

From Beykoz University:

MAIN REGULATION OF BEYKOZ UNIVERSITY
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CHAPTER ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the principles regarding the management, operation and duties of the academic and administrative units of Beykoz University.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions regarding the management of Beykoz University, its academic and administrative bodies, the duties of these bodies and financial matters.

Basis

ARTICLE 3 – (1) This Regulation has been prepared based on the Higher Education Law No. 2547 dated 4/11/1981 and the additional article 168 of the Higher Education Institutions Organization Law No. 2809 dated 28/3/1983.

Definitions

ARTICLE 4 – (1) The phrases used in this regulation correspond to the following definitions:

- a) Chairman: The Chairman of the Board of Trustees of Beykoz University,
- b) Unit manager: The directors of the administrative units under the General Secretariat,
- c) Department: Departments in the academic units of the University,
- ç) Head of Department: Heads of departments,
- d) Secretary General: Secretary General of Beykoz University,
- e) Dean: Deans of faculties,
- f) Institute: Institutes of the University,
- g) Faculty: Faculties of the university,
- ğ) Faculty board: Faculty boards of faculties,
- h) Faculty board of directors: Administrative boards of faculties,
- ı) Center: Application and research centers of the university,
- i) Vocational school: Vocational schools of the university,
- j) Director: The directors of the university's schools, vocational schools, institutes, application and research centers,
- k) Board of Trustees: Beykoz University Board of Trustees,
- l) Teaching staff: Faculty members, lecturers, instructors and teaching assistants who teach at the University,
- m) Program: Programs in the academic units of the university,
- n) Rector: Rector of Beykoz University,
- o) Senate: Beykoz University Senate,
- ö) University: Beykoz University,
- p) Foundation: Turkish Logistics Research and Training Foundation,
- r) Foundation Board of Directors: The Board of Directors of the Turkish Logistics Research and Education Foundation,
- s) YÖK: Council of Higher Education,
- ş) Board of Directors: Beykoz University Board of Directors,

t) School: Refers to the schools of higher education of the University.

CHAPTER TWO

Board of Trustees

Principles regarding the Board of Trustees

ARTICLE 5 – (1) The Board of Trustees is the highest decision-making body of the University and represents the legal entity of the University. The University is managed by the Board of Trustees in accordance with the provisions of this Regulation and other relevant legislation.

(2) The Board of Trustees consists of at least seven persons elected by the Board of Directors of the Foundation by a majority of votes, who have the conditions and qualifications stipulated in the relevant legislation. The members of the Board of Trustees must have the qualifications to be civil servants, except for age restrictions, and at least two-thirds of them must have undergraduate higher education. Faculty members working at state universities may serve on the Board of Trustees provided that they have obtained the necessary permission from their universities. The number of the chairman and members of the Board of Directors of the Foundation and their first-degree blood relatives, in-laws and spouses who will serve on the Board of Trustees cannot exceed two. Decisions on how many members the Board of Trustees will consist of, but not less than seven people, whether other qualifications will be sought in addition to the conditions of being a civil servant and having higher education, and the procedures and principles regarding the election, as well as the elected or resigned chairman and members, shall be notified to YÖK within one month at the latest. The Board of Trustees may delegate its powers to the Chairman of the Board of Trustees to the extent and for the period it deems appropriate.

(3) The term of office of the members of the Board of Trustees is four years. Members whose term expires may be re-elected. In the event that a member's term expires or leaves for other reasons, a new member is elected to complete the remaining term. Members of the Board of Trustees other than the Rector may be dismissed by the decision of the Board of Directors of the Foundation during their term of office.

(4) A member of the Board of Trustees who fails to attend two ordinary or extraordinary meetings held within one year without presenting a valid excuse shall automatically cease to be a member. A new member shall be elected by the Board of Directors of the Foundation in place of the member whose membership expires for any reason.

(5) The Rector is a natural member of the Board of Trustees, but cannot attend the meeting on matters related to himself and cannot be elected as the Chairman or Vice Chairman of the Board of Trustees at the same time.

(6) The Board of Trustees convenes with the absolute majority of the total number of members and takes its decisions with the majority of the votes of those attending the meeting. Abstentions cannot be used in voting. In case of equality of votes, the majority in favor of the Chairman's vote shall be deemed to have been achieved. The decisions of the Board of Trustees are duly written in the decision book and signed by the chairman and members. The rapporteur of the Board of Trustees shall be the member designated by the Chairman.

(7) Membership of the Board of Trustees is honorary; however, with the decision of the Board of Directors of the Foundation, members of the Board of Trustees may be entitled to attend meetings, travel and attendance fees. The amount to be given cannot exceed the salary stipulated for the members of the Council of Higher Education in Article 6 of Law No. 2547 for each meeting they will attend, not exceeding twelve in a year. The Chairman and members of the Board of Trustees shall not receive any other payment. However, in order to fulfill the various services and duties of the University, the expenses of the Chairman and members of the Board of Trustees for their missions in Turkey and abroad are paid.

(8) The Board of Trustees convenes at least four times a year. The Chairman may call

the Board of Trustees for a meeting when deemed necessary. The Rector may ask the Chairman to call the Board of Trustees for a meeting. The agenda and time of the meetings shall be announced to the members at least one day before the meeting date.

