

**NEVSEHİR HACİ BEKTAS VELİ ÜNİVERSİTİ**  
**REGULATION of**  
**RESEARCH AND APPLICATION CENTER FOR**  
**EDUCATIONAL EXCELLENCE**

**Purpose, Scope, Basis and Definitions**

**FİRST PART**

**Purpose**

**ARTICLE 1- (1)** The purpose of this Regulation is to regulate the principles and procedures regarding the aims, fields of activity, management bodies, duties and working style of the Nevsehir Haci Bektas Veli University Research And Application Center Of Excellence in Education.

**Scope**

**ARTICLE 2- (1)** This Regulation, Nevsehir Haci Bektas Veli University Research And Application Center Of Excellence in Education; It covers provisions regarding its objectives, fields of activity, management bodies, duties and working principles of management bodies.

**Basis**

**ARTICLE 3- (1)** This Regulation has been prepared on the basis of sub-clause (2) of sub-clause (d) of the first paragraph of the 7th article and the 14th article of the Higher Education Law dated 4/11/1981 and numbered 2547.

**Definitions**

**ARTICLE 4- (1)** In this Regulation;

- a) Advisory Board: Refers to the Advisory Board of the Center.
- b) Center (NEVEMM): Refers to Nevsehir Haci Bektas Veli University Research and Application Center of Excellence in Education.
- c) Director: Refers to the Director of the Center.
- ç) Rector: Refers to the Rector of Nevsehir Haci Bektas Veli University.
- d) University: Refers to Nevsehir Haci Bektas Veli University.
- e) Board of Directors: Refers to the Board of Directors of the Center.

**SECOND PART**

**Aims and Fields of Activity of the Center**

**Center Objectives**

**ARTICLE 5 - (1)** The aims of the center are:

- a) Contributing to the achievement of excellence in all education and training processes of the university.
- b) Supporting faculty members to implement effective, innovative, student-centered educational practices
- c) To support students' academic and social development.

- ç) To conduct qualified researches on learning and teaching, to support the planning and execution of regulations that will improve learning and teaching by sharing relevant research results with relevant units within the institution.
- d) To continuously evaluate / improve the services provided to achieve excellence in education.
- e) To provide consultancy services to internal / external stakeholders within the scope of the center's working areas.
- f) To carry out learning-teaching activities in accordance with the mission of the university, adhering to professional and ethical principles, open to development and innovation, in accordance with the needs of lecturers and students.

**Activity areas of the center:**

**ARTICLE 6 - (1)** The fields of activity of the center are:

- a) To organize the orientation program for the new faculty members and trainings to improve their teaching skills.
- b) To organize trainings on subjects such as developing / evaluating teaching programs for teaching staff, using technology in teaching, teaching methods, measurement and evaluation, communication with students.
- c) To provide individual or group counseling services to improve the teaching skills of academic staff.
- ç) To create a virtual library containing online resources on learning and teaching.
- d) To create learning environments where lecturers from different fields and departments come together and share their knowledge and experiences about education and training with their colleagues.
- e) In cooperation with the relevant units within the university; To monitor / evaluate the teaching performance of the instructors and share the results with the relevant people.
- f) To organize trainings for students on subjects such as becoming aware of their academic characteristics, reaching their academic goals, developing the learning skills required at the University and increasing their success.
- g) To give seminars to students on subjects such as learning skills and strategies, time management, preparation for exams that aim to improve learning.
- ğ) To organize an orientation program that supports the academic and social adaptation of new students to the university.
- h) Supporting graduate students on issues such as preparing a thesis proposal, preparing for the qualifying exam, and research opportunities abroad.
- ı) To provide a virtual library environment with online resources that support the academic development of students.
- i) To organize promotional activities aimed at supporting the social development of students.
- j) To conduct researches in order to determine the profiles, expectations and satisfaction of faculty members and students.
- k) To evaluate all the services provided within the center.

- l) To monitor and evaluate the academic development of students and to conduct research on factors affecting students' development positively or negatively.
- m) To prepare and implement projects on various subjects such as the use of technology in education, improving the communication between teaching staff and students in order to improve university learning-teaching opportunities.
- n) To help design practices that support the academic development of students and enrich the teaching environment by sharing the findings of research with administrators and academic staff.
- o) Sharing the research findings in national and international scientific meetings and making them into scientific publications.
- ö) To make books, brochures, bulletins and similar publications in line with the aims of the center.
- p) To organize seminars and scientific meetings within the scope of the center's objectives.
- r) Providing consultancy services to official and private institutions and organizations within the scope of the relevant legislation provisions and working in cooperation with them.
- s) To carry out other activities decided by the Rector and / or Board of Directors within the framework of the mission and vision of the University and scientific and ethical principles, within the scope of the learning and teaching needs of students and academic staff.

