**REGULATIONS ON THE ORGANIZATION AND OPERATION OF ATILIM UNIVERSITY**

**SECTION ONE**

**General Provisions**

**Purpose**

**Article 1** - These Regulations are to regulate the principles on the organization, and the operation of Atılım University having been established as per the provisions of Higher Education Law no. 2547, and the provisions of the relevant legislation by the Atılım Foundation in accordance with Additional Article 40 added to Law No. 2809 with Law No. 4281 dated 09/07/1997 and holding public legal personality, as well as the duties of Atılım University organs; in addition to ensuring that the highest-quality university education is provided, that necessary domestic and international academic studies are executed, and that internationally-renowned scientists are employed at the University.

**Basis**

**Article 2** - These Regulations are based on Law on the Amending and Adoption of Decree Law No. 41 on the Organization of Higher Education Institutions No. 2809 dated 23/3/1983, Higher Education Law No. 2547 dated 4/11/1981, and the Regulations on Foundation Higher Education Institutions issued based on the Law in question.

**Definitions**

**Article 3** - The definitions that apply for these Regulations are as follows:

Founding Foundation : Atılım Foundation

University : Atılım University

Board of Trustees : The Board of Trustees of Atılım University

Chairperson : The Chairperson of the Board of Trustees of Atılım University

President : The President of Atılım University

Senate : The Atılım University Senate

Executive Board : The Executive Board of Atılım University.

**SECTION TWO**

**The Board of Trustees and Its Duties**

**Board of Trustees**

**Article 4 – (Amended: RG-15/5/2017-30067)**

The Board of Trustees consists of seven people elected by the Executive Board of the Founding Foundation, from among those who meet the conditions and qualifications specified in the relevant legislation.

The names of the members of the Board of Trustees are reported to the Presidency of the Higher Education Council.

The term of office for Board of Trustees members elected by the Foundation is four years. Members may be re-elected after their term of office. When the term of a member expires, or when a member leaves, those elected to replace these members continue their duties throughout the remaining period. In order for a Board of Trustees member to be dismissed, at least two-thirds of the total number of the members of the Executive Board of the Founding Foundation must vote in favor of the proposal.

The Board of Trustees convenes at least twice a year. At least four members are required to be present for these meetings to take place. In cases where there are no provisions on the contrary, decisions are taken by the majority of participants. In case of equality, the Chairperson's vote holds decisive power. The Chairperson calls the Board of Trustees to a meeting where deemed necessary.

**Duties of the Board of Trustees**

**Article 5** - The Board of Trustees is the highest decision-making body of the University, and represents the legal entity of the University.

The Board of Trustees resolves on, and executes, the regulations to regulate the establishment and the operation of the organs and the units of the University, on the condition that these Regulations are not contradicted,

The Board of Trustees takes decisions regarding the establishment, merger, or closure of schools and graduate schools, and submits these resolutions to the Higher Education Council,

The Board of Trustees takes decisions regarding the establishment, merger, or closure of the academic units comprising schools,

The Board of Trustees directly decides on the establishment, closure or merger of application and research centers, support and continuing education centers, cyberparks and similar organizations, conservatories, preparatory schools at various levels, especially for music and performing arts, within the university,

The Board of Trustees resolves to establish application and research centers with special financial and administrative statuses,

The Board of Trustees decides on the University budget prepared with the opinions of the relevant units and presented by the President, and supervises the budget implementations,

The Board of Trustees defines the academic and administrative duties and positions of the units of the university, concludes the contracts of the personnel, and approves their promotions, appointments and dismissals,

The Board of Trustees appoints the University President under the conditions and periods it deems appropriate with the approval of the Higher Education Council,

The Board of Trustees takes the necessary precautions to ensure that academic studies are carried out at the highest level. The Board of Trustees takes decisions on the cooperation with local and foreign universities and other institutions and supervises its implementation. The Board of Trustees approves comprehensive agreements and protocols on issues such as scientific and academic cooperation, and exchange of faculty members and students,

