

BEYKENT UNIVERSITY
APPLICATION AND RESEARCH CENTER FOR TURKISH LANGUAGE
TEACHING
REGULATION

CHAPTER ONE
Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this regulation is to regulate the principles and procedures of Beykent University Application and Research Center for Turkish Language Teaching established under Beykent University about the objectives, areas of activity, management bodies, duties and functions of management bodies.

Scope

ARTICLE 2 - (1) This regulation covers the provisions of Beykent University Application and Research Center for Turkish Language Teaching established under Beykent University about the objectives, areas of activity, management bodies, duties and functions of management bodies.

Basis

ARTICLE 3 - (1) This regulation has been prepared based on article 7, first paragraph, clause (d) sub-clause (2) and article 14 of the Law of Higher Education dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) Words and phrases used in this Regulation are defined as follows:

- a) Center: Beykent University Application and Research Center For Turkish Language Teaching,
- b) Director: The director of the center
- c) Board of Trustees: Board of Trustees of Beykent University
- ç) Rector: The Rector of Beykent University
- d) University: Beykent University,
- e) Board of Directors: The Board of Directors of the Center

CHAPTER TWO
Objectives and Areas of Activity of the Center

Objectives of the Center

ARTICLE 5 - (1) The objectives of the Center are as follows:

- a) To teach Turkish to international students/students of foreign nationality who will come from abroad to study in higher education institutions.
- b) To provide training to the teaching staff who will go abroad to teach Turkish to international students/students of foreign nationality.
- c) To carry out necessary documentation and material work.

ç) To issue examination result certificates which would be valid before other institutions by carrying out examinations to determine the Turkish proficiency of the foreign students applying to the center.

Areas of activity of the center

ARTICLE 6 - (1) The areas of activity of the Center are as follows:

a) To teach Turkish at home and abroad, to open branches abroad for this purpose, thus teach Turkish to foreign nationals, Turkish nationals living abroad and other people who wish to learn.

b) To carry out studies to develop the language methods being applied in Turkish teaching departments in universities, to conduct research and applications on language teaching methods.

c) To conduct comparative studies between Turkish and foreign languages to make teaching Turkish more efficient and to develop relevant material and measurement-assessment tools.

ç) To teach Turkish to students and academics who come within the scope of cooperation protocols between universities.

d) To carry out collaborative teaching, research, application and publishing activities with the relevant units of the universities and other public institutions and organizations within the scope of the bilateral agreements made by Turkey.

CHAPTER THREE

Management Bodies of the Center and their Duties

Management Bodies of the Center

ARTICLE 7 - (1) The management bodies of the Center are as follows:

a) Director.

b) Board of Directors.

Principal

ARTICLE 8 - (1) The Director is appointed by the Rector from the lecturers of the relevant departments of the University for a period of three years. The manager whose period of duty is expired, can be appointed again. In the event that the director is not at his/her post, the deputy director shall act as the proxy. In the event that the director is not at his/her post more than six months, the Director's duty ends automatically. The Director assigns two deputy directors among the lecturers of the university employed in the Center.

(2) The Director is primarily responsible to the Rector for the orderly execution of the studies in line with the purposes of the Center, for the surveillance and supervision of all activities of the Center and obtaining the results.

Tasks of the Director

ARTICLE 9 - (1) The tasks of the director representing the center are as follows:

a) To chair the Board of Directors.

b) To ensure that the activities of the center are carried out orderly, to supervise and audit.

c) To carry out the task distribution necessary for center's studies.

ç) To prepare the budget proposal of the center and present it to the rector.

d) To present the report on the general situation and functioning of the Center at the end of each academic year to the Rector after receiving the opinion of the Board of Directors.

Board of Directors

ARTICLE 10 - (1) The Board of Directors consists of seven members: Director and two Deputy Directors and four persons assigned by the Rector for a period of three years, among the University lecturers who have studies related to the area of activity of the Center. The member whose period of duty is expired, can be appointed again. A new member is appointed with the same method to complete the remaining period in place of the member who leaves his/her post for any reason. The Board of Directors convenes at least once a month upon the invitation of the Director with absolute majority and decisions are taken by majority vote.

(2) The term of office of the members of the Board of Directors is three years. The members whose period of duty is expired, can be appointed again. New members are appointed to complete the remaining period in place of the members who leave before their office period expires or who are assigned abroad for more than three months. The Board of Directors convenes at least once a month upon the invitation of the Director with absolute majority and decisions are taken by majority vote.

(3) The Board of Directors convenes at least once a month upon the call of the Director.

Duties of the Board of Directors

ARTICLE 11 - (1) The duties of the board of directors are as follows:

- a) To make decisions on issues related to the activity and management of the center.
- b) To examine the Director's proposals on the issues related to the determination and appointment of the staff to be assigned at the Center and to decide on its suggestion to the Rector.
- c) To determine the principles on the preparation of the annual report to be prepared by the director at the end of each activity year and to prepare the work schedule for the next year.
- ç) To make decisions on issues related to research, publication and teaching.

CHAPTER FOUR Miscellaneous and Final Provisions

Education - teaching planner

ARTICLE 12 - (1) The director can determine an education and training planner among the lecturers assigned at the center to make plans and schedules related to education and training, and to deal with education and training.

Personnel need

ARTICLE 13 - (1) The academic, administrative and technical personnel needed by the center are assigned by the Rector according to Article 13 of the Law No. 2547.

Expenses of the Center

ARTICLE 14 - (1) The expenses of the center are covered from the University budget.

(2) Expenses are made within the framework of the transfer of authority of the University.

Cases without provisions in the regulation

ARTICLE 15 - (1) Provisions of the related legislation shall be applied for situations without provisions in this regulation.

Entry into force

ARTICLE 16 – (1) This regulation shall be valid on the date it is published.

Enforcement

ARTICLE 17 – (1) The provisions of this regulation shall be enforced by the Rector of Beykent University.