### **THIRD PART**

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

##### **Governing bodies of the center**

**ARTICLE 7 - (1)** The administrative bodies of the center are:

- a) Director,
- b) Board of Directors,
- c) Advisory Board.

##### **Director**

**ARTICLE 8 - (1)** The Director is appointed by the Rector for 3 years among people who have research, application and education experience in the fields of activity of the Center. The Director whose term has expired can be re-appointed.

##### **Duties of the director**

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

- a) To represent the center and to carry out administrative affairs.
- b) To call the Board of Directors and the Advisory Board to the meeting and to chair it.
- c) To implement the decisions of the University Executive Board and the Executive Board and to ensure the necessary coordination and supervision.

- ç) To ensure that the services provided in the center are regularly delivered, evaluated and developed in accordance with the purpose and in accordance with scientific and ethical principles.
- d) To ensure that the staff of the center work in cooperation, orderly and efficiently.
- e) To ensure that the center works in communication and cooperation with the academic-administrative units, student representatives and student communities at the University.
- f) At the end of each activity period, to ensure that the Center's annual work report and the draft of the next year's work program are prepared and submitted to the Board of Directors.
- g) To carry out, develop and supervise the activities of the center regularly.
- ğ) To participate in national / international scientific and professional activities related to the aims and activities of the center.
- h) To create and carry out joint projects within the framework of cooperation and / or coordination principles with persons, units, institutions and organizations related to the working area of the center.
- ı) To determine the need for academic, administrative and technical personnel to work in the center and to submit proposals for their assignments to the Rector.

### **Deputy Directors**

**ARTICLE 10 - (1)** Upon the recommendation of the director, he is appointed for 3 years. The center has a maximum of two deputy directors. These are appointed from among the staff who have education and research experience in the fields of activity of the Center. One of the deputy directors acts as a proxy when the Director is not in charge. Deputy directors fulfill the duties assigned by the Director.

### **Board of Directors**

**ARTICLE 11 - (1)** The Board of Directors consists of a total of five members, four members to be appointed by the Rector upon the recommendation of the Director, and the Director, among the lecturers working on the fields of activity of the Center. The term of office of the Board members is three years. The member whose term has expired can be re-appointed. A new member is appointed in the same manner to complete the remaining term in place of a member of the Board of Directors who resigned for any reason.

### **Duties of the Board of Directors**

**ARTICLE 12 - (1)** The Board of Directors convenes at least three times a year upon the call of the Director. In addition, a meeting is held with the written request of three members. The Board of Directors carries out the following duties:

- a) To take the necessary decisions in line with the activity areas of the center.
- b) To discuss and decide on the annual work program and activity report of the center.
- c) To evaluate and decide on the recommendations from the Advisory Board.
- ç) To determine the principles of cooperation with persons, institutions and organizations related to the field of work of the center.
- d) Preparing the center's budget proposals and submitting them to the Rectorate.

e) To make other necessary decisions for the realization of the center's objectives and for the execution of its work.

### **Advisory Board**

**ARTICLE 13 - (1)** The Advisory Board consists of people who work in the fields of activity of the Center and have knowledge. Members of the Advisory Board are appointed with the recommendation of the Board of Directors and the approval of the Rector. The Advisory Board consists of at least three and at most nine members from inside and outside the University. The term of office of the Advisory Board members is three years. Members whose membership period has expired can be reinstated. The Advisory Board convenes at least once a year, and when necessary, upon the invitation of the Director. When necessary, the Director may invite the members of the Advisory Board to a meeting in order to benefit from their opinions and experiences, to obtain their opinions and to give information about their activities.

(2) The duties of the Advisory Board; To make suggestions to the Board of Directors by evaluating the work of the center and its long-term academic and administrative plans.

## **CHAPTER FOUR**

### **Miscellaneous and Final Provisions**

#### **The staff needed**

**ARTICLE 14 - (1)** The academic, technical and administrative staff needs of the center are met by the staff to be assigned by the Rector in accordance with the 13th article of the Law numbered 2547.

#### **Equipment and fixtures**

**ARTICLE 15 - (1)** All kinds of tools, equipment and fixtures purchased within the scope of research supported by the Center are registered in the fixture of the Center and allocated for use.

#### **Cases with no provision**

**ARTICLE 16 - (1)** In cases where there are no provisions in this Regulation, the relevant legislation provisions and Senate decisions are applied.

#### **Spending authority**

**ARTICLE 17 - (1)** The Rector is the spending authority of the Center. The Rector can delegate this authority to the Director.

#### **Force**

**ARTICLE 18 - (1)** This Regulation enters into force on the date of its publication.

#### **Executive**

**ARTICLE 19 - (1)** The provisions of this Regulation are executed by the Rector of Nevsehir Haci Bektas Veli University.