

# OSTİM TECHNICAL UNIVERSITY CORE REGULATION

## PART ONE

### Purpose, Scope, Basis, and Definitions

#### Purpose

**ARTICLE 1** – (1) The purpose of this Regulation is to set out the principles concerning the governance of OSTİM Technical University, procedures and duties of the academic and administrative departments, and the principles and procedures concerning the realization of the goals of the University in addition to the goals specified in Higher Education Law No. 2547 dated November 4<sup>th</sup>, 1981.

#### Scope

**ARTICLE 2** – (1) This Regulation sets out the principles concerning the governance, procedures, and duties of academic and administrative departments of OSTİM Technical University and involves provisions concerning the governance, academic and administrative bodies, and financial matters of the University.

#### Basis

**ARTICLE 3** – (1) This Regulation has been prepared based on Law No. 2547 on Higher Education dated November 4<sup>th</sup>, 1981, and Additional Article 174 of Law No. 2809 on the Organization of Higher Education Institutions dated March 28<sup>th</sup>, 1983.

#### Definitions

**ARTICLE 4** – (1) Definitions of the terms in this Regulation are as follows;

- a) Chairman: Chairman of the Board of Trustees of OSTİM Technical University,
- b) Deputy Chairman: Deputy Chairman of the Board of Trustees of OSTİM Technical University,
- c) Head of Department/Director: Heads of departments/directors of administrative units within OSTİM Technical University,
- d) Dean: Deans of faculties within OSTİM Technical University,
- e) Secretary-General: Secretary-General of OSTİM Technical University,
- f) Director of Vocational School: Director of Vocational School within OSTİM Technical University,
- g) Board of Trustees: Board of Trustees of OSTİM Technical University,
- h) Rector: Rector of OSTİM Technical University,
- i) Senate: OSTİM Technical University Senate,
- j) University: OSTİM Technical University,
- k) University boards: The University Senate and The University Board,
- l) Foundation/Founding Foundation: OSTİM Education, Research, Improvement, Development, and Solidarity Foundation (OSTİM Foundation),
- m) Board of Directors: OSTİM Technical University Board of Directors,

## PART TWO

### Principles of Government

#### The vision of the University

**ARTICLE 5** – (1) The University has adopted the vision of becoming the university of the industry.

(2) The concept of “university of industry” refers to a university in strong collaboration with the business world, industry, and society, which

- a) provides its students with infrastructures and opportunities for education, research, and practice in international standards in the fields of science available in its education program, particularly design, latest manufacturing systems, and innovative technologies,
- b) has the knowledge and equipment needed for the competitive business world and trains innovative, creative, entrepreneurial graduates with a high level of cultural awareness, who can design, produce, and sustain, and have internalized human values,

- c) plays an active role in improving the competence of our country in developing science and technology,
- d) strives for the development of the region and the country by producing original projects and solutions.

### **The objective of the University**

**ARTICLE 6** – (1) The objective of the university has been determined as follows:

- a) to prioritize being skill-oriented and gaining professional competence in education at the university,
- b) to be learner-oriented,
- c) to ensure the active participation of stakeholders, especially industrialists, students, and graduates, in decision-making, implementation, and review processes,
- d) to ensure learning on the job,
- e) to establish and effectively operate mechanisms for developing the capacity of the country concerning patent, utility models, industrial designs, brand development, and copyrights, based on the collaboration of the University with the industry,
- f) to base the activities of the University on improving intellectual property capacity, research competence, entrepreneurship, and innovation by aiming at economic contribution and commercialization,
- g) to adopt the philosophy of the University concerning research and publications, which requires that knowledge should be produced based on project and research at the University and the knowledge produced should be suitable for implementation and commercialization thereby supporting development,
- h) to serve the aim of ensuring that students graduate as individuals with a high level of social responsibility and cultural awareness, who have internalized the human values, completed their personal development, and gained self-confidence
- i) to ensure that all qualifications of the University are included in the national qualifications database.

### **Principles concerning the governance and processes of the University**

**ARTICLE 7**– (1) The University is governed within the scope of the purpose and the core principles stipulated in Law No. 2547 and the principles determined by the Board of Trustees in accordance with the purpose specified in the Articles of Foundation, relevant laws, and secondary legislation, the provisions of this Regulation, and the principles mentioned below.

The governance philosophy and implementation model of the University involve:

- a) Establishing mechanisms and tools to ensure the active participation of stakeholders, especially the industrial sector, in the decision-making, operations, feedback, and supervision processes of the university,
- b) Designing academic and administrative organization in line with the concept of the University of Industry,
- c) Implementing a learner-based education program,
- d) Designing educational programs and processes with a focus on achievement and output,
- e) Focusing on professional competence and prioritizing vocational competence in the curriculum,
- f) Adopting education programs based on learning by doing and on the job,
- g) Designing the curriculum of education programs based on the development of entrepreneurship and leadership skills and promotion of innovation,
- h) Aiming that the students graduate as individuals with a high level of social responsibility and cultural awareness, and designing extra-curricular project-based activities accordingly,
- i) Ensuring the active participation of stakeholders, especially the industrial sector, students, and graduates, in the decision-making, implementation, and review processes in the design of curriculum,
- j) Designing and developing incentives to enable students to work as a team with different compositions in education, practice, projects, assignments, and similar obligations,
- k) Establishing mechanisms to ensure sustainable mutual trust by constructing and operating a governance model based on corporate governance principles (fairness, transparency,

accountability, and responsibility) in academic and administrative governance and operational processes at the University,

- l) Ensuring that the University adopts academic freedom and freedom of thought, tolerance, and tolerance of different cultures and opinions,
- m) Aiming that learners and graduates attain the professional and personal equipment to work nationally and internationally, and developing the curriculum accordingly,
- n) Encouraging its graduates to acquire a widely used international language to communicate professionally and by offering a second foreign language opportunity,
- o) Recruiting the academic staff of the university based on their experience in industry and business and their performances concerning innovation, intellectual property, entrepreneurship, economic contribution, and commercialization and encouraging the academic staff accordingly,
- p) Designing the curriculum to enable learners to have achievements in different fields, especially to graduate with different profiles in degree programs,
- q) Supporting the freedom of decision and choice by enabling the mobility of students between educational programs,
- r) Designing non-degree courses and programs to enable the transfer of learning outcomes and its elements such as courses, modules, credits, grades, and other components, supporting this with qualification supplements,
- s) Adopting an approach that will make the university appear in national and international ratings and documentation, designing its mechanisms and tools, and placing publications, projects, R&D, intellectual property, economic contribution, and commercialization at the center of activities and educational programs of the University,
- t) Stipulating that the knowledge and skill acquisitions and knowledge production at the university should be project and research-oriented and rewarding the development of projects, publications, ideas, and products,
- u) Based on the reforms of the European Higher Education Area and stipulating the adaptation mechanisms for international and national updates (qualifications framework, quality assurance, employability, internationalization, mobility, double major, minor, social dimension, double diploma, joint degree, recognition, and equivalence) taking into account elements such as the curriculum and institutional and operational design),
- v) Designing education, internship, mobility, joint degree, double major, and joint education programs with local and international peer institutions and organizations,
- w) Developing a policy framework in line with international practices for the recognition of prior learning and designing effective implementation mechanisms,
- x) Establishing lifelong learning mechanisms and instruments in line with the international approach,
- y) Prioritizing formal and non-formal education and free learning certification mechanisms and instruments in diploma and certificate programs to enable transfer,

### **Ethical Principles**

**ARTICLE 8 – (1)** It is essential to comply with the following principles at the University, and persons, who violate these principles, are not assigned administrative representative positions. Persons, who have already been assigned administrative representative positions, are dismissed from their positions. Persons, who are evaluated to be incompetent in terms of their performance in the annual academic performance evaluation, are not assigned administrative positions. The principles to be followed in the governance approach of the University are as follows:

- a) Rule of law.
- b) Academic and scientific freedom.
- c) Freedom of thought and expression
- d) Respecting community values.
- e) Approaching differences with tolerance.
- f) Academic honesty.
- g) Acting in line with research and publication ethics.
- h) Commitment to ethical values.
- i) Justice.
- j) Transparency.

