

T.R.
NIĞDE UNIVERSITY RECTORATE
SENATE'S DECISION

Date of Meeting	Issue of Meeting
09.12.2010	37

DECISION NO: 2010/184

“It was unanimously decided to accept the Niğde University Continuing Education Centre (NÜSEM) Education Programs Directive as following in accordance with the letter of the Continuing Education Centre No.10, dated 25.10.2010 and the writing of the Regulation and Directive Review Commission, No. 209, dated 07.12.2010.

T.R.
NIĞDE UNIVERSITY

CONTINUING EDUCATION CENTRE
EDUCATION PROGRAMS DIRECTIVE

CHAPTER I

Objective, Scope, Basis and Definitions

Objective

ARTICLE 1- (1) The objective of this Directive is to determine and arrange the training activities, such as courses, seminars, conferences, certificates, etc. organized by Niğde University Continuing Education Centre and the conditions of certificate of participation and certificate to be given to those who complete their training activities.

Scope

ARTICLE 2- (1) The provisions of this Directive cover the training programs organized by the Centre, those carrying out the programs, the documents to be issued at the end of these programs and the participants who enroll in the training programs.

Basis

ARTICLE 3- (1) This Directive was prepared on the basis of subclause No. 2 of the first subparagraph(d) of the first paragraph of the Article 7 of the Higher Education Law No. 2547 dated 4/11/1981 and Article 14 and on the basis of the provisions of Niğde University Continuing Education Centre Directive published in the Official Gazette No.27648, dated 21 July.

Definitions

ARTICLE 4- (1) In this Directive,

a) Candidate refers to the person who wants to enroll in the activities, such as courses, seminars etc. to be opened in the centre.

b) Participant refers to the person who has fulfilled his/her registration responsibilities in the activities such as courses, seminars etc. opened at the centre and has earned the right to attend the course.

c) Certificate of Attendance refers to the document to be given to those who attend the courses opened at the centre and fulfil the attendance requirements.

d) Coordination Group refers to the group/persons who are responsible for the implementation of the decisions taken by the Board of Directors regarding the courses, seminars or certificate programs recommended to be opened at the centre and are appointed by the Board of Directors.

e) Course refers to the educational activities such as course, seminar, conference, certificate program etc. opened in the Centre.

f) Centre refers to Niğde University Continuing Education Centre (NÜSEM).

g) Director refers to the Director of Niğde University Continuing Education Centre.

T.R.

NIĞDE UNIVERSITY RECTORATE SENATE'S DECISION

Date of Meeting	Issue of Meeting
09.12.2010	37

h) Certificate refers to the document given to those who fulfil the necessary attendance and success conditions by participating in the certificate programs opened at the Centre.

i) Board of Directors refers to the Board of Directors of the Centre.

j) Rector refers to Niğde University Rector.

CHAPTER II

OPENING AND IMPLEMENTING TRAINING PROGRAMS

Opening Courses

ARTICLE 5- (1) The courses to be organized by the centre are opened with the approval of the Board of Directors on any subject, upon the proposal of the relevant coordination group or instructor and / or upon the application of an institution, organization or sufficient number of candidates.

Cancellation of the Course Program

ARTICLE 6- (1) If the minimum number of participants announced in the program announcement is not reached, the course programs can be cancelled with the decision of the Board of Directors. In case of cancellation of the program, the previously paid participant fees are returned by the Revolving Funds Accountant of Niğde University.

Duration and way of education

ARTICLE 7- (1) Duration and way of each course (theoretical, practical, etc.) is as stated in the course plan. The Board of Directors may change the course plan if necessary.

Course Fees

ARTICLE 8- (1) The principles regarding the course fees are as follows:

a) Courses to be organized by the centre can be paid or free.

b) How the courses are taught (theoretical, practical, etc.) and the fee are decided by the Board of Directors by taking the opinion of the relevant coordination group or the responsible instructor.

c) If Participants leave the program after registering for the course and after the course starts, the fee will not be refunded. The participant is obliged to pay the commitment he /she has made.

d) Terms of payment for course fee are announced to the candidates in advance.

e) On the course fee;

- 15% discount (changed with the decision of the board of directors dated 27.03.2014) is applied in mass applications not less than 15 (fifteen) persons.

• 20% discount is applied to Niğde University students (changed by the Board of Directors decision dated 27.03.2014)

- Spouses and children of martyrs, veterans and the disabled people themselves receive a 25% discount.

e) Participants may benefit from only one of the Articles mentioned in the "d" clause.

T.R.

NIĞDE UNIVERSITY RECTORATE SENATE'S DECISION

Date of Meeting	Issue of Meeting
09.12.2010	37

- f) The Board of Directors decides on the installment of the course fee and the discount rate in advance payments before the course starts.

