

**ISTANBUL AYDIN UNIVERSITY
TURKISH LANGUAGE TEACHING
APPLICATION AND RESEARCH CENTER REGULATION
(TÖMER)**

**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 and the duties of these bodies, and the working procedures of the Istanbul Aydın University Turkish Language Teaching Application and Research Center, established under Istanbul Aydın University.

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 Turkish Language Teaching Application 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 (TÖMER): the Istanbul Aydın University Turkish Language Teaching Application and Research Center,
- ç) Director: the Director of the Center,
- 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,
 - ğ) University Administrative Board: the Istanbul Aydın University Administrative Board,
 - h) Administrative Board: the Administrative Board of the Center,
- shall be understood.

CHAPTER TWO

Objectives and Fields of Activity of the Center

ARTICLE 5 – Purpose of the Center

(1) The purpose of the Center is to research all old and new branches of the Turkish language as spoken and written throughout history and today; to develop and apply methods and techniques for language learning and teaching; to research cultural works—such as language, history and literature—created by Turkish communities in different geographies; and to research the linguistic relations of Turkish culture with surrounding cultures, and to carry out all kinds of activities in this field.

ARTICLE 6 – Fields of activity of the Center

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

- a) To conduct research and produce projects on the historical periods and contemporary branches of the Turkish language,
- b) To cooperate and carry out joint studies with similar centers in countries where Turkish is currently spoken,
- c) To develop linguistic methods and techniques related to teaching Turkish and to implement them,
- ç) To organize meetings with scientists of countries that speak one of the branches of Turkish regarding a common language of communication,
- d) To organize programs aimed at teaching all branches of the Turkish language,
- e) When necessary, to conduct service courses with Turkish language content,

- f) To organize courses and seminars aimed at resolving problems encountered in written and spoken use of Turkish and ensuring more correct and effective use,
- g) To organize national and international scientific meetings and make recommendations on the place and importance of Turkish among world languages, and the problems it currently faces and may face in the future,
- ğ) To ensure that promotion of Turkish culture is taken into consideration in studies on teaching Turkish,
- h) To cooperate with press and publishing organizations in order to promote correct and effective use of Turkish,
- ı) To conduct placement tests for those who wish to learn Turkish as a second language, to organize teaching programs according to the results, and to issue certificates,
- i) To organize programs aimed at enabling persons learning Turkish as a second language to acquire it in its natural environment; and to provide preparatory training for Turkish preparatory classes of Turkology or Turkish Language and Literature departments continuing their activities outside Türkiye,
- j) Upon request, to organize courses to remedy deficiencies in correspondence and speaking for the personnel of official or private institutions and organizations, to provide seminars, and to document these with certificates.

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 faculty members who are related to the Center's fields of activity, upon the Rector's proposal and the Chair's approval. A Director whose term expires may be reappointed with the Chair's approval.

From Istanbul Aydın University

(2) In line with the Director's opinion, up to two persons from among the University's teaching staff working in the Center's field may be appointed as Deputy Directors for three years, upon the Rector's proposal and the Chair's approval. When necessary, the Rector may change Deputy Directors by the same procedure.

(3) When the Director is not on duty, they appoint one of the deputies as acting director. If acting continues uninterrupted for more than six months, a new Director is appointed. When the Director's duty ends, the duties of the deputy directors also end.

ARTICLE 9 – Duties of the Director

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

- a) To represent the Center and chair the Administrative Board and the Advisory Board,
- b) To determine the agenda of the Administrative Board and implement the decisions taken,
- c) To plan, coordinate and supervise activities aimed at achieving the Center's objectives according to a work calendar; to assign duties to relevant persons; and to carry out necessary controls,
- ç) To prepare the Center's annual budget and submit it for the approval of the Administrative Board,
- d) At the end of each academic year and when requested, to prepare a report on the general situation and functioning of the Center and submit it to the Rector after receiving the opinion of the Administrative Board.

ARTICLE 10 – Administrative Board

(1) The Administrative Board consists of five persons, including the Director, appointed from among the University's full-time teaching staff working in the relevant field, upon the Rector's proposal and the Chair's approval, in line with the Director's opinion. 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 continuously for more than six months, a new member is appointed to complete the remaining term.

(2) The Administrative Board determines the principles regarding the Center's education and training, scientific research, projects, consultancy and publication activities, and the principles related to these activities. The Board meets at least once a month upon the call of the Director. The Board convenes with an absolute majority and decisions are taken by majority vote.

ARTICLE 11 – Duties of the Administrative Board

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

From Istanbul Aydın University

- a) To ensure preparation and implementation of plans and programs related to the Center's activities; to develop them in line with needs; to submit them to the Chair through the Rectorate; and to implement those approved,
- b) To prepare the Center's investment and planning draft,
- c) To evaluate and decide on requests of Center staff regarding education, practice, research, projects, consultancy and publications,
- ç) When necessary, to establish temporary working groups related to the Center's activities and regulate their duties,
- d) To conduct preliminary research on matters such as courses, trainings, internships, certificates, projects and similar issues,
- e) To determine the basic principles, procedures and methods of studies to be carried out jointly with public and private institutions and organizations domestically and abroad,
- f) To evaluate and decide on matters brought by the Director regarding management of the Center.

ARTICLE 12 – Advisory Board

(1) The Advisory Board consists of up to five persons appointed for three years from among University teaching staff who have knowledge and experience in fields related to the Center's activities, or—if they wish—expert persons working in public or private institutions and organizations, upon the Rector's proposal and the Chair's approval, in line with the Director's opinion. Members whose term expires may be reappointed. If a member leaves for any reason, a new member is appointed by the same method to complete the remaining term.

(2) The Advisory Board meets ordinarily at least twice a year under the chairmanship of the Director. The Director may call the Advisory Board to an extraordinary meeting when deemed necessary.

ARTICLE 13 – Duties of the Advisory Board

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

- a) To evaluate long-term scientific and administrative plans and make recommendations to the Administrative Board,
- b) To contribute to the Center's projects in specialized areas,
- c) To carry out evaluations on the Center's activities and submit advisory recommendations in line with the objectives specified in Article 5 of this Regulation.

CHAPTER FOUR
Miscellaneous and Final Provisions

ARTICLE 14 – Staffing needs

(1) The Center’s academic, technical and administrative personnel needs are met by personnel to be assigned in accordance with Article 13 of Law No. 2547 upon the Rector’s proposal and the Chair’s approval.

ARTICLE 15 – Cases not covered

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

ARTICLE 16 – Entry into force

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

ARTICLE 17 – Execution

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