

REGULATION

From Istanbul Arel University;

ISTANBUL AREL UNIVERSITY MAIN REGULATION**SECTION ONE****Purpose, Scope, Basis and Definitions****Purpose**

ARTICLE 1 - (1) The purpose of this regulation is to regulate the principles relating to the management, operation, inspection, and the tasks of Istanbul Arel University.

Scope

ARTICLE 2 - (1) This regulation includes provisions relating to Istanbul Arel University management, the duties and powers of the administrative and academic organs, working conditions of the teaching staff, and the transactions concerning the job tasks and financial issues.

Basis

ARTICLE 3 - (1) This regulation has been prepared according to the Law on Higher Education No. 2547 dated 4/11/1981 and the Article 76 of the Law on Higher Education Organizations No. 2809 dated 28/3/1983 on the Law of Higher Education Organizations.

Definitions

ARTICLE 4 - (1) the following terms ;

- a) President: President of the Board of Trustees of Istanbul Arel University,
- b) Dean: Deans of Istanbul Arel University faculties,
- c) Associate Professor: The lecturer who has successfully passed the exam for the title of Associate Professorship,
- ç) General Secretary: Secretary General of Istanbul Arel University,
- d) Vocational and Technical Education (METEB): One or more of vocational school of higher education and vocational and technical education institutions associated within the integrity and continuity of training programs in the educational environment,
- e) Director: The directors of School of Applied Sciences, School of Foreign Languages, Graduate School, Vocational School, and Application and Research Centers of Istanbul Arel University,
- f) The Board of Trustees: Istanbul Arel University Board of Trustees,
- g) Professor: The lecturer who has the highest academic title among the university members,
- ğ) Rector: The Rector of Istanbul Arel University,
- h) Senate: The Senate of Istanbul Arel University,

- 1) University: Istanbul Arel University,
- i) Foundation / Founder of the Foundation: Kemal Gözükara Education and Culture Foundation,
- j) Assistant Professor: An academic title of a lecturer who has successfully completed his Ph.D. studies and gained proficiency, expertise, in his/her field of study.
- k) Board of Directors: Board of Directors of Istanbul Arel University

SECTION TWO

Board of Trustees

Board of Trustees

ARTICLE 5 - (1) The Board of Trustees is the highest decision-making body of Istanbul Arel University which is a foundation university and is a public legal entity and it represents the legal entity of the university.

(2) The Board of Trustees consists of seven members and the members, at least two-thirds of whom must have a bachelor's degree are elected from among the candidates by the General Assembly of the Foundation in accordance with the requirements and qualifications of the Law No. 2547 and the Regulation for the Foundation Institutions of Higher Education published in Official Gazette No. 26040 dated 12.31.2005. The names of the elected members of the Board of Trustees should be notified to the Chairman of the Board of Higher Education within thirty days after the date of election.

(3) The Board of Trustees elects a president from among its members and the president chooses a vice-president. The president and the vice-president whose terms have expired can be re-elected. The Board of Trustees may delegate some of its responsibilities to the President, the Rector, and the university administrators for a certain period of time and to the extent it is deemed suitable. The President may also delegate some of its responsibilities to the Rector for a certain period of time and to the extent it is deemed suitable.

(4) The term of office for the Board of Trustees is four years. The members whose terms have expired can be re-elected. When the term of the members / member has been expired or has retired from office for certain reasons, the new member / members are elected for four years. For the the dismissal of the members of the Board of Trustees before the expiry of their term, at least two-thirds of the members of the General Assembly of the Foundation must vote in favor of the proposal to dismiss

(5) The Board of Trustees meets upon the invitation of the President. Rector, of course, a permanent member cannot be elected as the president of the Board of Trustees and cannot participate in a meeting about the issues related to himself.

(6) The membership of The Board of Trustees is honorary. However, the members of Board of Trustees can be given honorarium for attending the meetings with the decision of the Board of Directors of the Foundation. The amount for each meeting shall not exceed the fee prescribed for the members of the general assembly of higher education according to the Article 6 of the Law No. 2547 and the payment can in no way be more than twelve times in a year. Apart from the payment given above, in no way are the president of the Board of Trustees and the members paid.

(7) The Board of Trustees, if needed, gets full or part-time consulting services on legal, academic, and financial matters.

