
T.R.
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE for SPECIALIZATION COORDINATORSHIP

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this Directive is to determine the programs to be prepared, the activities to be carried out to ensure that Nevşehir Hacı Bektaş Veli University specializes in strategic areas determined by the Council of Higher Education and/or the University Senate. It regulates the procedures and principles regarding the establishment, aims, fields of activity, organs, duties and working methods of Nevşehir Hacı Bektaş Veli University Specialization Coordinatorship in order to ensure that the coordination of the projects to be developed and implemented is carried out effectively.

Scope

ARTICLE 2- (1) This Directive covers the provisions regarding the status, structure, establishment, aims, fields of activity, organs, duties and working methods of the Specialization Coordinatorship established by Nevşehir Hacı Bektaş Veli University.

Basis

ARTICLE 3- (1) This Directive has been prepared based on the 2nd and 4th subparagraphs of paragraph (d) of Article 7 of the Higher Education Law dated 04.11.1981 and numbered 2547; The paragraphs (b), (e) and (g) of the 12th article titled "Duties of Higher Education Institutions", 14th article and the Annex 28th article and the specialization in the 11th Development Plan and the 2022 Presidential Program.

Definitions

ARTICLE 4- (1) In this Directive following expressions are used:

- a) BAP: Scientific Research Projects Coordination Unit,
- b) Regional Innovation System: It is a system that includes the production and creation of knowledge on the one hand, and its use and dissemination on the other, through networking connections formed as a result of the interaction and cooperation of local actors at the regional level. It is the whole of the institutional structure that supports innovation depending on the production and service structure of the region. The regional innovation system consists of representatives of public, university, private sector and non-governmental organizations.
- c) Advisory Board: Nevşehir Hacı Bektaş Veli University Specialization Coordination Advisory Board,
- ç) Cooperation Protocols: The framework document for cooperation with regional, national and international institutions and organizations,
- d) Coordinator: Nevşehir Hacı Bektaş Veli University Specialization Coordinator,
- e) Coordinatorship: Nevşehir Hacı Bektaş Veli University Specialization Coordinatorship,
- f) Deputy Coordinators: Nevşehir Hacı Bektaş Veli University Specialization Assistant Coordinators,

- g) Program Group: Units formed within Nevşehir Hacı Bektaş Veli University Specialization Coordinatorship,
- ğ) Project Team: The work teams responsible for the preparation, initiation, execution and conclusion of each activity and project to be carried out under the Program Group,
- h) Project Coordinator: The executive of the activities and projects prepared by the project teams,
- ı) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- i) Rectorate: Rectorate of Nevşehir Hacı Bektaş Veli University,
- j) Senate: Senate of Nevşehir Hacı Bektaş Veli University,
- k) NGO: Non-governmental organizations (Association, Foundation, etc.) related to or involved in specialization areas,
- l) University: Nevşehir Hacı Bektaş Veli University,
- m) Board of Directors: Nevşehir Hacı Bektaş Veli University Specialization Coordination Board of Directors,
- n) YÖK: Higher Education Council

SECOND PART

Aims and Fields of Activity of the Coordinatorship

Aims of the coordinatorship

ARTICLE 5- (1) The purpose of the Coordinatorship is to fulfill the requirements regarding the specialization process of the University in strategic areas determined by the Council of Higher Education and/or the Senate. In this context, it is to coordinate the work in harmony among all units of the University to expertize within the determined specialization area.

(2) The Coordinatorship established within this scope carries out the specialization process in cooperation with regional innovation system actors within the framework of education, research and regional development dynamics.

(3) The Coordinatorship aims to strengthen the specialization in this field by conducting special programs in the field of "Natural and Cultural Heritage Tourism", which is the subject of specialization determined for the University with the decision of the Executive Board of Higher Education dated September 9, 2021. In this context sub-objectives of the coordinationship are to ensure the development of university and the region with the support of each other, to coordinate studies in this direction, to develop and implement programs and projects, to examine the effects and to report the whole process, to make contributions to the regional development primarily and then at national level within the framework of specialization with the models developed afterwards.

