

BY-LAW

**NEVSEHIR HACI BEKTAS VELI UNIVERSITY AVANOS CERAMICS  
APPLICATION AND RESEARCH CENTRE BY-LAW**

**PART I**

**Purpose, Scope, Legal Basis, and Definitions**

**Purpose**

**ARTICLE 1** – (1) The purpose of this by-law is to establish the rules and procedures for the objectives, administrative bodies, and the duties and working procedures of the administrative bodies of Nevsehir Haci Bektas Veli University Avanos Ceramics Application and Research Centre.

**Scope**

**ARTICLE 2** – (1) This by-law concerns the provisions on the objectives, areas of activity, bodies, and the duties and working procedures of the administrative bodies of Nevsehir Haci Bektas Veli University Avanos Ceramics Application and Research Centre.

**Legal Basis**

**ARTICLE 3** – (1) This by-law has been prepared on the basis of the Article 7, the first paragraph, subparagraph (d), indent number (2) and Article 14 of The Law on Higher Education, Law Number 2547 of November 4, 1981.

**Definitions**

**ARTICLE 4** – (1) For the purposes of this by-law, the following definitions shall apply:

- a) “Centre (ACARC – orig. Turkish abbreviation is ASEM)” means Nevsehir Haci Bektas Veli University Avanos Ceramics Application and Research Centre;
- b) “Director” means the Director of Nevsehir Haci Bektas Veli University Avanos Ceramics Application and Research Centre;
- c) “Vice-Director” means the Vice Director of Nevsehir Haci Bektas Veli University Avanos Ceramics Application and Research Centre;
- ç) “Rector” means the Rector of Nevsehir Haci Bektas Veli University;
- d) “Senate” means Nevsehir Haci Bektas Veli University Senate;
- e) “University” means Nevsehir Haci Bektas Veli University;
- f) “Board of Directors” means the Board of Directors of Nevsehir Haci Bektas Veli University Avanos Ceramics Application and Research Centre.

**PART II**

**Objectives and Areas of Activity of the Centre**

**Objectives of the Centre**

**ARTICLE 5** – (1) The objective of the Centre is to provide the technical and artistic support needed by the region which is an important centre for ceramics, to help the education, and to produce.

**Areas of Activity of the Centre**

**ARTICLE 6** – (1) The Centre shall do the following activities in accordance with its objectives:

- a) to provide consultancy services in the fields of ceramics to public and private sector and national and international organisations and persons which they need.

b) to execute scientific research, examinations, projects, and applications in national and international level and have them executed; state opinions, prepare reports, cooperate by providing consultancy service, conduct projects and similar works, participating and encouraging these sorts of works; keep the ceramics sector in the region always up-to-date and lively.

c) to organise courses, certificate programmes, seminars, conferences, congresses, workshops, symposia, panels, education and development programmes in the fields of ceramics and the arts for public and private sector, national and international organisations and persons in the areas they need; to ensure the coordination of these activities, to encourage these sorts of activities by promoting the opportunities of the University.

ç) to organise applied educative courses in the fields of ceramics and the arts and issue documents or certificates according to the programme's features to those who successfully complete these courses.

d) to benefit from all laboratories, libraries, smart-classrooms, classrooms, net-classrooms, and other educational opportunities of all units of the University in the subjects related to its field of study.

e) to benefit from red and white clay deposits in the region; to produce by preparing mud and glaze recipes and to sell the products.

f) to produce technological knowledge, to use alternative baking techniques.

g) to ensure private sector-industry-school-university cooperation.

ğ) to provide the students with internship opportunities in relation to the field.

h) to contribute to the region's economic development in ceramics sector.

ı) to cooperate with the scholars and designers in the fields of arts and engineering and with pottery masters.

i) to produce promotional ceramic products with continuity for the University.

j) to provide employment for ceramics technicians, ceramics students.

k) to prepare opportunities which are required for protecting and preserving Avanos pottery.