Responsibilities of the Board of Trustees

ARTICLE 6 - (1) The responsibilities of the Board of Trustees is listed as follows:

- a) To take decisions for establishing, closing down, and uniting departments/art departments, the research

centers of faculties, institutes and schools of higher education, preparatory classes, vocational colleges, and technoparks in the University according to the provisions of the relevant legislation and submit them to the Council of Higher Education.

a) The Board of Trustees determines the status of the academic and administrative directors, lecturers, and the other staff who will be in charge of the university. Besides, it forms the contracts and approves the appointments, promotions, and dismissal of the personnel.

b) The Board of Trustees approves, controls, and inspects the budget prepared by the Rectorship,

c) The Board of Trustees appoints the rector and the deans after having taken the opinion of the Council of Higher Education and dismisses them.

d) The Board of Trustees examines regulatory procedures prepared by the university and makes decisions about them and finally submits them to the Council of Higher Education,

e) The Board of Trustees determines the annual tuition fees and the payment schedule of the students,

f) The Board of Trustees determines and approves the number of students proposed by the Senate for each academic year for the purpose of offering to the University Board of Higher Education,

g) The Board of Trustees controls and manages the moveable and real estate properties of the university,

ğ) The Board of Trustees carries out the other duties assigned by the relevant provisions of other legislation.

SECTION THREE **Academic Organization**

Rector

ARTICLE 7 - (1) The Rector as the highest level manager of the University is appointed by the Board of Trustees for a term of four years after receiving the approval of the Board of Higher Education.

(2) In case of any vacancy in the position of the rector, the Board of Trustees offers a professor meeting the criteria of a rector as a deputy rector to the Council of Higher Education until a new rector is appointed. The deputy rector is appointed by the Board of Trustees after receiving the approval of the Council of Higher Education.

(3) The working age limit of the rector is seventy-seven. Those assigned under the age of seventy-seven can serve as a rector until their terms of office are expired. A rector whose term expires may be reappointed. The rector can select a maximum of three people out of the university permanent professors as his vice-rectors in order to assist him. Vice-rectors shall be appointed for five years by the rector. When the rector is not on duty, one of the vice-rectors replace him. When the rector moves from his position for more than two weeks, he will notify the Board of Trustees and the Board of Higher Education. If the rector is replaced for a period of longer than six months, a new rector is appointed. The term of office of the vice-rector expires with the expiration of the rector's term of office.

Rector's duties

ARTICLE 8 - (1) Rector's duties are as follows:

a) To take measures to ensure the academic development of the university, implement the decisions of the Council of Higher Education and University Council, chair the meetings of university councils, examine and make decisions on their suggestions, and assist the different departments of the university to work in harmony,

b) To prepare activity reports on education, the activities of scientific research, and publications at the end of each academic year and submit it to the Board of Trustees and the Board of Higher Education,

c) To prepare the investment programs and the budget and the staffing needs of the university after taking the opinions and suggestions of the subordinate units, the Board of Directors, the Senate and present it to the Chairman of the Board of Trustees,

ç) When deemed necessary, to change the places of duty of the university lecturers and other staff and give them new tasks,

d) To maintain the overall supervision and control task over the University units and staff at all levels,

e) To perform other duties given by the Act 2547 and other relevant legislations.

Senate

ARTICLE 9 - (1) The Senate is headed by the Rector and consists of vice-presidents, deans, a lecturer from each faculty selected by the board of each faculty for three years, their, and the directors of the institute and vocational school of higher education. The representative of the students' council is , a member of the Senate without the right to vote.

(2) The Senate meets at least twice a year. The rector, convenes the Senate shall when necessary.

(3) The Secretary-General is the reporter of the Senate.