(9) The Board of Trustees may establish an Advisory Board to conduct research and studies, to give opinions and make suggestions to the Board of Trustees and the authorized bodies of the University spontaneously and upon request in order to ensure the development of the University in accordance with the understanding and methods of education and training and scientific research, and to carry out research and publication activities at national and international levels for this purpose. With the majority decision of the Chairman or the Board of Trustees, persons from within or outside the University may be appointed as advisors to the Board of Trustees on matters requiring special knowledge. These advisors may serve on the Board of Trustees and attend meetings without the right to vote.

Duties of the Board of Trustees

ARTICLE 6 – (1) The duties of the Board of Trustees are as follows:

- a) To take the necessary regulatory actions on matters within the authority of the Board of Trustees in accordance with Law No. 2547,
- b) To determine the strategies, principles, policies and plans that ensure the functioning and management of the University,
- c) To take decisions by examining the proposal of the Senate on the establishment of faculties, institutes, schools, preparatory schools and vocational schools, application and research centers, training centers, technoparks and similar units and academic units constituting faculties and/or schools, opening, closing and merging associate, undergraduate and graduate programs at the University,
- ç) To take the principle decisions deemed necessary to achieve the objectives determined by the Foundation in line with the relevant legislation, to supervise whether the higher education activities at the University and its affiliated units are carried out in accordance with the legislation and these principle decisions,
- d) To supervise the academic and administrative activities of the University,
- e) To carry out the necessary work to raise funds for the University,
- f) To approve the budget of the University, to supervise the implementation, to manage movable and immovable assets, to accept or reject donations, to carry out credit transactions required by the University's activities,
- g) To determine the tuition fees to be charged to the students, their payment methods and times, and the fees to be paid to the teaching staff and other employees,
- ğ) To submit to YÖK the student and scholarship quotas to be determined according to the procedures and principles set out in the relevant legislation and this Regulation,
- h) To define academic and administrative duties within the framework of the relevant legislation,
- i) To elect the Chairman of the Board of Trustees and delegate authority to the Chairman,
- ı) To appoint and dismiss the Rector, deans, directors of institutes, schools and vocational schools, and to approve the contracts of academic staff in accordance with the procedure stipulated in the relevant legislation and this Regulation,
- j) To promote the activities and services carried out by the University,
- k) To determine expenditure procedures, signature and representation authorities,
- l) To evaluate and approve the cooperation protocols to be made by the University with other higher education institutions in Turkey and abroad and to be submitted to the approval of YÖK,

- m) To make the necessary arrangements regarding the administrative organization,
 - n) To represent the legal entity of the University,
 - o) With the approval of the Board of Directors of the Foundation, to establish advisory boards, honor boards and executive boards and to determine the principles regarding the work of these boards,
 - ö) To fulfill other duties assigned to it by the relevant legislation.
- (2) When necessary, the Board of Trustees may delegate its powers to the Rector to the extent and for the period it deems appropriate in accordance with the relevant legislation.

Chairman

ARTICLE 7 – (1) The Board of Trustees elects a chairman from among its members for four years. The chairman whose term of office expires may be re-elected. The Chairman is the expenditure authority of the University and represents the Board of Trustees.

(2) The Chairman, together with the Rector, supervises the academic and administrative activities of the University and prepares the budget of the University and submits it to the approval of the Board of Trustees. He/she executes and follows up the decisions taken by the Board of Trustees.

(3) The Chairman shall appoint at least one member as vice-chairman. When the Chairman is absent from his/her duty, one of his/her vice-chairmen shall deputize him/her.

CHAPTER THREE

Academic Organization, Administrators and Duties

Organs of the University

ARTICLE 8 - (1) The organs of the University are as follows:

- a) Rector,
- b) Senate,
- c) Board of Directors.

Rector

ARTICLE 9 - (1) The Rector shall be appointed in accordance with the provisions of Law No. 2547. The person to be appointed as rector must hold the academic title of professor and must not have reached the age limit specified in Law No. 2547. However, those appointed before the age limit specified in Law No. 2547 may continue to serve as rector until the end of their term of office. The Rector whose term of office expires may be reappointed.

(2) In the event that the Rector resigns from his/her position for any reason, the Board of Trustees shall propose a professor who meets the criteria for the Rectorate to the Council of Higher Education to be the acting Rector until the new Rector is appointed. After receiving the positive opinion of YÖK, he/she is appointed as the acting Rector.

(3) The Rector shall select up to three people from among the tenured professors of the University to assist him/her in his/her work as Vice Rectors and submit them to the approval of the Board of Trustees. The number of vice-rectors shall be determined by the Board of Trustees. When the duty of the Rector ends, the duty of the Vice Rectors also ends. Vice Rectors may be dismissed in accordance with the procedure for their appointment.

(4) The Rector shall leave one of his/her deputies in charge when he/she is absent from his/her duty. If the period of deputizing the Rector lasts more than six months, a new Rector shall be appointed.

(5) The Rector represents the legal entity of the University under the instruction of the Chairman when necessary.

Duties of the Rector

ARTICLE 10 – (1) The Rector is primarily authorized and responsible for planning, conducting and developing the education and training activities of the University and the units affiliated to the University in line with the mission and vision of the University, providing the necessary social services to the students, planning and conducting education, scientific research and publication activities, supervising and supervising academic and administrative processes, taking security measures at the University when necessary, monitoring and controlling all transactions and taking the results.