Fields of activity of the coordinatorship

ARTICLE 6- (1) The Coordinatorship carries out the following activities in order to achieve its objectives:

- a) To prepare a work plan for the activities related to the specialization of the university in the determined strategic areas,

- b) To ensure coordination between the regional and national authorities and the authorized units, persons and boards of the University in line with the study plan,
- c) To organize meetings, workshops, exhibitions, conferences, competitions and similar social and scientific events in order to spread the activities to the base and ensure the effective participation of all stakeholders in the process,
- ç) To develop and implement programs related to the specialization process and related projects, to report all activities by monitoring and evaluation,
- d) To establish a web page, prepare content, broadcasting and coordinating other dissemination activities in order to disseminate the reported activities and announce them to the local and national public,
- e) To provide the data needed by local and national media organs with scientific research projects, master's and doctoral thesis studies and similar scientific studies to be carried out for the specialization of the university in the determined fields,
- f) To fulfill other duties and responsibilities required by the specialization process, provided that the strategic plan, institutional internal evaluation report, mission and vision of the university are adhered to,
- g) To carry out training activities for the society and to provide consultancy services on specialization issues in order to increase social sensitivity and awareness by disseminating training programs,
- ğ) To ensure the tuned coordination among Faculties, Institutes, Schools, Vocational Schools, Application and Research Centers, BAP Unit, Quality Board, General Secretariat and Departments, Technology Transfer Office and Technopark etc., and provide the proposed targets, strategies, policies and actions for these units are put into practice within the framework of the Specialization Strategy and Road Map and Annual Work Plan prepared by the Coordinatorship.

THIRD PART

Governing Bodies and Duties of the Coordinatorship

Governing bodies of the coordinatorship

ARTICLE 7 – (1) Coordinating bodies are as follows:

- a) Board of Directors
- b) Coordinatorship
- c) Advisory Board
- d) Program Group
- d) Project Teams

Board of Directors

ARTICLE 8- (1) The Board of Directors consists of 7 (seven) members appointed by the Rector upon the recommendation of the Coordinator. The Chairman of the Board is the Rector and the Vice President is the Coordinator. The remaining members are determined by the proposal of the Coordinator and the approval of the Rector from among the people who play a key role in the implementation of the University's strategies.

(2) The Coordinator chairs the meetings in which the Rector does not attend.

(3) The term of office of the members of the Board of Directors is 3 (three) years. Members whose term of office has expired can be reappointed. Members who leave before the expiry of their term are replaced by new members in the same manner.

(4) The Board of Directors convenes every 3 (three) months upon the invitation of the Rector. When necessary, the Board may also convene upon the recommendation of the Coordinator and the invitation of the Rector.

(5) The attendance of the absolute majority of the members is sufficient for the meeting. Decisions are taken by open voting and majority vote. In case of equality of votes, the vote of the chairman becomes decisive.

(6) The memberships of those who do not attend the meeting 3 (three) times within a year without giving any excuse are automatically dropped.

(7) In case it is determined that the members of the Board of Directors do not fulfill their duties, powers and responsibilities or do not perform adequately, they may be dismissed and replaced by new members upon the recommendation of the Coordinator and the approval of the Rector.

Duties of the Board of Directors

ARTICLE 9- (1) The duties of the Board of Directors are as follows;

a) Supporting the Coordinator within the scope of their duties, meeting with the agenda determined by the Coordinator and making decisions,

b) To ensure that the activities in the field of specialization are carried out in accordance with the purpose, strategy, policy, program and project objectives in the Development Plans, Medium Term Program, Presidential Annual Programs, YÖK Strategic Plan and decisions, the University's Strategic Plan and Quality Assurance Reports, c) To reveal the vision and goals in the relevant fields,

ç) To determine the basic principles, principles and procedures of the studies to be carried out jointly with public and private institutions at home and abroad,

d) To ensure the preparation and implementation of plans and programs related to the work of the Coordinatorship,

e) To evaluate and decide on the requests of the staff of the Coordination Unit on training, practice, research and consultancy,

f) To take decisions regarding the establishment and closure of "Program Groups" proposed by the Coordinator and to regulate their duties,

g) To evaluate the annual reports to be prepared by the Coordinatorship,

ğ) To determine the work program principles for the next period,

h) To fulfill other duties required by the "Regional Development-Oriented Mission Differentiation and Specialization" legislation determined by YÖK, through the Coordinatorship,

i) To evaluate the opinions and suggestions presented by the Advisory Board and to provide support to the regional development related to the field of specialization by ensuring that they are channeled to the field.

Coordinatorship

ARTICLE 10- (1) Coordinatorship consists of the Coordinator, Assistant Coordinators and Coordinating Secretary, 1 (one) administrative staff and 4 (four) research assistants. With the start of the execution of the programs and projects, contracted personnel can be employed according to the needs of the programs and projects.

(2) Meeting and study offices are allocated by the Rectorate for the execution of the activities of the Coordinatorship.

Coordinator

ARTICLE 11- (1) Coordinator is appointed by the Rector among the lecturers who are experienced in planning, programming and project issues and have interdisciplinary working competence, he/she is appointed by the Rector for a period of 3 (three) years. Coordinators can be reassigned at the end of their mission.

