



## **ALTINBAS CYPRUS UNIVERSITY**

### **REGULATION ON ACADEMIC STURCTURE AND OPERATIONS**

#### **CHAPTER ONE**

##### **Purpose, Scope, Basis, Definitions**

###### **Short Name**

###### **ARTICLE-1**

This Regulation shall be referred to as the 'Regulation on Academic Structure and Operations' of Altınbaş Cyprus University.

###### **Purpose**

###### **ARTICLE-2**

The University was established in accordance with the general objectives of national education as set out in the National Education Law No. 17/1986 and the Higher Education Law of the Turkish Republic of Northern Cyprus (as amended by Law No. 65/2005-2017);

- a) To provide higher education of an international standard, conduct scientific research, and engage in publishing and consultancy activities,
- b) To cultivate individuals of high calibre who possess creative thinking, discipline, sound judgement, consistency, and broad horizons,
- c) To train human resources in the fields and numbers required by the country and other countries, in line with the principles and objectives of national education policy and development plans, using its own expertise and material resources,
- d) To engage in production activities related to the fields of work of the existing academic units at the university, to use, make available and disseminate these,
- e) To disseminate scientific data and related interpretations through speech, writing and other means, thereby contributing to the development of the country and society,
- f) To perform duties in the education of the country's individuals through formal, distance and widespread education,
- g) To contribute to development at a universal level by cooperating with similar institutions at home and abroad in scientific, social, cultural, artistic, technological and educational fields, thereby making the University a distinguished member of the scientific and artistic world,
- h) To produce solutions to social problems and contribute to the country's development in cooperation with the public sector, private sector and international organisations.

## **Scope**

### **ARTICLE-3**

The purpose of this Regulation is to regulate the principles concerning the management, operation, academic bodies and duties of Altınbaş Cyprus University. This Regulation covers the organs of the University and its academic and administrative functions. The University is a higher education institution established in accordance with YÖDAK Legislation and accredited by YÖK. It is under the supervision and control of YÖDAK Legislation and the Ministry responsible for education in the TRNC.

## **Legal Basis**

### **ARTICLE-4**

This Regulation has been prepared based on the TRNC Higher Education Law dated 65/2005 (2017 amendment).

## **General Definitions**

### **ARTICLE-5**

Unless otherwise defined, the following terms used in this Regulation shall have the meanings set out below:

- a) State: The Turkish Republic of Northern Cyprus,
- b) YÖDAK: The TRNC Higher Education Planning, Supervision, Accreditation and Coordination Council,
- c) YÖK: The Higher Education Council of the Republic of Turkey,
- d) University: Altınbaş Cyprus University (ALCU),
- e) Higher Education: All levels of education and training within the National Education system, based on secondary education and covering at least 4 semesters,
- f) Associate Degree: Higher education comprising a programme of at least four semesters,
- g) Bachelor's Degree: Higher education comprising a programme of at least eight semesters,
- h) Postgraduate Education: Master's, doctoral, specialisation in medicine and dentistry, and proficiency in the arts education,
- i) Formal education: A type of education and training that requires continuous attendance throughout the duration of the programme,
- j) Accreditation: The process of evaluating the infrastructure, personnel, academic competence and compliance with legal requirements and professional standards of an institution of higher education's associate degree, bachelor's degree, master's degree and doctoral programmes, and/or the approval of compliance granted as a result of this process.
- k) Widespread Education: A type of education and training aimed at imparting knowledge and skills in various fields to all segments of society.
- l) Academic Freedom: The conduct of scientific research by teaching staff and universities without any pressure, in accordance with international standards and scientific ethics, and the free expression of ideas.
- m) Diploma: The education and teaching diploma for associate degree, bachelor's degree,

- master's degree and doctoral programmes,
- n) Certificate: A learning document pertaining to programmes with a duration of less than two years, awarded within the scope of continuing education or lifelong learning activities aimed at a profession or personal development,
  - o) Faculty: A higher education institution within a university that provides high-level education and training, conducts scientific research and publications, and to which units may be attached.
  - p) Institute: A higher education institution within a university that provides postgraduate education, scientific research and application in multiple similar and related scientific fields within the university and faculties.
  - q) Vocational College: A higher education institution providing at least four semesters or two full years of education aimed at training intermediate human resources for a specific profession.
  - r) Application, Research and Education Centre: A higher education institution where education, teaching, application and research are carried out to support education and teaching in higher education institutions, for the application needs of various fields and for the preparatory and support activities of certain professions, and where projects on various topics are carried out and workshops are held,
  - s) Department: Refers to the educational, scientific research and application unit of faculties and colleges, which constitutes a whole in terms of purpose, scope and quality, and consists of complementary or closely related branches of science and fine arts.