(2) The duties of the Rector are as follows:

a) Without prejudice to the duties and powers of the Board of Trustees and the Chairman, to exercise the powers and fulfill the duties assigned to him by the relevant legislation as the highest level manager of the University organization

b) To chair the University boards, to implement the decisions of higher education higher institutions, to examine and decide on the proposals of the University boards and to ensure regular work among the academic and administrative units affiliated to the University,

c) At the end of each academic year and whenever necessary, prepare activity reports on the University's education, scientific research and publication activities, and submit them to the Board of Trustees and the Council of Higher Education,

ç) To prepare the investment programs, budget and staffing needs of the University after receiving the opinions and suggestions of its affiliated units, the University Executive Board and the Senate, and submit them to the Chairman of the Board of Trustees,

d) When deemed necessary, to change the positions of academic staff and other personnel working in the institutions and units constituting the University or to assign new duties to them,

e) To maintain general supervision and control over the University's units and personnel at all levels within the framework of universal academic principles, values, freedoms and relevant legislation,

f) To perform other duties assigned by the Board of Trustees in accordance with the provisions of Law No. 2547 and other relevant legislation.

(3) The Rector is primarily responsible to the Board of Trustees and the Council of Higher Education for the exercise of the powers and fulfillment of the duties set forth in this Regulation and for the transfer of these duties to the sub-units and for taking decisions regarding their supervision and control.

Senate

ARTICLE 11 – (1) The Senate is chaired by the Rector and consists of the Vice Rectors, Deans, one faculty member from each faculty to be elected for three years by their respective boards, and the directors of institutes and schools affiliated to the Rectorate. The Secretary General is the rapporteur of the Senate. The head of the student council may attend the Senate meetings without the right to vote on issues concerning students.

(2) In place of the members elected by the faculty boards, a faculty member is elected by the same procedure for three years.

(3) The Senate convenes at least twice a year. The Rector may call the Senate for an extraordinary meeting when deemed necessary.

Duties of the Senate

ARTICLE 12 – (1) The Senate is the highest academic decision-making body of the University and its duties are as follows

a) To take decisions on the principles of the University's education, scientific research and publication activities,

b) To prepare draft laws and regulations concerning the whole University or to give opinions,

- c) To prepare the regulations related to the University or the units of the University to be published in the Official Gazette after the approval of the Board of Trustees,
- ç) To decide on all education programs, syllabi, credit hour values, education and training processes, semester distributions and academic calendar of the University,
- d) To examine and decide on the annual education program and academic calendar of the University,
- e) To determine the criteria for promotion and appointment of academic staff,
- f) To award honorary academic titles that do not depend on an examination and to decide on the proposals of the faculty boards on this issue,
- g) To examine and decide on the objections to the decisions of the faculty, institute and school boards,
- ğ) To determine the method by which students will be admitted to associate, undergraduate, graduate, specialization and other education programs of the university,
- h) To propose quotas for education and training programs to the Board of Trustees, ı) Education and training programs such as dual, summer, night, distance and continuing education to the Board of Trustees and to determine the duration of these programs,
- i) To propose to the Board of Trustees the language of education that it deems appropriate to be used in its departments or programs in accordance with the relevant legislation,
- j) To examine and decide on the objections to the decisions of the faculty boards and the boards of institutes and schools affiliated to the Rectorate,
- k) To elect members to the University Executive Board,
- l) To fulfill the academic duties stipulated by Law No. 2547 and related legislation,
- m) To finalize the issues submitted by the Rector.

Board of Directors

ARTICLE 13 – (1) The Board of Directors is an auxiliary body to the Rector in the administrative activities of the University and is chaired by the Rector and consists of deans and three professors elected by the Senate for four years representing different units and staff of the University.

(2) The vice-rectors and the student council head may attend the meetings without the right to vote.

(3) The Secretary General attends the meetings without the right to vote and acts as the rapporteur of the Board of Directors. In the absence of the Secretary General, the Rector appoints the Deputy Secretary General or one of the members of the Board of Directors as the rapporteur.

(4) The Board of Directors convenes not less than once a month with the agenda prepared by the Rector.

(5) If the Rector deems it necessary, the relevant faculty members, student representatives and administrative personnel shall be appointed as members of the Board of Directors. meeting of the Board of Directors.

Duties of the Board of Directors

ARTICLE 14 – (1) The duties of the Board of Directors are as follows

- a) To assist the Rector in the implementation of the decisions of higher education supreme institutions, the Board of Trustees and the Senate in line with the plans and programs determined,
- b) To ensure the implementation of the activity plans and programs, to examine the investment programs and the draft budget by taking into consideration the proposals of the units affiliated to the University and to submit them to the Rectorate together with its own proposals,
- c) By taking the opinions of the relevant units, to determine the fees for services such as

- courses, seminars, projects and consultancy to be carried out by all units and centers affiliated to the University, as well as the manner and times of collecting these fees,
- ç) To decide on the domestic and international assignments of academic and administrative personnel, to determine the travel and allowances of the personnel to be assigned and submit them to the approval of the Board of Trustees,
- d) To act as the supreme disciplinary board of the University,
- e) To examine and finalize the objections to the decisions of the faculty, institute and school administrative boards,
- f) Determining the student registration and exam schedule within the framework of the academic calendar and submitting it to the Senate for approval,
- g) To determine the admission and enrollment conditions of students who will study at the University as special students within the framework of YÖK decisions and to decide on the admission of such students,
- ğ) To decide on the quotas for foreign students, vertical transfer and horizontal transfer and submit them to the Board of Trustees for approval,
- h) Decisions on other matters to be brought by the Rector regarding the administration of the University to get it,
- i) Within the framework of Law No. 2547 and related legislation, the Board of Trustees, Senate or to fulfill other duties assigned by the Rector.

