

ALTINBAŞ UNIVERSITY

REGULATION FOR CONTINUING EDUCATION RESEARCH AND APPLICATION CENTRE

PART I

Objective, Scope, Basis and Definitions

Objective

ARTICLE 1 – (1) The objective of this Directive is to set forth rules and regulations governing the managing bodies of Altınbaş University Research and Application Centre for Continuing Education as well as their powers and functions.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions governing the objectives, areas of activity, managing bodies and functions of Altınbaş University Research and Application Centre for Continuing Education established under Altınbaş University President's Office.

Basis

ARTICLE 3 – (1) This Regulation has been drawn up based on the sub-clause 1 of the clause (d) of the sub-article (2) of the Article 7 of the Higher Education Law No. 2547 of November 4, 1981.

Definitions

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

- a) Centre (K-MER): Altınbaş University Research and Application Centre for Continuing Education,
- b) Centre Advisory Committee: Advisory Committee of Altınbaş University Research and Application Centre for Continuing Education,
- c) Centre Director: Director of Altınbaş University Research and Application Centre for Continuing Education,
- d) Centre Administrative Board: Administrative Board of Altınbaş University Research and Application Centre for Continuing Education,
- e) Board of Trustees: Board of Trustees of Altınbaş University,
- f) President: President of Altınbaş University,
- g) University: Altınbaş University.

PART II

Purpose of the Centre and its Main Areas of Activity

Purpose of the Centre

ARTICLE 5 – (1) The purpose of the Centre is to design and offer short and long-term certificate programs, in addition to degree programs offered by Altınbaş University undergraduate, graduate and vocational schools, so as to improve the University's contributions to society and its collaborations with public and private sector as well as international institutions.

Areas of Activity

ARTICLE 6 – (1) The areas of activity of Altınbaş University Research and Application Centre for Continuing Education are as follows:

- a) Offer short and long-term certificate programs for adult learning and continuing education,
- b) Carry out activities in line with the objectives of the Centre and publish the outcomes either in Turkish or foreign languages,
- c) Organise or attend national and international conferences, symposiums, colloquiums, seminar and similar meetings/activities regarding lifelong learning and continuing education,

- d) In accordance with the objectives of the Centre, build and establish collaborations, hold joint activities with national/international, public/private institutions and organizations operating in the same areas of activity as the Centre,
- e) Design and implement vocational trainings for employees working in different industries; offer vocational trainings/courses/certificate programs as well as national/international summer schools and workshops,
- f) Offer a broad range of digital education/training programs for all age groups,
- g) Design and develop different educational programs in order to improve mental and physical health of students of all ages, help them develop a sense of civic responsibility and become contributing members of society,
- h) Provide consulting services and lend valuable expertise in many areas of activity which are directly correlated with the Centre's aims and objectives,
- i) Organize and carry out a wide range of activities/events, including talent development workshops, folklore competitions and contests, sporting events, excursions, theatre, photography and musical activities, afforestation projects, and hold informative seminars on breaking bad habits,
- j) Provide effective library and archive services to support research; develop a national and international electronic communications network; issue at least one periodical put together by the Centre,
- k) Help improve international cultural, educational and scientific exchanges, accordingly organize international trips and excursions,
- l) Carry out other activities in relation to the aims and objectives of the Centre.

PART III

Managing Bodies of the Centre, Their Powers and Functions

Managing Bodies of the Centre

ARTICLE 7 – (1) Managing Bodies of the Centre are the Centre Director, Centre Administrative Board and Centre Advisory Committee.

Centre Director

ARTICLE 8 – (1) The Board of Trustees shall appoint a Centre Director for three years among the full-time staff of the University upon the recommendation of the President. S/he may be reappointed for a second term as Centre Director after three years in office.

(2) The President may appoint one of the members of the Centre Administrative Board as vice director upon the recommendation of the Centre Director. Vice Director shall act in the role of a Centre Director in the Centre Director's absence. When the Centre Director's term ends, Vice Director's term shall end as well.

Roles and Responsibilities of the Centre Director

ARTICLE 9 – (1) The roles and responsibilities of the Centre Director are as follows:

- a) Ensure that Centre Administrative Board decisions are properly implemented,
- b) Carry out centre administration activities; provide administrative coordination and support for the Centre; provide necessary supervision; exchange correspondences,
- c) Prepare a budget for the Centre in coordination with the Centre Administrative Board and submit it for the approval of the President,
- d) Submit an annual activity report and a work programme prepared by the Centre Administrative Board for the approval of the President.

Centre Administrative Board

ARTICLE 10 – (1) Centre Administrative Board shall consist of the Centre Director and four other members, selected among the faculty members by the President for a term of three years. Centre Administrative Board members may be reappointed for a second term after three years in office.

(2) Centre Administrative Board shall assemble at least once in every month, and when necessary, a meeting of the Centre Administrative Board shall be convened by the Centre Director, either on his/her own initiative, or at the request of a simple majority of members of the Board. All decisions shall be made by a majority of the votes.

Roles and Responsibilities of the Centre Administrative Board

ARTICLE 11 – (1) Roles and Responsibilities of the Centre Administrative Board are as follows:

- a) Prepare a work programme for the Centre and ensure that it is carried out properly,
- b) Draw up an annual activity report,
- c) Prepare a budget for the Centre in coordination with the Centre Director and submit it for the approval of the President,
- d) Select faculty members to take part in Centre work groups and request the approval of the President for the appointment of faculty members,
- e) Evaluate ideas, suggestions regarding the launch of training courses and similar activities in collaboration with scientific committees; designate staff/faculty to be appointed as instructors/lecturers of the said courses; submit training proposals/suggestions for the approval of the President,
- f) Establish rules and regulations regarding cooperation with national and international non-University institutions; draw up draft cooperation agreements and submit them for the approval of the President,
- g) Define rules and regulations governing educational services to be offered by the University departments or faculty members.

Centre Advisory Committee and Its Responsibilities

ARTICLE 12 – (1) Centre Advisory Committee shall consist of a minimum of seven and a maximum of eleven members appointed by the President. Members may be selected among the University staff or representatives of non-university, public and private institutions engaging in activities that make part of the Centre's areas of interest/activity.

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

PART IV

Miscellaneous and Final Provisions

Staff Recruitment

ARTICLE 13 – (1) The President shall select academic, technical and administrative staff for the Centre among the personnel recommended by the Centre Director pursuant to the provisions of the Article 13 of Law No. 2547.

Fixtures and Equipment

ARTICLE 14 – (1) All fixtures, tools and equipment purchased by the Centre for academic and professional purposes shall be allocated to the Centre.

Spending Authority

ARTICLE 15 – (1) Spending Authority is granted to the Chair of the Board of Trustees. The Chair of the Board of Trustees may transfer his/her authority to spend to the President.

Situations that are not covered by this regulation

ARTICLE 16 – (1) Other relevant legislation shall apply to situations that are not covered by this Regulation.

Effective Date

ARTICLE 17 – (1) This Regulation shall come into force on the date of its publication in the Official Gazette.

Execution

ARTICLE 18 – (1) The provisions of this Regulation shall be executed by the President of Altınbaş University.