## **Administrative Definitions**

### **ARTICLE-6**

Unless otherwise defined, the following terms used in this Regulation shall have the meanings set out below:

- a) Board of Trustees: The highest decision-making body within the legal boundaries of Altınbaş Cyprus University,
- b) Chairman of the Board of Trustees: The Chairman of the Board of Trustees of Altınbaş Cyprus University,
- c) Vice-Chairman of the Board of Trustees: The Vice-Chairman of the Board of Trustees of Altınbaş Cyprus University,
- d) Rector: The Rector of Altınbaş Cyprus University,
- e) Vice- Rector: The Vice-Rector of Altınbaş Cyprus University,
- f) University Management Board: The Management Board of Altınbaş Cyprus University,
- g) Senate: The Senate of Altınbaş Cyprus University,
- h) General Secretary: The General Secretary of Altınbaş Cyprus University,
- i) Dean: The Deans of the Faculties within Altınbaş Cyprus University, who are responsible for the management of any faculty engaged in education and teaching activities affiliated with the university and who hold at least the title of associate professor,
- j) Vice Dean: A faculty member appointed by the Deans of the Faculties within Altınbaş

Cyprus University to assist them,

- k) **Head of Department:** A faculty member responsible for the administrative affairs and educational, teaching, and research activities of a department at the university.
- l) **Vice Head of Department:** A faculty member appointed by the Head of Department who is responsible for the administrative affairs and educational, teaching, and research activities of a department at the university.
- m) **Institute Director:** Refers to the Director of the Institute within Altınbaş Cyprus University, who is responsible for postgraduate education, scientific research and application in one or more similar and related scientific fields at the university and faculties, and who holds at least the title of associate professor.

## **Academic Definitions**

### **ARTICLE-7**

The terms used in this Regulation;

- a) **Professor:** A teaching member holding the highest academic title,
- b) **Associate Professor:** A faculty member holding the academic title immediately below that of Professor,
- c) **Assistant Professor:** A faculty member who has successfully completed doctoral studies, obtained a certificate of competence and authorisation in medicine or certain art disciplines, holds the first academic title, and can teach in associate degree, bachelor's and master's programmes,
- d) **Lecturer:** A teaching staff member who has successfully completed doctoral studies, obtained a certificate of competence and authorisation in medicine or certain arts disciplines, holds an initial academic title, and can teach in associate degree, undergraduate, and graduate programmes,
- e) **Research Assistant:** Researchers who have successfully completed a Master's Programme and are enrolled in and continuing a Doctoral Programme,
- f) **Lecturer:** An academic staff member who has successfully completed a Master's programme and is responsible for practical training in associate degree, undergraduate, and arts-related faculties,
- g) **Specialist:** Teaching staff who have successfully completed their bachelor's degree and are responsible for practical training in associate degree, bachelor's degree programmes, and arts-related faculties,
- h) **Lecturer:** Teaching staff who teach or conduct practical training in courses designated as compulsory core courses in various teaching programmes during the academic year,
- i) **Faculty Members:** Professors, associate professors, and assistant professors employed at higher education institutions,
- j) **Teaching Staff:** Research assistants, experts, and lecturers employed at higher education institutions,
- k) **Teaching Staff Assistants:** Research assistants, experts, translators, and education and teaching planners appointed for specific periods at higher education institutions.

## **SECTION TWO**

### **Board of Trustees, Formation and Organs**

## **Board of Trustees**

### **ARTICLE-8**

- a) The Board of Trustees represents the legal personality of Altınbaş Cyprus University as the highest decision-making body.
- b) Members of the Board of Trustees are elected for a term of four years, and the conditions and qualifications stipulated in the relevant legislation are sought in this election.
- c) The Board of Trustees consists of at least seven members, one of whom is the chairperson. The Rector is a natural member of the Board of Trustees.
- d) If a member of the Board of Trustees leaves for reasons other than the expiry of their term, the member elected to replace them shall complete the term of the member they replace. Any member of the Board of Trustees may be removed from office before the expiry of their term in the manner in which they were appointed.
- e) Members of the Board of Trustees shall not be paid any remuneration other than actual expenses incurred in connection with their duties.
- f) The Board of Trustees meets at least twice a year as a matter of routine. The Chairperson may also convene the Board of Trustees for extraordinary meetings when necessary. The Board of Trustees meets with a simple majority of its members and takes decisions by a simple majority. The Rector does not attend meetings where matters concerning him/her are discussed.
- g) The Rector's Office acts as the Secretary to the Board of Trustees.