Fakültelerin organları

ARTICLE 15 – (1) The organs of faculties are as follows

- a) Dean,
- b) Faculty board,
- c) Faculty executive board.

Dean

ARTICLE 16 – (1) The Dean is the representative and manager of the faculty and the units affiliated to the faculty. He/she is appointed for three years by the Board of Trustees upon the recommendation of the Rector from among the tenured professors of the University. The dean whose term expires may be reappointed by the same procedure. Deans may be dismissed in the same manner as they were appointed.

(2) The dean, with the approval of the Rector, may elect up to two people from among the permanent faculty members of the faculty as vice deans to assist him/her in his/her work. Vice deans may be appointed for a maximum of three years. In the event that the dean's term of office expires or he/she leaves his/her position in any way, the duties of the vice deans also expire. The Dean may dismiss his/her assistants when deemed necessary and with the approval of the Rector.

(3) In cases where the Dean is not in office, one of his/her deputies shall deputize him/her. If the deputization lasts more than six months, a new Dean is appointed.

Duties of the Dean

ARTICLE 17 - (1) The duties of the Dean are as follows

- a) To chair the faculty board and the faculty board of directors, to implement the decisions taken by these boards and to ensure orderly work among the units of the faculty,
- b) To ensure that the decisions taken by the authorized bodies of the University are implemented within the faculty,
- c) To report to the Rector about the general situation, functioning and needs of the faculty when requested by the Rectorate or when deemed appropriate by the Rectorate,
- ç) At the end of each academic year, determine the faculty's appropriation and staffing needs for the following year, and submit the proposal for the faculty budget to the

Rectorate after receiving the opinion of the faculty board of directors,
d) To exercise general supervision and control over the units of the faculty and the personnel at all levels of the faculty,
e) At the end of each academic year, prepare the annual syllabi of the faculty for the following year and submit them to the Rectorate to be discussed in the Senate,
f) To convene the faculty board and the faculty board of directors at the times stipulated in this Regulation and when deemed necessary,
g) To perform other duties assigned to him/her by the relevant legislation.
(2) The Dean is responsible to the Rector for the effective and efficient use and development of the teaching capacity of the faculty and its affiliated units, for providing education and training in the faculty and its affiliated units in line with the goals and objectives of the University and in accordance with the relevant legislation, for the orderly conduct of education and training, scientific research and publication activities, for ensuring coordination and cooperation among the teaching units of the faculty, and for fulfilling the duties assigned to him/her by the relevant legislation.
is primarily accountable to the Ministry of Finance.

Faculty board

ARTICLE 18 – (1) The faculty board, which is an academic body, consists of the heads of the departments affiliated to the faculty under the chairmanship of the dean and three faculty members to be elected from among the professors, two faculty members to be elected from among the associate professors, and one faculty member to be elected from among the assistant professors to serve for three years.

(2) The faculty board convenes at the beginning and end of each semester. The dean may call the faculty board for a meeting when deemed necessary.

(3) The faculty representative of the student council may attend the meetings upon the call of the dean in order to get his/her opinion on issues related to students.

(4) The vice dean and the faculty secretary may attend the faculty board meetings without voting rights.

(5) The faculty board is rapporteured by the faculty secretary or the vice dean, and in their absence, by the board member appointed by the dean.

(6) In cases deemed necessary, the dean may invite the relevant faculty members of the faculty to the meetings to express their opinions without the right to vote.

Duties of the faculty board

ARTICLE 19 – (1) The duties of the faculty board are as follows:

a) To decide on the education-training, scientific research and publication activities of the faculty, the principles, plans and programs related to these activities, and to prepare proposals for the faculty's education-training calendar to be put into effect with the decision of the Senate,

b) To evaluate the academic and educational activities of that semester at the semester-end meetings,

c) To make proposals to the Rectorate to be discussed in the authorized bodies on academic issues concerning the faculty,

ç) To elect members to the Senate and the faculty executive board,

d) To take decisions related to the faculty management on the issues proposed by the dean or the faculty board of directors,

e) To perform other duties assigned to it by the relevant legislation.

Faculty board of directors

ARTICLE 20 – (1) The faculty executive board is chaired by the dean and consists of a total of seven members, three professors, two associate professors and one assistant professor,

elected by the faculty board for three years.

(2) The faculty executive board convenes according to the calendar determined by the dean and upon the call of the dean.

(3) The vice dean and the faculty secretary may attend the faculty executive board meetings without voting rights.

(4) The faculty board of directors is rapporteured by the faculty secretary or the vice dean, if any, and in their absence by the board member appointed by the dean.

(5) The faculty executive board or the dean may invite the faculty members of the faculty and the faculty student council representative to the meetings to express their opinions without the right to vote.

Duties of the faculty board of directors

ARTICLE 21 – (1) The Faculty Executive Board is an auxiliary body to the dean in administrative activities and its duties are as follows:

- a) Assisting the dean in the implementation of the decisions of the Faculty Board,
- b) To ensure the implementation of the faculty's education and training, plans and programs and the academic calendar,
- c) To prepare the draft budget of the Faculty to be finalized and accepted by the University organs,
- ç) To take decisions on matters to be proposed by the Dean regarding the faculty management,
- d) To establish temporary working groups and education-training coordinators related to the activities of the faculty when deemed necessary and to organize their duties,
- e) To decide on the admission of students to the faculty, course adjustments and dismissals, and the procedures related to education and examinations,
- f) To perform other duties assigned to him/her by the relevant legislation.

