

T.R.
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE OF VOCATIONAL SCHOOLS COORDINATORSHIP

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to determine the work procedure and principles for Nevşehir Hacı Bektaş Veli University Vocational Schools Coordinatorship which was established to effectuate the coordination among the Vocational Schools within Nevşehir Hacı Bektaş Veli University.

Scope

ARTICLE 2- (1) This directive covers general principles of the qualities, bodies, and procedures of Nevşehir Hacı Bektaş Veli University Vocational School Coordinatorship.

Basis

ARTICLE 3- (1) This directive was prepared in accordance with 13. and 14. articles of The Law on Higher Education, dated 06/11/1981 and numbered 2547.

Definitions

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

- a) Coordinator: The Coordinator of Nevşehir Hacı Bektaş Veli University Vocational Schools Coordinatorship,
- b) Coordinatorship: Nevşehir Hacı Bektaş Veli University Vocational Schools Coordinatorship,
- c) Vocational Schools: Vocational Schools within Nevşehir Hacı Bektaş Veli University,
- ç) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- d) Senate: The Senate of Nevşehir Hacı Bektaş Veli University,
- e) University: Nevşehir Hacı Bektaş Veli University,

PART TWO

Bodies and Features

Work domains

ARTICLE 5- (1) The Coordinatorship, which was founded to do the planning and run the operations required for the educational organization, the quality improvement and the problem solution at the Vocational Schools, run actions in the areas below:

- a) Identifying the needs about mid level professionals of the sectors, making arrangements which enhance their potential for source raising and productivity empowering Vocational Schools educational-instructional plans to be run in accordance with this aim; making and supporting the planning and implementation actions to meet the staff, library, laboratory, equipment needs,
- b) Identifying the qualifications for the instructors to be appointed at Vocational Schools and presenting them for the Senate confirmation,
- c) Supporting the arrangements of in-service training programs for the graduates of the Vocational Schools.

Bodies

ARTICLE 6- (1) The bodies of the Coordinatorship are as such:

- a) Coordinator,
- b) The Board of Vocational Schools' Directors,
- c) Advisory Boards,
- ç) Program Boards,
- d) Discipline Boards.

Coordinator

ARTICLE 7- (1) The Coordinator is appointed from among Vocational Schools' Directors by the Rector or Vice-Rector for 2 (two) years time. The Coordinator due can be re-appointed through the same procedure. (2) The Rector appoints the Vice-Coordinator via the Coordinator's candidate proposal. When the Coordinator is off duty, the Vice-Coordinator run the duty of the Coordinator as deputy. The Vice-Coordinator term in the Coordinatorship is limited to the Coordinators' term. (3) The liabilities of the Coordinator are:

- a) to chair at the Board of Vocational Schools' Directors and the Advisory Board,
- b) to run the Coordinatorship in accordance with the principles of this directive,
- c) to present the decisions taken at the Board of Vocational Schools Directors d
- ç) to submit a report to the Rector once in 3 (three) months basis regarding the activities of the Coordinatorship.

Board of vocational schools directors

ARTICLE 8- (1) The Board of Vocational Schools Directors, founded in order to realize the liabilities defined with the 5. ARTICLE of this directive, are composed of Vocational Schools Directors and the Coordinator as the chair. (2) The Board of Vocational Schools Directors meets at least once in 1 (one) month basis on the call of the Coordinator. Board meetings are held with the participation of at least one member more than the half of the members and decisions are taken on the absolute majority vote.

Advisory boards

ARTICLE 9- (1) Advisory Boards are composed of the representatives from public and private sectors and established by the Directors Board. These boards meet at least once in 1 (one) year basis. (2) They facilitate the cooperation among Vocational Schools and public and private sector organizations and institutions and professional chambers, and supports the dissemination of education based on industrial needs.

Program boards

ARTICLE 10- (1) Program Boards are composed of the instructors working at Vocational Schools similar programs with the Coordinator as the chair. (2) Liabilities of the program boards are:

- a) to program instructors', working at the Vocational Schools and similar programs, education and instruction, practice and research activities,
- b) to prepare educational plans to benefit from equipment and physical facilities efficiently and present them to the Directors Board.

Discipline Boards

ARTICLE 12- (1) Members of the Discipline Board are composed of the instructors working at different Vocational School programs and teaching similar subjects. The Coordinator is the chair of the Discipline Boards.

(2) The liability of the Discipline Boards is to propose suggestions to improve the course content and training and research activities related to these courses, and to adjust them according to one another.

PART THREE

Validity and Implementation

Validity

ARTICLE 12- (1) This directive goes into effect as approved by Nevşehir Hacı Bektaş Veli University Senate. With this directive Vocational Schools Coordinatorship directive for work procedure and principles, 14/06/2007 dated and 2007.002.008 numbered directive was repealed.

Implementation

ARTICLE 13– (1) This directive is implemented by Nevşehir Hacı Bektaş Veli University Rector .