

# UNIVERSITY OF KYRENIA

## AVIATION AND SPACE SCIENCES RESEARCH AND APPLICATION CENTRE REGULATION

### PART ONE

#### Purpose, Scope, Basis and Definitions

##### Objective

**ARTICLE 1** - (1) The purpose of this Regulation is to regulate the procedures and principles regarding the purpose, fields of activity, organs, duties and working style of the University of Kyrenia, Aviation and Space Sciences Research and Application Centre.

##### Scope

**ARTICLE 2** - (1) This Bylaw covers the provisions regarding the aims, organs, duties and working style of the University of Kyrenia Aviation and Space Sciences Research and Application Centre.

##### Basis

**ARTICLE 3** - (1) This Regulation has been prepared based on the Turkish Republic of Northern Cyprus Higher Education Law (as amended and merged with the Amendment Law No. 21/2008 and 40/2009), Objectives of Higher Education 5.(3), subparagraph (2) of paragraph (d) of the first paragraph of Article 7 of the Higher Education Law No. 2547 dated 4/11/1981 and Article 14.

##### Definitions

**ARTICLE 4** - (1) In this Regulation;

a) **Advisory Board** University of Kyrenia, Aviation and Space Sciences Research and Application Centre's Advisory Board,

b) **Safety management system**: A systematic and precise approach, defined as the safety management activities carried out by the organisation to ensure acceptable or tolerable safety,

c) The **Centre** University of Kyrenia Aviation and Space Sciences Research and Application Centre,

ç) **Director**: The Director of the Centre,

d) **Deputy Director**: Deputy directors of the centre,

e) **Board of Trustees** University of Kyrenia Board of Trustees,

f) **Rector:** Rector of the University of Kyrenia,

g) **Rectorate** University of Kyrenia Rectorate, ğ)

**Senate:** University of Kyrenia Senate,

h) **University** University of Kyrenia, which is a public legal entity,

ı) **Board of Directors** The Board of Directors of the University of Kyrenia Aviation and Space Sciences Research and Application Centre.

## **PART TWO**

### **Purpose, Fields of Activity, Governing Bodies and Duties of the Centre** **The purpose, fields of activity and duties of the Centre**

**ARTICLE 5** - (1) The aim of the University of Kyrenia Aviation and Space Sciences Research and Application Centre is to contribute academically to the development of aviation in our country and in the world.

(2) The following activities are carried out by the Centre, including the civil aviation activities carried out within the University and, upon request, within the affiliated, related, associated and stakeholder organisations of the University:

a) In order to ensure the continuity of safety, which is the most important component of aviation activities, to establish and implement the safety management system, to conduct risk analyses, to meet operational needs and to provide trainings in this field,

b) To popularise the development and use of environmentally friendly sources of energy and to make use of them in aviation, to carry out studies on aircraft with increased energy efficiency,

c) To support the execution of administrative and technical activities in a way to meet the requirements of national and international legislation, to prepare the processes and procedures that need to be established, to keep their applicability under constant supervision,

ç) Conducting high-level research and developing technology within the scope of safety and reliability. Some possible topics in this context: Human-Machine-Environment interactions, Risk Management, Data analytics and artificial intelligence applications, System theory, etc.)

d) To identify the technical needs arising at the stakeholder airports quickly and effectively, to establish systematic and regular training plans in order to maintain and improve the professional competences of the personnel,

e) To fulfil the provisions of the TRNC Occupational Health and Safety Law No. 35/2008 and the Turkish Occupational Health and Safety Law No. 6331 dated 20/6/2012 and the secondary legislation issued within the scope of this Law and to support the works for the establishment of the necessary infrastructure,

f) To effectively carry out the coordination to be carried out with public and private institutions and organisations in the aviation sector within the scope of the administrative processes of the University,

g) To monitor academic and technological activities to determine the technologies of the future in the field of aviation, to examine the trends and to carry out forecasting studies,

ğ) To conduct interdisciplinary examinations, research and analyses on issues concerning the interests of the country, to identify strategic expansions and policy alternatives and develop solution proposals, to provide integrated risk management in the dimensions of efficiency, sustainability and management systems by providing information and technology transfer to the industry

h) To encourage, organise or have organised national and international congresses, conferences, conferences, workshops, symposiums, panels, meetings and researches in the field of civil aviation, to actively participate in those to be organised by stakeholders, to share sectoral knowledge and experiences,