Head of Department

ARTICLE 22 – (1) Departments in faculties or schools are managed by department heads. The head of the department is recommended by the dean of the faculty or the director of the school to which the department is affiliated, among the full-time professors of that department, associate professors if there is no full-time professor, or assistant professors if there is no associate professor, and appointed by the Rector for a term of three years. The head of the department whose term expires may be reappointed.

(2) The head of the department leaves one of the faculty members in his/her department as a deputy for the periods when he/she cannot be in office. In case of a leave of absence for more than six months for any reason, a new head of department is appointed by the same method to complete the remaining period.

(3) The head of the department may be dismissed by the Rector upon the recommendation of the dean.

(4) Upon the proposal of the head of the department, a faculty member of the University is appointed as the deputy head of the department with the approval of the Rector and may be replaced by the same procedure when deemed necessary. When the duty of the department head ends, the duty of his/her deputy also ends.

Duties of the department head

ARTICLE 23 – (1) The duties of the department head are as follows:

- a) Participating in the faculty or school board and representing the department,
- b) To monitor and supervise the performance of the duties of the teaching staff assigned to the department,
- c) At the end of each academic year, submit a report on the education and research activities of the department in the past year, the work plan for the next year, and the budget and staffing needs to the dean or the director of the school to which it is affiliated,

ç) To call the department board to a meeting at the times stipulated in this Regulation and when deemed necessary,

d) To perform other duties assigned to him/her by the relevant legislation.

(2) The head of the department is primarily responsible to the dean or the director of the school to which he/she is affiliated for the orderly and efficient conduct of education, training, research and other activities related to the department at all levels, the preparation of the curriculum of the department, the formation of the teaching staff and the effective use of resources.

Department board

ARTICLE 24 – (1) The department board consists of all faculty members in that department under the chairmanship of the department head.

(2) The department board convenes at least once a month during the academic year to discuss the issues on the agenda to be determined by the head of the department. The head of the department may call the department board to a meeting when deemed necessary. When deemed necessary, he/she may invite all or some academic staff of the department, the department student council representative to the meeting to express his/her opinion without the right to vote.

Duties of the department board

ARTICLE 25 – (1) The duties of the department board are as follows:

a) To prepare proposals regarding the education, practice and research programs carried out by the department,

b) To prepare proposals for the academic division of labor, course contents, recruitment of qualified academic staff to the department, and the necessary plans to make the most effective use of equipment and physical facilities,

c) At the end of each academic year, to prepare proposals for the department's budget for the following year and for the determination of student quotas,

ç) To make decisions about the department on issues to be proposed by the head of the department,

d) To perform other duties assigned to it by the relevant legislation.

(2) The opinions and recommendations of the department committee, depending on the subject matter, are implemented with the approval of the head of the department or submitted to the authorized bodies.

Institute organs

ARTICLE 26 – (1) The organs of the institutes are as follows:

a) Institute director,

b) Institute board,

c) Institute board of directors.

Institute Director

ARTICLE 27 – (1) The director of the Institute is appointed by the Board of Trustees for a period of three years from among the tenured faculty members of the University, directly upon the recommendation of the Rector. The director of the Institute may be dismissed by the same method.

(2) The director of the institute is subject to the provisions of the Law No. 2547 on deans in terms of the conditions of appointment, term of office, dismissal, duties and powers, responsibilities, deputization and appointment of deputy directors of the institute.

Institute board

ARTICLE 28 – (1) The Graduate School Board is chaired by the director of the

Graduate School and consists of the vice directors and the heads of the departments in the Graduate School.

(2) Center directors may attend the meetings upon the call of the institute director in order to get their opinions in the fields of research and application they are related to and to contribute to the work of the institute.

(3) The institute board fulfills the duties assigned to the faculty board by Law No. 2547 in terms of the institute.

Institute board of directors

ARTICLE 29 – (1) The board of directors of the institute consists of the director of the institute, vice directors and three faculty members to be elected for three years by the institute board from among six candidates to be nominated by the director among the permanent faculty members of the University.

(2) The institute board of directors fulfills the duties assigned to the faculty board of directors by Law No. 2547 in terms of the institute.

Bodies of schools of higher education or vocational schools

ARTICLE 30 – (1) The organs of schools or vocational schools are as follows:

- a) Director of the school or vocational school,
- b) School Board or Vocational School Board,
- c) School board of directors or vocational school board of directors.

ARTICLE 31 – (1) The directors of schools and vocational schools are appointed for three years by the Board of Trustees directly from among the permanent faculty members of the University upon the proposal of the Rector.

(2) The directors of schools and vocational schools fulfill the duties assigned to deans by Law No. 2547 in terms of the conditions of appointment, terms of office, dismissal, duties and powers, responsibilities, deputy and assistant directors in terms of schools or vocational schools.

School board or vocational school board

ARTICLE 32 – (1) The school board and the vocational school board consist of the vice directors and the heads of the affiliated departments or programs under the chairmanship of the director.

(2) The school board and vocational school board fulfill the duties assigned to the faculty boards by Law No. 2547 for the school or vocational school.

