

# NEAR EAST UNIVERSITY

## Academic Organization and Operation Regulation

### PART ONE

#### PURPOSE AND SCOPE

##### ARTICLE 1.

The purpose of this Regulation is to regulate the principles regarding the academic organization, functioning, duties, authority, and responsibilities of the Near East University and its affiliated units and governing organs in line with the provisions stipulated in the TRNC Higher Education Law No. 65/2005.

#### BASIS

##### ARTICLE 2

This Regulation is based on TRNC higher education law No. 65/2005.

#### DEFINITIONS

##### ARTICLE 3

*The references in this regulation are as follows;*

**Board of Trustees:** The Board of Trustees of the Near East University,  
University: Near East University

**Senate:** Near East University Senate,

**University Executive Board:** Near East University Administrative Board,

**Academic Board of Directors:** Near East University Academic Administrators Board,

**President:** Chairman of the Board of Trustees of Near East University,

**Rector:** Rector of Near East University,

**Vice Rector:** Vice Rectors of Near East University,

**Dean:** Faculty Dean of Near East University

**Director:** Directors of Schools of Higher Education, Vocational Schools, Institutes, Research and Application Centers affiliated with the Near East University

**Head of Department:** Chairpersons of academic departments of Near East University,

**Secretary-General:** Near East University General Secretary

## **PART TWO**

### **BOARD OF TRUSTEES AND ITS DUTIES, POWERS, AND RESPONSIBILITIES**

#### **Composition of the Board of Trustees**

##### **ARTICLE 4**

The Board of Trustees is the highest decision-making body of the University and represents the legal personality of the University. The Board of Trustees consists of at least seven members appointed for a term of three years. The University Rector is a representative member of the Board of Trustees. At least five members of the Board of Trustees must have completed undergraduate education. Members whose terms have expired may be reappointed. The Board of Trustees elects a Chairman from among themselves for three years, and the Chairman appoints a Vice Chairman for a term of three years. The Chairman of the Board of Trustees is the authorized representative of the University and presides over meetings of the University Senate and the Board of Directors when necessary. When the term of a member comes to an end, or he/she leaves due to other reasons, the new member who will be assigned to replace him/her, carries out his/her duties for the remaining period. Regardless of having an excuse or not, the membership of a member, who does not attend more than half of the Board of Trustees meetings held in six months, or two meetings in a row, is automatically terminated, and the Board of Trustees elects and assigns a new member. Members of the Board of Trustees cannot be paid any payments, such as attendance fees, other than their essential expenses related to their duties.

#### **Functioning of the Board of Trustees**

##### **ARTICLE 5**

The Board of Trustees meets at least once a week. The President may call the Board of Trustees to a meeting when he deems it necessary. The quorum of the meeting is more than half of the total number of members of the Board of Trustees. Members of the

Board of Trustees are obliged to cast their votes in the form of acceptance or rejection. Abstention votes cannot be used. Decisions in the Board of Trustees meetings are taken by the absolute majority of the attendees. In the event of a tie, the President's vote is decisive. The Board of Trustees may delegate some of its powers, including the representation of the University, to the Chairman of the Board of Trustees, the Rector, or other units of the University, to the extent and for the period it deems appropriate. It can also continue its work through permanent and temporary committees/boards that it will establish itself or that will be established under the authority of the president.

## **Duties, Powers, and Responsibilities of the Board of Trustees**

### **ARTICLE 6**

The main duties, powers, and responsibilities of the Board of Trustees are stated below:

- a) It pays regard to the creation and protection of academic freedom in education, research, and other academic activities by shaping and determining the principles, policies, and plans that ensure the operation and management of university studies.
- b) It defines academic and administrative duties, and positions and approves appointments and promotions to these positions, and dismissals.
- c) Conditional on not to contradict the provisions of this Regulation and other legislation related to the University, it approves and puts into effect the regulations regulating the establishment and functioning of the organs and units of the University.
- d) It decides on the establishment, closure, or merger of faculties, higher schools, institutes and departments, techno-parks, application and research centers, or similar academic units at the university.
- e) It supervises the preparation and implementation of the budget prepared by the Office of Rector and approves the budget.
- f) It concludes the contracts of administrators, faculty members, and other personnel, and approves their appointments and dismissals. It determines the wages to be paid to faculty members and other employees.
- g) It determines the amount of fees to be collected from students, the method and time of payment.

