

# NEVSEHİR HACİ BEKTAS VELİ ÜNİVERSİTY

## CAREER PLANNING APPLICATION AND RESEARCH CENTER REGULATION

### FİRST PART

#### Purpose, Scope, Basis and Definitions

##### Purpose

**ARTICLE 1- (1)** The purpose of this regulation is to regulate the principles and procedures regarding the objectives, activities, management bodies, duties and working style of the Nevsehir Haci Bektas Veli University Career Planning Application and Research Center.

##### Scope

**ARTICLE 2- (1)** This regulation covers the provisions regarding the aims, activities, management bodies, duties and working style of the Nevsehir Haci Bektas Veli University Career Planning 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 Law No. 2547 dated 4/11/1981.

##### Definitions

**ARTICLE 4- (1)** In this regulation;

- a) Advisory Board: Refers to the Advisory Board of Nevsehir Haci Bektas Veli University Career Planning Application and Research Center,
- b) KARBİS: Refers to Career Planning Information Management System
- c) Center: Refers to Nevsehir Haci Bektas Veli University Career Planning Application and Research Center (NÜKMER),
- d) Manager: Refers to the Director of Nevsehir Haci Bektas Veli University Career Planning Application and Research Center.
- e) Rector: Refers to the Rector of Nevsehir Haci Bektas Veli University,
- f) Senate: Refers to the Senate of Nevsehir Haci Bektas Veli University,
- g) University: Refers to Nevsehir Haci Bektas Veli University,
- h) Board of Directors: Refers to the Board of Directors of Nevsehir Haci Bektas Veli University Career Planning Application and Research Center.

### SECOND PART

#### Aims and Fields of Activity of the Center

##### Center Objectives

**ARTICLE 5 - (1)** The aims of the center are as follows:

- a) To carry out research in the field of career counseling in cooperation with the relevant units of the university and all academic programs.
- b) Helping university students to plan their career, adapt from high school to university, from university to working life, and to settle in jobs appropriate to their qualifications after graduation, through career counseling.

- c) With the cooperation of Nevsehir Haci Bektas Veli University Continuing Education Application and Research Center and Kapadokya Teknopark A.S., to provide training to the students and graduates of the University to increase their professional competence and to follow new developments in their fields.
- d) To provide university candidates with information about undergraduate programs that are compatible with their qualifications by introducing their interests and abilities to increase the university's preference.
- e) To monitor the career development processes of university graduates.
- f) To increase the number of institutions where university students can do internship by improving cooperation with public and private institutions and organizations and to ensure that students establish connections with institutions where they can do internships.
- g) Assisting university graduates in determining the national and international employment areas in which they can work and making a career in these fields.

**Activity areas of the center:**

**ARTICLE 6 - (1)** The fields of activity of the center are as follows:

- a) Domestic and abroad, with public and private institutions and organizations, to conduct practices, researches, examinations in the field of career counseling, to prepare projects, to participate in work in progress and to support such studies.
- b) To make studies to determine student preferences in university entrance exams by making analyzes in the field of education and employment.
- c) To guide students in person or online after the university entrance exams.
- ç) In the field of career counseling, national and international courses, seminars, conferences, congresses, symposiums, training, etc. organizing activities.
- d) Planning and implementing orientation studies for students who are new to university.
- e) To apply tests and techniques that may be necessary for university students to recognize their individual characteristics, to interpret their results, to help students form career steps in this direction.
- f) To organize career days and career fairs and to ensure the participation of university graduates working in various institutions and organizations in these activities in cooperation with the alumni.
- g) To create a Career Planning Information Management System (KARBİS) that includes student information and work-workplace information in order to be used in education and career planning activities and to make this system functional on platforms that students can easily access.
- ğ) To provide career counseling services for university students, staff and their families on the internet.
- h) To organize meetings to bring alumni and students together, to help students learn more about business life and career options.
- ı) Establishing connections between the institutions / organizations that request or have the potential to employ university graduates and University students and graduates, and provide support for their job placement.

- i) To organize scholarship and internship days regarding domestic and international education opportunities, and to inform and guide students on these issues.
- j) To cooperate with public, private institutions / organizations and non-governmental organizations in the planning and delivery of services.
- k) To establish a communication network and to carry out joint studies with national and international career centers that work on career counseling.
- l) To make magazines, brochures, bulletins and similar publications for their field of activity.
- m) To take a holistic approach to career planning, including pre-university entrance, student period and post-graduation, and to carry out the necessary activities in line with the determined goals
- n) To provide technical information to students and graduates on subjects such as creating a CV, job search, job interviews.
- o) To create web pages and portals for the purposes of the center.
- ö) To organize business trips to public and private institutions and organizations.
- p) To organize competitions related to the purpose of the center and to give prizes.
- r) To carry out national and international projects to contribute to the career planning and development of students, graduates and staff.

### **THIRD PART**

#### **Management Bodies of the Center and Their Duties**

##### **Governing bodies of the center**

**ARTICLE 7 - (1)** The administrative bodies of the center are:

- a) Director,
- b) Board of Directors,
- c) Advisory Board.

##### **Director**

**ARTICLE 8 - (1)** The Director is appointed for three years by the Rector from among the faculty members of the University. The Director whose term has expired can be re-appointed in the same manner. The Rector, if deemed necessary, may dismiss the Director before the end of his term.

