

From İstanbul Aydın University:

İSTANBUL AYDIN UNIVERSITY

TURKISH TEACHING APPLICATION AND RESEARCH CENTER REGULATIONS

SECTION ONE

Aim, scope, basis and definitions

Aim

Article 1 – (1) The aim of the Regulations is to establish the guidelines for the goals, fields of activity, administrative bodies, and their duties and working principles under İstanbul Aydın University Turkish Teaching Application and Research Center subordinate to İstanbul Aydın University.

Scope

Article 2 – (1) The Regulations cover the rulers pertaining to the goals, fields of activity, administrative bodies and their duties under İstanbul Aydın University Turkish Teaching Application and Research Center.

Basis

Article 3 – (1) These regulations are based on the sub clause 2 of the clause d of paragraph 1 of article 7 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

Article 4 – (1) The following terms in the Regulations will have the meanings ascribed to them herein:

- a) President: Chairman of the Board of Trustees of İstanbul Aydın University,
- b) Advisory Board : The Advisory Board of the Center,
- c) Center (TÖMER): İstanbul Aydın University Turkish Teaching Application and Research Center,
- d) Director: Director of the Center,
- e) Board of Trustees: The Board of Trustees of İstanbul Aydın University,
- f) Rector: The Rector of İstanbul Aydın University,
- g) Senate: The senate of İstanbul Aydın University,
- h) University: İstanbul Aydın University,
- i) University Board of Directors: İstanbul Aydın University Board of Directors,
- j) Board of Directors: The Board of Directors of the Center

SECTION TWO

Aims and fields of activity of the Center

Aim of the Center

Article 5 – (1) The Center aims to carry out research on old and new dialects of Turkish language as written and spoken in the past and present, cultural works of Turkish communities and their linguistics relationships with neighboring communities, to develop language learning and teaching methods and techniques for application, and to organize related events.

Fields of Activity

MADDE 6 – (1) The Center will:

- a) carry out research on archaic periods and contemporary dialects of Turkish language and produce projects for these studies,
- b) cooperate with similar centers in countries where Turkish language for joint projects,
- c) develop linguistic methods and techniques for teaching Turkish language,
- d) hold meetings with the scientists of nations who speak at least one of the dialects of Turkish language to enhance communication these nations,
- e) offer programmes to teach all dialects of Turkish language,
- f) coordinate the Turkish Language course when necessary,
- g) offer courses and seminars that will help to solve the problems related to the verbal and written use of Turkish language and to use Turkish more effectively,
- h) organize national and international scientific conventions on the importance of Turkish language and current and prospective problems it may encounter,
- i) embed the promotion of Turkish culture in Turkish language teaching,
- j) work with media organs facilitate accurate and effective use of Turkish language,
- k) administrate proficiency test for those who want to learn Turkish as a second language, offer educational programmes based on the results of these test and give certificates,
- l) offer special programmes to help the people who are learning Turkish as a second language acquire this language in a natural atmosphere, provide Turkish Preparatory education for the Turkology departments in other countries,
- m) organize make-up courses for the personnel of government agency or private institutions on writing and speaking deficiencies and certificate these practices on demand.

SECTION THREE

Administrative Bodies and Duties of the Center

Administrative Bodies of the Center

Article 7 – (1) Administrative bodies of the Center are

- a) Director,
- b) Board of Directors,
- c) Advisory Board.

Director

Article 8 – (1) The director is selected among the faculty and has academic interests matching the fields of activity the Center is involved in. The director is nominated by the rector and approved by the president for three years. After completing their term of office, the president may be recommissioned by the president.

(2) Considering the director's suggestions, the rector nominates maximum two faculty members for vice-director to help the director run the Center. The vice-directors must be approved by the president and they remain in duty for three years. The rector may change the vice-directors via abovementioned procedure.

(3) The director assigns one of the vice-directors as deputy to represent them in the case their absence. If representation by the deputy takes place for six consecutive months, a new director is assigned. When the director vacates the office, the vice-directors are relieved.

Duties of the Director

Article 9 – (1) The director

- a) represents the Center, moderates the Board of Directors and the Advisory Board,
- b) sets the agenda of the Board of Directors and executes the decisions made therein,
- c) plans and coordinates convenient events matching the fields of activity of the Center in accordance with a working calendar, assigns and supervises staff for these events,
- d) prepares and presents to the Board of Directors the annual budget of the Center,
- e) prepares reports detailing the general standing administrative issues of the Center at the end of every academic year or when demanded and submits it to the rector following a discussion session with the Board of Advisory.

Board of Directors

Article 10 – (1) The Board of Directors is formed by five faculty staff, including the director, nominated by the director and approved by the president among the full-time faculty staff of the university whose academic interests match the goals of the Center. Member of the Board of Directors hold office for three years. Members who complete their term of office may be reelected. New members are commissioned replace the member who resign before the end of their term of office and who are commissioned out of the university for at least six consecutive months.

(2) The Board of Directors decides on the educational events pertaining to education, research, projects consultancy and publishing, and principles governing these events. The Board of Directors

convent at least once a month upon the director's call. The Board of Directors convent by absolute majority and the decisions are made by the majority of votes.

Duties of the Board of Directors

Article 11 – (1) the Board of Directors

- a) coordinate the preparation and enforcement of plans necessary for administration of the Center, develop these plans in accordance with the needs of the Center and submit to the president via the rector,
- b) prepare the investment and planning design of the Center,
- c) hear the petitions written by the staff of the Center pertaining to education, application, research, projects, consultancy and publishing to respond to their demands,
- d) form temporary work groups for the activities of the Center and assign missions to them when necessary.
- e) carry out preliminary research for courses, apprenticeship, certificates, projects and similar events,
- f) set the fundamental principles of joint ventures with foreign or domestic, public or private institutes,
- g) make decisions about the administration of the Center after reviewing the director's offers.

The Advisory Board

Article 12 – (1) The Advisory Board is formed by five people nominated by the rector and approved by the president after consideration of the director's view. The members of the Advisory Board are supposed to be knowledgeable about the activities of the Center. They come from other universities or, when they wish to, from public and private institutes. The members are assigned for three years. The member who complete their terms of duty may be recommissioned. A new member is assigned, via the same procedure, to replace any member who has resigned from their duty for any reason.

(2) Advisory Board chaired by the director has meeting twice a year regularly. Director may call Advisory Board for an urgent meeting if necessary.

Duties of the Advisory Board

Article 13 – (1) The Advisory Board

- a) make suggestions to the Board of Directors after reviewing long-term scientific and administrative plans,
- b) contribute to the projects of the Center from their fields of specialization,
- c) comment on the activities of the Center and offer suggestions in accordance with the goals specified in the article 5 of these regulations.

SECTION FOUR

Miscellaneous topics and final remarks

Need for Personnel

Article 14 – (1) The need for academic, technical and administrative personnel is met by the personnel to be hired on the recommendation of the rector and the approval of the president.

Cases not Covered in these Regulations

Article 15 – (1) For the cases not covered by these regulations, other related regulations and decision of the Senate and University Board of Directors will be enforced.

Effect

Article 16 – (1) These regulations take effect as off the date they are published.

Enforcement

Article 17 – (1) Judgments of these regulations are enforced by the Rector of İstanbul Aydın University.