- h) It determines the number of students to be admitted to the university, the scholarship quotas, and the type and rate of the scholarship to be granted.
- i) It decides to ensure a collaboration of any nature with domestic and foreign higher education institutions and other organizations.
- j) It takes the necessary measures to determine the quality and standards of education and training at the university and its capacity.
- k) It elects the Rector of the University and may dismiss him/her in accordance with the appointment procedure before the end of his/her term of office.
- l) It manages the movable and immovable properties of the university. It accepts or rejects donations, and facilitates the creation of new resources.
- m) It makes the final decision in resolving problems between various organs of the university.
- n) It carries out other procedures specified in the university-related legislation.

### **Advisors to the Chairman of the Board of Trustees**

#### **ARTICLE 7**

They are appointed for a period of three years as advisors to the Chairman of the Board of Trustees based on their areas of expertise.

### **PART THREE**

### **Organs and Administrators of the University**

#### **Rector**

#### **ARTICLE 8**

The rector is the highest academic administrator of the University. The Rector is appointed by the Board of Trustees for a period of four years. The Rector whose term of office has expired may be reappointed. The Rector bears the responsibility of maximizing the academic success of the University. He/she encourages academic and administrative staff to increase scientific production and improve education and service standards. His/her main duty is to create a modern, creative, and free University. The Rector uses the powers given to him by the Board of Trustees. The Rector is responsible to the Board of Trustees for the development of the University in the coming years and the execution, coordination, and improvement of the quality of current education and

training activities. He/she is responsible for ensuring the implementation of the policies determined by the decisions taken by the Board of Trustees. He/she provides liaison between the Board of Trustees and faculty members on matters related to the management of the university. The Rector may delegate his/her powers to the relevant Vice-Rector or Secretary-General as he/she deems appropriate. After receiving the opinions and suggestions of the affiliated units and the Board of Directors, the Rector prepares the University's budget and staff requirements with justification and submits them to the Board of Trustees at every stage.

Considering the intensity of the University's academic, administrative, financial, and student affairs, the Rector selects at least three people from among the university's salaried faculty members as vice-rectors to assist him/her in his/her work and proposes their names to the Board of Trustees for approval. When the Rector is not on duty, he/she designates one of the vice-rectors as acting in his/her place. If the Rector's term of office ends and a new one has not been appointed yet, the Board of Trustees appoints one of the Vice-Rectors, or another person as Acting Rector and notifies the relevant institutions about the situation.

### **Vice-Rectors**

#### **ARTICLE 9**

Vice Rectors are selected by the Rector from among the salaried faculty members of the University and appointed by the Rector for a period of four years.

### **Rector's Advisors**

#### **ARTICLE 10**

They are appointed by the Rector for a period of three years as the Rector's advisors to be consulted on issues regarding their areas of expertise.

### **Secretary-General**

#### **ARTICLE 11**

The Secretary-General is the administrative supervisor of the University staff other than the academic staff and is affiliated with the Vice-Rector in charge of administrative affairs or, if not present, directly to the Rector. The Secretary-General is appointed by the Rector for a period of three years with a decision by the University Board of Directors. The Secretary-General serves as the rapporteur for the Academic Administrators Board, the Senate, and the University Board of Directors, and carries out secretarial services.

## **Composition of the Senate**

### **ARTICLE 12**

Rector, vice-rectors, deans, directors of institutes, schools, and vocational schools, dean of students, chairperson of the center of excellence, and secretary the general are the representative members of the Senate. In addition to the representative members, the Senate consists of a faculty member to be proposed by each of the faculty boards, and nine senators to be elected for a period of two years by the representatives of the Senate. The Senate convenes at least two times a year, at the beginning and end of each academic year. The Chairman of the Board of Trustees or the Rector may call the Senate for an extraordinary meeting when deemed necessary. In order to expand participation in the management of the university, the Senate may invite the academic staff, administrative staff, and student representatives that it deems appropriate to the meetings and get their opinions.