Board of directors of schools or vocational schools

ARTICLE 33 – (1) The board of directors of the vocational school and the board of directors of the vocational school consist of three faculty members to be elected for three years by the board of directors of the vocational school or the board of directors of the vocational school from among six candidates to be nominated by the director from among the permanent faculty members of the University, under the chairmanship of the director.

(2) The board of directors of the school and the board of directors of the vocational school fulfill the duties assigned to the faculty boards of directors by Law No. 2547 for the school or the vocational school.

Department and program heads

ARTICLE 34 – (1) Departments and programs in vocational schools are managed by department and program heads. Heads of departments and programs are recommended by the director of the vocational school to which the department or program is affiliated from among

the full-time academic staff of that department and are appointed by the Rector to serve for three years. The head of the department or program whose term expires may be reappointed.

(2) The head of the department or program leaves one of the faculty members in his/her department as a deputy for the periods when he/she cannot be on duty. In case of a leave of absence for more than six months for any reason, a new department or program head is appointed by the same method to complete the remaining period.

(3) The head of the department or program may be dismissed by the Rector upon the recommendation of the director.

Application and research centers

ARTICLE 35 – (1) Application and research centers may be established at the University with the approval of YÖK in order to conduct original research on specific subjects and to benefit the University and society in general.

(2) Center directors are appointed with the approval of the chairman upon the recommendation of the Rector. In addition, up to two deputy directors may be appointed upon the proposal of the center director and the approval of the Rector. In his/her absence, the center director shall leave one of his/her deputies in charge. If the deputy duty lasts more than six months, a new director is appointed.

(3) Center directors work in coordination with the institute organs in order to contribute to graduate education and train human resources in their respective fields.

(4) Procedures and principles regarding the fields of activity of the application and research centers, their governing bodies, the duties of these bodies and the way they work are regulated by separate regulations for each center within the framework of this regulation and the relevant legislation.

General education department

ARTICLE 36 – (1) Within the scope of Law No. 2547, the common courses that are required to be offered in the associate degree and undergraduate programs of the University by YÖK and other common and elective courses offered to students throughout the University are carried out by the General Education Department affiliated to the Rectorate.

(2) The Head of the Department of General Education is appointed directly by the Rector for three years and is responsible for the coordination and efficient execution of the courses specified in the first paragraph throughout the University. The Head of the Department may be dismissed by the same method.

CHAPTER FOUR

Administrative Organization, Managers and Duties

Administrative units

ARTICLE 37 – (1) The administrative organization of the University consists of the following units reporting to the Secretary General:

- a) Deputy Secretary General,
- b) Secretariats of faculties, institutes, schools, vocational schools, centers and departments,
- c) Student Affairs Directorate,
- ç) Directorate of Library and Documentation,
- d) Directorate of International Relations,
- e) Directorate of Research, Development and Innovation Processes,
- f) Career Center Directorate,
- g) Directorate of Strategic Planning, Quality Management and Quality Assurance Studies,
- ğ) Directorate of Financial Affairs,
- h) Human Resources (Personnel) Directorate,

- i) Directorate of Health, Culture and Sports,
- i) Directorate of Information Technologies,
- j) Administrative Support Services Directorate,
- k) Corporate Communications and Publicity Directorate,
- l) Directorate of Building and Technical Affairs,
- m) Legal Consultancy

Secretary General and his duties

ARTICLE 38 – (1) The General Secretariat consists of a Secretary General, a number of Assistant Secretaries General determined by the Board of Trustees and affiliated units.

(2) The Secretary General is appointed by the Board of Trustees upon the recommendation of the Rector and dismissed by the same procedure. Deputy secretaries general are appointed and dismissed by the Rector upon the recommendation of the secretary general.

(3) The Secretary General is the head of the administrative organization of the University and is responsible for carrying out the administrative and financial affairs of the University under the Rector in line with the decisions of the University organs. The Secretary General is responsible to the Rector for the work of the administrative organization.

(4) The duties of the Secretary General are as follows:

- a) To ensure that the units in the administrative organization of the University work efficiently, regularly and harmoniously,
- b) To attend the meetings of the Senate and the Executive Board without the right to vote and to act as the rapporteur of these boards,
- c) To ensure that the decisions taken in the committees in which he/she participates as rapporteur are written, forwarded to the relevant units and persons, protected and stored,
- ç) To make a proposal to the Rector about the personnel to be assigned in the administrative organization of the University,
- d) To carry out the correspondence of the Rectorate within the framework of the authorization given by the Rector,
- e) To ensure that the Rectorate correspondence archive is kept,
- f) To ensure that press and public relations services are carried out,
- g) To organize the protocol, visit and ceremony affairs of the Rectorate,
- ğ) To fulfill other duties to be assigned by the Rector.

Administrative organization of faculties, institutes, school, centers and departments

ARTICLE 39 – (1) Administrative affairs of faculties, institutes, schools, vocational schools and centers are carried out by the secretariat consisting of enough experts and personnel under the secretaries of these units.

(2) Department administrative organization consists of a sufficient number of personnel under the management of a department secretary. The department office manages the writing, document and similar works of the department.

BEŞİNCİ BÖLÜM

Education

Associate, undergraduate and graduate education

ARTICLE 40 – (1) The University provides education and training at associate, undergraduate and graduate levels in accordance with the Turkish Higher Education Qualifications Framework and quality standards defined by YÖK. The principles regarding education and training and the diplomas awarded based on this are determined by the regulations prepared by the University for associate, undergraduate and graduate education and training.