(2) In order to assist him in the studies, the Coordinator submits 5 (five) persons from among the faculty members or contracted personnel who have expertise in the field of specialization of the University or interdisciplinary experience to be appointed as Deputy Coordinator to the Rector for approval.

(4) The Coordinator is appointed by the Rector as a member of the Scientific Research Coordination Unit (BAP).

(5) When the Coordinator is not on duty, one of the Deputies shall act.

Coordinator's duties

ARTICLE 12 – (1) Duties of the Coordinator are as follows:

- a) To implement the decisions of the Board of Directors,
- b) To represent the coordinatorship,
- c) To carry out the tasks that will achieve the objectives set in this Directive,
- ç) To prepare, coordinate and carry out activities, programs and projects carried out in the field of specialization, and to monitor and evaluate them,
- d) To carry out the administrative works of the Coordinatorship,
- e) To prepare the strategy and roadmap, annual work and activity report regarding the field of specialization and present it to the board of directors,
- f) To establish program groups and project teams related to the field of specialization, ensuring and supervising their effective operation,
- g) To provide information to the Board of Directors about the studies carried out in the field of specialization,
- ğ) To establish and develop cooperation with foreign and national organizations,
- h) To plan and execute the program promotion activities and communication strategy,
- ı) To fulfill the tasks of the secretariat of the Board of Directors,
- i) To prepare directives and instructions to determine the working procedures and principles related to their fields of duty and to present them to the board of directors.

Deputy Coordinator

ARTICLE 13- (1) With the recommendation of the Coordinator and the approval of the Rector, Deputy is assigned to assist the Coordinator, for a period of 3 (three) years, from among the faculty members of the university or from among the personnel working under the Coordinatorship on a contractual basis.

(2) Considering this duty, their duties and responsibilities in the units to which they are affiliated may be reduced.

Duties of Deputy Coordinators

ARTICLE 14- (1) Duties of deputy coordinators are as follows:

- a) Fulfilling the duties assigned by the Coordinator,
- b) To take and implement all necessary measures to ensure the proper functioning of the units affiliated to them,
- c) To assist the Coordinator in the fulfillment of all duties and responsibilities undertaken by the Coordinator,
- ç) To assist the Coordinator and the Board of Directors in the process of establishing the program groups related to the area they are responsible for,
- d) To preside over the program groups they are responsible for and to ensure and supervise the effective work of the project teams,
- e) To deputize for the Coordinator when necessary.

Advisory Board

ARTICLE 15- (1) It is established to increase the added value created by utilizing the knowledge, experience and activities of the regional innovation system actors related to the field of specialization in practice.

(2) The Advisory Board consists of 15 (fifteen) members. Members of the Board of Directors are natural members of the Advisory Board. The remaining 8 (eight) members are selected among the actors of the Regional Innovation System with the recommendation of the Coordinator and the approval of the Rector.

(3) In addition, representatives of non-governmental organizations, private sector representatives, and representatives of other public institutions and organizations may be invited to the Advisory Board meetings.

(4) The Advisory Board convenes under the chairmanship of the Rector.

(5) The Advisory Board convenes every 6 (six) months upon the invitation of the Rector. When necessary, the Board may also convene upon the recommendation of the Coordinator and the invitation of the Rector.

(6) The term of office of the Advisory Board members is 3 (three) years. Members whose term of office has expired may be reassigned by the relevant institutions upon the request of the University. Members who leave before the expiry of their term are replaced by new members in the same manner. If the required performance is not shown, the duties of the members may be terminated by the Rector upon the recommendation of the Coordinator.

Duties of the Advisory Board

ARTICLE 16- (1) The duties of the Advisory Board are as follows;

- a) To present an opinion on the main issues that should be focused on in the field of specialization,
- b) To contribute the formulation of policies, programs and projects related to the field of specialization with its views and suggestions,
- c) To provide support of their institutions and organizations which they are affiliated in the execution of training, research and projects related to the field of specialization,
- ç) To ensure the dissemination of good practice examples related to activities related to the field of specialization,
- d) To contribute to the development of multi-stakeholder and contributory projects,
- e) To engage in communication and lobbying activities that will mobilize private sector dynamics and resources.

Program Groups

ARTICLE 17 - (1) Program groups, determined on specialization; Research and Innovation Program, Education Program, Regional Development Program, Destination Development Program, Natural and Cultural Heritage Program.

(2) These are the units consisting of academic staff who will carry out activities and projects related to the programs and can contribute. Public, private sector and NGO representatives can also be included in the studies when necessary.