Duties of the Senate

ARTICLE 10 - (1) The Senate of the University is an academic body performing the following duties;

a) To take decisions on the university training/education, scientific research and publication activities,

b) To prepare drafts on the regulatory procedures of the university and forward the review to the university rector,

c) To determine the teaching methods of the associate, bachelor's, master's and doctoral programs as well as their quota and present the report to the rector,

ç) To make decisions on all of the university educational programs, courses, credit hours, the educational periods, and prepare the academic calendar for the semesters,

d) To prepare the proposals for the teaching of a foreign language other than Turkish or Turkish partially or fully in a department or program in the university and present it to the Board of Higher Education,

e) To suggest the opening of the programs in the form of bilateral, summer, evening, and adult education which will be launched by the decision of the Council of Higher Education and decide their contents and periods of study,

f) To determine the criteria for promotion to professorship, associate professorship and assistant professorship and decide on the contents of the application files for assignment,

g) To make a decision on the proposals of the faculty councils to give honorary academic titles without giving an exam,

ğ) To conclude the objections to the decisions of the councils of faculties, institutes, colleges and central committees under the Rectorship,

h) To elect the members of the Board of Directors,

i) To fulfill the other academic tasks assigned to it by the Rector or the Board of Trustees,

j) To carry out the other tasks granted in accordance with the provisions of this Regulation and other relevant legislation.

Board of Directors

ARTICLE 11 - (1) The Board of Directors consists of the Rector, the deans of the faculties, and three professors who are elected for a term of four years by the Senate and the three professors represent different academic units and areas in the university. The Rector is the President of the Board of Directors. The Secretary-General is the reporter of the Board of Directors. The students' representative is a member of the Board of Directors without the right to vote.

(2) The Rector shall convene the Board of Directors when necessary.

Duties of the Board of Directors

ARTICLE 12 - (1) The Board of Directors is a body that assists the Rector in the the administrative duties performs the following duties:

a) To provide feedback for the Rector on the implementation of the decisions of the Council of Higher Education, the Board of Trustees, and Senate Higher Education Committee in accordance with the pre-determined plans and programs,

b) To prepare the dates for student enrollment and to determine the criteria and exam process used to determine the level of foreign language of the students in order to ensure the implementation of activity schedules and programs,

c) To decide the terms for the pre-conditional courses and for taking courses from an upper class,

ç) To determine and make decisions about the proposals and quota for lateral transfer between departments of higher education in accordance with the provisions of the Regulation on the Principles in the associate, undergraduate and graduate degrees published in the Official Gazette No. 17845 dated 10.21.1982,

d) To determine the quotas for vertical transfer to be proposed to the Board of Higher Education,

e) To determine and make decisions about the acceptance and registration requirements of special students admitted to the University in accordance with the decisions of the Executive Board of Higher Education,

f) To fulfill other tasks assigned by the Rector on issues related to the management and discipline,

g) To decide on matters related to university administration brought by the Rector,

ğ) To conclude the objections to the decisions of the councils of faculties, institutes, colleges and central committees under the rectorship,

h) To invite the president of the students' council for discussing the issues related to the university,

ı) To perform other duties given in accordance with other relevant provisions of the legislation.

Duties of the deans

ARTICLE 13 - (1) A professor from inside or outside the university is appointed as the dean of the faculty by the Board of Trustees with the recommendation of the Rector and approval of the Board of Higher Education. He may be dismissed upon the procedure of his appointment. His term of office is three years. A dean may be re-appointed. Two full-time lecturers at the most may be appointed as assistants to the deans with the recommendation of the dean and approval of the Rector. The assistants to the deans are dismissed upon the procedures of their appointments.

(2) The Dean's duties are as follows;

a) To chair the faculty boards, implement the decisions of faculty boards, and provide regular work among the faculty units,

b) To report to the Rector about the faculty and the functioning of the overall situation at the end of each academic year and when required,

c) To submit a reasoned report on the budget and staff needs of the faculty to the Rector after consulting the Board of the Faculty,

- d) To supervise and control the faculty units and staff at all levels,
- e) To perform other duties assigned by the relevant provisions of other legislation.

(3) The Dean is the top manager and the representative of the faculty. Dean faculty is responsible to the Rector for the effective use and development of capacity of faculty academic departments in a rational way, taking security measures, providing students the necessary social services, education, scientific research, publication activities in an orderly manner, and the conduct of supervision and control of all activities.

Board of the Faculty

ARTICLE 14 - (1) The Faculty Board consists of the dean, the heads of departments, directors of institutes and schools of higher education, three professors who are elected from among the other professors, two associate professors who are elected from among the other associate professors, and one assistant professor who is elected from among the other assistant professors for a period of three years.

(2) The Faculty Board normally meets at the beginning and end of each semester. The dean, if necessary, calls the Board of the Faculty for a meeting.

