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| 26 August 2020 WEDNESDAY | **Official Newspaper** | No : 31225 |
|  | **REGULATION** |  |
| From Altınbaş University:**Altınbaş University Turkish and Foreign Language Teaching Application and Research Center Directive****CHAPTER ONE****Purpose, Scope, Basis, and Definitions****Purpose****Article 1 -** (1) The purpose of this directive is to regulate the principles regarding the objectives, fields of activity, management bodies, duties, and working methods of the Turkish and Foreign Language Teaching Application and Research Center of Altınbaş University.**Scope****Article 2 -** (1) This directive covers the provisions related to the objectives, fields of activity, management bodies, duties of the management bodies, and working methods of the Turkish and Foreign Language Teaching Application and Research Center of Altınbaş University.**Basis****Article 3 -** (1) This directive has been prepared based on subparagraph (2) of paragraph (d) of the first clause of Article 7 and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.**Definitions****Article 4 -** (1) In this directive, the following terms shall have the meanings ascribed to them:1. Center (DİLMER): Altınbaş University Turkish and Foreign Language Teaching Application and Research Center,
2. Director: The Director of the Center,
3. Assistant Director: The assistant director of the Center,
4. Rector: The Rector of Altınbaş University,
5. University: Altınbaş University,
6. Management Board: The Management Board of the Center.

**CHAPTER TWO****The Objectives and Fields of Activity of the Center****The Objective****Article 5 –** (1) The objective is to teach Turkish to foreign students coming from abroad to study at higher education institutions in Turkey, and to individuals who are not students at any educational institution but apply with the desire to learn Turkish. It aims to train academic staff in Turkey who will go abroad to teach Turkish, conduct necessary documentation and material studies, collaborate with relevant national and international institutions and organizations to carry out joint project activities, and ensure the sharing of accumulated knowledge through various events nationally and internationally.**The Fields of Activity of the Center** **Article 6 –** (1) The activity areas of the center are as follows:1. To teach Turkish and foreign languages, to promote Turkey, Turkey Turkish and Turkish culture within the scope of language teaching activities through face-to-face or distance education opportunities, and to open branches for this purpose in accordance with the relevant legislation.
2. To carry out joint education, practice, research and publication activities by working on the teaching of Turkish and foreign languages ​​with relevant public institutions and organizations, private sector organizations and relevant units of universities in Turkey within the framework of national and international bilateral agreements.
3. To carry out practices and research on the teaching of Turkish and foreign languages, to develop methods by preparing programs and to carry out joint studies with various institutions and organizations in the country and abroad on this subject.

d) To conduct comparative studies on the teaching of Turkish and foreign languages ​​in order to make the teaching of these languages ​​more efficient. e) To encourage practices and research on the teaching of Turkish and foreign languages, and to organize courses, seminars and meetings to announce the research conducted. f) To prepare distance education programs and exams for the purpose of popularizing Turkish and foreign language teaching, to implement them at home and abroad, to cooperate with various universities and language centers abroad. To ensure the exchange of students and faculty members and the sharing of educational tools.  |

 g) To prepare tools for teaching Turkish and foreign languages; To publish books, magazines, bulletins, projects, reports and brochures, and to open promotion tables at various fairs at home and abroad for this purpose.

h) To introduce Turkey and Turkish culture to foreigners, rewarding academic staff and students, making recommendations to relevant authorities for granting scholarships to students to encourage language learning.

i) To provide consultancy services and prepare language exams in line with the requests of institutions and organizations.

j) To prepare projects related to Turkish and foreign language teaching and to partner with national and international projects developed in this field.

k) To organize courses for higher education graduates in which technical and practical courses will be given on teaching Turkish to foreigners.

l) To organize social and cultural events and to create various study groups such as choirs, speech clubs and performances in order to enable foreign students learning Turkish at the center to meet and socialize with Turkish students.

m) To open Turkish and foreign language courses for all age groups.

 n) To organize courses to develop advanced language skills such as personal development, diction, body language, oratory, communication, advanced comprehension, advanced expression and speed reading in order to develop Turkish as a native language.

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**CHAPTER THREE**

**Mode of operation,** **Management Bodies and Duties**

**Mode of operation**

**Article 7–** (1) The Center carries out its activities through the Center and, if opened, branches affiliated to the Center.

**Management Bodies**

**Article 8 –** (1) The center consists of the following governing bodies:

1. Manager.

# Board of Directors.

**Director**

**Article 9 –** (1) The Director is appointed from among the teaching staff of the University by the Rector for a period of three years. The term of office of the Director who has completed his/her term may be extended by the same method.

1. To assist the Director in his/her work, two persons are appointed as deputy directors from among the University's teaching staff related to the Center's field of activity, upon the Director's recommendation and the Rector's approval, for a period of three years. The Rector may replace the deputy directors when necessary using the same method.
2. When the Director is not on duty, one of the deputy directors acts as his/her proxy. If the proxy continues for more than six months, a new Director is appointed. When the Director's term ends, the terms of the deputy directors also end.