### **PART III**

#### **Bodies of the Centre and Their Duties**

##### **Bodies of the Centre**

**ARTICLE 7** – (1) Bodies of the Centre are as follows:

a) Director

b) Board of Directors

##### **Director and Vice-Directors**

**ARTICLE 8** – (1) Director shall be appointed for three years by the rector among the assistant/associate/full professors at the University who are related to the field. A new appointment for the position shall be made by the rector with the same procedure when the director leaves the position at the end of his/her term or any time before. The director may be reappointed after his/her term ends.

(2) Two persons shall be appointed as vice-directors for three years by the rector among the assistant/associate/full professors or lecturers at the University who are related to the field in order to assist the director in his/her duties. The term of vice-directors shall end as the term of director ends. One of the vice-directors shall preside at the meetings which the director is unable to attend.

##### **Duties of the Director**

**ARTICLE 9** – (1) The duties of the director shall be as follows.

- a) to represent the Centre.
- b) to call the Board of Directors for a meeting; to chair the Board of Directors and to enforce the decisions and working schedules.
- c) to prepare the work, objectives, plans, and budget of the Centre and have them prepared and to submit these to the Rector for approval after receiving the opinion of the Board of Directors.
- ç) to determine the rules on the income and expenditures of the Centre; to submit these to the rectorate after the approval of the Board of Directors.
- d) to conduct the administrative tasks of the Centre; to determine the need for personnel and to submit this to the rectorate.
- e) to realize cooperation on the projects in accordance with the objectives by cooperating with education, research and application centres, public and private sector organisations based in the country and abroad; to submit to the Board of Directors for their appointments after determining the groups related to research and application projects.
- f) to submit the annual activity report and working schedule for the following year of the Centre to the rectorate after receiving the opinion of Board of Directors.
- g) to plan, conduct, and control the activities of the units and working groups organised within the Centre and the research, examination, application, education, and publication works in accordance with the foundation and growth objectives.
- ğ) to ensure cooperation and coordination with the coordination groups in faculties, institutes, schools of higher education, and department heads dependent on the rectorate.
- h) In accordance with the Centre's objectives, to prepare working schedules, projects or have them prepared; to produce; and to execute related transactions.

#### **Board of Directors**

**ARTICLE 10** – (1) the Board of Directors shall consist of 5 members who are appointed by the rector for three years from the 10 candidates recommended by the director among the faculty members at the university. The Director shall chair the board of directors.

(2) The board of directors shall convene by absolute majority and the decisions shall be made by majority vote. In case a position is left for any reason, a new board member shall be appointed to replace the relevant position with the same procedure in order to complete the remaining term.

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

**ARTICLE 11** – (1) The duties of the board of directors shall be as follows.

- a) to determine the strategies and policies of the centre; to decide on examination, research, education, application, and publication activities of the centre and on related administrative and financial measures of any sort.
- b) to discuss the budget of the centre and report it to the director as to be submitted to the rectorate.
- c) to evaluate the activity report on the last year to be prepared by the director and to discuss and decide on working schedule for the next period by determining which of the proposed education programmes will be organised, who will be appointed for the programmes to be organised, and the amount of payments to be done by also evaluating the propositions and requests from coordination groups; to execute the coordination and evaluation of the activities related to the programmes to be organised.
- ç) to form working groups according to the characteristics of the subject within the centre and to superintend the works of these groups.

d) to determine examination, research, education, and application projects and the project teams to publish and their administrators.

e) to determine the rules on certificate of attendance, certificate of mastery, and similar certificates to be issued at the end of education programmes and to prepare these certificates.

f) to discuss and decide on the other subjects proposed by the director.

#### **PART IV**

#### **Miscellaneous and Final Provisions**

##### **Personnel Need**

**ARTICLE 12** – (1) The Centre’s need for academic, technical, and administrative personnel shall be met with those who are appointed by the Rector in accordance with Article 13 of Law Number 2547

##### **Situations Not Mentioned in the Provisions of this By-law**

**ARTICLE 13** – (1) In the circumstances about which there is no provision in this by-law, provisions of other related legislation and the Senate decisions shall apply.

##### **Entry into Force**

**ARTICLE 14** – (1) This by-law shall enter into force on the date of its promulgation.

##### **Enforcement**

**ARTICLE 15** – (1) The Rector of Nevsehir Haci Bektas Veli University shall enforce the provisions of this by-law.