## **Duties of the Board of Trustees**

### **ARTICLE-9**

- a) To approve and enact regulations governing the establishment and operation of the University's organs and units,
- b) To approve the University budget prepared by the Rectorate and monitor budget implementation,
- c) To evaluate and approve the fees to be collected from students and the timing of such collections, the number of students to be admitted on scholarship, and the number of scholarships to be awarded, as prepared by the Rectorate.
- d) To appoint the Rector under the conditions and for the terms deemed appropriate,

## **Chairman of the Board of Trustees**

### **ARTICLE-10**

The members of the Board of Trustees elect a chairperson from among themselves, and the chairperson elects a vice-chairperson from among the members for a term limited to their own term of office. The Rector cannot be elected as chairperson of the Board of Trustees. The chairperson represents the University's legal personality. The chairperson and vice-chairperson whose terms have expired may be re-elected.

## **Delegation of Authority**

### **ARTICLE 11**

The Board of Trustees may delegate part of its authority to the Chairperson and the Rector for

such period and to such extent as it deems appropriate.

### **THIRD SECTION**

#### **Administrative Bodies and Duties of the University**

##### **The University's Organs**

##### **ARTICLE-12**

The Board of Trustees, the Rectorate, the Senate, the Executive Committee, the University Management Board, the Deans' Offices, the Faculty Councils, the Faculty Management Boards, the Institute Directorships, the Higher Education Institution Directorships, and the Department Chairs constitute the University's organs.

##### **Rector**

##### **ARTICLE-13**

- a) The Rector is the chief executive officer of the University and is appointed by the Board of Trustees by unanimous vote of all members for a term of five years. He/she is removed from office by the same method. The Rector exercises the powers delegated by the Board of Trustees. In the event of a vacancy in the Rector's office or before the end of the Rector's term of office, the Board of Trustees shall establish a Rector Search and Review Committee consisting of at least three members. After conducting research on the incumbent Rector and other candidates at least three months in advance, this committee shall report the Rector candidates to the President in order of preference. The Rector is appointed following the President's proposal and the Board of Trustees' approval.
- b) The Rector appoints a Vice-Rector from among a maximum of three full-time faculty members to assist him/her in the academic, administrative, financial, and student-related affairs of the University.
- c) The Rector leaves one Vice-Rector as a proxy when he/she is not present.
- d) If the Rector is absent from his/her duties for more than two weeks, he/she informs the relevant institutions. The Rectorate position held by the acting Rector cannot exceed six months. In this case, a new Rector is appointed.

##### **Duties of the Rector**

##### **ARTICLE-14**

- a) To exercise management authority to realise the establishment and operational objectives of the University as a whole in accordance with the decisions of the Board of Trustees, and to prepare plans, programmes, reports, and decisions for the Senate, implement them after approval,
- b) To supervise the University's teaching staff and other personnel,

- c) To make decisions regarding the management of faculties, institutes, colleges, preparatory schools, vocational colleges, internship, research and application units,
- d) Monitoring and supervising the working conditions, efficiency, standards, and effectiveness of academic and administrative staff at the University's institutions and units, maintaining personnel files, and ensuring job evaluations are carried out according to job descriptions,
- e) Chairing the Senate, the University Management Board, and, when necessary, other university boards,
- f) Reviewing and deciding on the recommendations of university committees,
- g) Ensuring regular coordination among university-affiliated institutions,
- h) At the end of each academic year and when necessary, to provide the Board of Trustees with information regarding the University's educational, scientific research and publication activities,
- i) After obtaining the opinions and recommendations of the Senate and the University Management Board, to prepare the University's investment programmes, budget and staffing requirements and submit them to the Board of Trustees,
- j) To change the positions of academic and other staff employed in the units constituting the University within their service class and/or assign them new duties in the event of needs arising in the University's management structure and changing conditions,
- k) To appoint the heads of academic and administrative units,
- l) Attend Faculty, College and Institute Management Board meetings without voting rights,
- m) Performing other management and/or education-related duties assigned to him/her by this Regulation,
- n) Exercise the authorities granted to him/her by the Board of Trustees.

## **Vice-Rectors**

### **ARTICLE-15**

- a) The Rector shall select and appoint up to three full-time faculty members from the university as Vice-Rectors to assist him/her in his/her duties, subject to the limitation of the Rector's term of office.
- b) Upon the expiry of the Rector's term of office or in the event of his removal from office or resignation for various reasons, the Vice-Rectors shall continue to perform their duties until a new Rector is elected.