Duties of the Board of the Faculty

ARTICLE 15 - (1) The duties of the Board of Faculty are as follows;

- a) To determine the activities and procedures for the education and training, scientific research and publications, plans, programs, and education and training schedule,
- b) To elect the members of the Board of the Faculty,
- c) To invite the students' representative to the faculty on issues related to the students,
- d) To perform other duties given by the other relevant provisions of the legislation.

The Faculty Board of Directors

ARTICLE 16 - (1) The Faculty Board of Directors consists of the Dean, three professors, two associate professors, and one assistant professor who are elected by the Faculty Council for three years.

(2) The Faculty Board of Directors meets upon the invitation of the Dean. The Faculty Board of Directors, when deemed necessary, establishes ad hoc working groups, and coordinatorship for training and education. The Board determines principles relating to their duties.

The duties of the Board of Faculty Directors

ARTICLE 17 - (1) Faculty Board of Directors that assists the Dean in administrative duties and its duties are as follows:

- a) To help the Dean of the Faculty in the implementation of the decisions of the Board,
- b) To ensure the implementation of training and education activities in the faculty and to implement the plans, programs, and the academic calendar,
- c) To prepare a draft budget, the investment of the faculty, and program,
- ç) To take decisions on matters in relation to the management brought forth by the dean,
- d) To decide on the processes for the admission of students, course adjustments, and examinations,
- e) To invite the student representative to the faculty on issues related to students,

f) To perform other duties assigned by the relevant provisions of other legislation.

Duties of the director of school of higher education

ARTICLE 18 - (1) The director of the school of higher education under the Rector is appointed out of the university teaching staff for a term of three years by the President on the recommendation of the Rector; the director whose term expires can be re-appointed. The director may be dismissed on the same appointment procedure as he is appointed.

(2) A maximum of two full-time faculty members may be appointed as deputies to the director for three years upon approval of the Rector. One of the deputies replaces the director in his absence. The deputies may be dismissed upon the recommendation of the manager and approval of the Rector. When the term of the manager expires, the term of the deputies also expires.

(3) The duties of the director who is the top administrator of the school of higher education are as follows;

a) To preside the boards, School boards, implement the decisions of the boards, and provide regular work among the various units,

b) To report to the Rector about the functioning of the overall situation at the end of each academic year and when required,

c) To prepare the budget and the staffing needs of the school of higher education and report it to the Rector after taking the opinions of the Board of the School of Higher Education,

ç) To control and inspect the units and staff at all levels in the school of higher education,

d) To perform other duties assigned by the relevant provisions of other legislation.

Board of the school of higher education and its duties

ARTICLE 19 - (1) The Board of the School of Higher Education consists of the director, the deputies, and heads of departments.

(2) The duties of the board of the school of higher education are as follows:

a) To prepare activity reports on education, the activities of scientific research, and publications at the end of each academic year,

b) To elect the members of the Board of School of Higher Education,

c) To invite the students' representative on issues related to college students,

d) To perform other duties given by the other relevant provisions of the legislation.

The board of the school of higher education and duties

ARTICLE 20 - (1) The Board of the School of Higher Education consists of the director, deputy directors, and three members elected for three years from among the six candidates nominated by the director.

(2) Board of the School of Higher Education which is a body that assists the director has the following tasks;

a) To assist the director in implementing the decisions of the Board,

b) To ensure the implementation of training and education activities, plans and programs, and the academic

calendar, c) To prepare a draft program and budget for the School of Higher Education ,

- c) To decide on matters regarding the management,
- d) To decide on the processes for the admission of students, course adjustments, and examinations,
- e) To invite the student representative to the faculty on issues related to students,
- f) To perform other duties assigned by the relevant provisions of other legislation.

Duties of the director of the Institute

ARTICLE 21 - (1) The director of the Institute shall be appointed for three years by the President on the recommendation of the Rector. The director may be dismissed on the same appointment procedure as he is appointed.

2) The Rector appoints at most two people among the full-time university lecturers as deputy director for three years with the proposal of the Director of the institute. Acting for the director is not more than six months. The director whose term expires may be re-appointed.

