(Senate Resolution dated 22.06.2010 no. 06)

**ATILIM UNIVERSITY**

**DIRECTIVE ON THE CONTINUING EDUCATION APPLICATION AND RESEARCH CENTER**

**Scope**

**Article 1.** This Directive covers all research, development and application project services, as well as consultancy and training services (hereinafter referred to as service(s)) provided by Atılım University Continuing Education Application and Research Center (hereinafter referred to as SEAM) to individuals, institutions and organizations other than higher education institutions.

# Basic Principles

**Article 2.** The following constitute the basic principles regarding the execution of the services to be provided within and outside of the University:

1. The basic condition is that the faculty member appointed from within the university should not disrupt their primary duties in order to provide the services. Information on the services to be provided is required to be submitted to the Presidency with the approval of the relevant Head of Department and Office of Dean, and that of the Board of Trustees is to be obtained, along with the permission of the President.
2. In the services provided, academic ethics are to be retained, and no activity to jeopardize the name or the interests of the University is to be undertaken.
3. All travel, accommodation, subsistence, etc. expenses related to the service provided shall be determined by contracts to be made with the persons, institutions and organizations receiving the services.

# Financial Issues

**Article 3** Administrative and financial operations regarding this Directive are undertaken in accordance with the provisions of the General Framework Directive of Atılım University on Supported Research, Development, Implementation, Training and Consultancy Projects. The entire net profit to be obtained after deducting all costs and expenses specified in the provisions of the General Framework Directive of Atılım University on Supported Research, Development, Implementation, Training and Consultancy Projects from the total income obtained from training and consultancy, and the tax provisions, shall be transferred to the university budget, including the fees to be paid to faculty members working in SEAM activities for training and consultancy.

# Operation

**Article 4.** SEAM, the service provider, prepares a contract with the person, institution and organization receiving the services, in accordance with the University legislation. Training and consultancy projects come into force after the approval of the Presidency, the approval of the Board of Trustees, and the signature of the authorized person, institution and organization receiving the services.

# Effective Date

**Article 5.** This Directive enters into effect once accepted by the senate, upon the approval of the Board of Trustees.

# Execution

**Article 6. -** This Directive is executed by the President of Atılım University.

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