## **Duties of the Vice- Rector**

### **ARTICLE-16**

- a) He/she is responsible for performing the academic and administrative duties assigned by the Rector.
- b) In the absence of the Rector, he/she acts as the Rector's deputy upon the Rector's appointment.

## **Senate**

### **ARTICLE 17**

- a) The Senate is the highest academic decision-making body of the University and consists of the Rector as chair, the Vice-Rectors, the Deans, one faculty member from each faculty elected by the faculty council for a three-year term, and the directors of institutes and colleges affiliated with the Rectorate.
- b) The Senate meets at least four times a year, at the beginning and end of each academic semester.
- c) The Rector may convene the Senate when deemed necessary.
- d) The Rector's Private Office acts as the Senate's rapporteur.

## **Duties of the Senate**

### **ARTICLE-18**

- a) To make decisions on matters related to the University's academic activities and to express opinions on matters referred by the Board of Trustees.
- b) To make decisions on the principles, programme and schedule of the University's education, scientific research and publication activities.
- c) To provide opinions and evaluations regarding the University's systemic structure or practices, and to prepare draft regulations on the subject.
- d) To decide on the recommendations of faculty councils regarding the awarding of honorary academic titles not linked to an examination and to make recommendations to the Board of Trustees on this matter through the Rectorate.
- e) To determine the minimum number of teaching hours and duration of education and training programmes, as well as the University's academic calendar, taking into account the proposals submitted by the boards of the University's affiliated units,
- f) To develop the University's academic and strategic plans, determine performance criteria, and establish a reward system;
- g) Prepare legislation concerning the University or its units, staff, and areas of responsibility, which will be approved by the Board of Trustees and enter into force;
- h) Performing other duties assigned by the Rectorate to the Senate.
- i) Performs other duties specified in YÖDAK and YÖK legislation.

## **Executive Board**

### **ARTICLE-19**

- a) The Executive Board consists of the Rector, the Secretary General, and the Chairman of the Board of Trustees.
- b) The Executive Board acts as the decision-making body on financial matters related to the strategic growth of the university.
- c) c) The Executive Board's secretariat is provided by the Rector's Private Office.

## **Duties of the Executive Board**

### **ARTICLE-20**

The Executive Board acts as the decision-making body on financial matters related to the university's strategic growth.

## **Chairman of the Executive Board**

### **ARTICLE-21**

The Chairman of the Board of Trustees also chairs the Executive Board.

## **Delegation of Authority**

### **ARTICLE-22**

The Board of Trustees delegates its decision-making authority on financial matters related to the strategic growth of the university to the Executive Board.

## **University Management Board**

### **ARTICLE-23**

- a) The University Management Board is an auxiliary body to the Rector and consists of the Rector as chair, the Vice-Rectors, Deans, and teaching staff members elected by the Senate for a four-year term to represent the university's various units and fields.
- b) The Rector convenes the Management Board when necessary.
- c) The Vice-Rectors do not have voting rights.
- d) The Rector's Private Office acts as the rapporteur for the Management Board.

## **Duties of the University Management Board**

### **ARTICLE-24**

- a) The Board of Directors makes decisions and brings forward proposals on matters related to the management of the University brought forward by the Rector.
- b) assists the Rector in implementing Senate decisions in accordance with the plans and programmes established for the management of the University,
- c) Ensures the implementation of activity plans and programmes; reviews the investment programme and draft budget proposal, taking into account the recommendations of the University's affiliated units, and submits them to the Rector along with its own recommendations.
- d) Reviews and decides on appeals against the decisions of the faculties, institutes and colleges.
- e) Performs the duties of the management board for the relevant unit in cases where the management boards of faculties and colleges cannot be formed.
- f) Performs other duties assigned to the Management Board in accordance with this regulation.

## **General Secretary**

### **ARTICLE-25**

- a) The Secretary-General is the administrator responsible for the administrative affairs of the University, reporting directly to the Rector.
- b) The appointment and dismissal of the Secretary General is the responsibility of the Rectorate.

## **Duties of the Secretary General**

## **ARTICLE 26**

- a) Personnel recruitment and dismissal, correspondence, student registration, budget preparation and other financial matters, operation, repair, maintenance and protection of facilities, security and procurement of all kinds of materials,
- b) Providing secretarial services to the Board of Trustees, the Senate, and the University Management Board,
- c) Performing other duties assigned by the Rector.

