

ISTANBUL AYDIN UNIVERSITY
LEARNING SUPPORT UNIT (LSU)
DIRECTIVE

CHAPTER ONE
Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 –

(1) The purpose of this Directive is to regulate the procedures and principles regarding the objectives, activities, administrative bodies, duties of the administrative bodies, and the working method of the Istanbul Aydın University Learning Support Unit.

Scope

ARTICLE 2 –

(1) This Directive covers the provisions regarding the objectives of the Unit, its administrative bodies, the duties of its administrative bodies, and its working method.

Legal basis

ARTICLE 3 –

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

Definitions

ARTICLE 4 –

(1) In this Directive:

- a) Chair: the Chair of the Board of Trustees of Istanbul Aydın University,
- b) Unit (LSU): the Istanbul Aydın University Learning Support Unit,
- c) Director: the Director of the Unit,
- d) Board of Trustees: the Board of Trustees of Istanbul Aydın University,
- e) Rector: the Rector of Istanbul Aydın University,

- f) Senate: the Senate of Istanbul Aydın University,
 - g) University: Istanbul Aydın University,
 - h) University Administrative Board: the Istanbul Aydın University Administrative Board,
 - i) Board of Directors: the Unit Board of Directors,
- shall mean.

CHAPTER TWO

Purpose of the Unit and Fields of Activity

Objectives of the Unit

ARTICLE 5 –

The objectives of the Unit are:

- a) To identify the problems experienced by international students in Istanbul Aydın University's English-medium programs in courses such as English, Mathematics, Computer Science and Physics due to language issues,
- b) To organize supplementary classes in order to eliminate the problems these students experience in their courses,
- c) To provide research assistants and students who are qualified to deliver the supplementary classes,
- d) To prepare achievement graphs for students in these courses and to conduct satisfaction surveys to measure the impact of the classes.

Fields of activity

ARTICLE 6 –

In order to achieve the purpose specified in Article 5 of this Directive, the Unit carries out the following activities:

- a) To determine the academic achievements of international students in English-medium programs at Istanbul Aydın University,
- b) To provide English support in fundamental courses—such as English, Mathematics, Computer Science and Physics—to international students attending the first year,

- c) To conduct research to obtain research assistants and students from the relevant faculties to deliver these courses, and to assess their qualifications,
- d) To measure the success of this education by conducting joint studies with the Measurement and Evaluation Unit of the Faculty of Education,
- e) To provide feedback to students.

CHAPTER THREE

Administrative Bodies of the Unit and Their Duties

Administrative bodies of the Unit

ARTICLE 7 –

The administrative bodies of the Unit are as follows:

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

Director

ARTICLE 8 –

The Director is appointed for three (3) years from among the University's full-time academic staff, upon the proposal of the Rector and with the approval of the Chair.

A Director whose term expires may be reappointed with the approval of the Chair.

To assist the Director, one of the Board of Directors members is appointed as Deputy Director upon the proposal of the Rector and with the approval of the Chair. The Deputy Director's term of office is also three (3) years.

When the Director is not on duty, the Deputy acts on their behalf. If the Director is unable to perform their duty continuously for more than six (6) months, a new Director is appointed.

Duties of the Director

ARTICLE 9 –

The Director's duties are as follows:

- a) To plan and carry out activities aimed at realizing the Unit's objectives,

- b) To represent the Unit and chair the Board of Directors and the Advisory Board,
- c) To determine the agenda of the Board of Directors and implement the decisions taken,
- d) To communicate and carry out studies with national and international organizations,
- e) To chair the Board of Directors and the Advisory Board,
- f) To prepare the Unit's annual activity report and submit it to the Rectorate.

Board of Directors

ARTICLE 10 –

The Board of Directors:

- a) consists of at least five (5) persons—including the Director—appointed for three (3) years from among the University's full-time academic staff, upon the Director's recommendation, the Rector's proposal, and the Chair's approval. A member whose term expires may be reappointed. If a member leaves before the end of their term or is assigned outside the University for more than six (6) months, a new member is appointed to complete the remaining term.
- b) convenes at least once a month upon the Director's call. The Director may call the Board of Directors to a meeting when necessary.

Duties of the Board of Directors

ARTICLE 11 –

The duties of the Board of Directors are as follows:

- a) To prepare and carry out the Unit's work program, develop it in line with needs, submit it—through the Rectorate—to the Board of Trustees for approval, and implement those approved,
- b) To prepare the Unit's annual activity report and submit it to the Unit Directorship.

Advisory Board

ARTICLE 12 –

The Advisory Board:

- a) is selected for three (3) years—upon the Rector's proposal and with the Chair's approval—from among academic staff of the University or other universities and from among expert persons working in private organizations related to the Unit's field or, upon their request, in public institutions. The Advisory Board consists of at most fifteen (15) members. A member whose term expires may be reappointed. The Director chairs the Advisory Board.
- b) convenes ordinarily once a year and extraordinarily when necessary upon the Director's call.

Duties of the Advisory Board

ARTICLE 13 –

The duties of the Advisory Board are as follows:

- a) To convey to the Unit Directorship its evaluations for increasing the effectiveness and efficiency of the work carried out by the Unit,
- b) To submit to the Unit Directorship its opinions and recommendations within the framework of the objectives specified in Article 5 of this Directive.

CHAPTER FOUR Miscellaneous and Final Provisions

Cases not provided for

ARTICLE 14 –

In cases where there is no provision in this Directive, the provisions of other relevant legislation, and the decisions of the Senate and the University Administrative Board shall apply.

Entry into force

ARTICLE 15 –

This Directive enters into force on the date of its publication.

Execution

ARTICLE 16 –

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