

BEYKOZ UNIVERSITY
DIRECTIVE ON THE OFFICE OF THE DEAN OF STUDENTS

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SECTION ONE

Purpose, Scope, Basis, And Definitions

Purpose

ARTICLE 1– (1) The purpose of this Directive is to define the duties, powers, and responsibilities of the office of the Dean of Students and the Dean of Students to be established and appointed within Beykoz University, and to ensure the comprehensive and effective execution of student-oriented services that support students' academic, social, cultural, and personal development, strengthen their institutional belonging, facilitate their university life, and provide effective solutions to the problems they encounter.

Scope

ARTICLE 2– (1) This Directive covers the duties and working principles of the Student Deanship concerning students enrolled in associate, undergraduate, and graduate programs at Beykoz University.

Basis

ARTICLE 3– (1) This Directive has been prepared based on Articles 14 and 47 of the Higher Education Law No. 2547.

Definitions

ARTICLE 4– (1) The definitions of the basic concepts mentioned in this procedure are specified in the Beykoz University Document Tree Glossary (BÜDASöz).

SECTION TWO

Administrative Bodies, Duties and Services

Administrative Bodies

ARTICLE 5– (1) The University Student Deanship consists of the Dean of Students and at least one Assistant Dean.

Appointment of the Dean

ARTICLE 6– (1) The Dean of Students is appointed with the approval of the Chairperson of the Board of Trustees upon the recommendation of the Rector.

(2) In the event that the deanship position becomes vacant for any reason, a new dean shall be appointed following the same procedure.

(3) The Dean is accountable to the General Secretary / Rector for the duties specified in this Directive and related legislation.

Appointment of the Vice Dean(s)

ARTICLE 7– (1) The Vice Dean is appointed by the Rector upon the recommendation of the Dean to assist in the duties of the deanship.

(2) The Vice Deans act on behalf of the Dean of Students in their absence.

Services of the Deanship

ARTICLE 8 – (1) To manage and administer the Deanship, to organize and plan its operations in line with the institution's objectives and targets within the allocated budget, to ensure that these operations are carried out efficiently and effectively, to monitor implementation, and to act in accordance with the founding purpose and philosophy of the Deanship.

(2) To work in cooperation with the relevant academic and administrative units affiliated with the Rectorate to develop projects contributing to students' social, cultural, and athletic development and of relevance to the entire University.

(3) To engage in dialogue with students regarding university life, identify problems they face through regular meetings, contribute to their resolution, convey student requests to the Rectorate and relevant units, and follow up on solution processes.

(4) To collaborate with relevant units to organize various conferences, seminars, and similar activities on topics related to university life and general life skills, with the aim of improving educational quality and helping students acquire 21st-century competencies and values. To develop and implement policies that support the academic, social, cultural, and psychological development of university students.

(5) To encourage students to participate in activities and social responsibility projects that support technology and R&D studies, to evaluate their ideas, and to direct them to relevant University units to realize such ideas.

(6) To conduct initiatives aimed at enhancing students' sense of belonging to the University.

- (7) To monitor international students, take necessary actions to facilitate their adaptation to the University through periodic cultural, artistic, and social events, and develop programs that support their adjustment process.
- (8) To prepare orientation programs in collaboration with relevant units to support the adaptation of newly enrolled students to the University and to conduct Peer Mentoring services.
- (9) To take necessary initiatives enabling students to benefit from activities organized by other public institutions and organizations.
- (10) To take and communicate necessary measures to ensure that students and staff with disabilities experience no barriers in accessing academic and social opportunities.
- (11) To contribute to the development and implementation of necessary measures and regulations to prevent all forms of harassment and violence within the University.
- (12) To conduct protective and preventive studies for students' personal development and mental well-being and to intervene in emergency situations.
- (13) To carry out intervention and humanitarian support activities in the event of national disasters or crisis situations; to organize training and drills for academic and administrative units and students within the institution; to plan and implement studies in cooperation with authorized institutions such as AFAD and OGM in accordance with accreditation principles; to activate student support mechanisms during crises and ensure coordination with relevant units.
- (14) To inform the University Executive Board and Senate on matters within its field of responsibility when deemed necessary by the Rectorate; and to prepare proposals, suggestions, and drafts regarding these matters.
- (15) To report the activities carried out at the end of each academic year and submit them to the Rectorate.
- (16) To ensure coordination among Deanship staff and to define their duties, powers, and responsibilities.
- (17) To carry out other similar tasks assigned by the Rectorate.

SECTION THREE

Miscellaneous And Final Provisions

Cases Not Provided For

ARTICLE 9– (1) In cases not provided for in this Directive, the provisions of other relevant legislation shall apply.

Enforcement

ARTICLE 10– (1) This Directive enters into force on the date it is approved by the Senate of Beykoz University.

Implementation

ARTICLE 11– (1) The Rector of Beykoz University implements the provisions of this Directive.