## **Duties of the Senate**

### **ARTICLE 13**

*The Senate mainly performs the following duties;*

- a) To grant honorary academic titles that are not dependent on an exam and to conclude the University Executive Board's acceptance on this issue.
- b) To examine the objections to the decisions taken by the University Executive Board and conclude them.
- c) To elect members of the Senate other than the representative members

- d) To fulfill other academic duties stipulated by law, regulation, and other legislation or assigned by the Board of Trustees or the Rector.
- e) To review jury reports on promotion to a professor position and approve this title.

## **Composition of the University Executive Board**

### **ARTICLE 14**

The Executive Board of the University is composed of the Rector, Vice-Rectors, four Deans appointed by the Rector, the Director of the Institute of Graduate Studies, the Student Dean, the President of the Center for Excellence, and the General Secretary. Members other than representative members are appointed for a period of two years. The Rector may reappoint members whose term of office has expired. The University Executive Board convenes every two weeks during academic terms. Even if there is an excuse, the membership of a member, who fails to attend three of the University Executive Board meetings held within an academic year, is automatically dismissed and the Rector selects and assigns a new member. The Rector hands over his chairmanship power to the Chairman of the Board of Trustees at the meetings attended by the Chairman of the Board of Trustees. The Chairman of the Board of Trustees or the Rector may call the University Executive Board for an extraordinary meeting when deemed necessary. In order to expand participation in the management of the university, the University Executive Board may invite the academic staff, administrative staff, and student representatives that it deems appropriate to the meetings and get their views.

## **Duties of the University Executive Board**

### **ARTICLE 15**

*The University Executive Board carries out the following duties:*

- a) To make decisions about the education, scientific research, and publication activities of the university and to inform the Senate, and Board of Trustees on these issues.
- b) To prepare drafts or deliver opinions regarding the rules and regulations related to the university, to submit them to the approval of the Board of Trustees, and to ensure that they enter into force.
- c) To examine and decide on the annual education and training program, and the calendar of the academic year of the university.

- d) Deciding on the new academic programs to be opened and submitting them to the approval of the Board of Trustees.
- e) To determine the method, and number of students to be admitted to all educational programs such as associate, undergraduate, master's, and doctoral programs of the university and to recommend them to the Board of Trustees.
- f) To propose the opening of education programs such as dual degree and double major, summer, night, and adult education, to establish preparatory schools, support and continuing education units, and to determine the content and duration of these education programs, and units.
- g) To select a member for the Interuniversity Board.
- h) To assist the Rector in the implementation of the decisions taken by the supreme councils respective to higher education institutions, the Board of Trustees, and the Senate, in line with the determined plans and programs.
- i) To ensure the implementation of activity plans, and programs; considering the suggestions of the units that are affiliated with the university, examining the investment program, and the budget draft, and presenting it to the Office of Rector with its own suggestions
- j) To make decisions on the issues brought forward by the Rector regarding the university administration.
- k) To examine the objections to the decisions taken by the boards of respective faculty, the institute, and schools and firmly resolve them
- l) To discuss and resolve the appointment, and dismissal of faculty members and submit the decision to the approval of the Board of Trustees.
- m) To fulfill other duties stipulated by the legislation related to the University or allocated by the Board of Trustees, Senate, or the Rector.

### **Composition of the Academic Board of Directors**

#### **ARTICLE 16**

The Academic Board of Directors is chaired by the respective Vice Rector and consists of academic directors and their deputies. The Academic Board of Directors convenes upon the invitation of the relevant Vice-Rector. The Board of Trustees, the Rector, or the vice-



rectors can call the Academic Board of Directors for an extraordinary meeting when they deem it necessary.

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

### **ARTICLE 17**

The Board brings forward and discusses the problems related to the university and affiliated units that the academic directors encounter in practice and proposes solutions to the University Executive Board. Besides, the Academic Board of Directors discusses ideas and perspectives on increasing and developing the potential and capacity of the university in education and training, research, and producing science and presents the suggestions to the University Executive Board.

