

REGULATION

From Istanbul Gelisim University:

**ISTANBUL GELİSİM UNIVERSITY CONTINUING EDUCATION
APPLICATION AND RESEARCH CENTER REGULATION**

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the procedures and principles regarding the objectives, fields of activity, governing bodies, duties and working methods of the governing bodies of Istanbul Gelisim University Continuing Education Application and Research Center.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions regarding the objectives, fields of activity, governing bodies, duties of governing bodies and mode of operation of Istanbul Gelisim University Continuing Education Application and Research Center.

Basis

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

Definitions

ARTICLE 4 – (1) In implementation of this Regulation, the following definitions shall apply:

- a) Advisory Board: The Advisory Board of the Center.
- b) Center: Istanbul Gelisim University Continuing Education Application and Research Center,
- c) Director: The Director of the Center
- ç) Rector: Istanbul Gelisim University Rector,
- d) University: Istanbul Gelisim University,
- e) Board of Directors: The Board of Directors of the Center.

SECTION TWO

Objectives and Fields of Activity of the Center

Purposes of the Center

ARTICLE 5 – (1) The objectives of the Center are as follows:

- a) Making decisions within the framework of the principles of participatory governance, accountability and transparency with the stakeholders in accordance with human rights, freedom of science, University autonomy, science and research ethics in line with the education, research and community service objectives of the University and to carry out activities in accordance with these decisions.
- b) Organizing conferences, symposiums, seminars and certified trainings for students studying in higher education institutions at home or abroad within the framework of the provisions of the relevant legislation, carrying out joint project activities in cooperation with the relevant national and international institutions and organizations and ensuring that the knowledge created is shared nationally and internationally.
- c) Providing consultancy services to external stakeholders in the field of education within the scope of the working areas of the center.
- ç) Directing the future studies of the Center by evaluating the training service offered by the Center by the trainees and academicians.
- d) Carrying out programs to support the learning processes and academic development of associate, undergraduate and graduate students.
- e) Providing qualified training related to learning and teaching by cooperating with national and international organizations.
- f) Providing trainings to improve communication skills or foreign language knowledge for the needs of academic and administrative personnel.
- g) Carrying out qualified research aimed at protecting and improving the quality of education; publishing the research results and supporting the planning and execution of arrangements to improve learning and teaching by sharing them with the relevant units within the institution.
- ğ) Contributing to the society by planning free trainings within the scope of corporate social responsibility projects.

The Center's fields of activity

ARTICLE 6 - (1) The Center's fields of activity are as follows:

- a) Carrying out training programs, research studies and evaluation activities to strengthen learning and teaching in cooperation with the relevant academic and administrative units of the University, and carrying out training programs and certificate studies for public and private institutions within the framework of the provisions of the relevant legislation in line with the objectives of the Center.

b) Improving the learning skills required at the university and to increase the learning success and to support the academic development of associate, undergraduate and graduate students, helping them in recognizing their academic characteristics and achieving their academic goals.

c) Organizing seminars and certified programs within the framework of the provisions of the relevant legislation on effective communication, classroom management, presentation techniques in addition to training programs on teaching models, strategies, methods and techniques to enrich teaching to academic staff in order to support, inform and guide full and part-time academic staff who want to improve their learning skills.

ç) Carrying out conferences, symposiums, seminars and similar activities of national and international nature and to carry out training programs related to distance education.

d) Supporting the educational needs of disadvantaged groups in the social context free of charge within the scope of corporate social responsibility projects.

SECTION THREE

Administrative Bodies of the Center and Their Duties

Administrative Bodies of the Center

ARTICLE 7 - (1) The administrative bodies of the Center consist of the following:

- a) Director.
- b) The Board.
- c) Advisory Board.

Director

ARTICLE 8 – (1) The Director shall be appointed by the Rector from among the University employees for a period of two years. The Rector may dismiss the Director if deemed necessary. The Director whose term has expired may be reappointed. In cases where the Director cannot fulfill their duties, they designate one of the deputy directors as their proxy.

