

**Republic of Türkiye
ISTANBUL AYDIN UNIVERSITY**

ACADEMIC SUPPORT OFFICE DIRECTIVE

CHAPTER ONE

Purpose, Scope and Definitions

ARTICLE 1 – Purpose and scope

(1) The purpose of this Directive is to set out the procedures and principles regarding the organizational structure, duties, authorities and responsibilities of the Academic Support Office, which is intended to serve to ensure the planning and execution of relevant activities within the framework of Istanbul Aydın University's research policies.

ARTICLE 2 – Definitions

In this Directive;

- a) Rector: the Rector of Istanbul Aydın University,
 - b) Vice Rector: the Vice Rector of Istanbul Aydın University responsible for research,
 - c) Academic Support Office: the Academic Support Office of Istanbul Aydın University,
 - d) Project Writing Support Unit: the Project Writing Support Unit of Istanbul Aydın University,
 - e) Scientific Article Writing Support Unit: the Scientific Article Writing Support Unit of Istanbul Aydın University,
 - f) Senate: the Senate of Istanbul Aydın University,
 - g) University: Istanbul Aydın University,
 - h) Unit managers: the managers of the IAU Project Writing and Scientific Article Writing Support Units,
 - i) Senior management: the Board of Trustees, the Rector, and the Vice Rectors,
- shall be understood.

CHAPTER TWO

Purpose, Working Principles, Duties and Responsibilities of the Academic Support Office

ARTICLE 3 – Purpose

(1) The purpose of the Academic Support Office is to guide University units, support academics in their research fields, and contribute to the implementation of improvement activities aimed at increasing researchers' competence in project development and article writing.

ARTICLE 4 – Duties and responsibilities

(1) The Academic Support Office is responsible for carrying out the following duties:

- a) To support academics in project writing and organize training activities in this field,
- b) To support academics in scientific article writing processes,
- c) To conduct studies aimed at monitoring and evaluating the University's article and project output,
- d) To ensure coordination among the relevant units of the University that carry out research and development activities,
- e) To establish internal research clusters within the University and organize their activities,
- f) To evaluate improvement suggestions determined by the Research Strategies Monitoring Board.

CHAPTER THREE

Organizational Structure, Authorities and Responsibilities

ARTICLE 5 – Organizational structure

(1) The Office is affiliated with the Vice Rector responsible for research and consists of two units: the Project Writing Support Unit and the Scientific Article Writing Support Unit. The activities of the Project Writing Support Unit are carried out by TTPYO, and the activities of the Scientific Article Writing Support Unit are carried out by the unit manager.

(2) The Office's academic, technical and administrative personnel needs are met by personnel to be assigned by the Rectorate. Part-time or volunteer students may also take part in organizing activities aimed at project and article writing within the Office.

(3) The organizational chart of the Office is as follows.

Figure 1: Office organizational chart

Rector

Vice Rector (Responsible for Research)

Academic Support Office

- Project Writing Support Unit
- Scientific Article Writing Support Unit

Unit Managers

ARTICLE 6 – Unit managers

(1) The activities of the Project Writing Support Unit are carried out by TTPYO. The manager of the Scientific Article Writing Support Unit is appointed by the Rectorate for three (3) years and may be reappointed upon expiry of the term, or may be dismissed before the end of the term if deemed necessary.

ARTICLE 7 – Duties, authorities and responsibilities of unit managers

(1) The duties of unit managers are as follows:

- a) To support students, faculty members and all staff in developing their project and scientific article writing skills and achieving academic success,
- b) To develop individuals' ability to undertake writing tasks independently through scientific guidance, encouragement and constructive feedback,
- c) To design and organize training programs that will support scientific article writing in a multifaceted manner,
- d) To promote technological developments used in scientific research and to disseminate their active use throughout the University,
- e) To encourage academic reputation,
- f) When necessary, to prepare reports for senior management on matters related to their field of duty, to provide information, and to make recommendations.

ARTICLE 8 – Duties of the administrative staff of the Academic Support Office

(1) The duties of the administrative staff of the Academic Support Office are as follows:

- a) To carry out correspondence related to the Office's activities,
- b) To perform other duties assigned by the Unit Managers.

CHAPTER FOUR
Miscellaneous and Final Provisions

ARTICLE 9 – Entry into force

(1) This Directive enters into force as of the date it is adopted by the University Senate.

ARTICLE 10 – Execution

(1) The provisions of this Directive are executed by the Rector of Istanbul Aydın University.