Language of instruction

ARTICLE 41 – (1) The language of instruction at the University is Turkish. However, with the justified decision of the University Senate, the recommendation of the Rector, the decision of the Board of Trustees, and the approval of YÖK, some faculties, schools, vocational schools, institutes of the University and their departments, programs or other subunits that provide education and training can be partially or completely taught in a foreign language.

Language education

ARTICLE 42 – (1) The University encourages students to learn a second language and prepares programs for this purpose.

(2) Students enrolled in programs that offer education partially or completely in a foreign language are required to take the foreign language proficiency exam at the beginning of the first academic year and if they fail this exam, they must attend the foreign language preparatory class. This provision does not apply to students who submit foreign language exemption certificates accepted by YÖK and the University.

(3) The education period that the student spends in the preparatory class for language education is excluded from the periods stipulated in Law No. 2547 and the relevant regulations of the University for the associate, undergraduate or graduate program he / she is enrolled in.

(4) Students attending the foreign language preparatory class are subject to the provisions of the Regulation on the Principles to be Followed in Foreign Language Teaching and Foreign Language Teaching in Higher Education Institutions published in the Official Gazette dated 23/3/2016 and numbered 29662.

Student admission to the university

ARTICLE 43 – (1) Students who are centrally placed by the Measurement, Selection and Placement Center are accepted to associate degree and undergraduate programs.

(2) Students are admitted to some special programs determined by YÖK according to the results of the student selection exam with the pre-registration system or according to the result obtained from the combined evaluation of the student selection exam and the special talent exam to be held by the University.

(3) Students are admitted to graduate education programs according to the provisions of the relevant legislation.

are accepted.

(4) Foreign students are admitted according to the results of the foreign student exam.

In addition, admission of students through other means such as international student exchange program students and vertical transfer is made within the framework of the relevant legislation and University regulations.

(5) Students studying in other higher education institutions are admitted in accordance with the provisions of the Regulation on the Principles of Transferring Between Associate and Undergraduate Programs, Double Major, Minor and Credit Transfer Between Institutions in Higher Education Institutions published in the Official Gazette dated 24/4/2010 and numbered 27561 and the Senate decisions to be taken on this subject.

Social services

ARTICLE 44 – (1) The University takes the necessary measures and establishes facilities to protect students' mental health and meet their needs, tries to solve students' personal problems by establishing a guidance and psychological counseling center, supports students in developing their careers, finding internships and jobs by cooperating with private and public institutions.

Textbooks

ARTICLE 45 – (1) It is the duty of the University to ensure that students use the latest and up-to-date books and materials in their courses. If necessary, textbooks are printed or printed by the University.

(2) Instructors cannot print the books used in the courses on their own account. However, they may print the books which are notified in writing by the University Administrative Board that they cannot be printed in the academic year they apply for.

Quality assurance and accreditation

ARTICLE 46 – (1) Scientific evaluation of academic staff is based on their education, training, scientific research, publication, seminar and application activities.

(2) At the end of each academic year, the head of the department submits a report indicating the department's education-training and research activities in the previous year and the work plan for the coming year to the dean, institute, school or center director. The dean, institute, school or center director submits the reports to the Rector by adding their own evaluation of the activities in their units.

(3) Every year, the quality of education and training of the University is evaluated by conducting surveys among faculty members, students and staff.

(4) Research and scientific publication activities of academic staff are encouraged. Each academic staff member is obliged to submit a list of his/her scientific researches, publications, the courses he/she teaches, the seminars and applications he/she directs, and a copy of the papers in scientific congresses held in Turkey and abroad to the Rectorate through the unit manager to whom he/she is affiliated. Academic information and scientific publications of academic staff are collected, stored and exhibited to the extent necessary at the University.

(5) In order to increase the level of quality in the academic and administrative processes of the University as an institution, Higher Education published in the Official Gazette dated 23/7/2015 and numbered 29423

The Quality Assurance Regulation and national and international quality assurance and accreditation principles and guidelines are taken into consideration in the structuring and management of academic and administrative processes at the University.

Student disciplinary and penalty procedures

ARTICLE 47 – (1) The provisions of Law No. 2547 and the provisions of the Regulation on Student Discipline of Higher Education Institutions published in the Official Gazette dated 18/8/2012 and numbered 28388 shall apply to the disciplinary and penal affairs of students.

CHAPTER SIX

Financial Provisions

Non-profit and Foundation relationship

ARTICLE 48 – (1) Real estates belonging to the University are registered to the title deed in the name of the University. All kinds of tools, equipment and fixtures are also recorded in a notarized inventory record book and the records are duly filed and also kept electronically.

(2) The Foundation may not obtain any income, gain or right from the University in any way. All kinds of revenues of the University remain with the University and cannot be transferred to the property or accounts of the Foundation in any way, even temporarily or indirectly. The immovable properties to be acquired by the University through donations and other means shall be registered in the name of the legal entity of the University.

Expenditure authority

ARTICLE 49 – (1) The expenditure authority of the University is the Chairman. The Chairman may delegate this authority to the Rector or other administrators when necessary and

to the extent he deems appropriate.

Financial audit

ARTICLE 50 – (1) The financial audit of the University is carried out by the Board of Trustees, YÖK and other relevant institutions.

