

**ALTINBAŞ UNIVERSITY**  
**REGULATION ON RESEARCH AND APPLICATION CENTRE FOR**  
**VOCATIONAL TRAINING AND CAREER DEVELOPMENT**

**PART I**

**Objective, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1** – (1) The objective of this Regulation is to set forth rules and procedures governing Altınbaş University Research and Application Centre for Vocational Training and Career Development’s aims, activities, administrative bodies, their roles and responsibilities as well as the Centre’s mode of operation.

**Scope**

**ARTICLE 2** – (1) This Regulation covers provisions governing Altınbaş University Research and Application Centre for Vocational Training and Career Development’s aims, activities, administrative bodies, their roles and responsibilities as well as the Centre’s mode of operation.

**Basis**

**ARTICLE 3** – (1) This Regulation has been drawn up based on the sub-clause (2) of clause (d) of sub-article 1 of Article 7 of Law on Higher Education No. 2547 of November 4<sup>th</sup>, 1981 and Article 14 of the aforesaid Law.

**Definitions**

**ARTICLE 4** – (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) Accredited Educational Institution: any publicly or privately operated institution, organisation of formal, non-formal learning duly recognized and declared as such by the appropriate agency of the Vocational Qualifications Authority in Turkey,
- b) Advisory Board: Advisory Board for the Centre,
- c) Centre: Altınbaş University Research and Application Centre for Vocational Training and Career Development,
- d) Law: Law No. 5544 on Vocational Qualifications Authority of September 21<sup>st</sup>, 2006,
- e) VQA: Vocational Qualifications Authority,
- f) Director: Director of the Centre,
- g) Career Planning and Placement Coordinator: Person who ensures, in collaboration with the Director, that Centre activities are properly carried out, performs a variety of administrative duties and tasks for the Director, acts on behalf of the Centre in absence of the Director,
- h) Learning Outcomes: Statements that describe essential learning, the knowledge or skills learners should acquire, and can demonstrate by the end of a course or program,
- i) President: President of Altınbaş University,
- j) Senate: Altınbaş University Senate,

- k) National Vocational Qualifications System: A set of rules and regulations governing the improvement and application of technical, vocational training standards and the qualifications based on these standards as well as the authorization, inspection, evaluation, assessment, licensing and certification activities in relation to the abovementioned standards,
- l) National Occupational Standards: the ability (competences), knowledge and skills recognised/expected by the VQA to carry out any given job role to the required standard,
- m) International Occupational Standards: Norms recognised by the VQA from among international occupational standards or qualifications recognised and approved by international institutions, that Turkey is a member of or recognised by them, in relation to the practice of any given occupation,
- n) National Qualifications: Ability and competences specified after assessment by the VQA-recognised accreditation organisations/agencies and made part of national qualifications framework after approval from the **Institution**, and that are expected to carry out any given job role,
- o) Turkish Qualifications Framework (TQF): National qualifications framework are designed to be in compliance with the European Qualifications Framework (EQF) and describes the qualifications for students awarded in all vocational and technical training programmes offered with the permission of the relevant authorities and included in formal and non-formal primary, secondary and higher education.
- p) University: Altınbaş University,
- q) University Administrative Board: Administrative Board of Altınbaş University,
- r) Qualification: Verification and validation carried out VQA-recognised accreditation organisations/agencies whether an individual's ability, level of knowledge and competencies meet the national qualifications framework requirements,
- s) Qualification level: Each of the 8 levels defining knowledge, skills and competences in the Turkish Qualifications Framework,
- t) Accredited certification body: Personnel certification bodies accredited by accreditation organisations that have signed a multilateral recognition agreement with Turkish Accreditation Agency or European co-operation for Accreditation, and authorized by the VQA to hold examinations and offer certification,
- u) Recognised education accreditation organisation: Agencies and organisations authorized by the VQA to award accreditation to educational institutions and organisations in accordance with the **provisions of this Regulation**,
- v) Centre's Administrative Board: Administrative Board of the Centre.

