



UNIVERSITY OF KYRENIA
DEPARTMENTAL REGULATIONS ON ACADEMIC
ORGANIZATION AND FUNCTIONING

Article-1 Department: It is the education, scientific research and application unit of faculties and colleges, consisting of complementary or close to each other departments and majors that constitute a whole in terms of purpose, scope and quality.

Head of Department

Article-2 The head of the department is appointed by the dean among the full-time faculty members of the department. The dean notifies the rectorate of the appointment.

Article-3 The head of the department is responsible for the education and research of the department at all levels and for the regular and efficient execution of all kinds of activities related to the department and for ensuring the effective use of resources. The head of the department is the hierarchical superior of the academic staff working in the department. The head of the department participates in the faculty or college board and represents the department. The head of the department monitors and supervises the performance of the academic staff in the department. At the end of each academic year, the head of the department submits a report explaining the education and research activities of the department in the past year and the work plan for the next year to the dean or the director of the school.

Deputy Head of Department

Article-4 The head of the department may appoint up to two members of his/her department as vice-chairs. The head of the department may change his/her deputies when deemed necessary. When the duty of the head of the department ends, the duty of the deputies also ends. Deputy heads of departments are academic staff who assist the head of department in fulfilling his/her duties and are not the hierarchical supervisors of the academic staff working in the unit. In case of deputizing the head of the department, the deputy heads of the department act as the hierarchical supervisor of the academic staff working in the unit.

Department Board

Article–5 Department Board; It consists of all academic staff in that department under the chairmanship of the head of the department. The Department Board, which is the main decision-making body of the department, is authorized to prepare the necessary plans and cooperation principles in order to make the most effective use of the education, training, practice and research activities, programs, tools, equipment and physical facilities of the department and the departmental departments or departments affiliated to the department.

Article–6 The Department Board convenes at least in December and May of each year and decides on the course schedules of the next semester, the need for teaching staff and the distribution of duties including course loads of teaching staff.

Article–7 In case of any material error in the final grades announced by the Registrar's Office, the correction process shall be decided by the Department Board upon the application of the relevant instructor. Grade corrections related to material errors must be completed within the registration period of the following semester at the latest.

Article–8 The Department Board is authorized to decide in which field new instructors will be recruited to the department. The recruitment of new lecturers is decided by the Department Board after a seminar presentation by the candidates in their fields of specialization.

Article–9 This regulation is executed by the rectorate and is valid as of August 2, 2016.