(Senate Resolution dated 24.07.2020 no. 12)

**ATILIM UNIVERSITY**

**DIRECTIVE ON THE TEACHING AND LEARNING CENTER**

**SECTION ONE**

# Purpose, Scope, Basis and Definitions

**Purpose**

**ARTICLE 1 –** (1) This Directive aims to regulate the organization, management, operation procedures and principles of Atılım University Teaching and Learning Center (Atılım ÖGEM).

# Scope

**ARTICLE 2** – (1) This Directive provides the provisions on the procedures and principles regarding the objectives, fields of activity, management bodies and their duties, and the methods of operation of Atılım University Teaching and Learning Center (Atılım ÖGEM).

# Basis

**ARTICLE 3-** This Directive is based on Article 14 of Higher Education Law No. 2547.

# Definitions

**ARTICLE 4 -** (1) The definitions for this Directive are:

1. Center: Atılım University Teaching and Learning Center (Atılım ÖGEM),
2. Director: The Director of the Center,
3. President: The President of Atılım University,

ç) Presidency: Atılım University Presidency,

1. University: Atılım University,
2. Executive Board: The Executive Board of the Center.

**SECTION TWO**

# Center Objectives and Fields of Activity

**Center Objectives**

**ARTICLE 5 –** (1) The Center provides the following services in order to contribute to the betterment of the processes of teaching and learning at the University:

1. Executing programs to support the academic and social development of students,
2. Offering programs aimed at enriching and improving teaching skills for faculty members,
3. Organizing seminars and training to improve teaching skills, and an orientation program for newly-appointed faculty members,

ç) Conducting qualified research aimed at improving the learning environment; supporting the planning and execution of arrangements to improve learning and teaching by publishing research results and sharing them with relevant units within the institution,

1. Providing consultancy services within the scope of the fields of activity of the Center.

(2) Ensuring that all services are in line with the requirements of students, as well as the academic and administrative staff, and the vision of the University, while adhering to professional and ethical principles, and remaining open to development and innovation.

# Fields of activity

**ARTICLE 6 –** (1) In order to achieve the objectives set out in Article 5 of this Directive, the Center undertakes education, research and evaluation activities in order to improve learning and teaching in cooperation with the relevant academic and administrative units of the University.

1. The center undertakes the following activities in order to provide support and information to faculty members at the University in line with their demands:
   1. Determining strategies for the realization and providence of effective and efficient education and to provide pedagogical support to faculty members and expertise to students in this direction,
   2. Organizing activities to strengthen the teaching skills and increase the performance of faculty members,
   3. Working on the integration of next-gen technologies (e.g., Artificial Intelligence, Augmented Reality and Virtual Reality, etc.) into education at the University.
2. The center performs the following activities to support the academic development of students:
   1. Facilitating the adaptation of students to university life by contributing to their academic, social and personal development in their first years at university,
   2. Organizing activities to help students learn effectively and develop their communication and higher-level thinking skills,
3. The Center performs the following activities in order to conduct research and publications in its field of activity, to provide consultancy services, and to evaluate its own activities:
   1. Conducting research to determine the profiles, needs and satisfaction of faculty members and students,
   2. Evaluating the services provided at the center,
   3. Aiding with the design of practices to support the academic development of students and enrich the teaching environment by sharing the findings of their studies with the academic and the administrative staff,
   4. Sharing the findings of their research in national and international scientific meetings and making them into scientific publications,
   5. Organizing seminars and scientific meetings within the scope of the fields of activity of the Center.

**SECTION THREE**

# Administrative Bodies and their Duties

**Administrative bodies**

**ARTICLE 7** – (1) The administrative bodies of the Center are as follows:

1. Center Manager
2. Executive Board

# Center director

**ARTICLE 8 –** (1) The Director is appointed by the President for a period of 3 years from among the faculty members of the University having studied and practiced on the fields of activity of the Center. The Director is supervised by a Vice President. At the end of their term of office, the Director may be re-appointed. The director undertakes the planning, the execution and the arrangements regarding Center operations. They report to the President regarding the regular execution and development of Center operations.

# Duties of the Center Director

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

* 1. Representing the Center,
  2. Implementing the resolutions of the Executive board, and providing the necessary coordination and supervision.
  3. Undertaking the administrative affairs of the Center,
  4. Ensuring that the services provided at the Center progress as planned, evaluated and improved in terms of their purposes and executed in accordance with scientific and ethical principles,
  5. Ensuring that the center staff members work collaboratively, regularly and efficiently,
  6. Ensuring that the Center operates in communication and cooperation with academic-administrative units, student representatives and student communities at the University,
  7. Ensuring participation in national/ international scientific and professional events related to the objectives and activities of the Center,
  8. Creating and executing collaborative projects within the framework of cooperation and/ or coordination principles with individuals, units, institutions and organizations related to the field of activity of the Center,
  9. Determining the requirements for academic, administrative and technical personnel to work at the Center, and submitting relevant proposals to the Presidency.

# Center executive board

**ARTICLE 10 –** (1) The Executive Board consists of a total of five members, including the Vice President to whom the Center is affiliated; three members appointed from among the faculty members of the University from the fields of activity of the Center, and the Director. The relevant Vice President chairs the Executive Board. The term of office of the three appointed Board members is three years. At the end of their terms of office, members may be re-appointed. To replace resigning members of the Executive Board, new members may be appointed to complete their remaining term of office through the same procedure.

# Duties of the center executive board

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

1. Taking the necessary decisions in line with the fields of activity of the Center,
2. Discussing and resolving on the annual working program and activity report of the Center,
3. Determining the principles of cooperation with individuals, institutions and organizations related to the fields of activity of the Center,

ç) Preparing the budget proposals of the Center and submitting them to the Presidency,

1. Taking other necessary decisions for the realization of the objectives of the center and the execution of its operations.

**SECTION FOUR**

# Miscellaneous and Final Provisions

**Procurement Requirements**

**ARTICLE 12** – (1) The academic, technical and administrative personnel requirements of the Center are resolved by the personnel to be appointed by the President.

# Effective Date

**ARTICLE 13 - (1)** This Directive shall take effect after its approval by the Atılım University Senate.

# Execution

**ARTICLE 14 -** (1) This Directive is executed by the President of Atılım University.