

NIGDE OMER HALISDEMİR UNIVERSITY TURKISH TEACHING APPLICATION AND RESEARCH CENTER REGULATION

FIRST PART

Purpose, Scope, Basis and Definitions

ARTICLE 1 – (1) The purpose of this regulation is to regulate the procedures and principles regarding the goals, fields of activity, management bodies and the duties of the Turkish Teaching Application and Research Center of Niğde Ömer Halisdemir University, which was established under Nigde Omer Halisdemir University.

Scope

ARTICLE 2 – (1) This regulation covers the provisions of Niğde Ömer Halisdemir Üniversitesi Turkish Teaching Application and Research Center regarding the objectives, fields of activity, governing bodies, duties of governing bodies..

Basis

ARTICLE 3 – (1) This regulation has been prepared based on the subparagraph (2) and (14) of the first paragraph of the first paragraph of the article 7 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitons

ARTICLE 4 – (1) In this regulation;

- a) Ones responsible in the unit: Instructors responsible for programming and implementation of the center's studies,
- b)Center: Nigde Omer Halisdemir University Turkish Language Teaching Application and Research Center,
- c)Manager: Manager of the centre,
- ç)Rector: Nigde Omer Halisdemir University's Rector,
- d) University: Nigde Omer Halisdemir University,
- e) Board of directors: Centre's board of directors

EXPRESS.

SECOND PART

Aims and Fields of Activity of the Center

ARTICLE 5 – (1): The objectives and fields of activity of the center are:

- a)Inside or outside Turkey, to teach Turkish,to open classes in order to introduce Turkey and Turkish culture to foreigners, Turkish children living abroad and / or having just returned to Turkey, and people wondering Turkey, wanting to learn Turkish.
- b)To do studies on the teaching of Turkish public education, research, available applications and publications within the framework of bilateral agreements that the government of Turkey did, the Ministry of Foreign Affairs Ministry of Education, universities as well as the relevant departments, other public and private institutions and organizations .
- c)To organize seminars, courses and meetings in order to announce the researches conducted and to encourage researches and practices related to teaching Turkish .
- ç) To teach Turkish in a better way, to organize travels for foreigners in order to introduce Turkey and Turkish culture inside and outside the country, to give awards to the teaching staff and students in order to promote language learning, to give the language scholarships to trainees.
- d)To prepare programs and develop methods by conducting research and applications on the teaching of Turkish (as a foreign language and mother tongue), and to cooperate with various institutions and organizations on this subject at home and abroad.
- e) To prepare teaching tools for teaching Turkish; To publish books, magazines, bulletins, reports, projects, brochures and to open stands by participating in various fairs in Turkey and abroad.

f) To organize and participate in events such as seminars and workshops in Turkey and abroad to closely monitor the developments in Turkish and foreign language teaching.

g) To prepare application programs for professional experience, for internships, to issue certificates regarding these when necessary for Technology department students of the universities abroad and Turkish Language and Literature of the universities in Turkey, Contemporary Turkish Dialects and Literature, Turkish Language Teaching and Linguistics Departments of the final year students and graduates.

ğ) To prepare distance education programs and exams to spread Turkish teaching, to apply them at home and abroad, to exchange students and lecturers and to share educational tools by collaborating with various universities and language centers abroad

h) To do comparative studies between teaching Turkish and other languages in order to make Turkish teaching more efficient.

ı) To organize language exams in line with the requests of various Institutions and Organizations.

f) To develop projects related to Turkish teaching, to partner with national and international projects prepared in this field.

THIRD PART

Management Bodies and Duties of the Center

Management Bodies of the Center

ARTICLE 6 – (1) These are management bodies of the center.

a) Manager.

b) Board of directors.

Manager and his duties

ARTICLE 7 – (1) The Director is appointed by the Rector for three years from among the faculty members who have scientific activities in the field of Turkish Language and Literature and Turkish education and training. The expired Manager can be re-appointed with the same method.

(2) Two of the lecturers at the University are assigned by the Director for three years as the assistant manager to assist the director in their work. When the manager is not on his duty, he leaves one of his deputies as a deputy. Deputy Directors may be changed by the Manager, if deemed necessary. If the proxy takes more than six months, the Rector will appoint a new Director. If the term of office of the manager expires or he leaves his position for any reason, the deputies of the deputy directors also expire..