The Board of Trustees determines the fees to be collected from students, and collection times,

The Board of Trustees determines the number of students to be admitted to the university, scholarship quotas, scholarship conditions and amounts,

The Board of Trustees determines the wages to be paid to lecturers and other employees,

The Board of Trustees determines the admission and registration conditions for students to study at the University as "Special Students" or "Guest Students", and decides on the admission of such students,

The Board of Trustees manages the movable and immovable properties of the University, resolves on whether the assets are to be used as collateral for loans,

The Board of Trustees decides on the acceptance or rejection of donations to the University and performs the necessary procedures,

The Board of Trustees takes investment and business decisions necessary to create new resources for the University,

The Board of Trustees represents the University internally and externally,

The Board of Trustees determines expenditure procedures, signature and representation powers,

The Board of Trustees takes the final decision on disputes between university bodies,

In addition, the Board of Trustees performs the duties required by other University legislations.

**Presidency Board**

**Article 6 – (Amended with title: RG-31/10/2015-29518)**

The Presidency Board consists of the Chairperson of the Board of Trustees, a member of the Board of Trustees determined by the Chairperson, the President, the Secretary General and the previous President. The Presidency Board convenes twice a month with at least three members. The Presidency Board performs the duties assigned to it by the Board of Trustees, and informs the Board of Trustees of the results of these duties.

**Chairperson of the Board of Trustees**

**Article 7 – (Amended: RG-31/10/2015-29518)**

The Board of Trustees elects a Chairperson from among its members, and the Chairperson elects an Assistant Chairperson from among the members, limited to their own term. The Chairperson represents the legal entity of the University. The Chairperson is the spending authority and exercises the powers granted to them by the Board of Trustees, and performs the duties assigned with these Regulations, and other relevant legislations. The Chairperson, and their Deputies may be re-elected upon the expiration of their terms.

**SECTION THREE**

**Organs of the University**

**President**

**Article 8** - The President is the main executive body of the University, and is appointed by the Board of Trustees by the unanimous vote of all members, for a period of two years. They may be dismissed by the same method. Upon the expiration of their term, the President may be re-appointed. The President exercises the powers granted to them by the Board of Trustees. The Board of Trustees establishes a “President Search-Examination Committee” of at least three people before the expiry of the term of office, or the vacancy of the position of the President. After conducting their research regarding the candidates, the Committee notifies the Presidential candidates to the Chairperson in their order of preference. The Chairperson of the Board of Trustees appoints the new President upon hearing the remarks by the Committee, and getting the opinion of the Board of Trustees.

The President reports to the Board of Trustees on the current activities of the University, ensuring coordination, and improving the quality of education. The President is responsible for ensuring the implementation of the decisions taken by the Board of Trustees, and the development of the University in the coming years. The President uses the powers granted to them by the Board of Trustees by Laws and Regulations.

The President prepares the University budget and staff requirements by consulting the relevant units, and submits it to the Board of Trustees for approval.

The President submits a proposal for a certain number of Vice-Presidents to the Chairperson for approval, taking into account the intensity of the academic, administrative and student-related affairs of the University. Vice Presidents are appointed by the Board of Trustees. The term of office of the Vice Presidents is limited to the term of office of the proposing President. In cases where the President is not on duty, a Vice-President is appointed by them to be their deputy.

**Senate**

**Article 9** - The University Senate, under the chairmanship of the President, consists of Vice Presidents, Deans, one faculty member from each School to be elected for two years by their own boards, and the Directors of the Graduate Schools and Schools affiliated with the Presidency. The Senate meets regularly at least twice, at the beginning and at the end of each academic year. The President calls the Senate to a meeting where deemed necessary.

The Senate resolves on the issues related to the academic activities of the University, and expresses its opinion on the issues raised by the Board of Trustees. The Senate submits its recommendations regarding honorary academic titles to the Board of Trustees, and performs other duties assigned to the Senate with these Regulations. The rapporteur of the Senate is the Secretary General of the University.