(3) The duties of the director who is the top administrator of the institution are as follows;

a) To chair the board of the institute, implement the decisions of the boards of the institute and provide the regular work among the units,

b) To report to the Rector about the faculty and the functioning of the overall situation at the end of each academic year and when required,

c) To prepare the budget and the staffing needs of the institute with its reasons and report it to the Rector after taking the opinions of the Board of the Institute,

ç) To control and inspect the units and staff at all levels in the school of higher education.

The board of the institute and its duties

ARTICLE 22 - (1) The Board of the Institute is chaired by the director and it consists of deputy directors and heads of departments forming the institute.

(2) Duties of the Board of the Institute are as follows:

a) To determine the activities and procedures for the education and training, scientific research and publications, plans, programs, and education and training schedule for the institute,

b) To elect the members of the Board of the Institute,,

c) To invite the student representative to the institute on issues related to students,

ç) To perform other duties assigned by the relevant provisions of other legislation.

The board of the institute and its duties

ARTICLE 23 - (1) The Board of the Institute is chaired by the director and consists of deputy directors and three lecturers who are from among six candidates nominated by the director.

(2) The Board of the Institute which is a body that assists the Director in administrative activities has the duties listed below;

a) To assist the director in the implementation of the decisions of the Board of the Institute.

b) To ensure the implementation of training and education, plans and programs, and the academic calendar,

c) To prepare a draft program and budget for the institute,

ç) To decide on matters regarding the management,

- d) To decide on the processes for the admission of students, course adjustments, and examinations,
- e) To invite the student representative to the faculty on issues related to students,
- f) To perform other duties assigned by the relevant provisions of other legislation.

Application and research centers, directors of the central offices and their duties

ARTICLE 24 - (1) The University can establish application and research centers with the approval of the Board of Higher Education for the purpose of conduct original research on specific topics.

(2) The directors of the application and research centers are c out of the members of the Central Executive Committee for three years by the Rector. The directors whose term expires may be re-appointed. The Director, in his absence, leaves the office to one of the members of the Central Executive Committee with approval of the Rector. If the term of replacement of the acting director exceeds four months, the Rector appoints a new director. Two deputy directors are of the Central Executive Committee with the recommendation of the director and approval of the Rector. The director is replaced by one of the deputy directors in his absence.

(3) The Director, the top manager, has the duties are as follows;

- a) To represent the center,
- b) To ensure the development and execution of office work on a regular basis,
- c) To implement the decisions of the Board of Directors of the Center,
- ç) To convene The Central Board of Directors, and preside over meetings, and prepare the agenda of these meetings,
- d) To prepare and submit the annual report of the Centre at the end of each activity and the work program for the next year and present to the approval of the Board of Directors of the Center.
- e) To organize and present research projects to the approval of the Rector.

Duties of the Central Board of Directors

ARTICLE 25 - (1) The Central Board of Directors consists of representatives proposed by each university faculty and school of higher education and appointed by the Rector. Term of office of the Board of Directors is for three years. Members whose terms expire may be re-appointed. A new member shall be appointed as a member of the Executive Committee by the Rector from among the candidates to fill the remaining time left of the members who leave the office before the expiration of their term.

(2) The Central Board of Directors meets at least once each semester at the invitation of the Director and shall decide issues by reviewing the activities of the Center. Directors of the Central Board of Directors can ask for a meeting at any time when required. The Executive Committee convenes and takes decisions by a simple majority.

(3) The Central Board has the following tasks:

- a) To make decisions on matters related to the Central Board,
- b) To submit the annual report prepared by the Director on short, medium and long-term work programs of the Centre to the Rector for approval,
- c) To do research for collecting data, processing, and working for the submission of any kind,
- d) To provide university-wide promotion and training programs for the use of information technologies and offer consultancy service on these issues to all the units in the university,
- e) To establish working groups and committees for the activities of the Centre,
- f) To propose the preconditions for issuing a certificate of achievement, certificate and similar documents to the Senate.

Academic committees

ARTICLE 26 - (1) The academic bodies of the University consists of the faculty lecturers, teaching assistants, and language teachers in preparatory school.

(2) Academic committees are as follows:

a) Academic General Assembly consists of all the faculty lecturers, teaching assistants, and language teachers in preparatory school. Deans and Directors are the chairmen of Academic General Assembly.

b) Academic Board of the Department consists of all the faculty lecturers, teaching assistants, and language teachers in preparatory school of all faculty members who teach in the department. The head of department is the chairman of the Academic Board of the Department.

c) Academic Council of the Department consists of faculty members and teaching assistants in the department. faculty member of the course consists of all of that. The head of department is the chairman of the Academic Council of the Department.