## **Faculty Organs**

### **Dean**

#### **ARTICLE 18**

**a) Appointment:** The dean, who is the representative of the faculty, and its affiliated units, is appointed from among professors or associate professors for a period of three years upon the decision of the University Executive Board by the Rector. The dean selects and appoints a maximum of two salaried persons among faculty members as deputy deans to assist him/her in his/her work. When the term of the dean ends, the term of the deputy deans also ends. One of the deputy deans acts as an acting dean when the dean is not on duty.

#### **b) Duties, Powers, and Responsibilities**

- (1) To preside over faculty boards, implement the decisions of faculty boards, and ensure regular collaboration among faculty units.
- (2) To provide the Office of Rector with a report on the general status and functioning of the faculty at the end of each academic year and when requested.
- (3) To report the budget and staffing needs of the faculty to the Office of Rector with justifications.
- (4) To ensure the supervision and control of the units within the faculty and personnel at all levels.

The Dean is primarily responsible to the rector in ensuring the rational use and development of the teaching capacity of the faculty and its affiliated units, in taking necessary security measures when required, in providing students with necessary social services, in conducting educational, research, and publishing activities in a regular manner, in supervising, monitoring and controlling all activities, and in obtaining results.

## **Faculty Board**

### **ARTICLE 19**

**a) Organization and Functioning:** The Faculty Board is chaired by the Dean and consists of the Heads of the Departments affiliated with the faculty, and, if applicable, the directors of institutes and schools affiliated with the faculty, as well as three professors, two associate professors, and one assistant professor, all of whom are elected among themselves for a period of three years. Election is not held for faculty members whose number is less than the number required for representation at the Board. The Faculty Board holds regular meetings at the beginning and end of each semester. The Dean may call for a meeting of the Faculty Board when deemed necessary.

**b) Duties:** The faculty board is an academic body and performs the following duties:

- (1) To decide on the education and training, scientific research, and publication activities of the faculty and the principles, plans, programs, and the academic calendar related to these activities,
- (2) To elect members to the Faculty Board of Directors,
- (3) To perform other duties assigned by laws and regulations.

## **Faculty Board of Directors**

### **ARTICLE 20**

**a) Organization and functioning:** The Faculty Board of Directors is chaired by the Dean and comprised of the deputy deans, the heads of departments affiliated with the faculty, the directors of institutes and schools affiliated with the faculty, if applicable, and a professor, an associate professor, an assistant professor, and a lecturer to be elected by the Faculty Board for three years. The Faculty Board of

Directors convenes upon the invitation of the Dean. When deemed necessary, the Faculty Board of Directors may establish temporary working groups and education-training coordinator offices and regulate their duties. In order to expand participation in the management of the faculty, the Faculty Board of Directors may invite the academic staff, administrative staff, and student representatives that it deems appropriate to the meetings and get their opinions.

**b) Duties:** The Faculty Board of Directors is an administrative body and, in administrative matters, it assists the dean by performing the following duties:

- (1) Assisting the dean in implementing the principles determined by the decision of the Faculty Board,
- (2) Ensuring the implementation of the faculty's education, curriculum, and academic calendar,
- (3) Preparing the faculty's investment, program, and budget proposal,
- (4) Making decisions on all matters related to the administration of the faculty brought forward by the dean,
- (5) Deciding on the admission, course equivalencies, and dismissals of students, as well as procedures related to education, teaching, and examinations,
- (6) Performing other duties assigned by laws and regulations.

## **Institute Organs**

### **Director of the Institute**

#### **ARTICLE 21**

**a) Appointment:** The Director of the Institute is appointed by the Rector upon the decision of the University Executive Board for a period of three years. The director of the institute selects a maximum of three persons among the faculty members of the relevant departments as deputies to assist him/her in his/her work. When the term of the institute director ends, the term of his/her deputies also ends. When the institute director is not on duty, one of the deputies acts as a substitute for the director.

**b) Duties, Powers, and Responsibilities:**

- (1) Chairing institute boards, implementing the decisions of institute boards, and ensuring regular cooperation among the departments of the institute.
- (2) Communicating reports to the rector on the general conditions and functioning of the institute at the end of each academic year and when requested.
- (3) Informing the rector about the needs of the institute along with justifications.