ı) To carry out activities related to the determination of technical and vocational training standards, development and implementation of qualifications, accreditation, authorisation, audit, measurement, evaluation and certification in the titles for the aviation sector within the scope of the European Union Acquis,

ı) To prepare and execute projects on aviation within the scope of national and international support programmes, to ensure the employment of qualified and competent personnel and to obtain useful outputs,

j) To provide coordination and consultancy services to public and private sector projects for the development of the aviation sector at international level,

k) To cooperate with higher education institutions and scientific research centres in Turkey and abroad,

l) To support academic staff and researchers working in higher education institutions in Turkey and abroad for scientific activities,

m) To take an active role in fulfilling the requirements of international agreements to which our country is a party in the field of civil aviation,

n) To ensure that the evaluations and suggestions created within the University are communicated to the regulatory authorities in the process of preparing and regulating national and international rules,

o) Assigning experts and providing expert opinion support to the examination and evaluation commissions established before public institutions and organisations,

ö) To carry out activities to raise awareness of the TRNC and Turkish Republic of Northern Cyprus civil aviation sector on the issues of internationalisation and globalisation,

p) To establish cooperation in order to encourage the personnel working in stakeholder public and private institutions and organisations to graduate education, to provide the necessary

coordination within the University,

r) To create the necessary Internet infrastructure to enable the Centre staff and sector representatives to communicate and communicate electronically, and to work on establishing an information bank and archive,

s) To award prizes to encourage national and international studies in the fields of aviation and energy,

ş) To publish publications related to its field and to encourage researchers to publish,

t) Organising seminars and congresses,

u) To carry out other activities deemed appropriate by the Board of Trustees, the Rector and the Board of Directors.

### **Working principles of the Centre**

**ARTICLE 6** - (1) The Centre conducts its correspondence with public institutions and organisations on behalf of the Rector in accordance with the TRNC current law and principles of practice.

(2) The Board of Directors is independent in its decisions.

(3) The internal audit and supervision activities to be carried out by the Centre cannot be directly intervened by any authority within the University other than the Rector.

### **Governing bodies of the Centre**

**ARTICLE 7** - (1) The governing bodies of the Centre are as follows:

a) Director,

b) Deputy directors,

c) d) Advisory

#### **Board. Director**

**ARTICLE 8** - (1) The Director is appointed by the Rector for four years from among the University faculty members who are experts in the subjects related to the field of study of the Centre and who have at least four years of aviation experience or among the University staff who have at least four years of aviation experience and have postgraduate education.

(2) The Director whose term of office expires may be reappointed by the same procedure.

(3) The Director is responsible to the Rector for the regular conduct and development of the work of the Centre.

### **Duties of the Director**

**ARTICLE 9 - (1)** The duties of the Director are as follows:

- a) Representing and managing the centre,
- b) To chair the Board of Directors and the Advisory Board,
- c) To ensure that the work of the Centre is carried out and developed regularly,
- ç) To take the necessary measures for the regular and effective functioning of the Centre and its affiliated units in terms of management, to provide guidance and supervision,
- d) To ensure the coordination of the Centre with the academic and administrative units of the University and other higher education institutions,
- e) To carry out relations with national and international organisations in relation to the research, application, supervision, project, education and training and other activities of the Centre,
- f) To participate in all national and international activities in the field of study of the Centre and related to the role and functions of the Centre,
- g) To establish working groups affiliated to the Centre,
- ğ) To notify the Rector of the Centre's appropriation and staffing needs together with its justification,
- h) In case of need, to make a proposal to the Rector for the appointment of scientists, researchers, experts, specialists, educators, administrative and technical personnel from other public or private institutions and organisations within or outside the University in the fields to be determined,
- ı) To make a proposal to the Rector for the assignment of the personnel working or to be assigned at the Centre for in-service training at home and abroad,
- i) To determine the duties and responsibilities of the personnel working within the Centre, to supervise that the duties and responsibilities of the personnel are carried out in accordance with ethical and scientific rules, this Regulation and other relevant legislation provisions.