- k) Accountability.
  - l) Responsibility.
  - m) Equality of opportunity.
  - n) Not committing hate crimes.
  - o) Not discriminating among its members based on gender, social class, ethnic origin, political opinion, religious belief, geographical region, or country.
- (2) Failure of the authorized bodies, directors, or members of the University to comply with the principles outlined in this Article is considered against the universal academic principles and a violation of ethics.
- (3) Publishing statements, expressing opinions, or making announcements through the authorized bodies of the University in violation of the principles specified in this Article are considered a violation of ethics.
- (4) For persons to be appointed to the administrative or academic governance positions at various levels at the University, an investigation shall be made concerning their administrative experience, the sufficiency of their administrative or leadership qualifications, and if they have previous administrative experience, whether they have been fair, impartial, and transparent and whether they have acted responsibly and displayed sufficiently good performance in making use of the material and human resources under their administration, they should be evaluated in terms of their compliance with the principles specified in this Regulation, and procedures should be performed accordingly. Persons, who have agreed to be appointed to administrative or academic governance positions, are deemed to have agreed to the collection of data and information about them.
- (5) Persons, who are found to act in violation of research and publication ethics at the university, violate freedom of thought and expression, and discriminate based on gender, social class, ethnicity, political view, religious view, or geographical region, cannot be assigned administrative or academic governance and representative duties and they cannot be elected to the student council.

### **PART THREE**

#### **Board of Trustees**

#### **Board of Trustees**

**ARTICLE 9** – (1) The Board of Trustees, which is the highest decision-making body of OSTİM Technical University, represents the legal entity of the University.

(2) According to Additional Article 5 of the Law No. 2547 and Article 20 of the Regulation on Foundation Higher Education Institutions published in the Official Gazette dated 31/12/2005 and numbered 26040, the Board of Trustees consists of at least seven members to be elected for four years by the Board of Foundation from among the candidates, who are qualified to be civil servants, provided that at least two-thirds have higher education degrees. The number of members of the Board of Trustees can be increased upon the decision of the Founding Foundation. The number of members of the Board of Founding Foundation, the Board of Trustees, and their first-degree relatives by blood and marriage, and their spouses to become members of the Board of Trustees cannot exceed two in case the Board of Trustees consists of seven members, and one-third of the total number of members of the Board of Trustees in case it consists of more than seven members.

(3) The Rector is a natural member of the Board of Trustees and cannot participate in the meetings held about the Rector. The Rector cannot be elected as the Chairman or Deputy Chairman of the Board of Trustees. The members of the University other than the Rector cannot serve on the Board of Trustees.

(4) Members of the Board of Trustees are notified to the Higher Education Council by the Presidency of the Board of Trustees, following the first meeting or within thirty days following the date of their election for newly elected members

(5) In case a member leaves their position for any reason, a new member is elected to complete the remaining term of the former member. Members, whose terms have been expired, can be re-elected. In case one of the memberships becomes vacant for any reason, it is notified to the Presidency of the Foundation within one week, and in case the membership period expires, it is notified within one month in advance.

(6) The Founding Foundation is authorized to dismiss any of the members of the Board of Trustees before their term expires.

(7) The Board of Trustees convenes at least four times a year. A member of the Board of Trustees who does not attend more than one-third of the Board of Trustees meetings held within a year without a legally valid excuse will automatically cease to be a member.

(8) Lecturers working in state universities or other foundation higher education institutions and lecturers working in public institutions and organizations can take office in the Board of Trustees, upon their consent and provided that necessary permission has been obtained from the institution.

(9) Membership of the Board of Trustees is honorary. However; the members of the Board of Trustees may be paid for attending the meeting, travel costs, and attendance with the decision of the Board of Founding Foundation. The amount to be paid cannot exceed the fee per meeting stipulated for the members of the General Assembly of Higher Education in Article 6 of Law No. 2547, provided that it is not paid more than twelve times in a year. No other payment can be made to the Chairman and members of the Board of Trustees within the framework of their duties as members of the Board of Trustees.

(10) In case the Board of Trustees needs or deems necessary, it may delegate some of its powers to the Chairman, the Rector, and other organs of the University for the extent and duration it deems appropriate.

### **Working procedure of the Board of Trustees**

**ARTICLE 10** – (1) OSTİM Technical University Board of Trustees carries out its work according to the following principles:

a) The Board of Trustees convenes at least four times a year. The Chairman may also call an extraordinary meeting of the Board of Trustees when necessary. In addition, an extraordinary meeting is held upon the written request of 1/3 of the members. In case it is deemed necessary, the meetings of the Board of Trustees can be held remotely via audio, video, or electronic media.

b) The meeting quorum of the Board of Trustees is more than half of the total number of board members. Decisions are taken by an absolute majority of the participants. It is obligatory to vote for acceptance or rejection, abstentions cannot be used. In cases where an absolute majority is not achieved in the third round, the principle of majority vote is applied in the fourth round. In the case of equality of votes, the decision is deemed to have been taken in favor of the Chairman's vote.

c) The Board of Trustees meets at the agenda, place, and time determined by the Chairman. The meeting agenda is announced to the members at least one week before the meeting. Before the meeting, new agenda items can be added upon approval of the Board of Trustees.

d) When deemed necessary, the Board of Trustees may invite the administrators of the University and academic and administrative staff to the meeting to get their opinion or request an explanation, by informing their hierarchical superiors, to which they are affiliated or connected. Persons, who attend the meeting according to this procedure, do not have the right to vote.

e) The Board of Trustees may appoint temporary or permanent consultants on a partial or full-time basis to assist in their work in the areas they may need.

f) The decisions of the Board of Trustees are duly written in the decision book and signed by the Chairman and the members. The decision book is maintained by the secretariat of the Board of Trustees.

### **Duties, powers, and responsibilities of the Board of Trustees**

**ARTICLE 11** – (1) The main duties, powers, and responsibilities of the Board of Trustees are as follows:

a) To elect the Chairman and Deputy Chairman(s) of the Board of Trustees.

b) To prepare and amend the Core Regulations and to issue other regulations and directives that do not contradict the provisions of this Core Regulation for the University to work effectively and efficiently, and to examine and publish the relevant regulation and directive drafts prepared by the university bodies.

c) To determine the candidate for the rector.

d) To approve the recommendations of the Rectorate to be submitted to the Council of Higher Education concerning the establishment, merging, or closing of preparatory schools, faculties, institutes, colleges, conservatories, vocational schools, departments, implementation, research centers, language education centers, technology transfer offices, continuous education centers, other centers, and technoparks within the University.



e) To approve the detailed budget of the University and to determine the principles for the implementation of the budget and the monetary limitations and authorities regarding the expenditures in each budget period, to decide on the granting of additional appropriations during the budget year when necessary, to transfer the appropriations that cannot be spent in the budget period to the next budget period at the end of the year, to release the final budget account and to issue the financial statements, to approve the management period account, to monitor and audit the budget implementations with the help of financial advisors, independent auditors, or independent audit companies.

f) To approve the norm staff plan proposed by the Rector to be employed in the University

g) To determine the fees to be paid by students, participants, and service buyers for diploma and certificate programs and other education programs, projects, consultancy, and other services offered by the University.