## **Dean**

### **ARTICLE 27**

- a) The Dean is the manager and representative of the faculty and its units.
- b) The Dean is appointed by the Rector from among the University's full-time faculty members for a three-year term.
- c) The Dean selects up to two persons from among the full-time faculty members of the faculty to serve as Deputy Deans to assist him/her in his/her duties.
- d) When the Dean is absent, one of the deputy deans appointed by the Dean acts as his/her proxy. The proxy term cannot exceed six months. In this case, a new Dean is appointed.
- e) The Dean's term of office may be terminated before its completion by the Rector, provided that a written justification is given and the conditions of appointment are met.
- f) A dean whose term has expired may be reappointed for a further three years.

## **Duties of the Dean**

### **ARTICLE-28**

- a) To represent the faculty and appoint department chairs,
- b) To chair Faculty Councils and ensure regular coordination among Faculty units,
- c) Ensuring that the faculty's academic and administrative activities are conducted in an orderly and effective manner and facilitating coordination between departments,
- d) To prepare the agenda for Faculty Council meetings on matters concerning the faculty, to chair the Faculty Council and Faculty Management Board, and to ensure that matters are resolved,
- e) Submitting reports to the Rector at the end of each academic year on the functioning of the faculty and its affiliated units, and providing written opinions and recommendations on the development of the faculty and its affiliated units,
- f) Submitting reasoned reports to the Rectorate regarding the faculty's staffing and budgetary needs, following discussion in the Faculty Management Board,
- g) To carry out other administrative or teaching-related duties assigned by the Rectorate concerning the faculty,
- h) To take the necessary measures to ensure the academic, social and cultural development of students,
- i) To supervise all levels of staff within the faculty and its affiliated units,
- j) Perform other duties assigned to him/her by this Regulation.

## **Deputy Deans**

## **ARTICLE-29**

- a) The Dean shall propose to the Rector for approval a maximum of two members of the academic staff who will assist him/her in the performance of his/her duties as Deputy Deans.
- b) Deputy Deans are appointed by the Dean from among the full-time academic staff of the faculty for a maximum term of three years.
- c) When the Dean's term of office expires or he/she is removed from office or resigns for various reasons, the Deputy Deans shall continue to perform their duties until a new Dean is elected.

## **Duties of the Deputy Deans**

## **ARTICLE-30**

- a) They perform the academic and administrative duties assigned by the Dean.
- b) When the Dean is absent from duty, a Deputy Dean appointed by the Dean shall act as the Dean's representative.

## **Faculty Council**

## **ARTICLE-31**

- a) The Faculty Council consists of members specified in the YÖDAK and YÖK Regulations, chaired by the Dean, and comprising the Deputy Deans, the heads of the departments affiliated with the faculty, the faculty members, teaching staff, and one student representative.
- b) The Faculty Council is an academic body that normally meets at least four times a year, at the beginning and end of each semester, and in cases deemed appropriate by the Dean.

## **Duties of the Faculty Council**

## **ARTICLE-32**

- a) The Faculty Council carries out the duties stipulated in the relevant provisions of YÖDAK and YÖK legislation.
- b) It makes decisions regarding the planning, programming, and implementation of the faculty's educational, scientific research, and scientific publication activities.
- c) It elects members to the Faculty Management Board.
- d) It discusses and makes decisions on other matters communicated to the Faculty Council by the Rectorate or brought forward by the Dean.

## **Faculty Management Board**

## **ARTICLE-33**

- a) The Faculty Management Board consists of members as stipulated in YÖDAK and YÖK Legislation. It is an organ that assists the Dean and convenes at the Dean's request.
- b) It consists of the Dean as chair, the Dean's assistants, department chairs, three professors, two associate professors, and one assistant professor elected by the Faculty Council for a three-year term (if there are not enough faculty members, lecturers may

also be elected).

### **Duties of the Faculty Management Board**

#### **ARTICLE 34**

The Faculty Management Board carries out the duties stipulated in the relevant provisions of YÖDAK and YÖK legislation;

- a) To prepare plans and programmes related to the faculty's activities,
- b) To determine the principles of the faculty's educational, scientific research and publication activities at all levels,
- c) Submitting proposals to the Rectorate regarding the establishment, merger, and abolition of departments, main fields of study/main art disciplines, and fields of study/art disciplines within faculties,
- d) To discuss and submit to the Senate proposals regarding the determination of courses to be taught in departments, the addition, removal, and postponement of new courses,
- e) To decide on matters concerning the admission of students to the University, their education and training, course equivalencies, education, teaching and examinations, as well as withdrawal, suspension of enrolment and similar issues,
- f) Preparing the faculty's administrative programmes and budget proposals to be submitted to the Rectorate,
- g) To examine other administrative matters brought by the Dean, make decisions and prepare proposal packages,
- h) Determine the number of students to be admitted in line with the faculty's capacity and human resources planning and submitting it to the Rectorate,
- i) 1) Implement decisions made by the Senate, the Board of Directors, and the Faculty Board of Directors,
- j) To fulfil other duties assigned to it under the regulations to be issued under this Main Regulation.