**Duties of the Director**

**Article 10 –** (1) The duties of the Director are as follows:

1. To chair the Center and the Management Board and to implement the decisions taken by the Board,
2. To make the necessary assignments for the Center's work,
3. To oversee and supervise the work and responsibilities of all personnel at the Center and its branches,
4. To convey the general needs and related suggestions for the Center's research and application activities to the Rector.

(2) The Director is primarily responsible to the Rector for the representation of the Center, efficient use and development of teaching capacity, conducting educational, research, application, publication activities, and exams regularly, and supervising all activities and ensuring their outcomes.

**Management Board**

**Article 11 –** (1) Board of Directors; It consists of a total of five people, under the chairmanship of the director, deputy directors and three members from among the salaried faculty members of the University related to the field of activity of the Center, appointed by the Rector for three years upon the recommendation of the Center Director. A member whose term has expired may be reappointed. A new member is appointed to replace the member who resigns for any reason, using the same procedure, to complete the remaining term.

(2) The Board of Directors meets at least once a month, normally and extraordinarily when necessary, upon the call of the Director, by absolute majority, and makes decisions by majority vote. In case of equality of votes, the majority is deemed to be achieved in the direction of the vote cast by the Director. A member who does not attend three consecutive Board of Directors meetings without an excuse and does not provide a written reason will automatically lose his membership in the Board of Directors.

# The duties of Management Board

**Article 12 –** (1) The duties of the Board of Directors are as follows:

1. To meet at least once a month and make decisions on issues related to the activities and management of the Center.
2. To examine the Director's proposals on issues related to the identification and appointment of the staff to be assigned to the Center and to submit them to the Rector.
3. To determine the principles regarding the preparation of the activity report to be prepared by the Center Director at the end of each activity year and to prepare the work program for the next year and submit it to the Rector.
4. To evaluate and decide on the requests of center staff regarding training, practice, research, consultancy and publication, and to decide on the organization of in-service training programs.
5. When necessary, to establish temporary working groups regarding the activities of the Center, organize their duties and submit them to the Rector.
6. To determine the principles regarding the establishment and operation of the central units and to submit them to the approval of the University Board of Directors.
7. To determine the procedures and principles regarding the opening and closing of units affiliated to the center and to submit them to the Rector's approval.
8. To determine the principles and procedures of studies to be carried out jointly with domestic and international public and private organizations.
9. To approve the work program presented by the Director regarding the activities of the Center in the next year and to submit it to the Rector.
10. To evaluate and decide on the issues brought by the Director regarding the management of the Center.
11. To present the personnel and funding needs of the center to the Rector.

**CHAPTER FOUR**

**Various and Final Provisions**

**Department Heads and Their Duties**

**Article 13 –** (1) Departments are formed for the implementation of educational and training activities related to Turkish and other languages taught at the Center, based on the number of students and the variety of languages to be taught. Department heads are appointed for these departments. The principles related to the establishment of these units are determined by the Management Board.

(2) Department heads are appointed for a period of three years from among the teaching staff of the relevant language or languages by the Director. A department head whose term has ended may be reappointed by the same method. The department head may appoint two assistants from among the teaching staff in his/her department for a period of three years with the Director's approval.

(3) The duties of the department heads are as follows:

* 1. To plan education and training related to the department in the central branches, to organize and monitor scientific studies.
	2. To inform, guide and assign faculty members about developments, to determine technical principles related to education such as preparation of exam questions and measurement-evaluation, and to supervise practices.

c) To carry out joint studies with central units, to take part in the preparation of teaching materials, to organize and carry out in-service training activities.

d) To supervise the educational activities related to his/her own unit and to monitor the success of the faculty members.

(4) Department heads are directly responsible to the Director for the programming and implementation of these studies.

**Secretary of the Language Center**

**Article 14 –** (1) The Secretary of the Language Center is appointed by the Rector upon the recommendation of the Director. The term of office of the Language Center Secretary is three years.

(2) The duties of the Language Center Secretary are as follows:

1. To head the administrative affairs of the Center and be responsible to the Director
2. To employ the necessary number of personnel for office and internal service duties and assign tasks among them with the Director's approval
3. To conduct internal and external correspondence of the department

d) To attend Management Board meetings without voting rights and act as a rapporteur; to ensure that the decisions made are written, communicated, and stored.

**Personnel Needs**

**Article 15 –** (1) The academic, technical, and administrative personnel needs of the Center are met by the personnel assigned by the Rector in accordance with Article 13 of Law No. 2547.

**Spending Authority**

**Article 16 –** (1) The spending authority of the Center is the Rector. The Rector may delegate this authority to the Director.

**Provisions Not Included**

**Article 17 –** (1) In cases where there are no provisions in this directive, the relevant provisions of other legislation shall apply.

**Enforcement**

**Article 18 –** (1) This directive comes into force on the date of its publication.

**Execution**

**Article 19 –** (1) The provisions of this directive are executed by the Board of Trustees of Altınbaş University.