

University of Kyrenia

University of Kyrenia Continuing Education Center (GÜSEM) Regulation

PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1- (1) The aim of GÜSEM is to provide participants with new knowledge and skills by integrating theory and practice, and to ensure the development of cooperation with national and international organizations by organizing training programs and social activities.

Scope and Basis

ARTICLE 2- (1) University of Kyrenia Continuing Education Center (GÜSEM) is an institution responsible for the organization, execution and coordination of the University of Kyrenia's undergraduate and graduate education programs as well as the education programs offered to the community. This Regulation regulates the principles regarding GÜSEM, which was established under the Rectorate based on Article 7/d-2 of Law No. 2547 amended by Law No. 2880.

Definitions

ARTICLE 3 - (1) In this Regulation;

- a) Center (GÜSEM): University of Kyrenia Continuing Education Center,
- b) Director: The Director of the Center,
- c) Rector: Rector of University of Kyrenia,
- ç) University: University of Kyrenia,
- d) Board of Directors: The Board of Directors of the Center.

PART TWO

Purpose and Fields of Activity of the Center

Purpose of the Center

ARTICLE 5 - (1) The purpose of the Center is to organize education, training and course programs using face-to-face and / or distance education technologies in order to provide non-formal education activities to public, private sector and international organizations and individuals in order for all segments of the society to take part in the lifelong learning process, to plan, prepare and implement fixed or mobile exam organization, to provide exam

center services related to all kinds of certification and / or certification in national and international fields.

Areas of activity of the Center

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

- a) Organizing educational activities and programs open to general participation in its field of activity.
- b) To provide training, certificate programs, exams and similar activities related to its field of activity through face-to-face, electronic, distance and mixed methods.
- c) To organize or mediate the organization of training and certification programs, courses, seminars, conferences, congresses, workshops and similar activities at national and international level in the fields they need for public and private sector institutions and organizations, international organizations and individuals.
- ç) To provide consultancy services to public and private sector institutions and organizations, international organizations and individuals in the areas they need, and to cooperate within the scope of the Center's field of activity.
- d) To provide question preparation and examination services for universities, public institutions and the private sector. In this context, to organize or mediate the organization of all kinds of national and international exams.
- e) To organize vocational trainings such as family counseling, workplace medicine, occupational safety expertise, occupational health and safety and similar trainings and in-service trainings for public and private sector institutions and organizations, the content of which is determined by public institutions within the scope of the legislation.
- f) To organize national and international personnel certification and certification trainings, to conduct examinations, to issue certificates and certificates of participation in accordance with the principles determined by accreditation and qualification bodies.
- g) To publish, publish and sell all kinds of national and international works related to the field of activity of the Center.
- ğ) To issue certificates of achievement, certificates of participation, certificates and similar documents according to the type of activity.
- h) To make organizations for educational, social and cultural activities and to provide all kinds of technical, equipment and material support to the organizations to be made by the relevant units in these fields.
- ı) To carry out other activities related to the purpose of the Center.

PART THREE

Governing Bodies and Duties of the Center

Governing bodies of the Center

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

- a) Director.
- b) Board of Directors.

Director

ARTICLE 8 - (1) The Director is appointed by the Rector for a period of three years from among the faculty members of the University who are working on issues related to the field of activity of the Center. The Director whose term of office expires may be reappointed. The Director is responsible to the Rector for the regular execution and development of the activities and studies of the Center.

(2) The Director submits for the approval of the Rector two persons from among the University faculty members to be appointed as deputy directors to assist him/her in his/her work. The Director leaves one of his/her deputies in charge when he/she is absent from his/her duty. In case the deputy duty lasts longer than six months without interruption, a new Director is appointed. When the duty of the Director ends, the duty of his/her deputies also ends automatically.

Duties of the Director

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

- a) a) Representing the Center and ensuring that the work of the Center is carried out regularly.
- b) Calling the Board of Directors for a meeting, setting the agenda of these meetings and chairing the meetings. To implement the decisions taken by the Board of Directors and the work program prepared by the Board of Directors, and to supervise the effectiveness of the programs opened.
- c) To determine the need for academic, administrative and technical personnel from within or outside the University to work at the Center in accordance with the relevant legislation and to submit proposals for their assignment to the Rector.
- ç) To make the distribution of duties within the Center.
- d) To prepare the annual activity report of the Center and submit it to the Rector after receiving the appropriate opinion of the Board of Directors.
- e) To carry out the administrative and financial affairs of the Center, to plan and prepare the annual budget of the Center.
- f) To cooperate with relevant institutions and organizations and to prepare projects in the fields of activity of the Center.
- g) To perform other duties assigned by the Rector in line with the objectives and activities of the Center.

Board of Directors

ARTICLE 10 - (1) The Board of Directors consists of a maximum of ten members, including the Director, deputy directors and at least five and at most seven members appointed by the Rector for a period of three years from among the full-time faculty members at the University upon the recommendation of the Director. A member whose term of office expires may be reappointed. A new member is appointed to complete the remaining term in place of the members who leave their duties before their term expires.

(2) The Board of Directors convenes at least six times a year upon the call of the Director with absolute majority and decisions are taken by majority vote. The membership of a member who fails to attend two consecutive meetings of the Board of Directors without permission or excuse may be terminated upon the proposal of the Director and the approval of the Rector.

Duties of the Board of Directors

ARTICLE 11 - (1) The duties of the Board of Directors are as follows:

- a) a) To formulate the general strategies and policies of the Center, to coordinate and evaluate the activities related to the various programs to be organized.
- b) To review the activities of the Center and take necessary decisions.
- c) To evaluate the activity report to be prepared by the Director at the end of each activity period and to organize the work program for the next period.
- ç) To determine the principles regarding the issuance of certificates of participation, certificates and similar documents to be given at the end of the training programs.
- d) To determine the draft budget to be submitted in relation to the Center's fields of activity.
- e) To fulfill other duties assigned by the provisions of the relevant legislation.

SECTION FOUR

Miscellaneous and Final Provisions

Enforcement

ARTICLE 12- (1) This Regulation enters into force on

Execution

ARTICLE 1- (1) The provisions of this Regulation are executed by the Rectorate of University of Kyrenia.