

BAŞKENT UNIVERSITY
EDUCATION, CONSULTANCY AND RESEARCH CENTER
REGULATION

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PART ONE
Initial Provisions

Objective

ARTICLE 1- (1) The objective of this regulation is to lay out the methods and principles regarding the objective, fields of activity, the governing bodies of the Başkent University Education, Consultancy and Research Center, the duties of its governing bodies and the way of doing work.

Scope

ARTICLE 2- (1) This regulation covers the objective, fields of activity, the governing bodies, duties and working methods of the governing bodies of Başkent University Education, Consultancy and Research Center.

Basis

ARTICLE 3 - (1) This regulation has been prepared on the basis of Law on Higher Education, No. 2547, Article 7, Paragraph 1, Clause (d), Sub-clause (2), and Article 14 and dated November 4, 1981.

Definitions

ARTICLE 4- (1) The definitions mentioned in this Regulation refer to;

- a) Center:* Başkent University Education, Consultancy and Research Center
- b) Director:* The Director of the Center,
- c) Chairman of the Board of Trustees:* Chairman of the Board of Trustees of Başkent University,
- ç) Rector:* Rector of Başkent University,
- d) University:* Başkent University,
- e) Board of Directors:* The Board of Directors of the Center,
- f) Supreme Board of Directors:* University Supreme Board of Directors

PART TWO

Objectives and Fields of Activity of the Center

Objectives of the Center

ARTICLE 5- (1) The objective of the center is to contribute to the education of qualified manpower in our country who are capable of producing new technologies and knowledge besides using the developing technology and knowledge

Fields of activity of the Center

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

- a) To carry out research with consultancy and project functions.
- b) To provide consultancy services to public institutions and organizations as well as private institutions.
- c) To provide support of teaching staff for studies carried out by similar units of public institutions and organizations as well as private institutions.
- ç) To prepare questions for and evaluate the written and oral exams for promotion, change of title, new personnel recruitment of public institutions and organizations as well as private institutions.
- d) To carry out scientific studies in related fields, to organize scientific meetings, to prepare and carry out training programs, and to publish the findings of scientific studies to the public through scientific meetings and publications.
- e) To develop interdisciplinary joint studies and to encourage work in these fields in the execution of training, consultancy and research services by cooperating with national and international organizations in addition to all relevant units of the University.
- f) To organize in-service training seminars on a contractual basis for the needs of public institutions and organizations as well as private organizations; to carry out certificate programs within the framework of the provisions of the relevant legislation within the framework of periodic training programs, and through the structured seminars that are open to the public and included in the seminar booklet prepared at the beginning of each academic year,
- g) To collaborate with national and international organizations to develop joint studies and make organizations.
- ğ) To carry out the required activities on the other issues to be determined by the Supreme Board of Directors and the Rector.

PART THREE

The Governing Bodies and Duties of the Center

The governing bodies of the center

ARTICLE 7- (1) The governing bodies of the Center are as follows:

- a) Director.
- b) Board of Directors

Director and his/her duties

ARTICLE 8- (1) The Director is appointed for a period of three years from among the full-time faculty members of the University by the Supreme Board of Directors and the Rector. The Director whose term of office has expired may be reappointed. In case of need, one of the members of the Board of Directors may be appointed as Deputy Director. When the Director is not on duty, a Deputy Director whom he assigns acts as his replacement. If the director will be out of his office for a period of more than three months, a new Director is appointed to complete the remaining period.

(2) The duties of the Director are as follows:

a) To make appropriate decisions and to ensure their implementation by making suggestions for the effective and efficient operation of the Center in line with its objectives.

b) To determine the issues to be discussed at the Board of Directors and to submit the report he will prepare to the Board of Directors and to implement the decisions of the Board of Directors. Starting from the end-date of the events that have been organized, to prepare reports on the operation of these activities and to present them to the Board of Directors, the Rector and the Chairman of the Supreme Board of Directors.

c) To take the necessary measures for the regular and effective functioning of the Center and its affiliated units in terms of management.

ç) To make annual arrangements regarding the activity programs of the Center and its sub-units; to prepare reports and to submit them to the approval of the Board of Directors.

The Board of Directors and its duties

ARTICLE 9- (1) The Board of Directors is made up of a total of four people, three members and the Director who are appointed by the Supreme Board of Directors and the Rector from among the full-time faculty members who are employed in different units of the University and working under the chairmanship Vice Rector in charge of education (academic evaluation). The duty of the Chairman of the Board of Directors is carried out by the Vice Rector who is responsible for

education (academic evaluation). The term of office of the members of the Board of Directors is three years. A member whose term of office expires can be reappointed. In place of the members who have left the position before the end of the term, new members are appointed in the same manner so as to complete the remaining term. The Board convenes at least once every two months upon the call of the Chairman. When necessary, the Chairman may call the Board of Directors for an extraordinary meeting.

(2) Duties of the Board of Directors are as follows:

a) To take decisions regarding the government and activities of the Center.

b) To discuss and decide on the proposals made by the Chairman and the members of the Board of Directors.

c) To make decisions and to prepare guidelines regarding the creation of and naming sub-units and project groups, determining their work rules and the termination of their activities.

ç) To determine the principles and rules of inter-institutional cooperation for joint work, and when necessary, reviewing and approving the prepared protocols.

d) To make suggestions to the Supreme Board of Directors and the Rector regarding the contribution shares of the Center's revenues

e) To appraise the annual work program proposals, and taking the opinions of those concerned, to ensure making new program arrangements.

f) To prepare annual work reports and submit them for the approval of the Supreme Board of Directors and the Rector.

PART THREE

Miscellaneous Topics and Final Provisions

Income and expenses

ARTICLE 10- (1) The income and expenses incurred as a result of the activities of the Center are invoiced and collected within the scope of the provisions of the relevant legislation by the Economic Enterprise of the University

Spending Authority

ARTICLE 11- (1) The spending authority of the Center is the Chairman of the Board of Trustees. The Chairman of the Board of Trustees may delegate his/her authority to the Rector or to the Director.

Enforcement

ARTICLE 12- (1) This Regulation comes into effect on the date of its issue.

Execution

ARTICLE 13- (1) The Rector of Başkent University executes the provisions of this regulation.