

**FENERBAHÇE UNIVERSITY**

**REGULATION ON TURKISH EDUCATION APPLICATION AND RESEARCH  
CENTER**

**PART ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) Purpose of this Regulation is to set forth the principles and procedures related to objectives, fields of activity, governing bodies, duties and working style of Fenerbahçe University Turkish Teaching Application and Research Center.

**Scope**

**ARTICLE 2-** (1) This Regulation covers the provisions related to objectives, fields of activity, governing bodies, duties and working style of Fenerbahçe University Turkish Teaching Application and Research Center.

**Basis**

**ARTICLE 3 -** (1) This Regulation has been prepared based on the sub-paragraph (2) of the first paragraph of Article 7 (d) and Article 14 of the Higher Education Law No. 2547 and dated 4/11/1981.

**Definitions**

**ARTICLE 4-** (1) Terms used in this regulation shall bear the following meanings;

- a) Advisory Board: Advisory Board of the Center,
- b) Center (FBÜTÖMER): Fenerbahçe University Turkish Teaching Application and Research Center,
- c) Director: Director of the Center,
- ç) Board of Overseers: Board of Overseers of Fenerbahçe University,
- d) Rector: Rector of Fenerbahçe University,
- e) University: Fenerbahçe University,
- f) Board of Trustees of the University: Board of Trustees of Fenerbahçe University,
- g) Board of Trustees: Fenerbahçe University Turkish Teaching Application and Research Center Board of Trustees,

**PART TWO**

**Purposes and Fields of Activity of the Center**

**Purpose of the center**

**ARTICLE 5 -** (1) The purpose of the center is to teach Turkish to foreign students coming from abroad to study in higher education institutions, to those who are not students in any educational institution but apply for Turkish learning request, to train instructors who will go abroad from Turkey in order to teach Turkish to foreigners, to carry out necessary documentation and material studies on these issues, to carry out joint project activities by cooperating with the relevant national and international institutions and organizations and to share the collected information with various activities to be organized nationally and internationally.

**Fields of activity of the center**

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

- a) Teaching Turkish language at home and abroad.
- b) Ensuring better training of the lecturers who will teach Turkish and organizing courses and seminars for this.
- c) Conducting scientific researches in the field of teaching Turkish to foreigners, causing to conduct and preparing reports on these subjects.
- ç) Organizing certified or non-certified training programs with joint congresses, seminars, workshops, meetings, trainings and similar activities at national and international level in accordance with the purposes of the Center.
- d) Carrying out the activities of preparing and conducting national and international research projects; engaging in joint project activities with national and international organizations or contributing to such projects.
- e) Providing advisory or expertise services, whether paid or free of charge, to public and private organizations in matters related to their fields of activity, within the framework of relevant legislation.
- f) Organizing certified and non-certified training programs with courses, seminars, conferences, congresses, meetings at local, regional, national and international level in cooperation with Fenerbahçe University Continuing Education Application and Research Center.
- g) Collaborating with other institutions and organizations when necessary regarding the activities of the Center.
- ğ) Preparing visual and auditory publications to serve the realization of the objectives of the Center, announcing the results of the research to be made through books, magazines, brochures, internet and similar publication tools.
- h) Engaging in informative publicity activities.
- ı) Promoting the University facilities in relation to the activities of the Center.
- i) Creating archives about the activities of the Center.
- j) Employing a sufficient number of personnel with the necessary qualifications to carry out the activities of the center, creating working units and working and project groups.
- k) Benefiting from local and foreign experts in the realization of research, examination, project and training activities.

**PART THREE**

**Management Bodies and Working Principles of the Center**

**Management bodies and duties of the centre**

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

- a) Director.
- b) Board of Trustees:
- c) Advisory Board:

**Director**

**ARTICLE 8-** (1) The Director shall be appointed by the President of the Board of Trustees upon the proposal of the Rector, preferably from among the head of the relevant department of the University, the faculty members related to the subject or from among the graduates from the relevant departments of the universities and who have knowledge and experience in the relevant fields for a period of three years. The Director whose term of office is expired

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may be reassigned. Upon the proposal of the Director, no more than two of the faculty members of the University shall be appointed by the Rector as Deputy Director for a period of three years to assist the Director in the activities of the Center.