(2) Tables showing the actual income and expenditures of the University budget are prepared at the end of each year and submitted to the Chairmanship of the Board of Trustees together with the income and expenditure documents. As a result of the examination, the necessary procedures, if any, are completed, compliance is ensured, and a decision is made and kept ready for audit.

(3) A copy of the detailed budget of the University approved by the Board of Trustees and the decisions of the Board of Trustees indicating the principles regarding the implementation of the budget and the authorizations regarding expenditures shall be sent to YÖK.

(4) The actual expenditures at the end of the fiscal year shall be duly examined and certified by a certified public accountant and sent to YÖK by the end of March of the following year at the latest.

Sources of income

ARTICLE 51 – (1) The Board of Trustees, the Chairman and the Rector shall endeavor to find financial resources to diversify and increase the income of the University.

(2) The sources of income of the University are as follows:

- a) Donations and aids to be made by the Foundation,
- b) Revenues from research and development projects and consultancy services,
- c) Revenues from continuing education services and certificate programs open to the public,
- ç) Education and training fees to be collected from students,
- d) Fees to be obtained from the sale of University publications,
- e) Revenues to be obtained from the movable and immovable properties of the University,
- f) From the enterprises and organizations to be established by the University in accordance with the laws and procedures
income from participation in enterprises,
- g) Aid from the state budget,
- ğ) Donations, bequests and other revenues.

Operation of university facilities

ARTICLE 52 – (1) The operation of the places that can serve as a practice hotel, guest house, dormitory, restaurant, cafeteria, canteen within the University and the facilities that can be established to develop the University can be given to operators with the decision of the Chairman. The University may also operate the facilities with the participation of other companies. The principles to be followed in the operation of these facilities shall be determined by the Board of Trustees.

Purchase, sale, construction and leasing operations

ARTICLE 53 – (1) The purchase, sale, construction, repair and leasing works of the University shall be carried out in accordance with the provisions of the Regulation to be issued by the Board of Trustees.

CHAPTER SEVEN

Miscellaneous and Final Provisions

Personnel provisions

ARTICLE 54 – (1) The working principles of the academic and administrative staff to be employed at the University shall be subject to the provisions stipulated for State universities in Law No. 2547. The provisions of the Labor Law dated 22/5/2003 and numbered 4857 shall apply to these personnel in terms of salary and other personal rights.

(2) The registers of the academic staff, administrative and other personnel working at the University shall be kept in accordance with the relevant legislation. In all kinds of appointments, promotions, acquisition of academic titles and other personnel transactions, these records are taken as basis with their merit and performance in the relevant duties.

(3) Academic staff shall use their leaves during the breaks in teaching according to the principles specified in the relevant provisions of Law No. 4857. The Rector shall obtain his/her leave from the Chairman of the Board of Trustees within the framework of the relevant legislation, and other administrators shall obtain their leave from the higher authority to which they report.

(4) The term of appointment of contracted faculty members is maximum five years, provided that it is not less than one year. The contract period of faculty members who assume managerial duties shall not be less than the period specified in Law No. 2547 for these duties.

(5) The contracts of part-time lecturers are made for one year, and the contracts of lecturers with additional course fees are made for one or two semesters.

(6) The provisions of Law No. 2547 and the Disciplinary Regulation for the Administrators, Lecturers and Officers of Higher Education Institutions published in the Official Gazette dated 21/8/1982 and numbered 17789 shall apply to the disciplinary and penal affairs of academic staff and administrative personnel.

Research and development projects, consultancy services and similar activities

ARTICLE 55 – (1) Academic units of the University conduct research ex officio or upon request

and development projects and consultancy services and engage in similar activities.

(2) For projects, consultancy services and similar activities, the subject, planning, who will participate and similar issues are determined by the top manager of the relevant academic unit and submitted to the Rector for approval. For projects, consultancy services and similar activities to be carried out by departments and lower level units, the positive opinion of the dean or director to whom they are affiliated is also obtained. University staff shall be authorized to carry out projects, consultancy services and similar activities.

they can participate in activities.

(3) The permission requests of the permanent or full-time staff of the University for consultancy, self-employment, research and project work to be carried out outside the University are decided by the University Administrative Board upon the proposal of the department/program head and dean/director.

(4) The procedures and principles determined by the Rectorate and approved by the Board of Trustees shall be complied with in benefiting the University staff from the income to be obtained from the projects and consultancy services organized or carried out by the University.

Cases where there are no related provisions in the Regulation

ARTICLE 56 – (1) In cases where there are no provisions in this Regulation, the provisions of the Law No. 2547 and the Regulation on Foundation Higher Education Institutions published in the Official Gazette dated 31/12/2005 and numbered 26040 and other relevant legislation provisions, the decisions of the Council of Higher Education, the Interuniversity Board, the Board of Trustees and the Senate shall apply.

Amendments to the Regulation

ARTICLE 57 – (1) These Regulations can only be amended by the decision of the

Board of Trustees.

Repealed regulation

ARTICLE 58 – (1) The Main Regulation of Beykoz Vocational School of Logistics published in the Official Gazette dated 27/9/2009 and numbered 27359 has been repealed.

Taking Effect

ARTICLE 59 – (1) This Regulation shall enter into force on the date of publication.

Execution

ARTICLE 60 – (1) The provisions of this Regulation shall be executed by the Chairman of the Board of Trustees of Beykoz University.