(3) Academic bodies meet at least two times at the beginning and end of each semester, evaluate education and training activities and make recommendations to the head of the unit.

(4) The provisions in the Regulation for the Establishment of the Academic Institutions of Higher Education and Scientific Supervision published in the Official Gazette No. 19082 dated 04.18.1986 are applied in the matters related to academic committees.

Head of Department

ARTICLE 27 - (1) The departments in the faculties and schools of higher education are managed by heads of departments. The head of the department is appointed out of the salaried professors, associate professors, and assistant professors in the department, associate professors of the department. The head of the department is appointed by the Rector for three years on the recommendation of the deans and directors of schools of higher education. The head of the department whose term has expired may be reassigned. The head of the department leaves one of the faculty members as a proxy in his absence. In case of his absence from his post for more than six months, a new head of the department is appointed to complete the remaining term. Head of the department is responsible for carrying out the scientific research at all levels and all kinds of education activities in the department in an efficient manner.

Teaching staff

ARTICLE 28 - (1) The teaching staff consists of university lecturers, teaching assistants, language teachers, and teaching assistants.

(2) The qualifications of the teaching staff is the same as the qualifications of the teaching staff in higher education institutions of State. Those who are prohibited to work in a state institution of higher education due to disciplinary action are not employed in the University as well. The terms and conditions laid down by for the selection and appointment of teaching staff in state universities will be used in addition to the special condition laid down by the Board of Trustees.

(3) The teaching staff are monitored and controlled by the heads of departments, directors, deans, and the Rector.

Faculty lecturers and their duties

ARTICLE 29 - (1) The faculty are professors, associate professors and assistant professors.

(2) The duties of the faculty lecturers are as follows:

a) To carry out associate, undergraduate, and graduate education and conduct project preparations and

seminars,

b) To do scientific research and to publish scientific journals.

c) To accept students on certain days according to the program arranged by the head of the concerned unit and to help them with the necessary matters, and provide guidance and counseling in accordance with the objectives and main principles of the Law No. 2547.

d) To fulfill the tasks which are given by the authorised bodies,

e) To perform other duties assigned by the relevant provisions of other legislation.

(3) The faculty lecturers are recommended by the Rector and appointed by the President in accordance with the principles and procedures specified in the Law No. 2547.

Teaching staff

ARTICLE 30 - (1) The teaching staff are those who have special knowledge, expertise in matters of education and printed works in the areas of their expertise. They may be appointed as full-time or part-time personnel.

(2) The teaching staff are recommended by the Rector and appointed from among the nominated candidates by the President after consultation with the deans in the faculties, the directors of the institutes and schools of higher education. Their term of office automatically expires at the end of the period of appointment. They may be reappointed in the same procedure.

Instructors

ARTICLE 31 - (1) Instructors are the teaching staff who teach a compulsory subject in various programs of education. They are recommended by the Rector and appointed by the President after consultation with the deans in the faculties, the directors of the institutes and schools of higher education.

Assistant teaching staff

ARTICLE 32 - (1) Assistant teaching staff are the research assistants, qualified instructors, translators, and education planners employed for certain periods of time.

(2) Research Assistants are the research fellows who help the research, investigations and experiments that are carried out in the university and other tasks given by the authorized bodies. Research assistants are recommended by the heads of departments, recommended by the Rector after taking the affirmative opinion of deans/director and appointed by the President. Their term of office automatically expires at the end of the period of appointment.

(3) The qualified instructors are the teaching assistants who are directly or indirectly related to teaching and they are assigned in labs, libraries, workshops, and other application areas.

(4) Translators are the teaching assistants who are assigned in oral or written translation work.

(5) The educational planners are the teaching assistants in charge of education planning.

(6) The qualified instructors, translators, and planners are recommended by the Rector and appointed from among the candidates nominated by the head of the department by the President after consultation with the deans in the faculties, the directors of the institutes and schools of higher education. Their term of office automatically expires at the end of the period of appointment. They may be reappointed in the same procedure.

