(Senate Resolution dated 11.06.2015 no. 06)

**ATILIM UNIVERSITY**

**DIRECTIVE ON THE SOCIAL SCIENCES RESEARCH AND EDUCATION LABORATORY (SAEL)**

**SECTION ONE**

# Purpose, Scope, Basis and Definitions

**Purpose and Scope**

**Article 1.** (1) This Directive aims to regulate the principles regarding the operations of the Social Sciences Research and Education Laboratory under Atılım University.

1. This Directive covers the principles regarding the establishment of the necessary boards regarding the operation of the laboratory, the duties and responsibilities of the board members, and the determination of their terms of office.

# Basis

**Article 2.** (1) This Directive has been drawn up on the basis of the Article 14 of Higher Education Law No. 2547.

# Definitions

**Article 3.** (1) The definitions for this Directive are as follows:

* 1. **Academic Advisory Board:** The SAEL Academic Advisory Board consisting of researchers *from within* and *outside* of Atılım University, experienced in qualitative and/ or quantitative research methods in social sciences,
  2. **ATÜSEM:** Atılım University Continuous Education Center,
  3. **Instructor:** SAEL Instructors from within and outside of Atılım University, experienced in qualitative and/ or quantitative research techniques, holding at least a doctorate degree,
  4. **Administrative Staff:** The full-time administrative staff members responsible for the administrative duties of the SAEL,
  5. **Coordinator:** The SAEL Coordinator elected from among the members of the Executive Board,
  6. **Visiting Scholar:** The scholar from Türkiye or abroad, visiting to support research and education at the SAEL,
  7. **Founding SAEB:** The temporary Scientific, Advisory, and Executive Board consisting of the founding members1 of the SAEL,
  8. **LAB Research Assistant:** The full-time SAEL Research Assistant selected and interviewed by the Executive Board for their academic and technical qualifications,
  9. **President:** The President of Atılım University;
  10. **SAEL:** The Social Sciences Education and Research Laboratory,
  11. **University:** Atılım University,
  12. **University Researcher:** The members or students of Atılım University researching on social sciences or relevant fields,
  13. **Assistant Coordinator:** The SAEL Assistant Coordinator elected from among the members of the Executive Board,
  14. **Executive Board:** The SAEL Executive Board consisting of faculty members who are experienced in methods such as applied statistics, econometrics, etc., and the software used in their application, as well as those holding a doctorate degree.

**SECTION TWO**

# Center Objectives and Fields of Activity

**Center Objectives**

**Article 4.** (1) The SAEL was founded with the following objectives:

1. To provide the research infrastructure to our university researchers for their studies;
2. To provide the technical and scientific infrastructure support required by our students who are working on postgraduate theses and projects in social sciences, and relevant fields,
3. To increase the quality of the theses and articles prepared at our university, and their potential to be published in quality journals,
4. To develop cooperation in various fields by encouraging interdisciplinary research in social sciences;
5. To provide educational support to academics, students, and people wishing to conduct research in the field of social sciences in the private sector, and the public institutions in Türkiye;
6. And, to bring prestige to our university as a research university by becoming a research and education unit that is active both nationally and internationally, in terms of social science methods.

# Fields of Activity

**Article 5.** (1) The fields of activity of the SAEL are the following:

1. Providing research and education services to researchers from within and outside of Atılım University in social sciences and other relevant fields,
2. Providing the necessary infrastructure to researchers for the expansion of interdisciplinary studies,
3. Organizing research and education activities such as national and international congresses, workshops, etc. to increase quality research in social sciences and other relevant fields,
4. Ensuring the transfer of knowledge and experience in new and innovative applications and research fields of social sciences by providing research opportunities to visiting scholars specializing in their fields from Türkiye or abroad,
5. Preparing educational books on social science methods,
6. Creating recent data sets and supplementary materials related to social sciences.

**SECTION THREE**

# Duties, Periods, and Principles of Operation

**Executive Board**

**Article 6.** (1) The duties of the Executive Board are the following:

1. Creating the education program of the SAEL by determining the instructors to be assigned to educational activities in each academic semester.
2. Planning the future research and education activities of SAEL, and developing the vision by determining medium and long-term research/ education goals.
3. Preparing an annual budget and activity plan at the beginning of each academic year, in line with the research and education objectives of the SAEL.
4. Electing the Coordinator and the Assistant Coordinator from among the members of the Executive Board every year.
5. Determining the members with the appropriate qualifications for the Academic Advisory Board.
6. Granting temporary signing authority to an Executive Board member when both the Coordinator, and the Assistant Coordinator, are on leave at the same time.

(2) The Executive Board consists of 3 to 6 members. Members of the Executive Board are appointed by the President for a period of two years from among Atılım University faculty members and lecturers with doctorate degrees, taking into account the proposals from the current Executive Board. Members may be reappointed once their term of office expires.

# Coordinator

**Article 7.** (1) The duties of the Coordinator are as follows:

1. Staying in communication with all units related to the operations of the SAEL, and ensuring the necessary operation and coordination in the execution of research and education programs determined by the Executive Board;
2. Convening the Executive Board periodically and evaluating the situation regarding the research and education programs underway, and

creating and implementing solution plans together with other Executive Board Members in order to eliminate possible disruptions and to prevent the disruption of SAEL services;

1. Working in cooperation with ATÜSEM to undertake the promotional activities of the center, as well as their routine correspondence duties without interruption;
2. Submitting the SAEL education program and instructor list created with the Executive Board to the President at the beginning of each semester;
3. Preparing an activity report to be presented to the President together with the Executive Board at the end of each academic year.

(2) The term of office of the Coordinator is one year. At the end of their term of office, the Coordinator may be re-appointed. In order to institutionalize the SAEL and ensure sustainability in its operations, we envisage these duties to be undertaken alternately by different Executive Board members.