h) To determine the criteria concerning the other conditions that the University deems necessary in terms of the quality of the service, in the appointment, promotion, and renewal of the term of office of academic administrators, lecturers, and administrative staff, by taking the opinions of the University boards, to approve their contracts, appointments, promotions, and dismissals when necessary.

i) To determine the number of Turkish and foreign students, the quota of scholarship students planned to be admitted to the University, and the number of scholarships to be awarded, by taking the opinions of the relevant committees and submitting them to the Council of Higher Education.

j) To procure and manage the movable and immovable property of the University, to obtain a loan by using its assets as collateral for the benefit of the University, to register the immovable properties in the name of the University.

k) To accept or reject donations to be made to the University.

l) To make decisions about investing, establishing businesses, participating in established businesses, and using existing resources efficiently, to prepare new projects or to have experts and organizations prepare projects for providing resources for the University.

m) To determine the principles of collaboration to be made with local and foreign universities and other institutions, by taking the opinion of the Senate, to monitor its operation, and to approve the agreements and protocols concerning collaboration that will be submitted to the approval of the Council of Higher Education.

n) To establish advisory boards, honor boards, committees, commissions, and working groups upon the recommendation of the Senate, and to determine the principles regarding their work.

o) To approve the decisions of the Senate regarding honorary academic titles.

p) To carry out the necessary monitoring, inspection, and similar activities in line with the purposes and principles specified in Articles 4 and 5 of Law No. 2547 and the objectives of the University.

q) To take the necessary measures in line with the determinations and evaluations as a result of the inspections made by the Council of Higher Education.

r) To fulfill the duties assigned according to Law No. 2547, Regulation on Foundation Higher Education Institutions, and this Regulation.

### **Chairman and Deputy Chairman of the Board of Trustees**

**ARTICLE 12** – (1) The Board of Trustees elects a Chairman for four years and a maximum of two Deputy Chairmen for two years from among its members. The Chairman and Deputy Chairmen can be reelected to these positions after the expiration of their terms. The Chairman of the Board of Trustees appoints one of the Deputy Chairmen as a deputy in his/her absence. In cases where the Chairman is not on duty and has not appointed one of the Deputy Chairmen, and in case a meeting of the Board of Trustees is necessary, the Deputy Chairman, who has served the most in the Board of Trustees, presides the meeting.

(2) The Chairman may appoint consultants to assist him/her in his work in the areas needed, for a period limited to his/her term of office, or, in case these consultants are employed at the University, the Chairman may appoint them as consultants provided that their main duties remain under their responsibility. The fee to be paid to the persons to be appointed as consultants is decided by the Board of Trustees.

(3) The Chairman may delegate his/her powers individually or jointly to the Deputy Chairmen, the members of the Board of Trustees, and/or the Rector, to the extent and for a period s/he deems appropriate.

## **Duties and powers of the Chairman of the Board of Trustees**

**ARTICLE 13** – (1) The main duties and powers of the Chairman are as follows:

- a) To represent the legal entity of the University and the Board of Trustees.
- b) To invite the Board of Trustees to a meeting, to prepare the agenda of the meetings, and to preside over the meetings.
- c) To maintain the meeting records of the Board of Trustees; to ensure the writing, preservation, and archiving of decisions and their correspondence.
- d) To assign duties to the members of the Board of Trustees within the framework of the meeting agenda, to carry out the procedures concerning travel, daily wages, and other costs of the members of the Board of Trustees.
- e) To approve the procedures concerning the appointment, promotion, dismissal, and termination of contracts for academic and administrative directors, academic and administrative staff, and foreign academic staff of the University and to determine their wages on behalf of the Board of Trustees upon the recommendation of the Rector.
- f) To fulfill the duties assigned by the Board of Trustees and requested to be carried out on behalf of the Board of Trustees within the framework of this Regulation and other regulations of the University, and to assign the Deputy Chairmen for relevant issues.
- g) To open accounts in banks where all kinds of income of the University will be deposited on behalf of the University, to withdraw money from these accounts on behalf of the University, to transfer between accounts, to make necessary expenditures, and to inform the Board of Trustees about these transactions as the authorized body of the University for spending.
- h) To represent the University and take decisions in commercial organizations that the University directly or indirectly owns or partners with, other institutions formed by these organizations or which these organizations are a shareholder of, and to inform the Board of Trustees about these procedures.

## **PART FOUR**

### **Academic Directors, University Boards, Offices, and Committees**

#### **Appointment of the Rector and the responsibility of the Rector in realizing the vision of the University**

**ARTICLE 14** – (1) The Rector is the highest academic director of the University, who is elected for four years by the absolute majority of the total number of members of the Board of Trustees, presented to the Council of Higher Education, and appointed by the President.

(2) After the expiration of the term, the Rector can be reappointed for a maximum of two terms in accordance with the appointment procedures. For the appointment of the Rector, the Board of Trustees forms a preliminary examination commission for rector candidates with three persons among its members. Before the vacancy of the office or the end of the term, this commission conducts the necessary research on the rector candidates, makes an order of preferences, prepares a reasoned report, and submits it to the Board of Trustees. The Rector can be dismissed from his/her position before the expiry of the term with the same procedure as the appointment.

(3) The Rector delegates one of the Vice-Rectors as his/her deputy for the period of vacancy. In case the Rector is not on duty for more than two weeks, s/he informs the Council of Higher Education.

(4) The Rector is primarily authorized and responsible for ensuring that the educational activities of the University and affiliated departments are carried out effectively and efficiently, the capacity of the University is utilized and improved efficiently, necessary social services are provided to the students, a modern and dynamic university environment is created, the education, scientific research, and publication activities are planned and carried out in accordance with the principles and goals determined by the Council of Higher Education, necessary social services are provided to students, security measures are taken when necessary, academic and administrative inspection and supervision are conducted at the University, and occupational health and safety measures are taken at the University in accordance with the relevant legislation. The Rector is also primarily responsible for assigning these duties to the departments and monitoring and controlling the results.

(5) The Rector is responsible for effectively carrying out the education and research activities, which are the main duties of the University, as well as the activities concerning social services and collaboration between the University and the industry.

(6) The Rector encourages the academic and administrative staff to ensure perfect standards of service, takes measures to ensure that all graduates have acquired minimum gains in education, taking into account the level of success of the students at the time of admission to the University and the level they are aimed to reach graduation. The Rector deals with the problems of the students in addition to their personal and professional development and is responsible for the establishment and effective operation of relevant mechanisms. The rector takes the necessary measures to ensure that the curriculum in general, and the lessons in particular, are taught with effective tools and methods and a student-centered education approach and ensures the effective use of new generation education tools. The Rector establishes sound concrete mechanisms of collaboration between the University and the industry in the implementation of the educational curriculum.

(7) In terms of collaboration of the University with the industry, the Rector establishes and effectively operates mechanisms for the improvement of capacity concerning patents, utility models, industrial designs, brand development, and the copyright capacity in the fields of literature, art, music, and architecture. Aiming at economic contribution and commercialization, the Rector designs and effectively operates the intellectual property capacity, research competence, entrepreneurship, and innovativeness as the main axes in the activities of the University. In principle, it is essential that knowledge production at the University is based on project and research, and that the knowledge produced enables implementation and commercialization.

(8) In line with this purpose, the Rector recruits and assigns duties to academic and administrative staff, who have the necessary professional background and are willing to perform the tasks and spend efforts required to achieve this goal by considering their competence and merit according to the principles of corporate governance.

(9) The Rector represents the legal entity of the University on behalf of the Board of Trustees when necessary.

(10) The Rector uses the framework legislation on Higher Education, this Regulation, other relevant legislation, and the authorities assigned by the Board of Trustees.

