

**T.R.**  
**NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY**  
**DIRECTIVE of STATISTICS CONSULTING SUPPORT OFFICE**

**FIRST PART**

**Purpose, Scope and Definitions**

**Purpose**

ARTICLE 1 – (1) This Directive has been prepared in order to regulate the field of activity, purpose, administrative bodies, duties and working style of Nevşehir Hacı Bektaş Veli University Statistics Consultancy Support Office.

**Scope**

ARTICLE 2 – (1) This Directive covers the provisions regarding the objectives, management bodies, duties and working methods of the Statistics Consultancy Support Office established within the Rectorate of Nevşehir Hacı Bektaş Veli University.

**Basis**

ARTICLE 3 – (1) This Directive has been prepared based on subparagraph (c) of paragraph 1 of Article 4 of the Higher Education Law No. 2547 dated 06/11/1981.

**Definitions**

ARTICLE 4 – (1) In this Directive following definitions are used:

- a) Academic Unit: Institute, Faculty, School, Vocational Schools affiliated to Nevşehir Hacı Bektaş Veli University,
- b) Advisory Board: Advisory Board of the Office,
- c) Coordinator: Office Coordinator,
- ç) Office: Project Support Office,
- d) Project and Working Group: The project and working group of the office,
- e) Rector: Rector of Nevşehir Hacı Bektaş Veli University,
- f) University: Nevşehir Hacı Bektaş Veli University

**SECOND PART**

**Purpose and Fields of Activity of the Statistics Consultancy Support Office**

**The purpose of the office**

ARTICLE 5 – (1) The purpose of the office; to provide statistical consultancy services to academicians, researchers, graduate students, domestic and foreign institutions and organizations in line with international statistical professional values and principles; preparing, executing, finalizing and reporting research and application projects; to publish on statistics, biometrics, biostatistics, econometrics, measurement and evaluation and related topics; Statistics and training

courses for researchers, providing statistical consultancy training to undergraduate and graduate students in statistics and other departments, and opening certificate programs, evaluating statistical research results obtained from other individuals and organizations, preparing evaluation reports, consulting for national and international clinical studies, to provide executive and monitoring services and to organize national and international scientific events in the field.

### **Fields of activity**

ARTICLE 6 – (1) The office's fields of activity are as follows:

- a) To provide consultancy services on statistics, econometrics, measurement and evaluation, to organize seminars and training programs, to issue certificates to those who complete the programs,
- b) To carry out project studies in the fields of statistics, econometrics, measurement and evaluation, to support publication preparations,
- c) To advise undergraduate and graduate program students on statistics,
- ç) To cooperate with institutions and organizations related to consultancy, training, publication, research and project activities to be carried out,
- d) To organize national and international seminars, conferences, congresses, workshops, field studies,
- e) To support all kinds of scientific studies and researches in the field of statistics.

## **THIRD PART**

### **Governing Bodies and Duties**

#### **Governing bodies**

ARTICLE 7 – (1) The administrative bodies of the Office; It consists of the Coordinator, Assistant Coordinators and the Advisory Board.

#### **Coordinator and assistant coordinators**

ARTICLE 8 – (1) The Office coordinator is appointed by the Rector from among the faculty members working in the fields related to the field of activity of the Office for 3 (three) years. The Coordinator whose term of office has expired can be reassigned. The coordinator carries out his work under the Vice-Chancellor.

(2) The coordinator submits to the approval of the Rector 2 (two) members of the faculty who work in the field of work of the Office to assist him in his work, to appoint 2 (two) people as assistant coordinators. When the coordinator is not on duty, one of his assistants acts as his deputy. When the duty of the coordinator ends, the duties of his assistants also come to an end.

#### **Coordinator's duties**

ARTICLE 9 – (1) The duties of the coordinator are as follows:

- a) Representing the Office and chairing the Advisory Board,
- b) To implement the decisions and work program of the Advisory Board,
- c) To prepare the annual activity report of the Office and the work program for the next year, to submit to the approval of the Rector after receiving the opinion of the Advisory Board

- ç) To cooperate with relevant Offices and centers, public and private sector organizations at home and abroad, and to produce projects in line with the Office's purposes,
- d) To determine the personnel and project coordinators who will take part in the projects and working group of the Office, and present them to the Advisory Board for their appointment,
- e) To carry out the relations of the Office with public and private institutions and organizations.

### **Advisory Board**

ARTICLE 10 – (1) The Advisory Board consists of 4 (four) members recommended by the Coordinator and elected by the Rector, and 7 (seven) people in total, including the Coordinator and Assistant Coordinators.

(2) The Coordinator is the chairman of the Advisory Board. The term of office of the members of the Advisory Board is 3 (three) years. Members whose term of office has expired can be reappointed. New members are appointed in the same way to complete the remaining term in place of the members who left before the end of their term.

(3) The Advisory Board may convene at least 2 (two) times a year or whenever necessary upon the invitation of the Coordinator. The Advisory Board convenes with the absolute majority of the members and the decisions are taken by majority vote. Duties of the advisory board

ARTICLE 11 – (1) The duties of the Advisory Board are as follows:

- a) To prepare and plan training programs related to the activities of the Office, to determine the conditions for participation in training, to make the necessary coordination with the Academic Units that will provide training,
- b) Evaluating the year-end activity report submitted by the coordinator,
- c) Evaluating and deciding on the work program for the next semester presented by the coordinator,
- ç) To authorize the Coordinator to issue certificates of participation, achievement certificates and similar documents at the end of training programs and at the end of these programs, and to give them to the relevant persons,
- d) To authorize the Coordinator to issue and issue the scientific and statistical quality certificate to be given to the researches,
- e) To regulate the operation and take decisions regarding the management and work of the Office within the framework of its establishment purposes and the provisions of this Directive
- f) To establish temporary or permanent working groups depending on the subjects and characteristics of the projects to be carried out within the Office, to determine the persons to be assigned to these groups by examining the proposals of the Coordinator, and to take decisions to be submitted to the approval of the Rector in order to ensure their appointment when necessary,
- g) Upon the recommendation of the Coordinator, to determine the personnel needs of the Office and to discuss the proposals regarding the assignments to be made and the services to be outsourced and to take a decision to be submitted to the approval of the Rector,
- ğ) To authorize the Coordinator to organize scientific and public conferences and symposiums.

**CHAPTER FOUR**  
**Miscellaneous and Final Provisions**

**Project and working groups**

ARTICLE 12 – (1) Working groups consisting of lecturers, undergraduate students, graduate students or experts in their fields can be formed in order to carry out the activities to be carried out within the office and to increase efficiency. The chairman and members of the working group are appointed on a temporary or permanent basis upon the recommendation of the Coordinator and the approval of the Advisory Board.

**Personnel need**

ARTICLE 13 – (1) The academic, administrative and technical personnel needs of the office are met by the positions to be duly allocated by the Rectorate, the positions to be provided according to the principles of contracted personnel assignment, or the assignments to be made by the Rector in accordance with Article 13 of the Higher Education Law No. 2547.

**Expenditure officer**

ARTICLE 14 – (1) The spending authority of the office is the Rector. The Rector may delegate this authority partially or completely to the Coordinator.

**Force**

ARTICLE 15 – (1) Statistical Consultancy Support Office Directive enters into force from the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate.

**Executive**

ARTICLE 16 – (1) The provisions of this directive are executed by the Rector of Nevşehir Hacı Bektaş Veli University.

**Senate Decision Accepting the Directive**

**Date:20.05.2021 Number: 2021.15.97.**