

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE FOR THE SENATE AND THE BOARD OF DIRECTORS

PART ONE
Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The aim of this directive is to designate the composition, duties, authorities and work principles of Nevşehir Hacı Bektaş Veli University senate and board of directors.

Scope

ARTICLE 2- (1) This directive covers the articles regarding the composition, duties, authorities and work principles of Nevşehir Hacı Bektaş Veli University senate and board of directors.

Basis

ARTICLE 3- (1) This directive was prepared in accordance with 24/11/1981 dated and 2547 numbered Higher Education Law and 18/02/1982 dated and 17609 numbered Regulation of Academic Organizations.

Definitions

ARTICLE 4- (1) The expressions in this directive mean:

- a) Academic Units: are the academic units at Nevşehir Hacı Bektaş Veli University,
- b) General Secretariat: is the Nevşehir Hacı Bektaş Veli University General Secretariat,
- c) Administrative Units: are the administrative units at Nevşehir Hacı Bektaş Veli University,
- ç) Senate: is Nevşehir Hacı Bektaş Veli University Senate,
- d) University: is Nevşehir Hacı Bektaş Veli University,
- e) Board of Directors: is Nevşehir Hacı Bektaş Veli University Board of Directors.

PART TWO

The Formation and the Duties of the Senate and the Board of Directors

The Composition, Work Procedures and Duties of the Senate

ARTICLE 5 – (1) The Senate, chaired by the rector, is composed of vice-rectors, deans, 1 (one) instructor from each faculty, who is selected by the faculty boards for three years period, and the directors of institutes and schools affiliated to the Rectorate. The Senate meets at least twice in a year, once at the beginning and once at the end of every academic year. The Rector calls the Senate for meeting when needed.

(2) The Senate is the academic body of the university and serves for these duties:

- a) to take decisions about the principles for the educational -instructional, scientific research and publishment services,
- b) to prepare the laws and regulations regarding the whole university, or provide opinions for them,
- c) to prepare regulations for the University or University Units, which will be in force after it is published in the Official Gazette, on approval of the Rector,
- ç) to revise and take decisions on educational-instructional program and calendar of the

University,

- d) to give honorary titles which are not bound to any exams and to take decisions on the proposals hereof from faculty boards,
- e) to examine and reach a decision on the objections to decisions of the faculty boards', institutes and schools boards' affiliated with the rectorate,
- f) to select members for the University Board of Directors
- g) to perform the other duties assigned to them with the laws and regulations.

University Board of Directors, Work Procedures and Duties

ARTICLE 6 - (1) University Board of Directors, chaired by the Rector, is composed of the deans, 3 (three) professors, who will represent different instructional units and departments of the University and who are selected by the Senate for a 4 years period. The Rector calls the board for a meeting when required. Vice-rectors attend these meetings exempt from right to vote.

(2) As an assistant body to the Rector in his/her administrative duties, the Board of Directors serves the duties below:

- a) to assist the Rector in the implementation of the decisions reached in accordance with the plans and the programs designed by the upper higher education bodies and senate decisions,
- b) To have the activity plans and programs implemented, to examine investment program and performance budget in deference to the suggestions from the units affiliated with the rectorate and present them to the Rector along with their suggestions,
- c) to reach decisions on the administrative issues laid out by the Rector,
- ç) to examine and reach a resolution on the objections to decisions of the faculty boards, institutes and schools boards,
- d) to perform the other duties assigned to them with the laws and regulations.

PART THREE General Principles

The secretariat of the senate and the board of directors

ARTICLE 7 – (1) The secretariat services for the senate and the board of directors are fulfilled by the General Secretary. The memberships of those who don't attend the meeting unexcused expire. The meetings can be held online under mandatory conditions.

Setting the agenda and announcement

ARTICLE 8 – (1) The draft agenda of the senate and the board of directors is prepared by the secretariat in accordance with the suggestions from the Rector, from academic and administrative bodies. After the approval of the Rector, the agenda and its attachments are announced to the members with an official letter by the General Secretary. The issues to be included in the agenda should be informed to the secretariat wholly and 3 (three) days at the latest before the meeting date. At the beginning of the meeting the Rector reads the agenda aloud and asks the members if there are other issues they want to be added to the agenda, and have the appropriate ones added to the agenda.

ARTICLE 9 – (1) Agenda items of the meeting are read aloud one by one by the General Secretary. Every unit make explanations and express the reasons and basis for the items

regarding their unit. Then these items are debated and voted. The decision of assent, reject or recommission in the next meeting are taken.

The announcement of the decisions and release on the webpage

ARTICLE 10 – (1) The decisions are kept in the decision file after they are signed by the members and given number and date. All the decisions are officially announced to all the units, concerned people and organizations by the General Secretariat. The decisions regarding more than one person or organization are released on the university webpage. The decision samples are confirmed and sealed by the General Secretary.

Validity

ARTICLE 11 – (1) This directive goes into effect as approved by Nevşehir Hacı Bektaş Veli University Senate.

Implementation

ARTICLE 12 – (1) The articles in this directive are implemented by Nevşehir Hacı Bektaş Veli University Rector.