(2) Among the academic staff of the University related to the field of activity of the center, two people are appointed by the Rector as deputy director for three years. The rector can replace the vice directors with the same procedure when necessary.

(3) The director leaves one of his assistants as a deputy when he is not on duty. If the mandate lasts for more than six months, a new Director is appointed. When the director's duty ends, the duties of his assistants also end.

(4) The director and his deputies who perform the duties of proxy cannot vote in the Board of Directors on matters related to them.

## **Duties of the director**

**ARTICLE 9** - (1) The Director is responsible for the regular execution of the activities in line with the aims of the Center, and is primarily responsible to the Rector for the supervision and control of all activities of the Center and taking the necessary measures in these matters and performs the following duties:

- a) To represent the Center, to chair the Board of Directors.
- b) To ensure that the works of the center are carried out regularly and effectively.
- c) To implement the decisions of the Board of Directors within the framework of this Regulation.
- d) To organize, carry out and supervise the activities of the working groups and necessary service units established within the center.
- e) To cooperate with the human resources units of other relevant career centers, public and private institutions and organizations in Turkey and abroad.
- f) To determine the services to be provided, the activities to be carried out, the people who will take part in these services and activities within a year, to prepare the annual work plan and program draft and to submit to the Rector's approval after the decision of the Board of Directors is taken.
- g) At the end of each academic year and also upon the request of the Rector, within fifteen (15) days from the date the request is received, to submit the working report on the general situation and operation of the Center to the Rector after taking the opinion of the Board of Directors.
- h) To make a proposal to the Rectorate with the decision of the Board of Directors in order to determine and assign volunteer experts and trainee students who will work at the Center, part-time, full-time, when necessary.
- i) To perform other duties assigned by the relevant legislation.

## **Board of Directors**

**ARTICLE 10** - (1) The Board of Directors consists of a total of seven members under the chairmanship of the Director, two of whom are vice-directors and four members appointed by the Rector for three years from among the University lecturers concerned with the field of activity of the Center, taking the opinion of the Director. The member whose term has expired can be re-appointed.

(2) The Board of Directors convenes four times a year ordinarily and extraordinarily when necessary, upon the written call of the Director with absolute majority and decisions are taken with the majority of votes of the attendants. In case of equality of votes, the majority in the direction of the vote cast by the president is deemed to have been achieved.

(3) A new member is appointed, in the same manner, to complete the remaining term, in place of a member who quits his duty for any reason.

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

**ARTICLE 11** - (1) The duties of the Board of Directors are as follows:

- a) To decide on the education, training, scientific research, consultancy and publication activities of the center and the principles regarding these activities.
- b) To ensure the preparation and implementation of plans and programs related to the work of the center.

c) To evaluate and decide on the suggestions on education, application, research, consultancy and publication.

ç) When necessary, to establish temporary working groups related to the activities of the Center and to regulate their duties.

d) To determine the basic principles, principles and procedures of the works to be carried out jointly with public and private institutions and organizations at home and abroad.

e) To evaluate and decide on the issues that the director will bring about the management of the Center.

### **Advisory Board**

**ARTICLE 12** - (1) The advisory board consists of at least three (3) members. Members of the Advisory Board are appointed by the Rector for three (3) years, upon the recommendation of the Board of Directors, among persons who have experience working in the fields of activity of the center and who can be consulted when necessary.

(2) A new assignment is appointed in the same manner to complete the remaining period in place of vacant memberships. The member whose term has expired can be re-elected.

(3) The Advisory Board convenes ordinarily twice a year with absolute majority upon the call of the Director. The Chairman of the Advisory Board may call the Advisory Board for an extraordinary meeting, if deemed necessary.

### **Duties of the Advisory Board**

**ARTICLE 13** - (1) The Advisory Board is the advisory body of the Center and its decisions are advisory. The duty of the Advisory Board is to make suggestions and evaluate the Center's fields of activity such as domestic and international publication, education, research and application.

## **CHAPTER FOUR**

### **Miscellaneous and Final Provisions**

#### **Career representatives and their duties**

**ARTICLE 14** - (1) In order to increase the functionality of the Center and to communicate directly with students and graduates, one faculty member from all academic units of the University is determined by the academic unit chiefs as career representatives upon the proposal of the Director.

(2) Career representatives provide effective support for the career development of students in the units they work in, and work on organizing informative seminars, panels and conferences, and also record the internship / job requests of the students to be sent to the Center's database.

#### **Spending authority**

**ARTICLE 15** - (1) The manager of the center is the spending authority.

#### **Tools, equipment, equipment and fixtures**

**ARTICLE 16** - (1) All kinds of tools, equipment, equipment and fixtures purchased within the scope of research and applications supported by the Center and all kinds of fixtures that will come to the Center by donation shall be allocated to the Center services and to the use of the University when necessary.

### **Cases with no provision**

**ARTICLE 17** - (1) In cases where there is no provision in this Regulation, the provisions of other relevant legislation and the decisions of the Senate and Board of Directors are applied.

### **Force**

**ARTICLE 18** - (1) This Regulation enters into force on the date of publication.

### **Executive**

**ARTICLE 19** - (1) The Rector executes the provisions of this Regulation.