

NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY

APPLICATION PROCEDURES AND PRINCIPLES OF THE ASSOCIATE PROFESSORSHIP ONLINE ORAL EXAM

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

Article 1 (1) The purpose of these procedures and principles is to regulate the rules to be applied in the online conduct of the associate professorship oral exams that must be taken by candidates who apply to the academic units of Nevşehir Hacı Bektaş Veli University academic units.

Scope

Article 2 (1) These procedures and principles cover the provisions, procedures to be applied in the online examination of the associate professorship oral exams required for candidates who apply to the academic units of Nevşehir Hacı Bektaş Veli University.

Basis

Article 3 (1) These procedures and principles were prepared based on Article 24 of the Higher Education Law dated 04/11/1981 and numbered 2547, Associate Professorship Regulation published in the Official Gazette dated 05/04/2018 and numbered 30392 and Relevant provisions of the Regulation on Promotion and Appointment to Faculty Membership published in the Official Gazette dated 12/06/2018 and numbered 30449 and The letter of the Interuniversity Council dated 07/05/2020 and numbered 23932784-204.01.06-E.4581 and the letter dated 15/05/2020 and numbered 23932784 204.01.06-E.4727

Definitions

Article 4 (1) these procedures and principles include the following terms;

- a) Unit refers to a faculty, an institute, a school or a vocational school affiliated to Nevşehir Hacı Bektaş Veli University
- b) Chairman of the jury refers to among the jury members, the most senior member according to the professorship period to preside the jury, if he does not accept, a member to be selected by the jury
- c) Jury member refers to faculty members appointed by the Inter-university Board in the oral examination for associate professorship and obliged to make the associate professorship exam
- d) Reporter Refers to the person who will be selected by the jury members and who recorded the questions asked by the jury members to the candidate and whether the answer given by the candidate to these questions was sufficient or not, with the evaluation of the jury members.
- e) Rector refers to the rector of Nevşehir Hacı Bektaş Veli University
- f) Senate refers to Nevşehir Hacı Bektaş Veli University Senate

g) Exam Director refers to the professor-titled dean / director of a unit appointed by the Rector of Nevşehir Hacı Bektaş Veli University for each examination period, and the professor-titled faculty member appointed by the Rector in the absence of a professor titled director.

h) University refers to Nevşehir Hacı Bektaş Veli University.

PART TWO

EXAM PRINCIPLES

Considerations regarding candidates

Article 5 (1) The candidate must be in the hall prepared by the Rectorate at the latest 30 minutes before the exam on the exam day announced by the Rectorate.

(2) The candidate cannot bring a mobile phone, computer, etc. to the exam room. He cannot bring electronic devices. He cannot use his own computer and camera during the exam.

(3) The candidate must come to the exam room with an T.C. identity card, T.C. ID card or passport. If requested by the jury president, he has to show one of them to the camera and submit it to the jury.

Considerations regarding Jury members

Article 6 (1) The jury members appointed by the Presidency of the Interuniversity Board in the oral examination for associate professors participate in the exam with a computer and a camera in any place in the city where they are in accordance with the examination practices.

(2) Jury members participate in the exam on the exam day announced by the Rectorate and on the link notified to them by the exam director before the exam time.

(3) Jury members conduct the exam by asking their questions in the order promised by the jury president.

(4) Each jury member participating in the exam sends a written and wet signed report to the Rectorate, which evaluates the candidate as "Successful" or "Unsuccessful" as a result of the oral exam.

Considerations regarding Exam Director

Article 7 (1) He coordinates the online associate professorship oral exam.

(2) The exam director works on the computer allocated to him in the hall where the candidate is located, and he is provided with technical support by the head of information and technology department.

(3) The exam director directs the technical stages of the initiation, administration and termination of the exam and works in coordination with the chairman of the jury for a healthy conclusion of the exam.

(4) The exam manager ensures that the exam is conducted as follows;

- a) When the exam time comes, the exam director ensures that the candidate is not in the online meeting and in the hall so that the jury members elect the chairman among themselves and make a preliminary evaluation about the candidate.
- b) Upon the request of the jury chairman, he takes the candidate into the hall and allows the candidate to participate in the online meeting on the computer allocated to him.
- c) At the end of the exam, upon the request of the jury chairman, he takes the candidate from the online meeting and from the hall for the jury members to discuss the candidate's situation among themselves and make a decision.
- d) Again, upon the request of the chairman of the jury, he invites the candidate to the online meeting so that the exam result is notified to the candidate.
- 5) The exam director is responsible for recording the online meeting from the beginning to the end of the exam and ensuring that the video camera recorded in the hall is recorded on the computer with the help of the technical staff assigned by the Rectorate.