### **Duties, powers, and responsibilities of the Rector**

**ARTICLE 15** – (1) Other duties, powers, and responsibilities of the Rector are as follows:

- a) To attend the meetings of the Board of Trustees
- b) To preside over the University boards, to implement the decisions of the superior institutions of higher education institutions, to examine and forward the recommendations of the University boards to the Board of Trustees, and/or to make decisions in line with their duties/authorities/responsibilities, and to ensure coordination between the institutions affiliated with the University.
- c) To implement the decisions taken by the Board of Trustees in administrative and financial matters.
- d) To present the strategic plan, detailed budget, needs concerning the academic and administrative staff, and investment needs and programs of the University to the Board of Trustees after receiving the opinions and recommendations of the relevant departments and the University Board.
- e) To carry out general supervision and control over the departments of the university and staff at all levels.
- f) To prepare the formal and non-formal education programs of the University and the curriculum of the other implementation and training departments with appropriate designs to allow transfers, after obtaining the recommendations of the relevant departments and the University Board and presenting them to the University Senate.
- g) To prepare the annual activity reports and performance evaluations of the lecturers and to present these reports to the Board of Trustees.
- h) To prepare the contracts and promotions of the lecturers and other staff to be appointed and to present to the Chairman of the Board of Trustees.
- i) To have analyzes performed in all departments of the university when deemed necessary, to submit the results of the analysis and evaluations to the Board of Trustees by taking the opinions of the relevant committees.
- j) To take the necessary measures for carrying out academic studies at a high level, to determine the academic conditions stipulated by the University in the appointment of academic staff at the highest academic level in addition to the minimum requirements sought for appointments in state higher education institutions, by taking the opinion of the Senate.



k) To submit the appointments of administrators and department heads in the institutes, vocational schools, and departments to be selected from among the current teaching staff in the University to the approval of the Chairman of the Board of Trustees.

l) To appoint the secretary-general, assistant secretary generals, secretaries of faculties, institutes, and vocational schools, heads/directors of administrative departments, directors of policy development and implementation offices, other administrative directors, and assistants with the approval of the Board of Trustees.

m) To assign the administrators of academic and administrative departments and academic and administrative staff by establishing temporary and permanent boards, commissions, committees, and study groups.

n) To prepare the recommendations concerning the appointment, assignment, renewal/non-renewal/termination of contracts, dismissal, or promotion for deans, department and program heads, department heads, directors, and other administrators in academic and administrative departments, and to present these recommendations to the Chairman of the Board of Trustees.

o) To prepare the contracts of the academic and administrative staff to be assigned at the University, to present the recommendations concerning the renewal/non-renewal of the contracts, dismissal, or promotion to the Chairman of the Board of Trustees.

p) To present recommendations to the Chairman of the Board of Trustees concerning the change of position and/or assignment of new duties for the academic and administrative staff working in the departments and affiliates of the University when deemed necessary.

q) To make assignments within the framework of Article 31 and subparagraph (b) of the first paragraph of Article 40 of Law No. 2547, when deemed necessary.

r) To grant the necessary permits within the scope of Law No. 4691.

s) To present the University activity report to the Board of Trustees at the end of each academic year, together with the evaluation of the realization levels and suggestions.

t) To present the copies of the reports of the inspections carried out by the Council of Higher Education to the Board of Trustees immediately, by specifying the measures to be taken and the work to be performed in case there are issues to be addressed in the reports.

u) To carry out the necessary procedures for the University to receive State aid and to increase these aids.

v) To establish and operate mechanisms that will enable the University to focus on projects and R&D activities. To encourage and reward the project preparation and execution activities of the academic staff.

w) To inform the Board of Trustees about the scientific research and publication activities and intellectual property performance of the University exclusively at the end of each academic year and upon request.

x) To make payments on behalf of the University according to the budget approved by the Board of Trustees to be submitted to the Chairman of the Board of Trustees within one month, to sign multilateral legal procedures such as contracts and power of attorney, which are legally binding for the University.

y) To present the budget of the University, needs concerning the academic and administrative staff, and investment needs and programs to the Board of Trustees by taking the opinions of the relevant departments and University boards.

z) To monitor all kinds of works and procedures related to the budget, procurement, and tenders. To report the budget final account and the accounts of the property management period At the end of the budget accounting period, and to present them to the Board of Trustees.

aa) To open time deposit and checking accounts in banks on behalf of the University to deposit kinds of income of the University, to withdraw money from these accounts on behalf of the University, to use the money in banking debt investment instruments, to buy public debt instruments upon the approval and/or authorization of the Chairman. To perform other duties assigned by the Board of Trustees according to the Procurement and Tender Regulation of the University.

bb) To prepare the drafts of complementary regulations, directives, procedures-principles, and other regulations in line with this Regulation accepted by the Board of Trustees in accordance with the Regulation on Foundation Higher Education Institutions, and to present to the Board of Trustees.

cc) To determine the number of Turkish and foreign students to be admitted to the university, the quota of scholarship students and the amounts of scholarships to be awarded, by taking the opinion of the University Board and submitting them to the approval of the Chairman of the Board of Trustees.

dd) To manage the movable and immovable properties of the University, to register the immovable properties in the name of the University upon approval and/or authorization of the Chairman of the Board of Trustees.

ee) To submit agreements and protocols on collaboration with domestic and foreign universities and other institutions for the approval of the Chairman of the Board of Trustees upon the decision of the Senate.

ff) To submit recommendations for honorary academic titles to the Senate for approval.

gg) To prepare recommendations to be submitted for approval to the Council of Higher Education concerning the establishment of faculties, institutes, colleges, conservatories, vocational schools, language education centers, and preparatory schools within the University, the opening, merger, or closure of departments, programs, fields of science, and branches of art, application and research centers, continuous education centers, and technoparks, and to submit these recommendations to the approval of the Board of Trustees upon the decision of the Senate.

hh) To purchase consultancy services from real and legal persons or to appoint a sufficient number of part-time or full-time consultants, who are experts in their fields, temporarily or permanently, in the areas required for the administration and activities of the University and with the approval of the Chairman of the Board of Trustees.

ii) To appoint the directors of the policy development and implementation offices and administrative departments, whose term of office has expired or whose administrative duties have been terminated, as Advisor to the Rector, with the approval of the Chairman of the Board of Trustees.

jj) To perform other duties assigned by the Law on Higher Education, Regulation on the Foundation Higher Education Institutions, this Regulation, and other applicable legislation, and to use the powers delegated by the Board of Trustees and the Chairman of the Board of Trustees.

### **Vice-Rectors**

**ARTICLE 16** – (1) The Rector may identify a maximum of three Vice-Rectors from among the salaried professors of the University for obtaining assistance in the works concerning relations with other higher education institutions, international relations, relations with industry, research and projects, education, qualifications, quality assurance, and standards, recognition of prior learning, lifelong learning and professional qualification certificates, student affairs, relationships with stakeholders, career planning, and administrative and financial affairs, taking into account the intensity of the academic, administrative, financial, and student affairs of the University, and submit their appointments to the approval of the Board of Trustees.

(2) The term of office of the Vice-Rectors is 4 years and is limited to the term of office of the Rector. The term of office of the vice-rectors ends with the end of the office of the Rector. The Rector may dismiss the Vice-Rectors according to the appointment procedure when deemed necessary.

(3) The job descriptions and responsibilities of the Vice-Rectors are determined by the Rector.

### **Senate**

**ARTICLE 17** – (1) The Senate is chaired by the Rector and is composed of vice-rectors, deans, directors of institutes, schools, and vocational schools, a faculty member from each faculty to be elected for three years by the faculty committees.

(2) Elected members, whose term of office has expired, may be reelected and dismissed from office by following the election procedures. In case a member leaves for any reason before the expiration of the term, the new member is elected to complete the remaining term of the former member.

(3) The Senate convenes at least twice a year, at the beginning and the end of each academic year. The Rector calls the Senate to a meeting when deemed necessary.

