
**REGULATION of
NEVŞEHİR UNIVERSITY
CONTINUING EDUCATION
APPLICATION AND RESEARCH CENTER**

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation to regulate the principles and procedures regarding the objectives, management bodies, duties of management bodies and the mode of operation of Nevşehir University Continuing Education Application and Research Center.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions regarding the aims, fields of activity, organs, duties and working methods of Nevşehir University Continuing Education Application and Research Center.

Basis

ARTICLE 3 - (1) This Regulation has been prepared on the basis of sub-clause (2) of sub-clause (d) of the first paragraph of Article 7 and Article 14 of the Higher Education Law, dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) In this Regulation following definitions are used:

- a) Coordination groups: Coordination groups of the center,
- b) Center (NEVSEM): Nevşehir University Continuing Education Application and Research Center,
- c) Director: Director of the Center,
- ç) Deputy Director: Deputy Director of the Center,
- d) Rector: Nevşehir University Rector,
- e) University: Nevşehir University,
- f) Governing board: The Governing board of the Center

SECOND PART

Purpose and Activity Areas of the Center

Purpose of the Center

ARTICLE 5 - (1) The purpose of the center is to contribute to the development of the university's cooperation with the public and private sector, national and international organizations and individuals by organizing education and development programs, research, analysis, application and publication, in addition to the formal associate, undergraduate and graduate education programs.

Activity areas of the center

ARTICLE 6 - (1) NEVSEM carries out the following activities:

- a) Providing consultancy services to the public and private sector, national and international organizations and individuals in the areas demanded,
- b) Carrying out and having scientific research, examination, project and application made at national and international level, giving opinions; to prepare reports, to cooperate by providing consultancy services, to carry out projects and similar studies; participating in and encouraging such studies,
- c) Organizing courses, certificate programs, seminars, conferences, congresses, symposiums, panels, training and development programs for the public and private sector, national and international organizations and individuals in the fields demanded, ensuring the coordination of these activities, encouraging such activities by promoting university provisions in this field,
- ç) Contributing to the establishment and development of the distance education infrastructure at the university and ensuring necessary coordination by cooperating with similar centers for this purpose,
- d) Rewarding documents or certificates to those who have successfully completed the training and development programs,
- e) Publishing on issues related to its work and activities,
- f) To benefit from laboratories, libraries, smart classrooms, classrooms, net-classrooms and other educational opportunities belonging to all units of the University in matters related to the field of study.

THIRD PART

Managing Bodies of the Center and Their Duties, Coordination Groups

Managing Bodies

ARTICLE 7 - (1) The organs of the center are:

- a) Director
- b) Governing Board
- c) Coordination groups

Director

ARTICLE 8 - (1) Director is appointed for four years by the Rector from among the faculty members of the University, upon the recommendation of the University Executive Board. An expired term of a Director can be reinstated. The duty of the Director who cannot be in office for more than six months ends automatically. The Rector replaces the Director who leaves his post before his term expires or is reinstated by the same method.

(2) Two staff members, recommended by the director among the academic staff of the University to assist him in his studies, are appointed as deputy directors for four years with the approval of the Rector. The duty of the deputy director, who cannot be on duty for more than six months, ends automatically. Instead of the deputy directors who leave their duties before their term expires, Rector is appointed again by the same method.

When the duty of the director ends, the duty of the deputy directors ends as well. The meetings that the director cannot attend are chaired by the deputy director.

Duties of the director

ARTICLE 9 - (1) The duties of the director are as follows:

- a) To represent the Center, to call the Governing board to a meeting, to chair the Governing board and to implement the decisions and work programs,
- b) To prepare / have the center's work, goals, plans and annual budget prepared, to submit it to the Rector for approval after obtaining the opinion of the Executive Board,
- c) To determine the principles regarding the income and expenses of the center, to submit them to the Rectorate after the approval of the Governing board,
- ç) To carry out the administrative relations of the center, to determine the personnel needs and to submit them to the Rectorate,
- d) To cooperate with education, research and application centers, public and private sector organizations in Turkey and abroad, to realize mutual assistance on projects that are suitable for the purpose, to identify and assign relevant groups for research and implementation projects to the Governing board,
- e) To submit the annual activity report of the center and the work program for the next year to the Rector's approval after receiving the opinion of the Governing board
- f) To plan, execute and supervise the activities, research, analysis, application, training and publication studies of the units and working groups established within the center in accordance with the establishment and development purposes,
- g) To provide cooperation and coordination with the coordination groups in the faculties, institutes, schools and departments affiliated to the Rectorate,
- ğ) To prepare or have work programs, projects prepared in line with the purposes of NEVSEM and to carry out transactions related to them,
- h) To prepare activity report at the end of each activity period and submit this report to the Rectorate after being discussed in the Governing board.

Governing Board

ARTICLE 10 - (1) Governing board consists of a total of eight people, including the director, deputy directors and five faculty members appointed by the Rector among the faculty members working at the University upon the recommendation of the University Executive Board. The term of office of the members of the governing board is four years. Governing board convenes at least twice a year upon the invitation of the Director, discusses the agenda items prepared by the Director and makes decisions with absolute majority.

Duties of the governing board

ARTICLE 11 - (1) The duties of the Governing board are as follows:

- a) To determine the strategy and policies of the Center, decide on the examination, research, training, implementation and publication activities of the Center and to take all kinds of administrative and financial measures in these matters,
- b) To discuss Center's budget and report to the Director to be submitted to the Rectorate,
- c) To evaluate the activity report prepared by the manager for the past year, to determine which of the proposed training programs will be organized, who will be assigned and the

amount of payments to be made in line with the suggestions and requests from the coordination groups,

ç) To discuss and decide on the work program for the next term; to conduct the coordination and evaluation of the activities related to the programs to be organized,

d) To form working groups within the center according to the characteristics of the subjects and to supervise the work of these groups,

d) To determine the project teams and directors to broadcast with examination, research, training and application projects,

e) To determine the project teams and their managers who will make publications with examination, research, education and application projects,

f) To determine the principles regarding the participation, expertise certificates and similar documents to be given at the end of the training programs and issue these documents,

g) To discuss and decide on other issues brought by the director.

Coordination groups and tasks

ARTICLE 12 - (1) Coordination groups are formed as follows in the University:

- heads of departments under the chairmanship of the dean in faculties

- heads of departments under the chairmanship of the director or the deputy in institutes

- heads of departments (program) under the chairmanship of the director or the deputy in higher vocational schools or one academic staff to be assigned by these units,

- under the chairmanship of the head of the department, one deputy and one lecturer in Rectorate affiliated departments

(2) In line with the aims and principles of NEVSEM, duties of the coordination groups are to propose in writing to the governing board for the review, research, training, application and publication activities they plan to conduct.

CHAPTER FOUR

Miscellaneous and Final Provisions

Personnel/Staff need

ARTICLE 13 - (1) The academic, technical and administrative staff needs of the center are met by the staff to be assigned by the Rector in accordance with the 13th article of the Law numbered 2547.

Spending authority

ARTICLE 14 - (1) The Rector is the spending authority of the Center. The Rector may transfer all or part of this authority to the Director.

Cases with no provision

ARTICLE 15 - (1) In cases where there are no provisions in this Regulation, other relevant legislation provisions and Senate decisions are applied.

Force

ARTICLE 16 - (1) This Regulation enters into force on the date of its publication.

Executive

ARTICLE 17 - (1) The provisions of this Regulation are executed by the Rector of Nevşehir University.

