

**ISTANBUL AYDIN UNIVERSITY
DISASTER EDUCATION, PRACTICE AND RESEARCH CENTER
REGULATION**

**CHAPTER ONE
Purpose, Scope, Legal Basis and Definitions**

ARTICLE 1 – Purpose

(1) The purpose of this Regulation is to set out the procedures and principles regarding the objectives, fields of activity, management bodies, duties of the management bodies, and working procedures of the Istanbul Aydın University Disaster Education, Practice and Research Center.

ARTICLE 2 – Scope

(1) This Regulation covers provisions regarding the objectives, fields of activity, management bodies, duties of the management bodies, and working procedures of the Istanbul Aydın University Disaster Education, Practice and Research Center.

ARTICLE 3 – Legal basis

(1) This Regulation has been prepared on the basis of subparagraph (2) of paragraph (d) of the first paragraph of Article 7 and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

ARTICLE 4 – Definitions

(1) In this Regulation:

- a) Chair: the Chair of the Board of Trustees of Istanbul Aydın University,
- b) Advisory Board: the Advisory Board of the Center,
- c) Center: the Istanbul Aydın University Disaster Education, Practice and Research Center,
- ç) Director: the Director of the Center,
- d) Directorate: the Center Directorate,
- e) Board of Trustees: the University's Board of Trustees,
- f) Rector: the Rector of Istanbul Aydın University,
- g) Senate: the University Senate,

ğ) University: Istanbul Aydın University,

h) Administrative Board: the Administrative Board of the Center,

shall be understood.

CHAPTER TWO

Purpose and Fields of Activity of the Center

ARTICLE 5 – Purpose

(1) The purposes of the Center are as follows:

a) In cooperation with the University's relevant academic units, to encourage and coordinate interdisciplinary research activities in the field of disaster management domestically and abroad in order to create a body of knowledge, and to disseminate this knowledge by using various communication resources,

b) Based on the results to be obtained from relevant research, to reduce the risk of natural and technological disasters, and to establish strategies and targets for disaster preparedness, emergency response, and post-disaster recovery and rehabilitation,

c) To identify mental health precautions and solutions, and to improve institutional and societal learning and awareness,

ç) To provide education services to public or private sector organizations in the form of seminars, training courses, and in-service professional development courses.

ARTICLE 6 – Fields of activity

(1) The Center's fields of activity are as follows:

a) To conduct research, examination, development, practice and training by cooperating with domestic and foreign research and education institutions in order to fulfill its purposes and duties; to establish communication infrastructure and databases in the subjects it works on,

b) To carry out educational activities encouraging the delivery of disaster-related courses and seminars at undergraduate, master's and doctoral levels in universities and directing students to these subjects, and to support those working in this field,

c) To organize or participate in courses, seminars, conferences, congresses and similar meetings in order to advance its activities,

- ç) To publish reports, bulletins, projects, books, articles, journals and similar publications explaining scientific and technical findings and data obtained at the end of research and practice studies carried out in line with its purposes and offering solutions to problems,
- d) To contribute to the work of all institutions and organizations related to disasters; to conduct examinations and research in line with needs and demands; to prepare projects; to provide consultancy services; and to supply data,
- e) To contribute to forming public opinion and raising awareness in society on disasters,
- f) To carry out other activities to be determined by the Administrative Board.

CHAPTER THREE

Management Bodies of the Center and Their Duties

ARTICLE 7 – Management bodies of the Center

(1) The management bodies of the Center are:

- a) Director,
- b) Administrative Board,
- c) Advisory Board.

ARTICLE 8 – Director

(1) The Director is appointed for three years from among the University's full-time academic staff upon the Rector's proposal and the Chair's approval. A Director whose term expires may be reappointed with the Chair's approval.

To assist the Director, one of the Administrative Board members is appointed as Deputy Director upon the Rector's proposal and the Chair's approval. The Deputy Director's term is also three years. When the Director is not on duty, the Deputy acts on their behalf. If the Director cannot be on duty continuously for more than six months, a new Director is appointed.

ARTICLE 9 – Duties of the Director

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

- a) To plan and carry out activities aimed at achieving the Center's objectives,
- b) To represent the Center and to chair the Administrative Board and the Advisory Board,
- c) To determine the agenda of the Administrative Board and implement the decisions taken,

- ç) To ensure coordination and supervision among the units within the Center,
- d) To communicate and conduct studies with national and international organizations,
- e) To prepare the annual activity report of the Center and its affiliated units and submit it to the Rectorate,
- f) To prepare the Center's annual budget and submit it for the approval of the Administrative Board.

ARTICLE 10 – Administrative Board

(1) The Administrative Board consists of at least five persons, including the Director, appointed from among the University's full-time academic staff upon the Director's recommendation, the Rector's proposal and the Chair's approval. The term of office of board members is three years. Members whose term expires may be reappointed. If a member leaves before the end of the term or is assigned outside the University for more than six months, a new member is appointed to complete the remaining term.

(2) The Administrative Board meets ordinarily at least once a month upon the call of the Director. The Director may call the Board to an extraordinary meeting when necessary.

ARTICLE 11 – Duties of the Administrative Board

(1) The duties of the Administrative Board are as follows:

- a) To prepare and conduct the Center's work program, develop it in line with needs, submit it to the Board of Trustees via the Rectorate, and implement those approved,
- b) To establish project and research groups within the Center and evaluate their activities,
- c) To determine principles for cooperation with University units to be assigned in courses, internships, certificate and similar programs, and with national and international persons, institutions and organizations in subjects related to the Center's fields of activity, and submit them to the Directorate,
- ç) To prepare the Center's annual activity report and submit it to the Directorate.

ARTICLE 12 – Advisory Board

(1) The Advisory Board is selected for three years from among academic staff of the University or other universities, and expert persons working in private organizations or—if they wish—public organizations active in subjects related to the Center, upon the Director's recommendation, the Rector's proposal and the Chair's approval. The Advisory Board consists of at most fifteen members. Members whose term expires may be reappointed. The Director chairs the Advisory Board.

(2) The Advisory Board meets ordinarily once a year and, when necessary, extraordinarily upon the call of the Director.

ARTICLE 13 – Duties of the Advisory Board

(1) The duties of the Advisory Board are as follows:

- a) To convey its evaluations to the Directorate in order to increase the effectiveness and efficiency of the studies carried out by the Center,
- b) To submit its opinions and recommendations to the Directorate within the framework of the purposes specified in Article 5 of this Regulation.

CHAPTER FOUR
Miscellaneous and Final Provisions

ARTICLE 14 – Cases not covered

(1) In cases not covered by this Regulation, other relevant legislation provisions and decisions of the Senate and the Administrative Board shall apply.

ARTICLE 15 – Entry into force

(1) This Regulation enters into force on the date of its publication.

ARTICLE 16 – Execution

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