## **PART II**

### **Objectives of the Centre and its Areas of Activity**

#### **Objectives of the Centre**

**ARTICLE 5 – (1)** The objectives of the Centre are to offer a method of approach that is adaptable to new types of jobs defined by the VQA, offer short- and long-term vocational training/learning programs, work in cooperation with the VQA in order to provide definitions/descriptions for undefined jobs, design and develop research and consulting projects in collaboration with or independently of the VQA, thus, through these activities, contribute to the improvement of University's cooperation with public, private and international institutions and organisations, provide students with internship/traineeship

opportunities and career planning support in order to enhance the employability of fresh graduates.

### **Areas of activity**

**ARTICLE 6 – (1)** Centre shall carry out the following activities to achieve its objectives:

- a) Carry out activities to improve vocational training and education-employment relations in Turkey in accordance with **Vocational and Technical Education Strategic Charter and Action Plan**.
- b) Within the framework of **VQA Law** and National Vocational Qualifications System, ensure that the learning outcomes of training programs for jobs with national occupational standards match qualifications level-based national standards.
- c) Carry out studies regarding emerging occupations that are those whose requisite knowledge, skills, and abilities are not defined in current national standards.
- d) Provide support in carrying out activities designed to establish national occupational qualifications by taking the relevant national occupational standard as basis in areas for which national occupational standards have been previously defined, and in areas for which national occupational standards have not yet been defined, the Centre will take international occupational standards as basis; establish cooperation in relation to the abovementioned areas.
- e) Become and operate as an accredited and/or officially recognised educational institutional that is capable of vocational qualifications that offer learning programs relating to specific job roles.
- f) Make the necessary efforts to be entitled to become an accredited certification body in the process.
- g) Carry out or contribute to scientific research; draw up reports regarding this research, conduct projects, publish scientific reports, papers.
- h) Create and conduct national and international training/learning programs in cooperation with national and international academic institutions, non-governmental organisations as well as research institutes.
- i) Hold various academic meetings such as national and international congresses, conferences, symposiums, workshops, seminars, and training courses.
- j) Hold various activities to inform the public and provide support in organizing such activities and events.
- k) Prepare and publish audio-visual materials to inform the public, provide support in organizing such learning/training events.
- l) Encourage university students to carry out research on the activities offered by the Centre and provide support for researchers.
- m) Offer free or paid consulting and expertise services to public and private institutions and organisations within the scope of the Regulation and other relevant laws.
- n) Publish informative/research papers and documents in Turkish and other foreign languages in accordance with the Centre's objectives.
- o) Provide the necessary coordination to carry out national and international research projects, seek grants and funding for these projects.
- p) Collaborate with other research and application centres operating within the University.
- q) Cooperate with research institutes, public and private institutions and organisations with the aim of providing student-oriented practical trainings.
- r) Offer current students and alumni pre-professional counselling and guidance.

- s) Organize educational activities such as training courses, seminars, certificate programs so as to provide current students, alumni and university staff with the necessary skills and ability they will need in career planning.
- t) In cooperation with public and private institutions and organisations, provide support in conducting internship and career development programs as well as job and employee recruitment projects and programs.
- u) Hold various events to ensure a strong network of candidates, current students and alumni, and a continuous level of institutional loyalty.

## **PART III**

### **Administrative Bodies of the Centre**

#### **Administrative Bodies of the Centre**

**ARTICLE 7** – (1) Administrative Bodies of the Centre shall include:

- a) Director
- b) Administrative Board
- c) Advisory Board

#### **Director**

**ARTICLE 8** – (1) Director shall be appointed for three-year term by the President from among the faculty members. Director whose term of office has expired can be reappointed by the President. In the event that Director is absent from duty for more than four months, his/her office will be terminated.

