

T.R.

**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**

**Regulation of Turkish and Foreign Language Teaching,**

**Application and Research Center**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the principles and procedures regarding the objectives, fields of activity, administrative bodies, duties and working methods of the administrative bodies of Nevşehir Hacı Bektaş Veli University Turkish and Foreign Language Teaching Application and Research Center.

**Scope**

ARTICLE 2 – (1) This Regulation covers the articles regarding the objectives, fields of activity, administrative bodies, duties and working methods of the administrative bodies of Nevşehir Hacı Bektaş Veli University Turkish and Foreign Language Teaching Application and Research Center.

**Basis**

ARTICLE 3 – (1) This Regulation was prepared in accordance with the sub-term (2) of (d) term of the first clause of the 7. Article and 14. Article of Higher Education Law 4/11/1981 dated and 2547 numbered.

**Definitions**

ARTICLE 4 – (1) The terms in this Regulations mean;

- a) Center (NEÜTÖMER): Nevşehir Hacı Bektaş Veli University Turkish and Foreign Language Teaching Application and Research Center,
- b) Director: Director of the Center,
- c) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- ç) University: Nevşehir Hacı Bektaş Veli University,
- d) Board of Directors: The Board of Directors of the Center

**PART TWO**

**Objectives and Activity Fields of the Center**

ARTICLE 5 – (1) The objectives and activity fields of the center can be listed as below;

- a) To improve the quality of foreign language education at the University, with help of the lecturers in this field.
- b) To arrange specific and general language courses for the University students, staff, and other people outside the University, in line with the national and international language teaching standards, latest tech and methods.

- c) To conduct joint education, research, application and publication activities on teaching of Turkish and foreign languages with the relevant institutions and organizations within the framework of bilateral agreements; to arrange joint seminars, science festivals and meetings.
- ç) To conduct comparative research between Turkish and other languages in order to improve the efficiency of Turkish Language teaching.
- d) To conduct research and applications on Turkish language and foreign language teaching methods.
- e) Within the capacity of the center, to provide technical, scientific and social support to Turkish and foreign researchers studying on Turkish language and other languages.
- f) To support the researchers in publishing their research results in journals, books, encyclopaedias, or online when they want to publish and Board of Directors confirms to do so.
- g) To teach Turkish to foreign students studying in associate degree, undergraduate, graduate programs of the university, face to face and / or by distance education
- ğ) To teach the required languages to the students who are going to study abroad.
- h) To conduct face-to-face and/or distance learning Turkish language proficiency exams for foreign nationals and to issue certificates accordingly.
- ı) To teach Turkish and foreign languages inland and abroad, to open offices inland or abroad in order to introduce Turkey and Turkish culture.
- i) To teach Turkish language to the foreign nationals, Turkish children living abroad or back to the country and other volunteers
- j) To arrange visits inland and abroad, and to give prizes in order to encourage a better teaching of Turkish Language, to introduce Turkey and Turkish culture
- k) To develop programs and methods in teaching of Turkish Language as mother language, to have joint studies inland or abroad about this topic.
- l) To prepare movies, sound clips and pictures, to publish books, magazines, bulletin, report, project, brochure and to build language laboratories teaching Turkish or introducing Turkey
- m) to organize face-to-face and / or distance education programs intended to the third and fourth grade students of the Departments of Turcology abroad and the students of Turkish universities studying at Turkish Teaching, Turkish Language and Literature, Turkish Language and Literature Teaching, Modern Turkish Languages and Literatures, Turkish Folklore, Linguistics and Foreign Languages Departments
- n) To make translations in various languages in order to support scientific studies
- o) To arrange language exams
- ö) To open socially and culturally supportive language courses for the primary school and secondary school students

## **PART THREE**

### **Administrative Bodies and Duties of the Center**

#### **Administrative Bodies**

ARTICLE 6 – (1) The administrative bodies of the center are;

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

#### **Director**

ARTICLE 7 – (1) The director is appointed for three years by the Rector among the faculty members in the related fields. The Rector can reassign the directors at the end of their term.

(2) Two vice directors among the faculty members of the University can be appointed for three years by the Rector on the recommendation of the director.

(3) When the Director is on leave, one of the vice directors represents him/her. If the Director is off his/her duty for more than 6 months, his/her appointment ends. The Director is responsible towards the Rector for the sound conduct of teaching, application, research and publication activities of the center, supervision and inspection of the all activities

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

ARTICLE 8 – (1) Duties of the director are;

- a) To represent the center.
- b) To chair the board of directors
- c) To implement the decisions taken by the board of directors.
- d) To supervise the activities in the center and report to the board of directors.
- e) To prepare and present annual activity report and following year work program to the approval of the Rector with the consent of the board of directors
- f) To prepare and present budget proposal to the Rectorate.
- g) To inform the Rectorate about staff need and its reason.
- h) To realize projects and to ensure cooperate with application and research centers inland and abroad

#### **Board of Directors**

ARTICLE 9 – (1) The board of directors are composed of seven people; the director, vice-directors, four members studying in the required fields, recommended by the director and appointed by the Rector. The board meet in simple majority and the decisions are taken on simple majority vote. The members of the board are on duty for three years. Hose at the end of their term can be reappointed. Appointments to place those who leave early or are appointed to a post outside the University for more than 6 months are made in the same way to complete the remaining period. The board of directors meets at least once a month in order to make decisions about the activities in the center. When needed, the board of directors can be summoned up for a meeting by the call of the director.

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

ARTICLE 10 – (1) The duties of the Board are;

- a) To ensure the preparation and application of the plans and programs about the activities of the center.
- b) To prepare investment and plan scheme and present it to Rector's approval.
- c) To evaluate the demands of the center staff about education, application, research, guidance and publication and to reach decisions about them; to decide on in service trainings.
- ç) To set up temporary work units about the activities of the center and arrange their duties.
- d) To determine the basic principles, essences and procedures employed in the joint studies with the organizations and institutions inland or abroad.
- e) To evaluate the work brought by the director about the administration of the center and reach decision upon it.
- f) To determine the principles regarding the foundation and operation of the offices and to present them to University Board of Directors for approval.
- g) To determine the procedures and essences about the opening and closing of the offices, to reach a decision about making a proposal about it to the Rector.

#### **PART FOUR**

#### **Miscellaneous and Final Clauses**

##### **Course fees**

ARTICLE 11 – (1) The faculty members teaching in the center are paid in accordance with the relevant legislation and the principles set by the board of directors.

##### **Staff need**

ARTICLE 12 – (1) The academic, administrative and technical staff need at the center are met within the frame of 13. Article of the 2574 numbered Law, by the appointment of the Rector.

##### **Authorizing officer**

ARTICLE 13 – (1) The Rector is the authorizing officer of the center. If s/he wants, s/he can delegate the whole of a part of the authority to the director.

##### **Annulled regulation**

ARTICLE 14 – (1) Nevşehir University Language Teaching and Research Center Regulation released in the Official Gazette on 3/11/2011 with 28104 number is annulled.

##### **Validity**

ARTICLE 15 – (1) - This Regulation enters into force on the date of its publication.

##### **Implementation**

ARTICLE 16 – (1) The provisions of this Regulation are executed by the Rector of Nevşehir Hacı Bektaş Veli University