(4) the President of the Student Council attends the meeting during the discussion of matters related to the students. In cases where the President of the Student Council is unable to attend, the Vice President of the Student Council or a member of the Board of Directors to be determined by the President of the Student Council attends the meetings.

(5) The rapporteur of the Senate is the Secretary-General of the University

(6) The duties of the Senate, which is an academic body of the University, are as follows:

- a) To perform the duties listed in Article 14 and paragraph (b) of Article 44 of Law No. 2547 on Higher Education.
- b) To take decisions on the principles of the activities carried out at the University concerning education, scientific research, and publication.
- c) To determine the method of admission and number of students to be admitted to all educational programs such as associate degree, undergraduate degree, graduate degree, and doctoral degree programs of the University, to determine the quota of scholarships, the type and amount of the scholarship, and to present it to the Board of Trustees.
- d) To determine the curriculum for all diploma programs of the University and the curriculum and framework concerning other qualifications to be included in the national qualification database of Turkey, and to present them to the Board of Trustees.
- e) To prepare draft regulations, directives, procedures and principles, and other regulations concerning the entire University and to express opinions on these matters.
- f) To examine and determine the annual education programs and academic calendar of the University.
- g) To prepare recommendations to be submitted to the Council of Higher Education concerning the use of a foreign language other than Turkish or Turkish as a language of education in a department or program, partially or completely.
- h) To determine the number of periods of study in each year, the forms and combinations of formal and non-formal education programs, the joint execution of education programs within the concept of collaboration between the industry and University, and the content, duration, and other features of education programs, and to present them to the Board of Trustees.
- i) To carry out the activities in the University required for the qualifications to be listed among the Turkish Qualifications Framework and the national qualifications database, and submit to the Board of Trustees.
- j) To determine the conditions for the appointment and promotion of academic staff and non-academic staff.
- k) To take decisions by evaluating the recommendations of the faculty committees regarding the granting of honorary academic titles.
- l) To elect members to the University Board and the Interuniversity Board.
- m) To examine and decide on the objections to the decisions of the faculty boards and the institute and college boards affiliated to the Rectorate.
- n) To decide on the matters related to the academic activities of the University and to express opinions on the matters submitted by the Board of Trustees.
- o) To prepare the drafts of the regulatory acts concerning the University or to inform the Rector of their views on the drafts prepared by the relevant departments.
- p) To perform other duties specified in the relevant framework legislation and this Regulation.

### **University Board**

**ARTICLE 18** – (1) The University Board is chaired by the Rector and is composed of deans under the and three professors to be elected by the Senate for four years to represent different educational departments and fields affiliated to the University.

(2) Members, whose term has expired, can be reelected and dismissed by following the procedures of the election. In case a member leaves duty for any reason before the expiration of the term, the new member is elected to complete the remaining term of the former member.

(3) The Rector calls the University Board to a meeting when deemed necessary. Vice-Rectors may attend the meetings of the Board, without the right to vote.

(4) The President of the Student Council attends the meeting during the discussion of matters related to the students. In cases where the President of the Student Council is unable to attend, the Vice President of the Student Council or a member of the Board of Directors to be determined by the President of the Student Council attends the meetings.

(5) The rapporteur of the University Board is the Secretary-General of the University

(6) The duties of the University Board are determined in this Regulation and by the Senate.

(7) The University Board is an auxiliary body to the Rector in the administrative activities and its duties are as follows:

- a) To assist the Rector in the implementation of the decisions of the higher education institutions, the Board of Trustees, and the Senate, in line with the determined plans and programs.
- b) To take decisions and make recommendations on the matters brought by the Rector regarding the administration of the university.
- c) To ensure the implementation of the activity plans and programs, to examine the investment programs and the budget draft based on the recommendations of the departments affiliated with the University, and to present them to the Board of Trustees along with their recommendations.
- d) To submit the recommendation for transfer between budget chapters to the Board of Trustees upon the recommendation of the Rector.
- e) To determine the fees for courses, seminars, projects, consultancy, and similar services to be carried out by all departments and centers affiliated to the University, as well as the method and time of collection of these fees by taking the opinions of the relevant units and the approval of the Senate when necessary, and to present to the Board of Trustees.
- f) To determine the travel and allowances of the academic and administrative staff to be assigned abroad and in the country and to present them to the Board of Trustees.
- g) To serve as the disciplinary committee of the University.
- h) To examine and decide on the objections to the decisions taken by the administrative boards of faculties, institutes, schools, and vocational schools.
- i) To take decisions on other issues brought by the Rector regarding the administration of the University.
- j) To perform other duties assigned to the University Board by-laws and regulations.

### **Dean**

**ARTICLE 19** – (1) The Dean, who is the representative of the faculty and its departments, is appointed for three years by the Chairman of the Board of Trustees from among the professors proposed by the Rector, after obtaining the approval of the Board Trustees and the Council of Higher Education. The Dean may be dismissed or reappointed after the expiration of the term by following the same procedures.

(2) The Dean selects a maximum of two persons as vice deans among the full-time faculty members of the faculty to assist him in the works, and vice deans are appointed for three years upon the recommendation of the Rector and the approval of the Chairman. The terms of the vice deans end when the term of the Dean ends. The Dean assigns one of the Vice Deans as deputy for the period of their absence.

(3) In case the mandate lasts for longer than six months, a new Dean is appointed.

(4) The primary duties of the Dean are to maximize the academic performance of the faculty, to improve scientific production in quantity and quality, and to encourage academic and administrative staff for perfecting education and service standards.

(5) The Dean is primarily responsible to the Rector in the rational use and development of the education and training capacity of the faculty and its affiliated departments, taking security measures when necessary, providing the necessary social services to the students, the regular conduct of education, scientific research, and publication activities, the supervision, control, and monitoring of all activities, and obtaining the results.

### **Duties, Powers, and Responsibilities**

**ARTICLE 20** – (1) Other duties, powers, and responsibilities of the Dean are as follows:

- a) To preside over the faculty committees, to implement the decisions of the faculty committees, and to ensure regular work between the departments of the faculties.
- b) To submit a report to the Rector on the general condition and operation of the faculty at the end of each academic year and when requested.
- c) To present the justified appropriation and staff needs of the faculty to the Rectorate, after taking the opinion of the administrative board of the faculty.
- d) To carry out general supervision and control over the units of the faculty and staff at all levels.
- e) To perform other duties assigned by the relevant laws and regulations.

### **Directors of institutes and vocational schools**

**ARTICLE 21** – (1) Directors of the institutes and vocational schools are appointed by the Rector with the approval of the Chairman of the Board of Trustees in accordance with the provisions of Law No.

2547 and the relevant framework legislation. The administrative duties and responsibilities of the Deans are also valid for the departments under directors of the institutes and vocational schools.

#### **Faculty, institute, vocational school boards, and administrative boards**

**ARTICLE 22** – (1) Boards and administrative boards of the faculties, institutes, and vocational schools are composed of members as stipulated in Law No. 2547 and they carry out the duties defined in this Law.

(2) Working procedures and principles are carried out in accordance with the guidelines prepared as per the principles stipulated and defined in Law No. 2547.

#### **Establishment and duties of policy development and implementation offices**

**ARTICLE 23** – (1) The persons and departments to serve in hierarchical order in the policy development and implementation offices, which are responsible for realizing the collaboration between the University and the industry and improving the qualified human resources to be employed, are determined with the recommendation of the Rector and the approval of the Chairman of the Board of Trustees.

(2) New academic and administrative offices can be established with the recommendation of the Rector, the approval of the Senate, and the approval of the Chairman of the Board of Trustees.

(3) Duties and working principles of administrative departments and policy development and implementation offices are determined by the Board of Trustees upon the recommendation of the Senate.

