

**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
SPECIAL EDUCATION RESEARCH AND APPLICATION CENTER
REGULATIONS**

PART ONE

Aim, Content, Basis and Definitions

Aim

ARTICLE 1 – The aim of this regulation is to organize the work procedures and principles of the organization, management, and managing bodies of Nevşehir Hacı Bektaş Veli University Special Education Research and Application Center.

Content

ARTICLE 2 – This regulation contains the work procedures and principles of the organization, management, and managing bodies of Nevşehir Hacı Bektaş Veli University Special Education Research and Application Center.

Basis

ARTICLE 3 – This regulation has been organized on the basis of the 14th article and sub clause (2) of the clause (d) of the first sub article of the 7th article of the law numbered 2547 and dated 4/11/1981.

Definitions

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

- a) Center: Nevşehir Hacı Bektaş Veli University Special Education Research and Application Center. (NÖZMER)
- b) Manager: The Manager of the Center
- c) Rector: Nevşehir Hacı Bektaş Veli University Rector
- d) University: Nevşehir Hacı Bektaş Veli University
- e) Board of Management: Board of Management of the Center

PART TWO

The Aims and Domains of the Center

The Aims of the Center

ARTICLE 5 – (1) To enable the individuals with special needs in Turkey to be evaluated, to acquire independent life skills, to provide environment for interdisciplinary researches and activities which aim at supporting their full attendance into education and society, and to enable the output to be used effectively by the stakeholders.

(2) To provide the opportunity of education and application for university students and relevant departments of other institutions.

(3) To make and support analyses, researches, and applications in national and international scope about special education with the aim of proposing solutions for the problems faced in special education.

The Domains of the Center

ARTICLE 6 – (1) To make studies on the identification of individuals with special needs, to make the educational evaluations of individuals who need special education, to ensure and follow their medical and psychological analyses within the cooperation of relevant institutions and organizations.

(2) To carry out scale development studies in order to make individuals with special needs be

identified, to revise existing scales, and to adjust the worldwide assessment instruments into Turkish culture.

(3) To prepare education environment and programs supporting academic, physical and psycho-social development of individuals with special needs by coordinating relevant departments within the university, to provide special education service in personal and in groups for individuals who need special education according to educational programs.

(4) To install education, research and application laboratories and workshops that support the development of individuals with special needs, to make studies in coordination with public or private institutions and organizations which were founded for similar purposes.

(5) To organize cooperative studies with national and international public or private institutions and organizations that operate on the issues about individuals with special needs, to prepare research and application projects, to participate in present studies, apply the projects and/or follow these applications.

(6) To organize educational and guidance services that aim at raising awareness of parents who have children with special needs, and to provide support services for the families of children with special needs, and to enable them to develop knowledge, attitude and behaviour that could support their children's development.

(7) To give social, psychological support and knowledge for the parents of the individuals who continues inclusive education, and to provide the teachers support services such as educational arrangement and information about special education.

(8) To organize certified and scientific vocational education programs and trainings, and support the development of the members of the profession who are in charge of the education and development of children with special needs.

(9) On national and international scale, to organize and attend educational and introductory scientific meetings such as seminars, workshops, conferences, congress and symposiums.

(10) To give lectures and seminars at universities about individuals with special needs on master and doctorate level, and to make incentive studies for academicians to engage in these fields.

(11) To establish relationships with related faculties and departments in this university and other universities, to contribute to the applied education of the undergraduate, postgraduate and doctoral students, to make research on national and international level.

(12) To make activities aimed at vocational transition and employment of individuals with special needs in the result of their education, and during the process of job orientation, to provide psychological counseling for staff training.

(13) To get information about education and psycho-social development of individuals with special needs and to archive these information regularly, to prepare broadcasts in order to share these information with public opinion, to establish necessary communication network for sharing information with national and international institutions on the issue.

(14) To make studies on the field of special education at the request of the rectorship.

PART THREE

The Managing Bodies and Duties of the Center

The managing bodies of the center

ARTICLE 7 – (1) The managing bodies of the center are:

a) Manager

b) Board of Management

Manager

ARTICLE 8 – (1) The Manager is chosen among academicians in Nevşehir Hacı Bektaş Veli University Faculty of Education, Department of Special Education and appointed by the rector for 3 years. On the occasion that the Manager has not been on his duty for more than six months, his assignment will terminate. If the Manager quits the job before the required time or fulfills his/her term of office, another appointment is made by the rector in the same way.

(2) The Manager submits two people among academicians as assistant managers for the rector's approval. The duties of assistant managers end when the Manager's term of office terminates. In place of assistant manager who leaves the job, a new person is appointed for the rest of the term. The assistant manager performs the duties determined by the Manager, and substitutes the Manager when he/she is absent.

The Duties of the Manager

ARTICLE 9 – (1) The duties of the Manager are:

- a) To represent the Center
- b) To call The Board of Management for meetings, prepare the agenda, and to chair the meetings.
- c) To prepare annual activity programs and submit them to the Board, report the decisions of the Board to the Rectorate,
- d) To prepare annual activity plans related to research, application and education programs in accordance with the aims of the Center, and submit them to the counsel of the Board, and take the necessary decisions,
- e) To present reports to the Rectorate about the general situation and functioning of the Center at the end of the year,
- f) To determine the assistant managers to be appointed and submits them for the rector's approval,
- g) To inform the Rectorate about staff requirements of the Center together with the reasons,
- h) To plan the duties of the staff of the Center, and to make general inspections and supervisions,
- i) To fulfill other duties that the regulation requires.

Board of Management

ARTICLE 10 – (1) The Board of Management consists of at least five members, four of whom are appointed by the rector for three years with the Manager's opinion among the university academicians who are related to the activity field of the Center with the manager's chairmanship. The member whose period ends can be appointed again.

(2) The term of office of the Board members is three years. If a member quits the job before the required time, a new member is chosen in the same way for the rest of the term. The members can be appointed again when their terms of office end.

(3) If a member does not attend the Board meeting three times in succession without any excuse, his/her membership is terminated. For the place of the member whose membership is terminated, a new member is chosen by the same method for the rest of the term.

(4) The Board of Management assembles at least twice a year under the chairmanship of the Manager. On necessary occasions, it could hold extraordinary meetings upon the Manager's call. The Board assembles in absolute majority, and the decisions are made by the majority of votes. In the case of the equality of the votes, a majority is constituted with the vote of the Manager.

The Duties of the Board of Management

ARTICLE 11 – (1) The duties of the Board of Management are:

- a) To make the planning and programming about the jobs of the Center be prepared and applied,
- b) To prepare the planning scheme and submit it to the consent of Rector,
- c) To evaluate and decide on the requests of the staff in the Center about the issues of education, research, practise, counselling and publishing,
- d) To create temporary work groups related to the activities of the Center if necessary, and organize their duties.
- e) To determine the main principals, fundamentals and procedures of the jobs that are performed in cooperation with domestic and abroad public and private institutions,
- f) To interpret and conclude the issues that the Manager brings about the management of the Center.

PART FOUR

Miscellaneous and Final Provisions

Personnel Requirement

ARTICLE 12 – (1) In the Center, in the case of a necessity, a special education teacher, a psychological counselor, a physical therapist, a sign language interpreter, a speech and language therapist, an occupational therapist, an information technologies teacher, fine arts and physical education teachers and instructors are appointed at the Board's suggestion and Rector's confirmation.

Enforcement

ARTICLE 13 – (1) This regulation comes into force on the date of issue.

Executive

ARTICLE 14 – (1) These regulation provisions are executed by the Rector.