(3) Persons to be assigned in the Program Groups are determined by the Coordinator. The term of office may be limited to the contribution period of the relevant member to the activities and/or projects to be carried out under the unit, or it may be continuous.

(4) The Deputy Coordinator responsible for the program also acts as the head of the program and is responsible for the entire operation.

Tasks of program groups

ARTICLE 18- (1) The duties of the program groups are as follows;

a) Research and Innovation Program: Carrying out the activities determined by the Coordinatorship in order to focus the research carried out at the university and the innovations revealed as a result of these researches within the scope of specialization of the university, developing and encouraging project proposals within this framework, faculties, institutes, colleges, vocational schools The content of the program is to ensure the coordination of research and innovation sub-units such as research and application centers, technopark, technology transfer office and BAP Coordination Unit on the basis of subject.

b) Education Program: Carrying out the activities determined by the Coordinatorship in order to intensify the education and training activities carried out at the university within the scope of specialization of the university, developing courses and curriculum specific to the subject, Developing project proposals within this framework, ensuring the coordination of sub-units that provide education such as faculties, institutes, colleges, vocational schools, application and research centers on the basis of subject are among the duties of the program.

c) Regional Development Program: Within the framework of specialization, coordination of the University between local and national non-governmental organizations, public institutions and organizations, private companies, development agencies, provincial directorates, organized industrial zones, technology development zones, associations, foundations and similar stakeholders, during the specialization process ensuring the maximum contribution of the stakeholders to the University, developing projects on a subject-based basis, carrying out the activities determined by the coordinator, managing the expectations of the stakeholders, ensuring effective communication between the relevant units working within the University and the project stakeholders are among the duties of the program.

ç) Destination Development Program: Develops following activities and projects together with regional innovation system actors within the specialization field and the mandate framework the university program; improving the destination in a way that will contribute to the economic, social and cultural sustainability of tourism, dissemination of alternative tourism types, development of new touristic products, dissemination of sustainable destination management practices, introducing new generation tourism that will increase the local tourism experience of the tourists and other issues in the creation of tourism products and increasing human/institutional capacity and capability in tourism.

d) Natural and Cultural Heritage Program: Develops following activities and projects together with regional innovation system actors within the specialization field and the mandate framework the university; contributing to the development and sustainability of awareness of tangible and intangible cultural heritage items and their use as an experience element by adding value as a part of heritage tourism, excavations in the field of tangible cultural heritage, surface research, museology (virtual museum, augmented reality, modelling), development of regional-specific art and architectural heritage, natural heritage research, practices, representations, expressions, knowledge, skills and related tools, materials and the development of new perspectives on the protection of cultural spaces identified as part of the intangible cultural heritage.

e) To determine the activities and project subjects to be carried out within the framework of their responsibilities and to prepare the project documents and present them to the Coordinator,

f) To clarify tasks, projects and responsibilities within the group and present them to the Coordinator.

g) In case an activity or project to be carried out requires additional expertise, presenting the proposal to the Coordinator for the determination of the lecturers or persons in the relevant subject and including them in the program group,

ğ) To follow up the activities and projects carried out by the project teams by meeting as often as needed under the chairmanship of the Deputy Coordinator.

Project teams and their tasks

ARTICLE 19- (1) Project teams are the teams responsible for the preparation, initiation, execution and conclusion of each activity and project to be carried out in accordance with the areas of responsibility determined by the program groups.

(2) Project teams may consist of relevant lecturers, contracted personnel and private sector representatives.

(3) Persons who will take part in the project teams are determined by the Coordinator. The term of office may be limited to the contribution period of the relevant member to the activities and/or projects to be carried out under the unit, or it may be continuous.

Tasks of project teams

ARTICLE 20- (1) The duties of the Project Teams are as follows;

- a) To make applications to the necessary institutions and/or units for activities and projects, to continue and complete the works and transactions within this scope in accordance with the legislation,
- b) To determine a working schedule for the activities to be carried out (workshop, congress, book, research, competition, etc.) and to act in accordance with this calendar and to inform the Coordinator about the calendar,
- c) To act accordingly by division of labor within activities and projects.

CHAPTER FOUR Miscellaneous and Final Provisions

Cases where there is no provision

ARTICLE 21- (1) In cases where there is no provision in this Directive; The provisions of the Higher Education Law No. 2547 and other relevant legislation and the decisions of the Senate and University Administrative Board are applied.

Force

ARTICLE 22- (1) This Directive enters into force from the date of its adoption in the Senate.

Executive

ARTICLE 23- (1) The provisions of this Directive are executed by the Rector.

Senate Decision Accepting the Directive:

DATE: 16.12.2021

NUMBER: 2021.43.283