### **Department Head**

#### **ARTICLE-35**

- a) The department is managed by the department chair, who is also the head of the department's teaching and learning activities and scientific research unit.
- b) The department chair is appointed for a three-year term from among the department's salaried teaching staff by the dean in faculties, by the dean upon the recommendation of the director in colleges and preparatory schools affiliated with the faculty, and by the rector upon the recommendation of the director in colleges and preparatory schools affiliated with the rectorate.
- c) The chair whose term has expired may be reappointed.
- d) In the event of an absence of more than six months for any reason, a new department chair is appointed using the same method to complete the remaining term.
- e) The department chairperson designates one of the faculty members as their deputy for the periods when they are unable to perform their duties.

## **Duties of the Department Head**

### **ARTICLE-36**

- a) To preside over departmental committees,
- b) To organise the department's education and teaching activities,
- c) Identifying the department's needs and reporting them to the dean,
- d) Ensuring that the staff working in the department are able to perform their duties to the best of their ability,
- e) Coordinate with other departments,
- f) Performing other appropriate duties assigned by the Dean's Office,
- g) To fulfil other duties assigned to them in accordance with the Main Regulations and guidelines.

## **Department Board**

### **ARTICLE-37**

- a) The Department Council consists of the department chairperson as chair, all academic staff of the department, and one student representative.
- b) The Department Council meets at least three times per semester and whenever deemed necessary by the department chair.

## **Duties of the Department Council**

### **ARTICLE-38**

- a) To undertake work related to the planning and scheduling of the department's educational, scientific research and scientific publication activities, and to formulate decisions and recommendations,
- b) Preparing investment and development projects related to the development of the department and/or implementing prepared projects,
- c) To express opinions on administrative matters concerning the department and prepare budget proposals,
- d) Performing other legal duties assigned by the Dean,
- e) To fulfil other duties assigned to him/her by the Main Regulations and guidelines.

## **FOURTH SECTION**

### **The University's Academic and Administrative Staff**

#### **ACADEMIC TITLE TABLE**

- a) Professor:** Teaching staff member holding the highest academic title
- b) Associate Professor:** A faculty member holding the academic title immediately below that of Professor
- c) Assistant Professor:** A faculty member who has successfully completed doctoral studies, obtained a certificate of competence in medicine or certain arts disciplines, holds the first academic title, and can teach in undergraduate, graduate, and postgraduate programmes.

**d) Lecturer:** An academic staff member who has successfully completed doctoral studies, obtained a certificate of competence and authorisation in medicine or certain art disciplines, and is eligible to teach in undergraduate, graduate and postgraduate programmes

**e) Research Assistant (Doctoral Level):** Researchers who have successfully completed a Master's Programme and are enrolled in and continuing a Doctoral Programme

**f) Lecturer (Master's Degree):** An academic staff member who has successfully completed a Master's Degree programme and is responsible for practical training in associate degree, undergraduate, and arts-related faculties.

**g) Specialist:** Teaching staff who have successfully completed their undergraduate education and are responsible for practical training in associate degree, undergraduate programmes, and arts-related faculties

**h) Lecturer:** Teaching staff who teach or conduct practical training in courses designated as compulsory core courses in various teaching programmes during the academic year

## **Teaching Staff**

### **ARTICLE-39**

- a) The academic staff at Altınbaş Cyprus University consists of full-time and part-time faculty members, teaching staff, lecturers, and teaching assistants.
- b) Teaching staff may be appointed on a fixed-term or contractual basis.
- c) The appointment and promotion of teaching staff are carried out in accordance with the "Altınbaş Cyprus University Academic Promotion and Appointment Criteria" within the scope of the YÖK and YÖDAK Legislation.

## **Teaching Staff**

### **ARTICLE-40**

Academics holding the titles of Professor, Associate Professor, and Assistant Professor at Altınbaş Cyprus University.

## **Duties of Faculty Members**

### **ARTICLE-41**

- a) To perform the duties stipulated in the YÖK and YÖDAK Legislation at Altınbaş Cyprus University and to conduct and supervise education, teaching, and applied studies at the undergraduate, graduate, and postgraduate levels in accordance with the objectives and principles set forth in this Regulation, to manage project preparations and seminars,
- b) Conduct scientific research and publications,
- c) To receive students on specific days according to the programme organised by the relevant unit chair, to assist them in necessary matters, and to guide and advise them in accordance with the objectives and main principles of this law,
- d) To carry out the duties assigned by the competent bodies. The terms of service of teaching staff, lecturers, teaching assistants and part-time teaching staff are limited to specific periods as specified in their contracts. They may be reappointed upon the expiry of their term of service.

