be enforced by the Rector of Istanbul Aydın University.