

BEYKOZ UNIVERSITY
DIRECTIVE ON THE CAREER CENTER DIRECTORATE

Approving Authority, Date and Number : Senate, 27.10.2025 /15

Amendments and Additions : Senate,/....

Date of Amendment and Revision Control :

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose and Scope

ARTICLE 1 – (1) The purpose of this Directive is to regulate the duties, powers, and operating principles of the Career Center Directorate, established to support the career development processes of Beykoz University students and graduates; to enhance cooperation between the University and the business sector; and to provide students with integrated services in career planning, internships, mentoring, job placement, and professional development.

(2) The Career Center Directorate is responsible for the planning, coordination, and implementation of services for all associate degree, undergraduate, and graduate students and graduates within the University.

(3) This Directive covers the organizational structure, duties, fields of activity, operational processes, and institutional relations of the Career Center Directorate with University units.

Legal Basis

ARTICLE 2 – (1) This Directive has been prepared in accordance with the relevant provisions of Higher Education Law No. 2547, the relevant regulations and directives of Beykoz University, and national policies aimed at promoting career centers in higher education institutions, including the National Internship Program implemented by the Presidential Human Resources Office.

Definitions

ARTICLE 3 – (1) The following terms in this document shall mean;

- a) University: Beykoz University,
- b) Rector: The Rector of Beykoz University,
- c) Vice Rector: The Vice Rector responsible for the Career Center Directorate,
- ç) General Secretariat: The administrative unit to which the Career Center Directorate is affiliated,
- d) Directorate: The Career Center Directorate of Beykoz University,
- e) Director: The Director of the Career Center,
- f) Administrative Staff: The administrative personnel assigned to carry out the activities of the Career Center,

CHAPTER TWO

Structure and Fields of Activity of the Directorate

Structure of the Directorate

ARTICLE 4 – (1) The Career Center Directorate is an administrative unit organized under the General Secretariat.

(2) The activities of the Directorate are carried out under the coordination of the relevant Vice Rector. The General Secretariat provides administrative support for managerial processes.

(3) The duties of the Directorate are carried out by the Director and the assigned administrative staff.

Fields of Activity of the Directorate

ARTICLE 5 – (1) The Career Center Directorate carries out the following activities :

a) Services for Students and Graduates

- 1) Providing counseling services in career planning, vocational orientation, résumé (CV) preparation, interview techniques, job and internship search skills, and professional development.
- 2) Organizing workshops, seminars, training programs, and group activities for students and graduates.
- 3) Providing guidance on job/internship application processes, job search strategies, and the effective use of digital platforms.
- 4) Developing career support programs for disadvantaged groups (students with disabilities, international students, etc.).

b) Employer and Industry Collaboration Activities

- 1) Establishing, developing, and maintaining cooperation with the business sector, public institutions, non-governmental organizations, and professional associations.
- 2) Planning and organizing employer meetings, career days, sector panels, fairs, promotional events, and on-campus company activities.
- 3) Developing joint projects, certificate programs, and events aimed at strengthening university–industry interaction.

c) Internship, Applied Education, and Employment Support

- 1) Managing mechanisms to facilitate access to internships, part-time employment, volunteer work, and applied training opportunities for students and graduates.
- 2) Ensuring the collection, publication, updating, and monitoring of job and internship announcements.
- 3) Providing guidance to students and graduates throughout job and internship application processes.

ç) Graduate Tracking and Data Management

- 1) Collecting, analyzing, and reporting data on graduates' employment status and career development processes.
- 2) Conducting activities to strengthen communication with graduates and supporting alumni networking.
- 3) Conducting activities to strengthen communication with graduates and supporting alumni networking.

d) Digital Career Services

- 1) Operating and maintaining the currency of digital platforms such as the career portal, job announcement system, CV database, alumni information system, and similar platforms.
- 2) Managing databases and digital communication processes for students, graduates, and employers.
- 3) Designing and implementing online training programs, webinars, and digital career events.

e) Internal Stakeholder Collaboration

- 1) Conducting joint activities and projects with academic and administrative units, student clubs, and alumni associations.
- 2) Supporting career, internship, and applied training processes carried out by academic units.
- 3) Contributing to the University's quality assurance and accreditation processes through career-related data.

f) Research, Reporting, and Institutional Development

- 1) Conducting or commissioning research on labor market trends, sector expectations, and student/graduate career orientations.
- 2) Preparing annual activity reports and evaluations related to Career Center operations and submitting them to the General Secretariat.
- 3) Developing new models, programs, and collaborations to enhance students' and graduates' career development.

CHAPTER THREE

Duties

Duties of the Directorate

ARTICLE 6 – (1) The Directorate carries out the following duties:

- a) Planning, coordinating, monitoring, and evaluating Career Center activities.
 - b) Preparing the annual activity program and work calendar and submitting them to the Rectorate.
 - c) Ensuring the regular and effective implementation of career counseling, job/internship processes, graduate tracking, and digital career services.
 - ç) Coordinating relations with students, graduates, employers, and internal stakeholders.
 - d) Conducting analyses on labor market trends, sector expectations, and career orientations, and sharing the results with relevant University units.
 - e) Ensuring the planning and implementation of events, projects, and collaborations.
 - f) Producing, reporting, and archiving statistical data related to Career Center activities.
 - g) Ensuring quality, accessibility, and currency in services provided to students and graduates.
 - ğ) Representing the Center in internal University meetings, commissions, or working groups.
 - h) Performing other duties specified in this Directive.
- (2) The administrative staff of the Directorate perform the following duties:
- a) Contributing to career counseling processes and providing individual guidance to students and graduates.

- b) Taking part in the planning and implementation of events, seminars, training programs, and career meetings.
- c) Managing job and internship postings, employer relations, and sectoral communication processes.
- ç) Managing the alumni database, career portal, and digital service processes.
- d) Conducting record keeping, reporting, and data analysis related to activities.
- e) Performing other duties assigned by the Directorate.

CHAPTER FOUR

Miscellaneous and Final Provisions

Cases Not Covered

ARTICLE 7 – (1) In cases not covered by this Directive, the relevant regulations of the University and the applicable provisions of general legislation shall apply.

Entry into Force

ARTICLE 8 – (1) This Directive shall enter into force on the date of its approval by the University Senate.

Enforcement

ARTICLE 9 – (1) The provisions of this Directive shall be enforced by the Rector of Beykoz University.