(Senate Resolution dated 26.06.2008 no. 06)

**ATILIM UNIVERSITY**

**DIRECTIVE ON THE ACADEMIC WRITING**

**AND ADVISORY CENTER (AYDAM)**

**SECTION ONE**

# Purpose, Organization, Scope, Definitions

**Purpose**

**ARTICLE 1 -** The Center aims to support the academic staff of Atılım University in academic writing regarding elements such as articles, papers and reports in English, with one-on-one or group sessions.

# Organization and scope

**ARTICLE 2 -** The Academic Writing and Advisory Center (AYDAM) was established under the Presidency of Atılım University. This Center provides advisory services to all units of the University on academic writing upon the request of faculty members.

# Basis

**ARTICLE 3 -** This Directive is based on Article 14 of Law no. 2547.

# Definitions

# ARTICLE 4 -

**Aydam:** The Academic Writing and Advisory Center,

**Director:** The Director of the Academic Writing and Advisory Center,

**Center:** The Academic Writing and Advisory Center,

**President:** The President of Atılım University,

**University:** Atılım University.

**SECTION TWO**

# Organization - Advisory Operation and Communication Protocols

**Operation**

**ARTICLE 5 -** The Center supports Atılım University faculty members regarding effective writing skills in English, helps applicants write better articles, papers, reports, etc. by providing timely and accurate guidance regarding the difficulties they experience in academic writing, and provides the necessary grammatical support in writing.

Within this framework, AYDAM:

1. Provides individual assistance regarding the problem areas of applicants.
2. Organizes group sessions and workshops on certain academic writing topics where necessary.
3. Provides guidance on writing styles for academia and business.
4. Organizes seminars and invites experts from outside the institution where necessary.

Academics seeking the guidance of the AYDAM call, or e-mail the Center for an appointment. Applications of individuals failing to attend their appointments several times without notice, and without a valid reason, shall not be evaluated at re-application.

# Advisory

**ARTICLE 6 -** AYDAM advisors provide services regarding the following:

1. Helping applicant academics write more effectively by providing feedback on the use of the English language in academic writing,
2. Guiding and offering alternatives on grammar and word choices, and suggesting exercises and studies for improvement,
3. Working face to face with academics in 30-, 40-minute sessions,
4. Identifying problems based on sample texts, and suggesting ways to resolve them through meetings with academics,
5. Providing guidance on language, expression and language structures without going into the area of expertise of academics.

**SECTION THREE**

# Organization and Management

**Organization and management**

**ARTICLE 7 -** The bodies of the AYDAM are the Director, and the Advisory Board.

# Director

**ARTICLE 8 -** The Director is appointed by the President to serve for a year among the faculty members of units related to the field of study at the University who have at least 5 years of experience in research, application and education regarding the objectives of the AYDAM. At the end of their term of office, the Director may be re-appointed.

# Duties of the director

**ARTICLE 9** – (1) The duties of the Director of the AYDAM are as follows:

1. Delegating the work among the members working at the Center, calling members to meetings, and chairing these meetings,
2. Preparing interview schedules as per the number of applications, and interview days,
3. Providing individual assistance regarding the problem areas of applicants,
4. Organizing group sessions and workshops on certain academic writing topics where necessary,
5. Providing guidance on writing styles for academia and business,
6. Ensuring that advisors comply with the principles of professionalism and ethics regarding consultancy,
7. Ensuring that the Center operates regularly and effectively at the University,
8. Submitting the AYDAM annual study report to the Presidency at the end of each academic year.

# Advisory board

**ARTICLE 10 -** The Advisory Board consists of a faculty member from the School of Arts and Sciences, an instructor from the Preparatory School and an instructor from the Directorate of English Service Courses, preferably among those with at least a graduate degree and 5 years of experience. Where necessary, experts from outside the University working in the field of activity of the Center may also be assigned.

# Financial Affairs

**ARTICLE 11**. Course fees may be paid to advisors for the services they provide, in line with the principles to be determined by the Board of Trustees.

# Effective Date

**ARTICLE 12**. This Directive shall take effect after its approval by the Senate.

# Execution

**ARTICLE 13**. This Directive is executed by the President of Atılım University.