## **Institute Board**

### **ARTICLE 22**

- a) **Organization and Functioning:** The Institute Board is composed of the director as the chair, vice directors, and the heads of the departments that constitute the institute. The Institute Board convenes upon the call of the institute director.
- b) **Duties:** The Institute Board is an academic body and carries out the following duties:
  - (1) To determine the educational, scientific research, and publication activities of the institute, as well as the principles, plans, programs, and academic calendar related to these activities.
  - (2) Recommending the establishment of master's and doctoral programs to the University Board of Directors,
  - (3) To determine the rules for writing master's and doctoral theses, advising, doctoral thesis monitoring committee, and the general principles to be applied in doctoral qualifying exams.

## **Institute Board of Directors**

### **ARTICLE 23**

- a) **Organization and functioning:** The Institute Board of Directors consists of the director as the chairman, deputy directors, and three faculty members selected by the institute Board among six candidates proposed by the Director. The Institute Board of Directors convenes upon the call of the institute director.
- b) **Duties:** The Institute Board of Directors is an auxiliary body that assists the Institute Director in administrative activities and performs the following duties:

- (1) Assisting the Institute Director in implementing the principles determined by the Institute Board.
- (2) Ensuring the implementation of the institute's educational programs, plans, and schedules.
- (3) Approving thesis advisors, thesis monitoring committees, thesis juries, and doctoral qualifying exam juries upon the recommendation of the departments.

### **Schools of Higher Education Organs and Duties**

The administrative organs of schools of higher education are the school directors and the school boards.

#### **ARTICLE 24**

##### **Director**

- a) Appointment:** The director of a school of higher education is appointed by the rector upon the decision of the University Executive Board for a period of three years. The director may appoint at most two deputy directors among the faculty members working at the school of higher education. When the director is not on duty, one of the deputies acts as a substitute for the director.
- b) Duties:** Within the framework of the schools of higher education, the Director performs the duties assigned to the Deans by this Regulation.

##### **School of Higher Education Board**

- a) Organization and Functioning:** The Board of a school of higher education meets under the chairmanship of the Director and consists of the deputy directors and the heads of the departments or divisions of the school of higher education. The School of Higher Education Board convenes upon the director's summon.
- b) Duties:** Within the framework of the schools of higher education, the Board of the school of higher education performs the duties assigned to the Faculty Board.

## **Department**

### **ARTICLE 25**

Department is the basic academic unit. The Head of the Department is appointed by the Dean from among the faculty members of the department. The Dean communicates the appointment to the Office of Rector. The Head of the Department may appoint at most two of the faculty members from the department as the vice-chairs. The Head of the Department can change his vice-chairs when he deems it necessary. When the term of the Head of the Department ends, the duty of his/her vice-chairs also ends.

The Head of the Department is responsible for overseeing and ensuring the regular and efficient conduct of education, teaching, and research activities at all levels within the department, as well as for effectively utilizing resources. The Head of the Department attends meetings of the faculty or school board and represents the department. The Head of the Department monitors and supervises the duties of the teaching staff in the department. At the end of each academic year, the Head of Department submits a report to the respective Dean on the educational and research activities of the department for the previous year, together with a work plan for the coming year.

### **ARTICLE 26**

The Departmental Board consists of all teaching staff in the department under the chairmanship of the department chair. As the main decision-making body of the department, the Department Board is authorized to prepare necessary plans and cooperation principles for the effective utilization of education, teaching, research activities, programs, tools, equipment, and physical facilities of both the department and its affiliated departmental or art majors branches.

## **Department or Arts Major**

### **ARTICLE 27**

A department or arts major is an academic unit that encompasses at least one scientific or artistic discipline and conducts educational, practical, and research activities. The Head of the Department or Art Major is appointed by the Dean from among the faculty members of the Department or Arts Major. The Dean notifies the Office of Rector about the appointment. The establishment, merging, or elimination of departments of science

or arts is determined directly, or on proposals from the departments by the University Executive Board.