(4) The policy development and implementation offices at the University are as follows:

- a) Strategy Development, Standards, and Quality Assurance Office.
- b) International Affairs Office.
- c) Lifelong Education Center.
- d) Project Development and Management Office.
- e) Technology Transfer Office.
- f) Career Planning and Professional Training Office
- g) Business and Alumni Affairs Office.
- h) Entrepreneurship and Leadership Office.
- i) New Jobs and New Skills Office.

#### **Establishment and duties of boards, commissions, committees, councils, and clubs**

**ARTICLE 24** – (1) The boards, commissions, committees, councils, clubs, whose establishment, duties, and working principles are determined by the Senate, are as follows:

- a) Consultation and steering committee for the ecosystem of the University.
- b) Executive committee.
- c) Committee for the recognition and transfer of prior learning.
- d) Committee for learning management systems committee.
- e) Joint education committee.
- f) Individual learning support committee.
- g) Entrepreneurship and leadership committee.
- h) Joint degree programs committee.
- i) Committee for the students with scholarships.
- j) The student council.
- k) Student clubs.
- l) Curriculum committee.
- m) The steering committee for research and projects.
- n) Research, project, publication, and community activity promotion committee.
- o) The preliminary review committee for the appointment and promotion of academic staff.
- p) Performance evaluation committee for academic staff.
- q) Board of equal opportunity and ethical affairs.
- r) Human Resources Committee
- s) Committee for the appointment and promotion of staff.
- t) Performance evaluation committee for administrative staff
- u) Application and complaint monitoring committee.
- v) Website monitoring committee.



- w) Committee for business development and collaboration with stakeholders.
- x) Clusters committee.
- y) Digital agenda committee.
- z) European Higher Education Area harmonization committee
- aa) Quality assurance and accreditation committee.
- bb) Internal control and internal audit committee.
- cc) Exchange programs committee.
- dd) Committee for the disadvantaged.
- ee) Information management committee.

(2) The Rector may establish study groups and assign academic and administrative staff to assist in the execution of the activities carried out by the boards, commissions, committees, councils, and clubs.

(3) New academic and administrative offices can be established with the recommendation of the Rector and the approval of the Senate.

(4) The establishment, duties, and working principles of the boards, commissions, committees, councils, and clubs are determined by the Senate.

### **Research and development projects, consultancy, and solution partnership services**

**ARTICLE 25** – (1) Projects, research, development services, education, investigations, opinions, expertise, and other services to be requested from the University and affiliated departments by other higher education institutions, public research institutions, or persons and institutions outside higher education institutions are subject to the directive to be determined by the University Board and approved by the Board of Trustees.

(2) Applications made by the lecturers and research/project staff to provide consultancy services inside and outside the University of requests from inside and outside the University in this regard are evaluated within the framework of the directive mentioned above.

(3) The method of distribution concerning all kinds of fees and incomes received in return for projects, R&D, training programs, inspections, opinions, expertise, consultancy, and similar services among the University, teaching staff, or research/project staff is regulated in the directive mentioned above.

(4) The mechanisms to be established and tools required for developing the R&D capacity of the University, to strengthen the cooperation with the industry, and to increase the research, project, and publication performance are designed to support this capacity in connection with the departments of the University and the institutions of which it is a stakeholder.

(5) Administrative and financial organizations can be held and other measures can be taken to build the effectiveness and product-oriented R&D structure of the University.

### **Scientific supervision and evaluation of academic performance**

**ARTICLE 26** – (1) Scientific supervision of the lecturers is carried out based on education, scientific research, publication, seminars, and activities specified in this Regulation.

(2) The head of the department presents the report stating the education and research activities of the department in the past year and the work plan for the next year to the affiliated Dean, or the Director of the Institute or Vocational School at the end of each academic year. The Dean or the Director of the Institute or Vocational School presents the reports to the Rector by including their evaluation. The Rector takes the necessary measures by evaluating the reports and opinions, discusses the insufficiencies at the University Board along with his/her evaluations, and recommendations, and presents them to the Board of Trustees.

(3) The quality of the decision-making, implementation, feedback, and supervision functions of the University are improved by conducting surveys, focus group interviews, and other survey techniques for academic staff, students, and administrative staff.

(4) Each academic staff member reports his/her activities concerning education, research and projects, publications, symposium/congress presentations, training support duties, on-the-job training duties, management duties, commission, board, and working group memberships, consultancy, and other similar activities within the month following the end of the academic year to the department concerned with quality assurance through the director of the department s/he is affiliated with. For the academic staff, who has failed to submit their file, which will be the subject of the annual performance

evaluation, the performance evaluation is considered unsuccessful. The criteria for the performance evaluation of academic staff are determined by the Senate and approved by the Board of Trustees.

### **Calculation of the instructor workload within the concept of the university of the industry**

**ARTICLE 27** – (1) Weekly course loads of academic administrators and academic staff comply with the provisions of Law No. 2547. Workloads of lecturers and research/project staff in the departments of the University are determined by considering the following: lecturing, providing academic support to students in need, on-the-job training, and internships, taking part in the laboratory, project preparation, and implementation, R&D, publications, research, thesis consultancy services, consultancy, and solution partnership services to stakeholder organizations, social services, and policy development, assignments in the implementation offices, boards, commissions, committees, and study groups, and other duties assigned by the administration. The minimum course load and workload of the lecturers and research/project staff at the University are determined by the directive to be prepared by the Senate and approved by the Board of Trustees.

### **Quality assurance and accreditation**

**ARTICLE 28** – (1) In the formal and non-formal education programs, research-publications, projects, relationships with the industry, and social services, quality assurance is ensured based on the regulations of the Higher Education Quality Board, international norms, and the regulations of the Board of Trustees and the Senate.

(2) It is essential to obtain accreditation services from authorized institutions for the accreditation of the programs at the University in line with the preliminary evaluation of the accreditation committee of the University.

## **PART FIVE**

### **Administrative Departments, Consulting, and Audit**

#### **Establishment and duties of administrative units**

**ARTICLE 29** – (1) Establishment and duties of administrative units at the University are regulated according to the Decree-Law on the Administrative Organization of the Supreme Institutions of Higher Education and Higher Education Institutions dated October 7<sup>th</sup>, 1983 and numbered 124, and each department performs the duties specified in this Decree.

(2) The Rector may assign the policy development and implementation offices and the board/commission/study groups to the responsibility or coordination of the vice-rectors or academic staff, taking into account the duties and functions of the administrative units.

(3) New departments and offices may be added to the administrative organization of the University or existing departments and offices may be removed with the recommendation of the Senate and the approval of the Board of Trustees, when necessary. A maximum of three Deputy Secretary Generals may be appointed to assist the Secretary-General in their duties.

(4) Administrative organization of the University is composed of the following departments:

- a) General Secretariat
- b) Office of the Rectorship Private Secretary.
- c) Department of Human Resources.
- d) Department of Financial Services.
- e) Registrar's Office.
- f) Department of Support Services.
- g) Department of Information Management.
- h) Department of Media and Public Relations and Publicity.
- i) Department of Library and Documentation.
- j) Department of Health, Culture, and Sports.
- k) Department of Construction and Technical Affairs
- l) Faculty Secretariat
- m) Institute Secretariat.
- n) Vocational School Secretariat.
- o) Department of Revolving Fund Management

- p) Department of Occupational Health and Safety

### **Appointment of administrative staff**

**ARTICLE 30** – (1) The administrative staff of the University are selected by the Rector, their contracts are prepared, and they are assigned to the University staff, upon the recommendation of the Rector and the approval of the Chairman of the Board of Trustees. The Secretary-General and directors of other administrative departments and policy development and implementation offices are appointed by the Rector with the approval of the Chairman of the Board of Trustees, taking the opinion of the University Board, and they may be dismissed according to the same procedure. The appointment, promotion, and relocation of the administrative staff are carried out according to the Directive prepared by the University Senate and approved by the Board of Trustees.