CHAPTER III

Instructors

Instructors

ARTICLE 9- (1)

a) Those who work in Niğde University units or who are experts in their fields can teach courses with the approval of the Board of Directors in the Centre.

b) If instructors demand, they can teach courses in the centre. The Board of Directors decides on whether instructors or specialists will teach in the centre with the proposal of the relevant coordination group.

c) The people who will teach submit their curriculum programs, exam types, the necessary preparations and CVs for the course, including resources and publications, to the Directorate in the form and conditions determined by the Board of Directors.

CHAPTER IV

Course Registration, Attendance to Training Programs and Examinations

Documents required for the Course Registration

ARTICLE 10- (1) In order for the participants to register for the course, they must submit the course registration application form and the bank receipt showing that the full course fee or the first installment has been paid to the Central Registration Office.

Attendance to Course

ARTICLE 11- (1) The participants are obliged to fulfil the course requirements stated below.

a) Participants are obliged to attend at least 70% of theoretical courses / lectures and at least 80% of practical courses / lectures in order to obtain documents at the end of the course. It is obligatory to continue at least 80% of the certificate programs.

b) Course attendance is followed by the instructor. The instructor submits the attendance lists to the Directorate at the end of each course along with the schedule showing the attendance status.

c) The participant who does not attend the course in the above-mentioned ways will not be given any documents.

d) Those who do not enroll cannot participate in the course program.

Examinations

ARTICLE 12- (1) Exams are for Certificate programs only, these are:

a) During the training program, participants are given a pre-determined number and types of exams and / or projects / assignments.

b) At least two exams are held in the certificate programs; midterm and final exams. These exams can be held as oral, theoretical, written / oral / theoretical. The Board of Directors decides which of the exam types will be applied and the number of midterm exams with the proposal of the relevant coordination group or instructor.

T.R.

NIĞDE UNIVERSITY RECTORATE SENATE'S DECISION

Date of Meeting	Issue of Meeting
09.12.2010	37

c) Exams are evaluated over 100 (hundred) points. The Board of Directors decides how the evaluation of the exam (grade distribution) will be carried out with the proposal of the relevant coordination group or instructor. The way of the evaluation is notified to the participant by the Directorate during registration. The participant gets 0 (zero) points from the exam he / she did not take. In order for the participant to be considered successful, the success score must be at least 70 (seventy) out of 100 (one hundred) full points.

d) Participants who do not fulfil the attendance conditions cannot attend the final exam.

e) Those who do not take the final exam are considered unsuccessful.

Appeal to Exam Result

ARTICLE 13- (1) Participants who attend to the certificate program exam can appeal to the results in writing.

(2) Appeals can be made to NÜSEM within 7 (seven) days from the announcement of the results.

(3) The appeals are examined by the commission formed by the Director, the Deputy Director and the instructor of the related course, and the result is decided by the Board of Directors and announced to the concerned within 15 (fifteen) days at the latest after the appeal is made.

CHAPTER V

Certificate, Certificate of Attendance and Registration

Certificate and Certificate of Attendance

ARTICLE 14- (1) The conditions for drawing up and awarding Certificate and Certificate of Attendance are as follows:

a) Participants who attend any course organized by the Centre within the specified time and fulfil the attendance conditions are awarded with a Certificate of Participation by specifying the name of the course. The certificate of attendance is signed by the head of the coordination group responsible for the training program and / or the instructor and the Director of the Centre.

b) Participants who successfully complete the courses opened as a Certificate Program are given a "Certificate" by specifying the name of the course. The certificates are signed by the Central Manager and Rector of Niğde University.

c) Participants who fail in the Certificate Program exams but who have fulfilled other necessary obligations are just given a "Certificate of Attendance" indicating that they are attending the course.

d) Apart from the Certificate and Certificate of Attendance, certification requests such as qualification and achievement certificate that can be issued by the Centre are examined and resolved by the Board of Directors.

Disenrollment

ARTICLE 15- (1) In the following cases, the participants are dismissed from the course by the decision of the Board of Directors:

a) In case course registration fee is not paid,

b) In case of cheating or attempting to cheat,

T.R.
NIĞDE UNIVERSITY RECTORATE SENATE'S DECISION

Date of Meeting	Issue of Meeting
09.12.2010	37

c) In case of verbs and actions to disrupt the course.

CHAPTER VI
Miscellaneous and Final Provisions

Legal Clauses

ARTICLE 16- (1) In cases where there is no provision in the Directive, the decisions of the Board of Directors apply.

Validity

ARTICLE 17- (1) This Directive comes into force on the date of its publication.

Enforcement

ARTICLE 18- (1) The provisions of this Directive are executed by the Rector of Niğde University.