SECTION FOUR

Administrative organization

Administrative organization of the university

ARTICLE 33 - (1) The administrative organization of the university consists of secretary general and the following units under the secretary general;

- a) Department of Information Processing,
- b) Department of Financial Affairs,
- c) Personnel Department,
- d) Students' Affairs Office,
- d) Library and Documentation Center,
- e) Health, Culture and Sports Department,
- f) Department of Administrative Support and Technical Services,
- g) Promotion, Press and Public Relations Department,
- i) Department of Legal Consultancy.
- ğ) Hukuk Müşavirliği.

Duties of the General Secretariat

ARTICLE 34 - (1) The General Secretariat consists of one Secretary-General, a maximum of two deputy general secretaries and other organizational units. The Secretary-General shall be appointed by the positive opinion of the Rector and the approval of the President.

(2) The duties of the Secretary are as follows;

- a) To ensure the organization of the administrative units in an efficient, orderly and harmonious way,
- b) to act as a reporter in the Senate and the Board of Directors Secretary without voting, writing of the decisions taken in these boards, protect and ensure the retention,
- c) To convey the decisions of the Senate and of the Board of Directors to the units attached to the University,
- ç) To make recommendations to the Rector about the University staff to be charged in the administrative organization,
- d) To ensure that the press and public relations service works properly,
- e) To carry out the correspondence of the Rectorship,
- f) To organize the protocol, visits, and ceremonial jobs,
- g) To perform other administrative duties assigned by the Rector.

Administrative organization of the faculty and the school of higher education

ARTICLE 35 - (1) The administrative organization of the faculty and the school of higher education consists of secretary general and a sufficient number of experts and staff under the Secretariat. The Secretariat carries out the administrative affairs of the faculty and the school of higher education.

Administrative organization of the Institute

ARTICLE 36 - (1) The administrative organization of the institute consists of the secretary, the secretary's office, students' affairs Office, and the support services.

Administrative organization of the department

ARTICLE 37 - (1) The Administrative organization of the department consists of a sufficient number of staff under a chief clerk.

SECTION FIVE

Language, principles of personnel and students

The language of instruction

ARTICLE 38 - (1) The language of instruction is published in the Official Gazette No. 22598 dated 04.01.1996 and is by the provisions of the Regulation on Principles of Foreign Language Education in Higher Education. The language of instruction may be fully or partially in a foreign language other than Turkish or in Turkish. The language of instruction takes effect with the proposal of the Senate, the positive opinion of the Rector, the decision of the Board of Trustees, and the approval of the Board of Higher Education.

Provisions relating to personnel

ARTICLE 39 - (1) The working principles of academic and administrative staff who will work at the university are subject to the provisions set out in the Law No. 2547 for the state universities. The salaries and other personal rights of the staff provisions are subject to the Labour Law No. 4857 dated 05.22.2003.

(2) The academic and administrative staff are given annual and other sorts of leave by the provisions of Law No. 4857. However, without considering the limits of the Law No. 4857 on the annual leave, those staff in question who have a total service of less than five years in a public or private organization are given a paid leave of two weeks, three weeks for those between five to ten years, and four weeks for those for more than ten years.

(3) The permission of the Rector is given by the chairman of the Board of Higher Education. The deans and directors, and other academic staff are given permission by the Rector on the recommendation of the head of the unit. The staff other than the teaching staff are given permission by the Rector on the recommendation of the administrator of the relevant unit.

(4) The provisions of Law No. 2547 published in the Official Gazette No. 17789 dated 21.08.1982 are for the disciplinary actions of the teaching staff and administratives in Higher Education.

Student admission

ARTICLE 40 - (1) The number of students is determined by the Board of Trustees, the resolution of the Senate, and the positive opinion of the Rector and it is submitted to the approval of the Board of Higher Education.

(2) Students are admitted to the undergraduate and associate degree programs with the results of Student Selection Examination. However, the students who make a point above the minimum score set by the Board of Higher Education who have a special aptitude in certain art branches or sports can be enrolled on condition that they receive education and training in the relevant branches and take the exam of the University. Foreign students are enrolled according to the principles set forth by the Council and the Foreign Student Examination (YOS)

(3) Students who graduate from vocational and technical high schools if they want to, may be placed in a program that is a continuation of the program from which they have graduated within the framework of the Student Selection and Placement Center (ÖSYM).