(2) When the Director is absent from his/her duty, he/she leaves one of his/her deputies, and if the deputy is absent, he/she leaves one of the members of the Board of Directors as his/her deputy without any time limitation.

### **Deputy Directors**

**ARTICLE 10 - (1)** In order to assist him/her in his/her work, the Director proposes to the Rector two persons from among the University academic staff or University personnel with postgraduate education who have studies related to the fields of activity of the Centre to be appointed as Deputy Director for a period of four years.

(2) Deputy directors carry out the tasks assigned by the Director.

(3) Assistant directors are responsible to the Director for the effective and efficient operation of the Centre.

(4) The Director may propose to the Rector to replace his/her assistants when deemed necessary.

### **Board of Directors**

**ARTICLE 11** - (1) The Board of Directors consists of five people, including two members appointed by the Rector upon the recommendation of the Director from among the academic staff of the University and persons who have received postgraduate education from other universities, and the Director and his assistants.

(2) The term of office of the members of the Board of Directors is four years. Members whose term expires may be reappointed. A new member is appointed by the same method in place of a member who leaves his/her duty for any reason.

(3) The Board of Directors convenes regularly every month upon the call of the Director and extraordinarily when necessary. The Director may call the Board of Directors to a meeting at any time when necessary.

(4) The Board of Directors convenes by absolute majority and decisions are taken by majority of votes. Abstentions and proxy votes cannot be used in the meetings. In case of equality of votes, the majority in favour of the Director's vote is considered to have been achieved.

(5) A member who fails to attend two consecutive meetings of the Board of Directors or three meetings in a year shall automatically cease to be a member of the Board of Directors.

### **Duties of the Board of Directors**

**ARTICLE 12** - (1) The duties of the Board of Directors are as follows:

a) To ensure the preparation and implementation of plans and programmes related to the activities of the Centre,

b) To prepare the investment, plan and budget draft of the Centre and submit it to the Rector for approval,

c) To evaluate the requests of the Centre staff in the fields of education, practice, research, service production and publication and to make suggestions,

ç) To take decisions by evaluating all the works to be brought by the Director regarding the management of the Centre,

d) To perform other duties assigned by the provisions of the TRNC Higher Education Law.

### **Advisory Board**

**ARTICLE 13** - (1) The Advisory Board consists of at least five members to be

determined by the Director from among the academic staff who are experts in their fields and people who have worked in the field of activity of the Centre or who have experience in these fields and whose knowledge can be consulted.

(2) Members of the Board of Directors are natural members of the Advisory Board.

(3) The term of office of the Advisory Board members is four years. Members whose term expires may be reappointed. New members are appointed in place of the members who leave before the end of their term.

(4) The Advisory Board convenes quarterly upon the call of the Director and extraordinarily if the Director deems it necessary.

(5) An absolute majority is not required at the Advisory Board meetings.

### **Duties of the Advisory Board**

**ARTICLE 14** - (1) The duties of the Advisory Board are as follows:

- a) To make evaluations and make recommendations regarding the activities of the Centre,
- b) To give opinions on the long-term plans of the Centre and new working subjects,
- c) To contribute to the formulation of the general strategies and policies of the Centre,
- ç) To support the development of cooperation with public and private institutions and organisations,
- d) To contribute to the projects of the Centre in the fields of special expertise.

### **Working groups and application units**

**ARTICLE 15** - (1) In order to achieve the objectives of the Centre, working groups and application units may be established upon the proposal of the Director and the decision of the Board of Directors in order to carry out different activities and increase efficiency.

(2) The duties, terms of office and members of working groups and application units are determined by the Board of Directors.

## **PART THREE**

### **Miscellaneous and Final**

#### **Provisions Providing necessary facilities to the Centre**

##### **staff**

**ARTICLE 16** - (1) Public institutions and organisations and real and legal persons requesting to carry out joint studies within the scope of the activities of the Centre shall be deemed to have accepted to provide the necessary facilities and fulfil their requests in order to ensure that the personnel assigned to the services of the Centre can carry out their duties properly.

### **Staffing needs**

**ARTICLE 17** - (1) The procedures for meeting the academic, administrative and technical personnel needs of the Centre are as follows:

a) Appointments to be made by the Rector according to Article 23 of the TRNC Higher Education Law,

b) Contracted personnel to be employed in accordance with the TRNC Occupational Health and Safety Law dated 14 July 2008 upon the approval of the Board of Trustees upon the proposal of the Director and the approval of the Rector.