In order to expand participation in university management, the Senate may invite faculty members, administrative staff and student representatives as deemed appropriate to meetings for their opinions.

The President calls the Senate to a meeting where deemed necessary.

**Duties of the Senate**

**Article 10** - The duties of the Senate are as follows:

The Senate produces opinions and suggestions, and makes decisions, about the principles of the education at the University, as well as its scientific research and publication activities,

The Senate drafts Laws and Regulations concerning the University, or expresses its opinion accordingly,

The Senate determines and recommends the methods of admission, and the number of students to be admitted to all educational programs of the University, such as associate, undergraduate, graduate, and doctorate degree programs,

The Senate decides on the educational programs of the University, as well as the course schedules, the credit hour values, the educational processes, the semester distributions, and the academic calendar,

Prepares recommendations for the use of a foreign language other than English or Turkish, partially or completely, in a department or program at the university,

The Senate proposes the providence, and determines the contents, and the periods, of educational programs in the forms of dual programs, summer school, night school, external learning programs, and adult education,

The Senate determines the contents of the application files for promotion and appointment to the titles of professor, associate professor and assistant professor,

The Senate resolves on the recommendations of the School Boards to grant honorary academic titles without being subject to an examination,

The Senate elects members of the University Executive Board,

The Senate performs other academic duties stipulated by the relevant Law, the relevant Regulations and other legislations of the University, or those assigned to it by the Board of Trustees, or the President.

**University Executive Board**

**Article 11** - The University Executive Board consists of the President as the chairperson, and Vice Presidents (without voting rights), Deans, and three faculty members elected by the Senate for two years, representing different departments and fields of the University.

The Board takes decisions and offers suggestions on issues raised by the President regarding the management of the University. The Board performs other duties assigned to it accordance with these Regulations.

The rapporteur of the University Executive Board is the Secretary General of the University.

The President calls the University Executive Board to a meeting where necessary.

**Duties of the University Executive Board**

**Article 12** - The Executive Board is a body to assist the President in administrative activities, and its duties are as follows.

The Board expresses its opinions to the President, and prepares suggestions in line with the determined plans and schedules for the implementation of the higher organizations for Higher Education, as well as the Board of Trustees, and the Senate,

The Board organizes the student registration calendar to ensure the implementation of the planned activities and programs,

The Board resolves on the prerequisite courses and the requirements for students to audit the courses from further years of study,

The Board determines the conditions and quotas for transfers between departments at the university, as well as the student transfer quotas and conditions, and decides on transfer proposals,

The Board determines vertical transfer quotas and conditions, and decides on vertical transfer proposals,

The Board performs duties stipulated in the University Regulations or guidelines, or those regarding disciplinary matters.

**Secretary General of the University**

**Article 13** - The Secretary General serves as the rapporteur of the University Senate and the Executive Board, and performs the secretarial services of these two boards.

The Secretary General of the University reports to the President, and is the head of the administrative organization of the University and coordinates the execution of administrative affairs.

**Executive Boards of Schools and Graduate Schools**

**Article 14** - The Executive Boards of Schools and Graduate Schools are established as per Higher Education Law No. 2547, and perform the duties assigned with this Law.

**Deans, and Directors of Schools and Graduate Schools**

**Article 15** - The President, through a commission that they form among University professors, determines the candidates for the positions of Deans, and Directors of Schools and Graduate Schools, to present them to the Chairperson in their order of preference. The appointment of Deans, and Directors of Schools and Graduate Schools is finalized with the approval of the Board of Trustees.

The term of office of Deans, and Directors of Schools and Graduate Schools is two years, at most. Upon the expiration of their terms, Deans and Directors may be re-appointed.