### **Center of Excellence**

#### **ARTICLE 28**

The Center of Excellence is the center established to provide all kinds of infrastructure and coordination between the University's research centers established to design, conduct, and manage scientific research with the potential to increase high-quality scientific production that primarily aims to transform information into tangible products and outcomes. The Head of the Center of Excellence is appointed by the Rector for a term of office of three years, based on the decision of the University Executive Board.

### **Research and Application Centers**

#### **ARTICLE 29**

Research and application centers can be established to support education and training at the University and to conduct research and publications in special scientific fields. The Heads of the Centers are appointed by the Rector for a term of office of three years by the decision of the University Executive Board.

### **Common Provisions Regarding Academic Administrators**

#### **Article 30**

Administrators of academic units are appointed from among full-time faculty members for a term of office of three years. An administrator, whose term of office has expired, may be re-appointed through the same procedures. The unit administrators who are in charge of academic units are the hierarchical superiors of the teaching staff working in the unit. Deputy administrators are faculty members who assist the unit administrators in performing their duties and are not the hierarchical superiors of the teaching staff working in the unit. Deputy administrators, when acting as substitutes for the unit administrators, act as the hierarchical superiors of the teaching staff working in the unit. When necessary, more than one administrative position can be held by one person only with the approval of the Rector.

## **PART FOUR**

### **Academic Boards, Faculty Members, Students**

#### **Academic Boards**

##### **Article 31**

- 1) Academic boards consist of faculty members, lecturers, and instructors who are actively assigned to teaching and education in the relevant units under any circumstances.
- 2) Academic boards are as follows:
  - a) Academic General Assembly; they are committees consisting of all faculty members teaching at the relevant faculties/schools of higher education. Faculty Deans, Schools of higher education, and vocational School Directors are the Chairpersons of the Academic General Assembly.
  - b) Departmental Academic Board; It consists of all faculty members, lecturers, and instructors teaching in the department. The Head of the Department is the Chairman of the Departmental Academic Board.
  - c) Department Academic Board; It consists of all faculty members and instructors teaching in the department. The Head of the Department is the Chairperson of the Academic Board.
- 3) Academic boards meet twice, at the beginning and the end of each academic year. Education and training are evaluated. They communicate their recommendations to the Administrator of the Unit.

#### **Academic Staff**

##### **Article 32**

- (1) Academic staff consists of professors, associate professors, assistant professors, lecturers, instructors, research assistants, and other academic personnel employed at Near East University to carry out educational and instructional activities.
- (2) A contract for a term of at least one year is made with professors, associate professors, assistant professors, and other teaching staff among full-time academic staff.



- (3) The selection, evaluation, appointment, and promotion of academic staff are carried out in accordance with the vacant positions determined by the Board of Trustees. The appointment of the selected ones to the appropriate academic titles, within the framework of the relevant legislation, and the principles determined by the University Executive Board, are submitted to the Office of Rector based on the decision and proposals of the authorized academic organs of the University. The appointment and promotion of faculty members are finalized with the decision of the University Executive Board and the approval of the Rector.
- (4) In addition to the conditions required for appointments in higher education institutions, the conditions deemed necessary by the University may also be required for the appointment of faculty members. In the appointment of faculty members who will be assigned to the university's schools of higher education, especially in applied courses, having relevant work experience is taken into consideration.

### **Research Assistants**

#### **ARTICLE 33**

Those who are pursuing or have completed a master's or doctoral degree in accordance with the University's development plan and programs, and who meet the conditions set by the University, are selected as research assistants and appointed in accordance with the procedures. In necessary fields, they may be required to complete their doctoral education either domestically or internationally provided that compulsory service is undertaken in accordance with general provisions.

### **Admission of Students**

#### **ARTICLE 34**

- (1) The quotas for students to be enrolled in the University are determined with the decision of the University Executive Board, the approval of the Senate, and the consent of the Board of Trustees.
- (2) Students are admitted to the University and registered in accordance with the relevant regulations of the University.
- (3) Within the framework of the relevant regulations, students may be admitted through intra-institutional or extra-institutional horizontal or vertical transfers.