(2) Undergraduate and postgraduate students can be employed part-time at the Centre when needed in accordance with the TRNC Higher Education Law.

(3) When deemed necessary, personnel support can be obtained from national and international institutions and organisations.

### **Rules to be followed by the staff**

**ARTICLE 18** - (1) Personnel assigned to the services of the Centre;

a) They may not disclose information they have obtained as a result of their duties.

b) Official documents, reports and similar documents cannot be given to any authority or person without the permission of the Rector or the Director.

c) They shall not behave in such a way as to undermine the dignity and trust required by their duties and titles.

### **Infrastructure needs**

**ARTICLE 19** - (1) The office and other working spaces required for the Centre to carry out its activities effectively and efficiently shall be allocated by the Rectorate in a physical area in the main campus of the University where the Rectorate is located, where the members of the Board of Directors and Advisory Board and the personnel of the Centre can easily access.

### **Equipment and fixtures**

**ARTICLE 20** - (1) All kinds of tools, vehicles, equipment and fixtures to be requested for the works carried out within the scope of the Centre's field of activity are allocated to the use of the Centre by the Rectorate.

### **Budget**

**ARTICLE 21** - (1) The Centre may request funds from the budget with justification.

(2) The budget of the Centre shall be kept in a specially opened bank account and monitored (by the rectorate).



## **Income Sources**

**ARTICLE 22** - (1) The sources of income of the Centre are as follows:

- a) Allocations to be allocated from the university budget,
- b) Income from the activities of the Centre,
- c) Income from domestic and international research and development activities and applied projects,
- ç) Revenues from the organisation of congresses and seminars,
- d) Income from corporate trainings, courses, exams and seminars,
- e) Revenues from all kinds of aids and donations,
- d) Other income.

## **Expenses**

**ARTICLE 23** - (2) Expenses of the Centre are as follows:

- a) Expenses to be incurred for the implementation and realisation of the activity subjects,
- b) Administrative and personnel expenses,
- c) Expenses of other activities to be carried out with the decision of the Board of Directors.

## **Expenditure**

**ARTICLE 24** - (1) The Rector is the expenditure authority of the Centre. The Rector may delegate this authority to the Director.

(2) In case a conditional donation is made in accordance with the relevant article of the TRNC Higher Education Law in relation to the fields of activity of the Centre, the expenditures related to the donated portion shall be made according to the conditional donation agreement approved by the Board of Trustees.

## **Certified events**

**ARTICLE 25** - (1) The Centre may organise certified training programmes, courses and seminars in line with the needs and demands.

(2) The procedures and principles regarding the conduct of certified activities are determined by the Board of Directors.

## **Collaborations**

**ARTICLE 26** - (1) Cooperation may be established with local administrations, non-governmental organisations, private sector, public institutions and organisations, technology

centre organisations, institutes, foundations and similar organisations on issues such as services and related venues, planning and execution of training and activities, supply of trainers, provision of financial support and development of the Centre.

(2) Working and assignment procedures and principles shall be determined by a protocol for the healthy execution of the collaborations to be carried out with the institutions and organisations specified in the first paragraph of this Article.

#### **Relations with other organisations**

**ARTICLE 27-** (1) The duties of the personnel assigned to public and private institutions and organisations representing the Centre shall be terminated as of the date of termination of their assignment at the Centre.

#### **Cases where there is no provision in the Regulation**

**ARTICLE 28 -** (1) In cases where there are no provisions in this Regulation, the provisions of the TRNC Higher Education Law, other relevant legislation, YÖDAK, the decisions of the Board of Trustees and the Senate shall apply.

#### **Services in progress**

**PROVISIONAL ARTICLE 1 -** (1) The services carried out by other units of the University in the fields of activity of the Centre shall be carried out by the Centre as of the effective date of this Bylaw.

#### **Enforcement**

**ARTICLE 29 -** (1) This Regulation enters into force on 31 May 2021.

#### **Execution**

**ARTICLE 30 -** (1) The provisions of this Regulation shall be executed by the Rector of University of Kyrenia.