(2) Director shall choose two persons from among the faculty members who shall be appointed by the President as vice-directors for a three-year term. One of the vice directors shall serve as **Career Planning and Placement Coordinator**.

#### **Roles and Responsibilities of the Director**

**ARTICLE 9** – (1) Roles and Responsibilities of the Director shall be as follows:

- a) Design and develop Centre's short, medium and long-term objectives and policies as well as education, research and consulting plans and programs based on these objectives and policies which shall be implemented after obtaining approval from the Administrative Board.
- b) Chair the Administrative Board and Advisory Board; implement the Board decisions.
- c) Prepare a budget for the Centre, determine staff recruitment needs and submit it for approval from the Administrative Board.
- d) Create research and project teams.
- e) Plan, coordinate and inspect the activities carried out by the Centre units.
- f) Prepare regular and annual reports on the Centre activities and objectives; submit it for approval from the President after consultation with the Administrative Board.
- g) Establish connections with national and international institutions and organizations to promote centre's activities, ensure the proper management of relevant projects, and make the necessary efforts to seek and find national and/or international project support and funding.

**ARTICLE 10** – (1) Vice Directors shall handle the affairs of the Centre in collaboration with the Director, perform tasks for the Director, and act in the role of Director in Director's absence.

### **Administrative Board**

**ARTICLE 11** – (1) Administrative Board consists of a total of seven members, Director, two vice directors and four faculty members. Director shall preside at the meetings of the Administrative Board. Except for Director and Vice Directors, members shall be selected by the Senate from among eight faculty members recommended by the Director. Selected members shall be appointed for a three-year term upon approval from the President.

### **Roles and Responsibilities of the Administrative Board**

**ARTICLE 12** – (1) Roles and responsibilities of the Administrative Board shall include the following:

- a) Take decisions regarding the management of the Centre and its operations.
- b) Draw up an activity report of the previous year and the work program of the following year; submit the reports to the Office of the President.
- c) Prepare budget proposals for the Centre and submit it for approval from the President.
- d) Determine the requirements for students to receive certificates of participation, achievement, etc. after completion of training programs, submit these requirements from approval from the Senate.
- e) Review proposals and suggestions from Advisory Board and take decisions accordingly.
- f) Define and establish Centre's pricing policy in accordance with University Regulation for Revolving Funds by conducting market research for cost and price analysis of training programs and relating services.

### **Advisory Board**

**ARTICLE 13** – (1) Advisory Board shall consist of University staff members or representatives of non-university, public and private institutions engaging in activities that make part of the Centre's areas of interest/activity. Advisory Board members are recommended by the Administrative Board and appointed by the President for a three-year term.

(2) Advisory Committee shall assemble at least once in every year upon the request of the Director to review and evaluate Centre's activities and make suggestions accordingly.

## **PART IV**

### **Miscellaneous and Final Provisions**

#### **Creation of research and application units/centres**

**ARTICLE 14** – (1) Research and application institutes/centres can be established by decision of Administrative Board. These institutes/centres shall operate in accordance with the Centre's objectives and its areas of activity.

#### **Staff Recruitment**

**ARTICLE 15** – (1) In accordance with Article 13 of Law No. 2547, University President is entitled to appoint university members to hold academic, administrative, or technical roles at the Centre at the recommendation of the Director.

**ARTICLE 16** – (1) Revenue and expense transactions shall be subject to University budget.

#### **Spending Authority**

**ARTICLE 17** – (1) Spending Authority is granted to the President. President can transfer his/her authority to spend to the Director.

**Situations that are not covered by this regulation**

**ARTICLE 18** – (1) Regarding situations that are not covered by this Regulation, other relevant legislation and relevant decisions issued University Administrative Board and University Senate shall apply.

**Effective Date**

**ARTICLE 19** – (1) This regulation shall become effective the day following its publication.

**Execution**

**ARTICLE 20** – (1) The provisions of this Regulation shall be executed by Altınbaş University President.