- e) All matters relating to the duties, rights and benefits of academic staff, as well as their recruitment, duties and authorities, are specified in their contracts.
- f) Part-time teaching staff may be employed at the university. The principles and procedures for employing part-time teaching staff are determined by the Board of Directors.
- g) The term of office for teaching staff, lecturers, and part-time teaching staff is limited to one or two semesters. Upon the termination of their duties, they may be reappointed by entering into a new contract.

## **Teaching Staff**

### **ARTICLE-42**

- a) At Altınbaş Cyprus University, individuals recognised for their work and publications in their field of expertise may be appointed on a fixed-term or per-hour basis to teach courses for which no faculty member has been appointed in accordance with YÖK and YÖDAK regulations, or to teach specific topics within a course that require special knowledge and expertise.
- b) Lecturers may be appointed for a maximum period of two years; at the end of this period, if no candidate applies for the position they hold and it is deemed beneficial for them to continue in their duties, they may be reappointed in the same manner.
- c) At the end of the appointment period, their duties shall automatically cease. They may be reappointed. In this case, the initial appointment procedure shall apply.

## **Research Assistant**

### **ARTICLE-43**

- a) Research assistants are teaching staff who assist in education, research, investigation, application and experiments at Altınbaş Cyprus University.
- b) They perform other relevant duties assigned by the competent authorities.
- c) They are appointed to research assistant positions for a maximum period of three years with the approval of the rector, based on the recommendation of the relevant department or faculty chair and the positive opinion of the department chair, dean, institute, college or conservatory director.
- d) Their duties automatically terminate at the end of the appointment period.

## **Qualifications Required for Teaching Staff**

### **ARTICLE-44**

In addition to the qualifications required for teaching staff at state higher education institutions, teaching staff are selected based on the criteria deemed necessary by the Rectorate in order to ensure that the most highly qualified teaching staff in academic, scientific or artistic terms, who will be most beneficial to the University, are recruited.

- a) Not being deprived of public rights,
- b) Not having been sentenced to more than two years' imprisonment for any crime or, even if pardoned, not having been convicted of crimes against the State, bribery, theft, fraud, forgery, embezzlement, fraudulent bankruptcy, Not having been convicted of any crime listed under the heading of Sexually Oriented Crimes in the Third Section of the Fourth

Part of the Penal Code or any crime listed in the Narcotics Act,

## **Staffing and Personnel Matters of Academic and Administrative Staff**

### **ARTICLE-45**

- a) Academic and administrative services at the University are carried out by permanent staff, temporary staff, contract staff and workers.
- b) Where deemed appropriate, the procurement of services may also be used in the provision of administrative services.
- c) The number of positions, qualifications, duties, authorities, and responsibilities of these personnel, as well as the conditions of employment, job descriptions, disciplinary procedures, appointments, promotions, and transfers, retirement rights, termination of employment, salaries, wages, and other personnel rights, and disciplinary matters shall be regulated by regulations prepared by the Senate.

## **FIFTH SECTION**

### **The University's Education, Teaching, and Students**

#### **Education and Teaching**

### **ARTICLE 46**

- a) In accordance with YÖK and YÖDAK legislation, Altınbaş Cyprus University implements undergraduate, graduate, and postgraduate programmes in accordance with the "Education and Teaching Regulations."
- b) The university provides formal education and teaching.
- c) The languages of instruction at the university are Turkish and English. However, programmes and/or courses determined with the approval of the Rector and the Board of Trustees may also be conducted in another valid language.
- d) The principles regarding examinations, class progression and the duration of programmes are determined by regulations prepared by the Senate.
- e) The conditions and requirements for admission to the University and for students to be accepted into the University, as well as matters of academic achievement and discipline, are regulated by regulations prepared by the Senate.

## **SECTION SIX**

### **Establishment of Institutes and Higher Schools**

### **ARTICLE 47**

Institutes and colleges engaged in postgraduate education and training, scientific research and application shall be established by decision of the Rector and the Board of Trustees after the reports of the working group appointed by the Rectorate have been discussed and evaluated by the Senate.

#### **Institute**

### **ARTICLE-48**

An institute is an organisation affiliated with a university or independent that provides

education and training and conducts research and studies aimed at development. The purpose of institutes is not only to provide education but also to conduct research in specific areas of expertise to obtain new data.