# Assistant coordinator

**Article 8.** (1) The duties of the Assistant Coordinator are as follows:

1. Assisting the Coordinator with the tasks of their job description regarding the operation of the center.
2. Taking over the authority to sign all correspondence related to the center when the coordinator is on leave.

(2) The term of office of the Assistant Coordinator is one year. At the end of their term of office, the Assistant Coordinator may be re-appointed. Two Assistant Coordinators may be appointed where needed.

# Academic Advisory Board

**Article 9.** (1) The qualifications and the duties of the Academic Advisory Board are as follows:

1. The SAEL Academic Advisory Board consisting of researchers from within and outside of Atılım University, experienced in qualitative and/ or quantitative research methods in social sciences; and without set terms of office. The Executive Board members are the natural members of the Academic Advisory Board.
2. The duties of the Academic Advisory Board are to provide all kinds of scientific support and assistance to the Executive Board in the fields of activity of the SAEL (specified in Article 5 of the Directive), and to contribute to the promotion of the center.

# LAB Research Assistant

**Article 10.** (1) The duties of the LAB Research Center are the following:

1. Ensuring the education at the SAEL to be provided on time, without breaks, and at a high quality.
2. Providing technical support to the participants as an assistant instructor in training programs to be held on weekends, weekdays and evenings.
3. Contributing to the preparation and development of materials used in training. Assisting the instructor in preparing the materials to be used before training sessions (printing, copying lecture notes in PowerPoint or other formats, etc.).
4. Providing participants with participation certificates that they prepare at the end of training sessions; and collecting the requests from the participants about potential training topics for later, through participant surveys.
5. Ensuring the effective operation of the software and hardware used (maintenance/update, etc.). Ensuring that the computers, the printer and the server in the laboratory are operational. Notifying the IT accordingly, and seeing the problems resolved, in the event of a technical problem.
6. Offering help desk services to researchers intending to make use of laboratory facilities outside of training sessions.
7. Keeping the web and social media pages of the laboratory updated.
8. Creating e-mail lists for the education and research activities of the laboratory, and keeping these lists updated.
9. Creating the archive of training sessions, and undertaking other similar duties.
10. Training and supervising the students to work at the laboratory within the framework of various student-oriented research programs of Atılım University (such as the Share the Success Program, the İŞ-KUR Hands-On Training Program, LAP Projects).
11. Participating in various promotional activities of the laboratory.
12. Undertaking the duties of the administrative staff in cases where they are absent, or on leave.

(2) The qualifications of the LAB Research Assistant are as follows:

For the purposes of the duties listed in Article 10. (1);

1. A background in statistics and econometrics;
2. Proficiency in computer programs (STATA, EViews, SPSS, etc.) used at the SAEL for training purposes.
3. Curiosity and openness to activities related to the development of the laboratory, and willingness to perform any additional duties.

# Administrative staff

**Article 11.** (1) The duties of the administrative staff are as follows:

1. Undertaking filing, photocopying, and other administrative tasks for the center.
2. Keeping up with the e-mail messages sent to the SAEL, answering telephone inquiries and undertaking other routine correspondence tasks (permission letters for instructors, expense approval letters, etc.).
3. Keeping up with the pre-registration procedures for training programs, and making the necessary announcements, reminders and confirmations; conducting appointment procedures regarding the research and education activities of the laboratory.
4. Announcing the training programs, and keeping in constant communication with the participants.
5. Monitoring the financial affairs of the SAEL (bank statements of participants, etc.).
6. Participating in Executive Board meetings; keeping meeting minutes.
7. Taking active part in the corporate promotional activities of the laboratory. Providing the necessary information and document communication with ATÜSEM on promotional and administrative matters.
8. Providing the necessary support to the LAB Research Assistant to undertake their duties.

(2) The qualifications of the administrative staff are as follows:

**a)** Curiosity and openness to activities related to the development of the laboratory, and willingness to perform any additional duties.

# Ethical Operation Principle

# Article 12.

Everyone involved in SAEL operations are required to operate within the framework of the academic rules of ethics, and are to be appointed from among those who act in accordance with these rules. Failure to act accordingly deems termination of duties relating to the center.

# Financial Operation Principle

# Article 13.

1. The SAEL offers paid training services to researchers in social sciences and other relevant fields for the purposes specified in Article 4.
2. Training programs are presented by instructors selected from within or outside the University for a fee determined by the Executive Board every year.
3. All SAEL revenues are used to cover the operating expenses of the SAEL (instructor fees, software updates, new software purchases, etc.), and for activities to develop the SAEL vision.
4. Financial support is provided from the university budget, when necessary, to ensure the uninterrupted continuation of the promotion, education and research programs of the SAEL, which serve purposes and principles that directly overlap with the research university objectives of Atılım University.

# Founding Scientific, Advisory, and Executive Board

**Provisional Article 1.** (1) The Duties and the Term of Office of the Founding SAEB

1. The Founding SAEB is tasked with making the necessary preparations for a new institutional structure after the project phase of the SAEL is finalized.
2. This body is responsible for creating the necessary organizational structure in order to ensure the sustainability of the SAEL, and preparing an operating directive for the purposes of this responsibility. With the entry into force of the Directive, the Founding SAEB members shall continue to take part in the new Executive Board until the necessary functioning and institutionalization is achieved. Therefore, the members of the Founding SAEB serve as the natural members of the newly-established Executive Board.

**SECTION FOUR**

# Effective Date and Execution

**Effective Date**

**Article 14.** This directive enters into effect once accepted by the senate, upon the approval of the Board of Trustees.

# Execution

**Article 15. -** This Directive is executed by the President of Atılım University.