4) The upper limits of the quota of students to be admitted to the vocational colleges of higher education is determined by the Council of Higher Education and the placement process is done by ÖSYM.

(5) The university may admit students from inside or outside institutions of higher education through lateral and vertical transitions in accordance with the relevant legislation, students can be.

Education and disciplinary affairs of the students

ARTICLE 41 - (1) The principles about students' registration, admission, and exams, promotion to a higher grade, graduation, and other related topics are determined by the Senate.

(2) The Regulations Concerning Lateral Transfers in the Associate and Undergraduate Degrees between Higher Education Institutions is applied for lateral transfer. The regulation published in the Official Gazette No. 24676 dated 02.19.2002 is used for vertical transfer. For the selection of the student councils, the regulation published in the Official Gazette No. 24975 dated 26.12.2002 shall be applied.

(3) For the disciplinary actions, Higher Education Student Disciplinary Regulations published in the Official Gazette No. 18634 dated 01.13.1985 are applied.

(4) Students who do not fulfill their financial obligations will be dismissed from the university.

SECTION SIX

Financial Provisions

Not to seek profit and not to transfer the income to the foundation

ARTICLE 42 - (1) Founder of the Foundation can in no way achieve any gains and rights from the University. All kinds of the university revenue remain in college and, they can in no way be transferred into the accounts of the founder of the Foundation temporarily or indirectly. The donations and the real property that are acquired in the form of real property shall be registered on behalf of the legal entity of the University in the land registry.

Financial facilities

ARTICLE 43 - (1) The University and the relevant departments shall benefit from the financial conveniences, exemptions, and exceptions in Article 56 of the Law No. 2547. These units are exempt from property tax.

The spending authority

ARTICLE 44 - (1) The spending authority (authorizing officer) of the University is the President. President may transfer the authority to the Rector or other units of the university.

Sources of income

ARTICLE 45 - (1) The sources of income of the University are as follows:

- a) Donations and grants by the Founder of the Foundation,
- b) Income from services such as counseling, research and development projects,

- c) Revenues from the university's investments and operations,
- ç) Tuition fees,
- d) State aid to public institutions and organizations of all kinds and other benefits,
- e) Direct donations to the University by the will made by third parties and other grants to college,
- f) Publications and sales revenues,
- g) other income determined in accordance with the provisions of other relevant legislation.

Surveillance-monitoring and evaluation

ARTICLE 46 - (1) The University is under the supervision of the Board of Higher Education.

(2) Education in the University, training and research activities and administrative services, quality management, the approval and recognition of the evaluation for independent external process are carried out in accordance with published in the Official Gazette No. 25942 dated 09.20.2005 which is the Regulation for Academic Evaluation and Quality Improvement in Higher Education.

(3) The university presents the annual report to the Board of Higher Education at the end of each academic year and the results of studies are monitored and evaluated and approved by the Supervisory Board of the Council of Higher Education.

(4) An example of a detailed budget of the University and the principles and decisions approved by the Board of Trustees on the implementation of the budget and the authority to spend the budget will be sent to the Board of Higher Education. At the end of the fiscal year expenditures are duly examined by the certified financial consultant for certification and sent to the Higher Education Council and at least until the end of November in the following academic year.

(5) The immovable property of the university shall be registered in the name of a legal entity of the University. All types of vehicles, equipment and fixtures are duly notarized and recorded and maintained in the inventory records.

SECTION SEVEN Miscellaneous

and Final Provisions

Project and consulting services

ARTICLE 47 - (1) An ongoing project evaluation committee is established to investigate all kinds of projects and consultancy services requested from outside of the university by the Rector. The reviews of the committee is put into practice after the approval of the Board of Trustees.

(2) The provisions of the relevant legislation are applied for the full-time university staff to benefit from the projects, consultancy services, and copyrights.

Situations for which there are no provisions

ARTICLE 48 - (1) Where there are no provisions in this Regulation, the Law No. 2547, the Regulation for the Foundation Institutions of Higher Education, other relevant legislations with the provisions of the Higher Education Council, the decisions of the Board of Trustees and the Senate are applied.

Enforcement

ARTICLE 49 - (1) This Regulation shall enter into force on the date of publication.

Executive

ARTICLE 50 - (1) This Regulation shall be executed by the Rector of Istanbul Arel University.