### **Secretary-General**

**ARTICLE 31** – (1) The administrative departments of the University are under the coordination and responsibility of the General Secretariat. The Secretary-General is responsible to the Rector for the work of the administrative organization and works under the Rector.

(2) The administrative staff and working principles at the University are regulated by the Rector within the framework of the relevant legislation and are implemented with the approval of the Board of Trustees.

(3) The main duties of the Secretary-General are as follows:

- a) To ensure that the administrative units of the University work effectively, efficiently, and in harmony.
- b) To carry out the decisions taken by the Board of Trustees, University boards, and the Rectorate on administrative and financial matters.
- c) To act as a reporter in the University boards without participating in voting, to ensure that the decisions taken in these boards are written, preserved, and archived.
- d) To carry out the correspondence of the Rectorate, to organize the protocol, visits, and ceremonial affairs.
- e) To convey the decisions taken by the Board of Trustees and the University boards to the relevant departments of the University.
- f) To perform other duties assigned by the Rector.

### **Disciplinary and penal procedures**

**ARTICLE 32** – (1) Disciplinary and criminal matters concerning the academic and administrative staff are proceeded according to Article 53 of Law No. 2547.

### **Personal rights**

**ARTICLE 33** – (1) Concerning the personal rights of the academic and administrative directors of the university, academic and administrative staff, and other officials, the provisions of the Labor Law dated May 22<sup>nd</sup>, 2003 and numbered 4857 are implemented for the matters not included in this Regulation, and the relevant general provisions are implemented for the matters not included in the specified Law.

(2) The staff appointed by promotion or change of title are entitled to their new wages as of the beginning of the month following the date of approval of the change.

(3) Recruitment fees and the subsequent increases concerning the academic and administrative staff are regulated in the directive on the appointment, promotion, and performance evaluation of academic and administrative staff approved by the Board of Trustees.

### **Personal Files**

**ARTICLE 34** – (1) Personal files of academic and administrative staff and other staff employed at the University are maintained according to the directives concerning the performance evaluation of academic and administrative staff. These files are considered in all kinds of assignments, promotions, acquisition of academic titles, and other procedures concerning the staff.

### **Orientation of training for the recruited staff of the University**

**ARTICLE 35** – (1) New staff members recruited in the University are provided with orientation training within the framework of the directive to be determined by the Senate, and the governance and operating philosophy of the University are introduced.

### **Leaves**

**ARTICLE 36** – (1) Procedures concerning the leaves are carried out in accordance with the provisions of Law No. 4857. Nevertheless, regardless of the limitations concerning the annual leave stipulated in Article 53 of the Law, a maximum of 30 days of paid leave per year can be granted to the academic staff to be used during the breaks. Other permissions of academic and non-academic staff are carried out within the framework of this Regulation.

(2) The Rector obtains the permissions from the Chairman of the Board of Trustees, and the other administrators obtain their permission from the Rector through hierarchical succession.

(3) All staff employed at the University may leave their duties with the permission of the first disciplinary chief to whom they are affiliated.

### **Advisory and supervision departments**

**ARTICLE 37** – (1) The advisory and supervision departments of the University are as follows:

- a) University Ecosystem Advisory and Steering Committee.
- b) Department of Legal Consultancy
- c) Office of Internal Supervision and Audit.

### **University Ecosystem Advisory and Steering Committee**

**ARTICLE 38** – (1) University Ecosystem Advisory and Steering Committee performs its duties according to paragraph (f) of Article 44 of Law No. 2547 and the provisions of the Regulation on Establishment of Advisory Boards in Higher Education Institutions published in the Official Gazette dated October 8<sup>th</sup>, 016 and numbered 29851.

(2) University Ecosystem Advisory and Steering Committee is formed to serve the purpose of making recommendations concerning the sustainability and effective realization of the activities of the University including education, research-project, collaboration with the industry and community services, contributing to the development of the University, and helping to strengthen the ties with other stakeholders, especially the industrial sector.

## **PART SIX Education**

### **Formal and non-formal education**

**ARTICLE 39** – (1) In the University, formal education is carried out in the associate, undergraduate, and graduate degree programs.

(2) The principles regarding formal and non-formal education and the qualifications attained are determined by the regulations and directives prepared by the Senate.

(3) Educational activities, which remain outside the diploma programs and are concluded with a certification, have to meet the conditions of the qualifications framework, quality assurance, and recognitions and be listed in the national qualifications database. The Senate determines the necessary procedures and principles for the conduct of document-based educational activities at the University within this framework.

### **Graduate profile**

**ARTICLE 40** – (1) The University develops tools and establishes mechanisms to ensure that the graduates of the different degree programs have gained the following qualifications according to their degrees of education:

- a) Communicating effectively and positively with individuals, being familiar with etiquette.
- b) Abstract reasoning, critical thinking, and analytical skills.
- c) Target setting and prioritization.
- d) Leadership and teamwork skills.
- e) Organization/time management skills.

- f) Academic writing and presentation skills.
- g) Assertiveness and entrepreneurship.
- h) Accessing and analyzing information.

### **Recognition of prior learning**

**ARTICLE 41** – (1) Recognition and transfer of knowledge, skills, and qualifications acquired by different means are carried out within the framework of the European Higher Education Area approach and national regulations and in accordance with the procedures and principles to be determined by the Senate with a participatory approach.

### **Prioritizing the gaining of professional competence in education programs**

**ARTICLE 42** – (1) The formal and informal education programs of the University have to include the training content, which forms the basis of professional competence documents required after graduation.

### **Lifelong learning and its relationship with the certificate and diploma programs**

**ARTICLE 43** – (1) The Senate determined the principles and procedures within the framework of the lifelong learning approach to enable graduates to develop and update their knowledge, skills, and competencies.

### **On-the-job training**

**ARTICLE 44** – (1) In the University, the education program is based on the skill-oriented approach, and priority is given to on-the-job training. The Senate determines the procedures and principles concerning the design and execution of curricular and extracurricular training programs and activities accordingly.

### **Innovation, entrepreneurship, leadership, and preparation for the business world**

**ARTICLE 45** – (1) With the Directive to be issued by the Senate, mechanisms, and tools are designed for the development of innovation, entrepreneurship, leadership skills, and competencies within or in addition to the curriculum to enable students to graduate as competitive, innovative, and dynamic individuals with advanced professional skills.

### **Education periods**

**ARTICLE 46** – (1) In the University, education is carried out in two semesters, and a summer school is opened. Education may be offered in three semesters within a year for some or all departments with the recommendation of the Senate and the approval of the Board of Trustees and Council of Higher Education.

### **Medium of instruction**

**ARTICLE 47** – (1) The medium of instruction is English in the graduate degree programs and Turkish in the vocational schools within the University. Some of the associate, undergraduate, and graduate degree programs can be partially taught in English upon the reasoned decision of the Senate, the recommendation of the Rector, the decision of the Board of Trustees, and the approval of the Council of Higher Education. It is ensured that the proficiency levels of graduates in English are B1 level for programs offered partially in English and B2 for programs offered completely in English according to the levels specified in the Common European Framework of Reference for Languages (CEFR). Therefore, it is ensured that graduates can use English for understanding what they read and hear in their daily life and at work, translate texts into Turkish, and express themselves in writing and verbally.

(2) English resources, especially the textbook, may be used in departments, and tasks such as homework, reports, and projects may be requested to be performed and prepared in English, provided that the students have completed the English preparatory year. The University encourages students to learn a second foreign language and prepares programs accordingly.