Considerations regarding the exam

Article 8 (1) Associate professorship oral exam takes place online in accordance with academic practices and within the scope of the issues specified in the legislation.

(2) The jury members are informed by the exam director in which digital environment the exam will be held and the link to the meeting.

(3) If a jury member is disconnected during the exam, the question asked by the relevant jury member is cancelled and the connection is re-established and the exam continues with another question.

(4) The following procedure is followed in conducting the exam:

a) the exam director initiates the live connection 10 (ten) minutes before the exam time, and a connection is established between all members and the exam director.

b) All participants write their names under the live video images and introduce themselves.

c) When the exam time comes, in an environment where the candidate is not in the meeting or in the hall, the jury members determine the jury chairman and the reporter among themselves and make a pre-evaluation of the candidate.

d) Upon the request of the jury chairman, the candidate is admitted to the hall through the exam director and is included in the online meeting on the computer allocated to him.

e) The reporter records the questions asked by the jury members to the candidate and whether the answer given by the candidate to these questions is sufficient.

f) At the end of the exam, upon the order of the jury chairman, the candidate is removed from the online meeting and hall.

g) The jury members discuss the status of the candidate among themselves and reach a decision.

h) Upon the request of the jury chairman, the candidate is invited back to the hall and included in the online meeting in order to notify the candidate of the exam result. The exam result is notified to the candidate.

i) If the candidate is successful, the exam director will dress the candidate in a robe.

j) "An Associate Professorship Oral Exam Report" is taken from the web page of the Interuniversity Board (<http://www.uak.gov.tr/>), and filled in by each jury member as a report evaluating the candidate as "Successful" or "Unsuccessful", and sent to the Rectorate in writing and with a wet signature as the exam result. (additional document 1)

k) At the end of the exam a reasoned report is prepared by the jury members for the candidate who fails.

l) After signing the report the jury president, who has printed the report, starts the signature process by sending it to the jury members and the last jury member who signed the report sends it to the University Rectorate.

PART THREE

General Considerations

Article 9 (1) The jury members and the candidate cannot communicate in any way or method during the exam, except for the link provided by the exam director. When such a situation is detected, it is reported to the Rectorate with a document by other relevant people and action is taken in accordance with the general legislation provisions.

Cases with no provisions

Article 10 (1) In cases where there are no provisions in these procedures and principles, the provisions of the relevant legislation are applied.

Enforcement

Article 11 (1) These procedures and principles come into force on the date they are accepted in the Senate.

Execution

Article 12 (1) The provisions of these procedures and principles are executed by the Rector of Nevşehir Hacı Bektaş Veli University.

Date and number of the Senate Decision Accepting the Procedures and Principles:

02/12/2020

2020.34.166.

Attachment 1

INTER-UNIVERSITY BOARD PRESIDENCY

ASSOCIATE PROFESSORSHIP ORAL EXAM REPORT

Candidate's

Name & Surname: _____

University/Institution: _____

Year/Term of Application: _____

Associate professorship Field/Code of Science _____

As a result of the oral examination, our jury has taken the following **UNANIMOUS** decision about the candidate by

- The candidate has been **SUCCESSFUL** in the oral exam for associate professorship.
- The candidate has been **UNSUCCESSFUL** in the oral exam for associate professorship. (**Justification Report will be written in the attachment.**)

Result (Written): _____

Meeting Place: _____

University

Faculty, College, Institute

Date: _____

(D/M/Y)

Jury	Name Surname	University	Signature
Chairman			
Reporter			
Jury Member			
Jury Member			
Jury Member			

Attachment:

* Justification report including the questions asked and answers given to the candidate. (Will be arranged for candidates who are "Unsuccessful" in the oral exam)

Prof. Dr. Mustafa Hilmi ÇOLAKOĞLU
Chairman

Prof. Dr. Sezen AKSÖZ
Member

Doç. Dr. Erkan HİRİK
Member

Dr. Öğr. Üyesi Mustafa KARATAŞ
Member

Doç. Dr. Faruk MANAV
Member

Dr. Öğr. Üyesi Gökçe BECİT İŞÇİTÜRK
Member

Av. Hakan Süreyya TEZCAN
Member