## **Student Rights and Responsibilities, as well as Disciplinary Matters**

### **Article 35**

- (1) Admissions, examinations, promotion to the next grade, graduation, and similar matters are determined by the decision of the University Executive Board and the approval of the Senate.
- (2) Relevant regulations are applied for matters such as horizontal and vertical transfers, and student council elections.
- (3) The provisions of the Student Discipline Regulation are applied in disciplinary matters and procedures involving students.

## **PART FIVE**

### **Administrative Organization**

#### **University Administrative Organization**

### **Article 36**

The administrative organization of the University consists of the following units, and these units perform the tasks assigned to them at the University in accordance with the relevant legislation:

#### **a. Academic Services**

1. Center of Excellence
2. Scientific Research Projects (SRP) Coordination Office
3. Education Unit
4. Broadcast Support Unit
5. Quality and Accreditation Coordination Office
6. DOSD Courses Coordination Office
7. Foreign Relations Coordination Office
8. Translation Unit
9. Distance Education Center
10. Lifelong Learning Center
11. Activity Unit

#### **b. Basic Services**

1. General Secretariat
2. Student Affairs Department

3. Personnel Department
4. Protocol Directorate
5. Legal Consultancy Office
6. International Office
7. Directorate of Health, Culture and Sports
8. Human Resources Unit

**c. Dean of Students Office**

1. Student Advisory and Communication Unit
2. Student Activity Unit
3. Social Responsibility Unit
4. Disabled Students Unit
5. Alumni Unit
6. Career Planning Center

**d. Media Services**

1. Press Office
2. Public Relations and Communication Unit
3. Social Media Unit
4. University Candidates Information and Promotion Unit
5. Graphic Design Unit
6. Publishing and Printing Unit
7. Web Design and Management Unit

**e. Information and Document Unit**

1. Library and Documentation Unit
2. Central Documents and Archive Unit
3. Department of Information Technologies
4. YÖKSİS and YÖKAS Unit

**f. Construction and Purchasing**

1. General Purchasing Unit
2. Food Purchasing Unit
3. Building Maintenance and Repair Unit
4. Telephone Business Unit
5. Environmental Design and Protection Unit

**g. General Services**

1. Security and Traffic Directorate
2. Transportation Directorate
3. Lodgings and Accommodation Unit
4. Dormitories Unit
5. Cafeteria Unit
6. Museum Unit

**PART SIX**

**Financial Provisions**

**Research - Development, Project, and Consultancy Services**

**ARTICLE 37**

- (1) All kinds of projects and consultancy services requested by third parties from the University are provided with the recommendation of the relevant Dean/Director, the acceptance of the University Executive Board, the approval of the Rector, and the consent of the Board of Trustees.
- (2) The provision of consultancy services by full-time faculty members outside the University is subject to the approval of the Office of Rector, to be granted upon the recommendation of the University Executive Board. Works carried out in this context are deemed to have been conducted at the University.
- (3) The principles regarding the extent to which the personnel employed at the University will benefit from the income obtained from projects or consultancy services (including copyrights) are determined by the Board of Trustees.
- (4) Any fees received under this Article are recorded as revenue for the University.

**Income Sources**

**ARTICLE 38**

The income sources of the University are;

- a) Donations and aid to be made by affiliated organizations,
- b) Income from services such as research and development projects and consultancy,
- c) Income from the university's investments and operations,
- d) Income to be obtained in return for education and training services,

- e) State aid and all kinds of aid provided by other public institutions and organizations,
- f) Testamentary donations and other donations and aid that can be made directly to the University by third parties,
- g) Publications and sales revenues,
- h) Other revenues.

## **PART SEVEN**

### **Other Provisions**

#### **Honorary Titles**

##### **ARTICLE 39**

Upon the recommendation of the relevant Faculty Board, the approval of the University Executive Board, the decision of the Senate, and the consent of the Board of Trustees, the University may grant the title of 'Honorary Doctorate', or 'Honorary Professorship' to individuals, who have achieved outstanding success in their respective fields of science or made valuable contributions to life either domestically or internationally.

#### **Effective Date**

##### **ARTICLE 40**

This Regulation shall enter into force on the date of its publication.

#### **Enforcement**

##### **ARTICLE 41**

The provisions of this Regulation are enforced by the Rector of Near East University.