**Heads of Departments**

**Article 16** - The Dean, through a commission that they appoint; requests the approval of the President for their preference among the determined candidates. The appointment of the Heads of Departments finalizes with the approval of the Board of Trustees, and the suitability decree of the President. The term of office of Heads of Departments is two years. Upon the expiration of their term of office, Heads of Departments may be reappointed.

**Faculty Members**

**Article 17** - The terms of office of full-time Professors and Associate Professors, and Assistant Professors, are respectively two years, and one year. They may be re-appointed upon the expiration of their term of office.

The term of office of lecturers, instructors and partial-status faculty members is limited to one or two semesters. At the termination of their duties, they may be re-appointed in accordance with the academic calendar.

Lecturers, specialists, and instructors are appointed for one year through the same procedure. Their term of office may be extended.

Appointments are finalized with the approval of the Board of Trustees.

**SECTION FOUR**

**Miscellaneous Provisions**

**Advisory Board**

**Article 18** - The Advisory Board is the top level advisory body of the University. The Advisory Board makes recommendations to the Board of Trustees to determine the goals of Atılım University within the framework of developments in the world, and to promote the University within and outside the country. It consists of at least six members. This does not include its natural members. Members of the Advisory Board are selected from among scientists and administrators who are distinguished in their fields in Türkiye or abroad, as well as other people who may help the institution in this regard. The Chairman of the Board of Trustees and the Chairperson of the Atılım Foundation are the natural members of this board during their terms. Other members are elected by the Founding Foundation for three years. The board convenes at least once a year. The Chairman of the Board of Trustees presides over the meeting. No majority is required as a meeting quorum.

**Research and Development Projects, and Consultation Services**

**Article 19** - Research and development projects planned to be assigned to the University are examined and evaluated by the Project Evaluation Committee established by the University, and the project manager is determined. Prepared project proposals are presented with the approval of the relevant Vice President, and implemented with the approval of the Board of Trustees, or the Chairperson of the Board of Trustees.

Consultancy by full-time faculty members within or outside the University is subject to the opinion of the Project Evaluation Committee and the approval of the Chairperson of the Board of Trustees. A resolution is reached on the principles regarding the extent to the full-time university staff members to benefit from the income garnered from projects or consultancy services (including copyrights) in line with the principles determined by the Board of Trustees, or the Chairperson of the Board of Trustees.

**Honorary Titles**

**Article 20** - The University may grant the title of Honorary Doctor or Honorary Professor to individuals who have seen extraordinary success in their own fields of science in Türkiye, or abroad; or to individuals who have made outstanding contributions to university life, by a resolution to be reached in a special session where the Senate, and the Board of Trustees may be present; upon the suggestion of the relevant School Board. The Chairperson chairs this special session.

**Financial Provisions**

**Article 21** - The disbursement chief of the university is the Chairperson of the Board of Trustees. The Chairperson may delegate this authority, in whole or in part, to the President, or other administrators.

**Sources of Income of the University**

**Article 22** - The sources of income of the University are as follows.

Investments and businesses of the Founding Foundation and the University,

Research and development projects and consultancy services,

Education services,

Aids from the state budget, and other public institutions and organizations,

Donations, wills,

Other sources.

**Investment, Construction, Purchases-Sales and Rental Transactions**

**Article 23** - The principles/ regulations adopted by the Board of Trustees apply to the investment, construction, purchases-sales, and rental transactions of the University.

**Amendments to the Regulations**

**Article 24** - Amendments to these Regulations, and all other Regulations of Atılım University, or the removal or addition of Articles from these Regulations, are made upon the decision of the Board of Trustees. None of the present and future Regulations may contain provisions contrary to these Regulations.

**PROVISIONAL ARTICLE 1 – (Added: RG-15/5/2017-30067)**

Members of the Board of Trustees who are in office on the date of publication of this Article shall continue to serve for the remainder of their terms.

**Effective Date**

**Article 25 –** These Regulations hereby enter into effect as of their publication date of 11/06/2001.

**Execution**

**Article 26 -** These Regulations are executed by the Chairperson of the Board of Trustees.