(3) The duties of the manager are :

a) To represent the center, to preside at committees ve to put the decisions taken at the committees in to action.

b) To submit a report to the Rector at the end of each academic year and when requested by the Rector, about the status and functioning of the Center.

c) To supervise the research and application activities of the center; To convey the emerging needs and suggestions about these to the Rector.

d) The Director is primarily responsible to the Rector for the efficient use and development of the teaching capacity of the center, for the regular implementation of education, training, research, practice, publishing activities and examinations, for the surveillance and supervision of all activities and for their results.

Assistant Managers and Their Duties

ARTICLE 8 – (1) Deputy Managers work with the Manager in the functioning of the Center and the implemenetation of the works.

The Board of Directors and its Duties

ARTICLE 9 – (1) Board of Directors;It consists of a total of five officials ; manager, assistant managers, and two appointed by the Rector among the university staff and the faculty members interested in the working fields of the center.

(2) The term of office of the members of the Board of Directors is three years. If a member quits for any reason, a new one is assigned in the same way. Members whose term of office has expired can be re-appointed with the same procedure. The membership of the member who does not attend the Board meetings without permission and excuses three times in a row is terminated by the decision of the Board of Directors. If the membership of a member ends for any reason before the term of office expires A new member is appointed to complete the remaining period of the former member.

(3)The Board of Directors convenes with absolute majority upon the call of the Director. Decisions are taken by simple majority of those present. In the meetings, each member votes for acceptance or rejection, he cannot use abstaining votes

(2) The duties of the Board of Directors are as follows::

a)To make decisions regarding the education, scientific research and publishing activities of the Center and to determine the principles regarding these activities.

b)To examine and decide on the center's annual education program and academic calendar.

c) To determine the principles regarding the employment of the teaching staff who will work in the center.

ç) To organize the in-service training programs of the instructors working in the center.

d)To determine the principles regarding the establishment of the units.

e) To establish working groups and training coordinatorships for training, research and publication studies in the center.

f) To give recommendations to the Rector about the fees and discounts to be applied in the center courses

g) To give proposals to the Rector about opening new courses and closing the ones which are unnecessary.

ğ) To determine and prepare the principles regarding the establishment and functions of the courses in accordance with the relevant legislation provisions and to present the prepared principles to the University Administrative Board.

Unit officials and their duties

ARTICLE 10 – (1) In order to carry out education and training activities in the center, units are created according to the number of students and a sufficient number of unit managers are assigned. The principles regarding the establishment of these units are determined by the Board of Directors.

(2) The responsible unit member is assigned by the Director for three years from among the teaching staff who take part in the education and training activities in the Center. The unit manager, whose term of office expires, can be re-appointed with the same method. The unit may appoint two assistants among the lecturers working in their department, with the approval of the Director to assist him for three years.

(3) The duties of the unit officers are as follows:

a) To plan education and training related to their departments in the courses, to organize and monitor scientific studies..

b) Informing, the lecturers about the decisions of their superior authorities, guiding them, assigning them, determining the technical principles related to education and training such as preparing exam questions, assessment and evaluation, and supervising the applications.

c) To conduct joint studies with the units, to organize and carry out in-service training activities.

ç) Preparing and evaluating exams for the employment of new faculty members,organizing programs to inform the candidate instructors about their responsibilities.

d) To supervise the educational activities related to his / her unit and to monitor the academic staff's success.

The unit officials are mainly responsible to the director for the organization and application of these studies.

FOURTH PART

Various and Final Provisions, Language Courses

ARTICLE 11 – (1) The type, duration and content of the courses in the center, the periods, levels, courses, weekly course hour weights of the courses, registration conditions, preparation and selection of teaching tools to be used in the courses, the type, content and application processes of the exams to be applied at the end of the courses or independently, Educational issues such as the selection of instructors, their training and preparation for courses are determined by the Board of Directors.

The needs of the Staff

ARTICLE 12 – (1) The academic, technical and administrative personnel needs of the center are met by the personnel to be appointed by the Rector according to the 13th article of the Law No. 2547 upon the proposal of the Director.

Cases With No Judgments

ARTICLE 13 – (1) In cases where there is no judgment in this Regulation, the judgments of other relevant regulations and the decisions of the Senate and the Board of Directors are applied.

Enforcement

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

Execution

ARTICLE 15 – (1) Omer Halisdemir University Rector implements the judgments of this Regulation.

