**REGULATIONS ON ATILIM UNIVERSITY CONTINUING EDUCATION APPLICATION AND RESEARCH CENTER**

**SECTION ONE**

**Purpose, Scope Basis and Definitions**

**Purpose**

**ARTICLE 1 –** (1) The purpose of these Regulations is to regulate the organization, management, operation procedures and principles of Atılım University Continuing Education Application and Research Center.

**Scope**

**ARTICLE 2 –** (1) These Regulations provide the provisions on the organization, management, operation procedures and principles of Atılım University Continuing Education Application and Research Center.

**Basis**

**ARTICLE 3 –** (1) These Regulations have been prepared on the basis of Sub-Clause (2), Clause (d), Article 7, and Article 14, of Higher Education Law no. 2547.

                **Definitions**

**ARTICLE 4 -** (1) The definitions for the terms in these Regulations are as follows:

                a) University: Atılım University,

                b) President: The President of Atılım University;

                c) Center (SEAM): Atılım University Continuing Education Application and Research Center,

                ç) Center Director: The Director of the Center,

                d) Center Executive Board: The Executive Board of the Center.

**SECTION TWO**

**Fields of Activity of the Center**

**Fields of activity of the center**

**ARTICLE 5 – (Amended: RG-5/5/2010-27572)**

(1) As for its field of activity, the Center focuses on planning training programs for the public and private sectors, as well as international organizations and individuals, in the areas where they see the need; organizing courses, seminars, conferences and similar studies at national and international levels; providing consultancy services to and organizing necessary training programs for public and private sectors, as well as international organizations and individuals, on branding, strategic marketing, management, quality systems improvement, retail management, supply chain management and logistics, technical analysis, product design; trends, collections and fashion; management information systems, et cetera; as well as making education available to a wider audience through audio-visual, distance, or direct education models, and cooperating with people and organizations in Türkiye and abroad.

**SECTION THREE**

**Administrative Bodies and their Duties**

**Administrative bodies**

**ARTICLE 6** – (1) The administrative bodies of the Center are as follows:

                a) Center Director,

                b) Center Executive Board.

**Center director**

**ARTICLE 7 – (Amended: RG-5/5/2010-27572)**

(1) The Center Director is appointed by the President from among the faculty members of the University, for a period of two years. Center Directors may be re-appointed at the end of their terms of office. In the case where the Center Director fails to attend to their duties for over four months, their term of office ends automatically, and a new Center Director is appointed. Maximum two faculty members may be appointed as assistant directors to aid the Center director in their duties, by the President upon the suggestion by the Center Director, and for a period of one year. When the term of office of the Center Director expires, so do those of their assistants. Assistant directors may attend Center Executive Board meetings without vote. The assistant director undertaking the duties of Deputy Director in lieu of the Center Director has the right to vote. The Deputy Director may hold the position of Deputy for a maximum of four months.

**Duties of the center director**

**ARTICLE 8 – (Amended: RG-5/5/2010-27572)**

 (1) The duties of the Center Director are as follows:

a) Chairing the Center Executive Board,

b) Executing studies and seeing programs initiated to ensure the continuity of the development of the Center,

c) Implementing the decisions taken, and the working schedule prepared, by the Center Executive Board,

ç) Managing the projects prepared at the Center in line with Center objectives, with the approval of the Center Executive Board,

d) Preparing an activity report and submitting it to the Center Executive Board for approval at the end of each activity period,

e) Ensuring all kinds of communication and coordination necessary for the projects, courses and other activities performed within the Center to progress without disruptions,

f) Organizing meetings with the relevant parties regarding the activities projected and performed by the Center, participating in tenders and making contracts under the conditions determined by the Center Executive Board,

g) Submitting to the Presidency the proposed personnel appointments accepted at the Center Executive Board,

ğ) Preparing the annual activity report of the Center, developing prospective projects, determining the training programs to be initiated, and the faculty members to be assigned to these programs; preparing the Center budget and submitting these to the Center Executive Board for approval,

h) Determining the principles and conditions regarding the preparation and delivery of documents to be issued at the end of training programs to the participants, and submitting these to the Center Executive Board for approval,

ı) Establishing working groups and commissions deemed necessary for Center operations, and submitting them to the Center Executive Board for approval.

**Center executive board**

**ARTICLE 9 – (Amended: RG-5/5/2010-27572)**

(1) The Center Executive Board consists of four members including the Center Director, and three members recommended by the Center Director and appointed by the President from among the faculty members of the University. The Center Director chairs the Center Executive Board. The term of office for Center Executive Board members is two years. Members may be reappointed this way once their term of office expires. New members may be appointed to replace the previous members vacating their membership position for any reason before their term of office expires. The Center Executive Board convenes at least once a month, with the invitation by the Center Director. Board meetings are held with the absolute majority of members and decisions are taken by majority vote.

**Duties of the center executive board**

**ARTICLE 10** – (1) The duties of the Center Executive Board are as follows:

a) Reviewing the activities of the Center and resolving on relevant issues,

b) Determining the principles regarding the activity report to be prepared by the Center Director at the end of each activity period, evaluating the presented report, and organizing the working schedule for the next period,

c) Presenting the Senate with its suggestions regarding the conditions for issuing documents such as certificates of achievement, or certificates of participation, to be issued at the end of the activities of the Center within its field of operation,

ç) Approving the budget prepared by the Center Director.

**SECTION FOUR**

**Miscellaneous and Final Provisions**

**Financial officer**

**ARTICLE 11 –** (1) The financial officer of the Center is the President. The President may transfer their duties of financial officer to a Vice President.

**Procurement requirements**

**ARTICLE 12** – (1) The academic, technical and administrative personnel requirements of the Center are met by the personnel to be appointed by the President in accordance with Article 13 of Law No. 2547.

**Coordinator**

**ARTICLE 12/A - (Added: RG-20/11/2022-32019)**

(1) A Coordinator is appointed to work full-time at the Center to assist the Center Director in carrying out the administrative affairs of the Center, upon the recommendation of the Center Director, the proposal of the President, and the approval of the Chairperson of the Board of Trustees, within the framework of the relevant legislation. The duties of the coordinator are determined by the Center Executive Board.

**Effective Date**

**ARTICLE 13 -** (1) These Regulations hereby come into effect on the date of publication.

**Execution**

**ARTICLE 14 -** (1) These Regulations are executed by the President of Atılım University.

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|   | **The Regulations were published in the Official Gazette** |
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