### **Institute Responsibilities**

#### **ARTICLE-49**

- a) Institutes operate in accordance with the rules established by the Senate and implemented by the Rectorate and the Board of Trustees.
- b) The organs of the Institute are the Institute Director, the Institute Council, and the Institute Management Board.

### **Institute Director**

#### **ARTICLE-50**

The Institute Director is appointed by the Rector for a term of three years from among faculty members holding at least the title of associate professor.

### **Duties of the Institute Director**

#### **ARTICLE-51**

- a) The Institute Director selects up to two assistants from among the full-time faculty members of the departments and programmes within the institute for a term of three years.
- b) The method for acting as Deputy Director and for filling the position of Director in the event of a vacancy is the same as that for the Dean.
- c) The Institute Director performs the duties assigned to the Dean by this Regulation in relation to the institute.

### **Institute Council**

#### **ARTICLE 52**

- a) The composition of the Institute Council is determined by the Senate.
- b) The Institute Council consists of the Institute Director as chair, the deputy directors, and the heads of the departments and branches that constitute the institute.

### **Duties of the Institute Council**

#### **ARTICLE-53**

The Institute Council shall perform the duties assigned to the faculty council and faculty management board by this Regulation, as applicable to the institute.

### **Institute Management Board**

#### **ARTICLE 54**

- a) The composition of the Institute Management Board is determined by the Senate.
- b) The Institute Management Board meets under the chairmanship of the Institute Director.

## **Duties of the Institute Management Board**

### **ARTICLE-55**

The Institute Management Board shall perform the duties assigned to the faculty council and faculty management board by this Regulation, as applicable to the institute.

## **College**

### **ARTICLE 56**

A higher education institution affiliated with a faculty or directly with the rectorate, which focuses on education and training for a specific profession.

## **Duties of the College**

### **ARTICLE 57**

- a) Colleges operate in accordance with the rules established by the Senate and implemented by the Rectorate and the Board of Trustees.
- b) The organs of the college are the College Director, the College Council, and the College Management Board.

## **College Director**

### **ARTICLE-58**

The College Director is appointed by the Rector for a term of three years from among faculty members holding at least the title of associate professor.

## **Duties of the College Director**

### **ARTICLE-59**

- a) The College Director proposes to the Rector the appointment of up to two Deputy Directors from among the full-time college teaching staff.
- b) The procedures for acting as Deputy Director or filling a vacancy in the Director's position are the same as those for deans.

## **College Council**

### **ARTICLE 60**

- a) The composition of the College Council is determined by the Senate.
- b) The College Council consists of the College Director as chair, the Deputy Directors, the heads/managers of the units comprising the college, and a student representative.

## **Duties of the College Council**

### **ARTICLE 61**

The College Council shall perform the duties assigned to the faculty council and faculty management board by this Regulation, as applicable to the college.

## **College Management Board**

### **ARTICLE-62**

- a) The composition of the College Management Board is determined by the Senate.
- b) The College Management Board consists of the College Director as chair, the Deputy Directors, the heads/managers of the units comprising the college, and up to three

representatives elected by the teaching staff from among themselves.

### **Duties of the College Management Board**

#### **ARTICLE 63**

The College Management Board shall perform the duties assigned to the faculty council and faculty management board by this Regulation, as applicable to the college.

### **Establishment and Operating Principles of Preparatory Schools**

#### **ARTICLE-64**

A Preparatory School shall be established to provide the necessary education to students who have gained admission to the University but whose level of English is not sufficient to follow the education and teaching at the University. A separate regulation shall be prepared to regulate the establishment and operation of the school.

## **SEVENTH SECTION**

### **Final Provisions**

#### **Sources of University Revenue**

#### **ARTICLE 65**

- a) Tuition fees collected from students,
- b) Dormitory fees collected from students,
- c) Income derived from movable and immovable property belonging to the University or property allocated to the University,
- d) Publication and sales revenues,
- e) Foundation, association, individual donations and bequests,
- f) Advertising and sponsorship revenues,
- g) Other revenues.

### **Regulatory Authority**

#### **ARTICLE-66**

The Senate and/or the University Administrative Board may establish regulations, rules and/or procedures on matters they deem necessary concerning their internal organisation, operation, administration, staff and students. The regulations prepared shall enter into force upon approval by the Executive Board.

### **Entry into Force of the Regulations**

#### **ARTICLE-67**

This Regulation shall enter into force on the date of approval by the Senate of Altınbaş Cyprus University.

### **Enforcement Authority of the Regulation**

#### **ARTICLE-68**

This Regulation shall be implemented by the Rectorate of Altınbaş Cyprus University.