

REGULATION

By Niğde University:

NIĞDE UNIVERSITY, CONTINUING EDUCATION CENTRE REGULATION

CHAPTER I

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the principles and procedures regarding the objectives, the governing bodies, the duties of the governing bodies, and way of work of Niğde University Continuing Education Centre.

Scope

ARTICLE 2 – (1) This Regulation includes the provisions regarding the objectives, governing bodies, duties of the governing bodies and the way of work of the Niğde University Continuing Education Centre, which is established under the Rectorate of Niğde University.

Basis

ARTICLE 3 – (1) This Regulation was prepared on the basis of the subclause No. 2 of the subparagraph (d) of the first paragraph of the Article 7 and Article 14 of the Higher Education Law No. 2547, dated 4/11/1981.

Definitions

ARTICLE 4 – (1) In this regulation;

- a) Advisory Board refers to Advisory Board of the Centre,
- b) Centre (NÜSEM) refers to Niğde University Continuing Education Centre,
- c) Director refers to the Director of the Centre,
- d) Rector refers to the Rector of Niğde University,
- e) Senate refers to Niğde University Senate,
- f) University refers to Niğde University,

g) Board of Directors refers to The Board of Directors of the Centre.

CHAPTER II

Aims and Fields of Activity of the Centre

Aim of the Centre

ARTICLE 5 – (1) The aim of the centre is to organize continuous education programs in order to contribute to the cooperation with public institutions and organizations, private sector and international organizations and to support lifelong education by organizing education and social activity programs outside the University's associate, undergraduate and graduate programs.

Fields of Activity of the Centre

ARTICLE 6 – (1) Fields of Activity of the Centre are as follows:

- a) to provide consultancy services to the students and staff, real and legal persons, public institutions and organizations and the private sector in the areas they need,
- b) to support and contribute to lectures, conferences and seminars related to continuing education at the level of associate, undergraduate, graduate and doctorate degrees,
- c) to organize training programs, courses, seminars, in-service training, certificate programs, vocational training and development courses for national and international institutions and organizations, real and legal persons and to provide coordination of these activities,
- d) to give attendance certificate and similar documents to the participants at the end of the conference, seminar and course programs and other training programs.

CHAPTER III

Governing Bodies and Duties of the Centre

Governing Bodies

ARTICLE 7 – (1) The centre consists of the following bodies:

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

Director

ARTICLE 8 – (1) Director is appointed by the Rector for three years among university faculty members. The Manager whose term of office is expired may be re-appointed or discharged from his position before the term of office is ended. The Director assigns maximum two people of the University faculty members as assistant directors to assist him in their work. When the manager is not on duty, one of his assistants stands proxy. When the term of office of the director expires or when he leaves his position, the term of office of his assistants also expires.

Duties of the Director

ARTICLE 9 – (1) The duties of the director are to represent the centre, to implement the decisions taken by the Board of Directors and to implement the working program prepared by the Board of Directors, to prepare the report covering the activities of the Centre at the end of each working period and to submit it to the Board of Directors, and to prepare the budget of the Centre together with the Board of Directors.

Board of Directors and Its Duties

ARTICLE 10 – (1) Board of Directors consists of six faculty members appointed by the Rector and the Director among the faculty members of the university. The term of office of the members of the Board of Directors is three years. Members whose term of office is expired can be re-assigned with the same procedure. Members who leave for any reason before their term of office is ended are replaced with the same procedure to complete the remaining period. At the invitation of the Director, the Board of Directors convenes more frequently every month, when necessary, and reviews the activities of the Centre and takes decisions on related issues. The Board of Directors convenes with absolute majority and decisions are taken with the absolute majority of the participating members.

(2) Duties of the Board of Directors are as follows:

- a) to determine the principles regarding the preparation of the annual report to be prepared by the manager at the end of each activity period, to evaluate the presented report, to organize the work schedule for the next period,
- b) to carry out the process of giving the certificate of achievement, certificate of participation, certificate and similar documents at the end of the training programs,
- c) to prepare the central budget together with the director.

Advisory Board and Its Duties

ARTICLE 11 – (1) Advisory Board consists of one representative designated by the university's faculty, institute and college executive boards and appointed by the Rector. The term of office of the Advisory Board members is three years. Members whose term of office

is expired may be re-appointed to the Advisory Board. Members who leave for any reason before their term of office is expired can be re-appointed by the same procedure to complete the remaining period.

(2) The Advisory Board meets at least twice a year upon the call of the Director. At meetings, the Centre evaluates the works and develops suggestions. The Advisory Board may establish advisory commissions in relation to the activity areas of the Centre, such as education, research and implementation, and supervision.

CHAPTER IV

Miscellaneous and Final Provisions

Legal Clauses

ARTICLE 12 – (1) In cases where there is no provision in this Regulation, other legislation provisions and Senate decisions are applied.

Need for Staff

ARTICLE 13 – (1) The need of the centre for academic, administrative and technical personnel is met by the personnel to be appointed by the Rector according to Article 13 of the Law No. 2547.

Validity

ARTICLE 14 – (1) This Regulation comes into force on the date of its publication.

Enforcement

ARTICLE 15 – (1) The provisions of this Regulation are executed by the Rector of Niğde University.