(2) The Director submits to the Rector the appointment of two people from among the University employees as deputy directors, provided that it is limited to his/her term of office. The Director may dismiss the deputy directors in the same manner. Deputy directors perform the duties assigned to them by the Director.

(3) The Director is responsible for the rational use of the working capacity of the Center, the regular execution of the works, and the supervision and supervision of the activities.

Duties of the Director

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

a) Representing the center, calling the Board of Directors and the Advisory Board for a meeting, preparing the agenda, managing the meetings as the chairman of these boards and implementing the decisions of the Board of Directors.

b) Preparing the short and long term work plans of the center and submit them to the Rectorate.

c) Managing the planning, coordination, monitoring and evaluation works of the activities and projects carried out in the center.

ç) Conveying the staff and allowance needs of the Center to the Rectorate.

d) Submitting the activity plans and activity reports approved by the Board of Directors to the Rector.

Board of Directors

ARTICLE 10 – (1) The Board of Directors consists of a total of seven people, including the Principal, vice-principals and four University staff appointed by the Rector for a period of two years. Members whose term of office expires may be reappointed. The director appoints one of the deputy directors for the rapporteurship of the Board of Directors. In case of need, internal and external stakeholders are invited to the Board of Directors by the Director without voting rights.

(2) The Board of Directors convenes at least twice a year with the absolute majority of the total number of members upon the call of the Director. Decisions are taken by the majority of the participants in the meeting. In the event of equality of votes, the party in which the Director is present shall be deemed to have obtained a majority.

Duties of the Board of Directors

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

a) Approving the activity plans and activity reports prepared by the Director.

b) Assist the Director in the planning and execution of the activities of the Center.

c) Approving the activities of the Center to be carried out or to appoint the Director for the execution of these activities.

ç) Determining the principles of cooperation with the persons, institutions and organizations related to the fields of activity of the Center.

d) Carrying out other works assigned to the Board of Directors in accordance with the provisions of the relevant legislation.

Advisory Board

ARTICLE 12 – (1) The Advisory Board consists of a total of four people, three of whom are from within or outside the University, who have competencies in the objectives and activities of the Center assigned by the Director and the Rector for two years. Members working within the University are appointed by the Rector, and members outside the University are appointed by the Rector upon the invitation/request of the Rector and the approval of the relevant institution official. Members whose term of office expires may be reappointed. The director appoints one of

the deputy directors for the rapporteurship of the Board of Directors.

(2) The Advisory Board convenes at least twice a year with the absolute majority of the total number of members upon the call of the Director. Decisions are taken by the majority of the participants in the meeting. In the event of equality of votes, the party in which the Director is present shall be deemed to have obtained a majority.

The Director may call the members of the Advisory Board to the meeting to take advantage of their thoughts and experiences, to get their opinions and to inform them about their activities if s/he deems necessary.

Duties of the Advisory Board

ARTICLE 13 – (1) The Advisory Board makes evaluations regarding the work of the Center, makes opinions and suggestions and takes decisions in the nature of recommendations.

SECTION FOUR

Miscellaneous and Final Provisions

Operations units

ARTICLE 14 – (1) Implementation units can be established with the decision of the Board of Directors in order to carry out scientific and educational applied studies and other services to be carried out within the center effectively and efficiently.

(2) The heads of the implementation units are appointed with the proposal of the Director and the approval of the Board of Directors.

Staff Requirements

ARTICLE 15- (1) The academic, technical, and administrative personnel requirements of the Center are fulfilled by personnel appointed by the Rector upon the Director's proposal, in accordance with Article 13 of Law No. 2547.

Repealed Regulation

ARTICLE 16 – (1) The Istanbul Gelisim University Continuing Education Application and Research Center Regulation published in the Official Gazette dated 4/4/2012 and numbered 28254 has been repealed.

Enforcement

ARTICLE 17 – (1) This Regulation shall enter into force on the date of publication.

Execution

ARTICLE 18 – (1) The provisions of this Regulation are executed by the Rector of Istanbul Gelisim University.