### **Joint degree, double major degree, and joint campus**

**ARTICLE 48** – (1) The University prioritizes joint degree, double major degree, and joint campus initiatives with higher education institutions within the framework of the procedures and principles



determined by the Senate, and encourages students and participants in education programs to have national and international mobility experience.

### **Stakeholder engagement**

**ARTICLE 49** – (1) The University has to ensure the active participation of industrialists, businessmen, students, graduates, and the other stakeholders in the decision-making, implementation, and review processes of the activities of the University, particularly in the preparation of the curriculum for the education programs, and the University boards establish mechanisms and develop tools accordingly.

### **Student Admission**

**ARTICLE 50** – (1) Citizens of the Republic of Turkey are placed to associate and undergraduate degree programs by the Assessment, Selection, and Placement Center through a centralized system.

(2) Students are admitted to some special programs determined by the Council of Higher Education through the pre-registration system according to the results of the student selection exam or the results obtained from the evaluation of the student selection exam and the special skills exam to be held by the University.

(3) Students are admitted to graduate education programs in accordance with the provisions of the OSTİM Technical University Regulation on Graduate Education and Examinations.

(4) International students are admitted according to their high school diplomas, results of the international student exam, and exams with international recognition within the framework of the International Student Directive.

(5) Students enrolled in other higher education institutions are admitted within the framework of Regulation on the Principles of Transfer Between Associate and Undergraduate Degree Programs in Higher Education Institutions, Double Major, Minor and Interinstitutional Credit Transfer published in the Official Gazette dated April 21<sup>st</sup>, 2010 and numbered 27561 and the decisions to be taken by the Senate.

### **Discipline and penalty procedures for students**

**ARTICLE 51** – (1) Discipline and penalty procedures concerning the students are carried out according to Article 54 of Law No. 2547.

### **Psychological counseling and guidance center**

**ARTICLE 52** – (1) Psychological counseling and guidance services are offered to the students and staff to ensure that they know themselves, make sound decisions, attain problem-solving and communication skills, increase course success, make maximum use of the facilities of the University, adapt to life at the University, and assist them in social, emotional, cognitive, and career development.

### **Directorate of foreign languages school**

**ARTICLE 53** – (1) Foreign language education is offered in preparatory education programs to the students, who have enrolled in a program with a preparatory year and failed in the language proficiency exam to ensure that they attain the knowledge and skills needed to use the foreign language effectively both during their academic studies and in business and social environments. Students enrolled in programs where the education is entirely in Turkish may also participate in the foreign language preparatory program in case they request.

### **Department of common courses**

**ARTICLE 54** – (1) Department of Common Courses develops the competencies of students at an international level by offering various courses planned within the framework of the OSTİM Technical University concept, such as design, technology, algorithm and coding, entrepreneurship, along with mathematics, physics, chemistry, statistics, history, Turkish and other basic courses.

### **Social services**

**ARTICLE 55** – (1) The University provides guidance services to its students in terms of psychological counseling, career planning, and leisure time activities. The University opens reading halls, shelters, medico-social centers, canteens, cafeterias, and restaurants, meeting halls, movie theaters and theater

halls, gymnasiums and fields, postal centers, bank branches, and camping sites within the budgetary possibilities, and signs collaboration, partnership, and service procurement contracts in these fields as a party.

(2) The University collaborates with private and public institutions, provides students with on-the-job training and internship opportunities, and assists them for employment.

## **PART SEVEN**

### **Miscellaneous and Final Provisions**

#### **Financial provisions**

**ARTICLE 56** – (1) The Board of Trustees and the Rectorate strive to provide new and efficient financial resources to increase the revenues of the University. The University gains income from the following resources:

a) The University benefits from the financial facilities, exemptions, and exceptions outlined in Article 56 of Law No. 2547.

b) The spending authority of the University is the Chairman of the Board of Trustees. The Chairman of the Board of Trustees may delegate this authority to the Rector to a certain extent by taking the opinion of the Board of Trustees.

c) The University gains income from the following resources:

1) Donations, aids, and commitments to be made by the Founding Foundation.

2) Revenues to be obtained from the projects, R&D, public continuous training, inspection, opinion, consultancy, expertise, and similar services.

3) Revenues to be obtained from publication and sales.

4) Revenues to be obtained from businesses to be established by the University and from participation in established businesses.

5) Revenues to be obtained from training, implementation, and technology centers.

6) Fees to be collected from students,

7) Aids to be obtained from the state budget or other public institutions and organizations.

8) R&D project funds to be obtained from domestic and foreign public and private sector organizations.

9) Donations, bequests, and other incomes.

(2) The approval of the Board of Trustees is required for donations, aids, and bequests to be made to the University or its departments.

#### **Management of facilities**

**ARTICLE 57** – (1) The venues that can serve as a restaurant, cafeteria, canteen, and similar facilities within the University, and health facilities and other facilities that may be established to develop the University may be leased to operators with the decision of the University Board and the approval of the Chairman of the Board of Trustees.

(2) The University may also manage its facilities jointly with the participation of other enterprises. The principles to be followed in the management of these facilities come into force with the recommendation of the University Board and the approval of the Board of Trustees.

#### **Purchases, sales, constructions, repairs, and rentals**

**ARTICLE 58** – (1) The purchases, sales, constructions, repairs, and rentals of the University are carried out according to the provisions of the Procurement and Tender Regulation approved by the Board of Trustees.

#### **Spending authority and financial audit**

**ARTICLE 59** – (1) Financial audit of the University is carried out by the Board of Trustees, the Council of Higher Education, and other relevant institutions.

(2) The authority to authorize spending within the determined limits is vested in the Rector upon the approval of the Board of Trustees.

(3) Statements indicating the realized income and expenses of the university budget are prepared at the end of each year and submitted to the Board of Trustees together with the income and expense documents. These are examined if any, the necessary procedures are completed, compliance is achieved, decisions are taken, and they are archived to be ready for audit.

(4) A copy of the detailed budget of the University approved by the Board of Trustees, the principles concerning the implementation of the budget, and the decisions of the Board of Trustees indicating the authorities regarding expenditure are submitted to the Council of Higher Education.

(5) Actual expenditures are duly examined and approved by the certified public accountant at the end of the fiscal year and submitted to the Council of Higher Education by the end of March of the following year at the latest.

### **Properties of the University**

**ARTICLE 60** – (1) The real estate belonging to the University is registered in the title deed on behalf of the University. All kinds of fixtures are recorded in the notary certified book of stock registry, the records are duly filed, and maintained in the electronic environment. This task is carried out by the department responsible for support services.

### **Bank accounts to deposit the income of the University**

**ARTICLE 61** – (1) All revenues of the University, including the money deposited in the University cashier, are deposited in banks in the accounts to be opened on behalf of the University, and maintained in these accounts. Budget expenses are paid from these accounts. Authority and execution shall comply with the provisions of this Regulation, which regulate the duties, powers, and responsibilities of the Rector.

### **Absence of provisions**

**ARTICLE 62** – (1) In cases where there is no provision in this Regulation, procedures are carried out according to the provisions of Law No. 2547, Law No. 4857, Regulation on Foundation Higher Education Institutions, and other relevant legislation, and the decisions of the Board of Trustees and University boards.

### **Transitional provisions**

**PROVISIONAL ARTICLE 1** – (1) In the period until the establishment of the boards mentioned in this Regulation, the decisions concerning the works and operations falling within the scope of the duties of the relevant boards are taken and implemented by the Rector, deans, directors, and other administrators.

(2) The works and procedures, which must be carried out within the period until the publication of this Regulation, are carried out within the framework of the legislation on higher education and principles of other general legislations.

### **Enforcement**

**ARTICLE 29** – (1) This Regulation shall enter into force on the date of publication.

### **Execution**

**ARTICLE 64** – (1) The provisions of this Regulation are executed by the Chairman of the Board of Trustees.

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