In cases where the Director is absent, one of the Deputy Directors acts as a proxy to the Director. In cases where the Director is not in charge for more than six months for any reason, his/her duty shall end. A new director shall be appointed in the same procedure in place of the Director whose duties have ended.

**Duties of the director**

**ARTICLE 9-**(1) The duties of the Director shall be:

- a) Managing and representing the center.
- b) Ensuring that the activities of the Center are carried out in accordance with the objectives set out in Article 5 of this Regulation and ensuring the necessary coordination.
- c) Inviting the Management and Advisory Boards for a meeting at the times stipulated in this regulation.
- ç) Chairing the Board of Trustees and implementing the decisions taken in the Board of Trustees.
- d) Conducting relations with national and international organizations in relation to the Center's research, project, education-training and other activities.
- e) Submitting the annual activity reports of the Center to the Board of Trustees by ensuring the preparation of the work program and budget draft for the following year; submitting the activity report and the work program and budget draft adopted by the Board of Trustees to the Rector for approval of the Board of Overseers, ensuring and monitoring the implementation of the approved work program and budget.
- f) Identifying required personnel requirements for conducting center activities, making proposals to Board of Trustees for assignments, forming working units and working and project groups.
- g) Assigning appropriate persons among the center employees as responsible for the coordination of the working units.

**Board of Trustees**

**ARTICLE 10-** (1) The Board of Trustees shall consist of five members appointed upon the proposal of the Director and the Rector from among the persons who have graduated from the departments related to Turkish teaching of other faculty members or other universities, preferably faculty members in the departments related to Turkish teaching of the Director, Deputy Director and the University.

(2) Term of office of the members of the Board of Trustees is three years. Members whose term of office has expired may be reassigned. New members are appointed upon the proposal of the Director instead of the members who leave before the expiry of their term.

(3) The Board of Trustees ordinarily convenes at least once a month at the request of the director. The Board of Trustees convenes with absolute majority and decisions are taken with absolute majority of the participants.

**Duties of the Board of Trustees**

**ARTICLE 11 -** (1) The duties of the Board of Trustees shall be:

- a) Making decisions about the fields of activity specified in Article 6 of this Regulation.
- b) Determining the principles regarding the preparation of the activity report to be prepared by the Director at the end of each activity period and to evaluate the report submitted by the Director at the end of the period.
- c) Discussing and evaluating the annual work programme and budget draft for the next period

prepared by the director.

### **Advisory Board**

**ARTICLE 12** - (1) The Advisory Board shall consist of five members appointed by the Board of Overseers upon the proposal of the Director among the academic staff specialized in their subjects and persons who have worked in the field of activity of the Center or who have experience in these matters and whose knowledge can be consulted if necessary. Term of office of the members of the Advisory Board is three years. Members whose term of office has expired may be reassigned. New members are appointed upon the proposal of the Director instead of the members who leave before the expiry of their term. The Advisory Board convenes under the presidency of the Director at least twice a year.

### **Duties of the Advisory Committee**

**ARTICLE 13-** (1) The duty of the Advisory Board shall be to submit to the Director and the Board of Trustees its opinions, suggestions and evaluations regarding the activities of the Center within the framework of the objectives defined in Article 5 of this Regulation.

### **Working units, working and project groups**

**ARTICLE 14-** (1) Working unit, working and project groups may be formed with the proposal of the Director within the scope of the Center's research, project, training and similar activities. Sufficient number of personnel shall be appointed by the President of the Board of Overseers upon the proposal of the Director to be employed in the established units.

## **PART FOUR Miscellaneous and Final Provisions**

### **The conditions not covered in the Regulation**

**ARTICLE 15-** (1) In cases where there is no provision in this Regulation; provisions of other relevant legislation and decisions of Board of Trustees and University Board of Trustees shall be applied.

### **Effectiveness**

**ARTICLE 16** – (1) This Regulation shall enter into force on the date of its release.

### **Enforcement**

**ARTICLE 17.** (1) This Regulation shall be enforced by the Rector of Fenerbahçe University.