ISTANBUL KÜLTÜR UNIVERSITY

RULES AND REGULATIONS FOR

ESTABLISHMENT ORGANIZATION AND OPERATION

ESTABLISHMENT:

Article 1 – Istanbul Kültür University is a higher education institution, which was established on July 9, 1997 by the Education Foundation of Kültür College, in accordance with the Constitution, the Higher Education Act number 2547, and became a public entity via the regulations of the Foundations Act (number 4281) for Higher Education Institutions.

Definitions

Article 2 – Terms in these regulations designate the following:
Foundation: The founding “Education Foundation of Kültür College”,
University: Istanbul Kültür University,
Board of Trustees: The Board of Trustees of Istanbul Kültür University,
Board of Consultants: The Board of Consultants of Istanbul Kültür University,
Senate: The Senate of Istanbul Kültür University,
Executive Board: The Executive Board of Istanbul Kültür University,
Chairperson: The Chairperson of the Board of Trustees,
President: The Rector/President of Istanbul Kültür University

General Terms

Article 3 – The University aims to provide a top quality education, conduct up-to-date academic studies, and employ internationally acknowledged faculty members in accordance with relevant laws and policy decisions of the Board of Trustees. The University is under state supervision in accordance with Article number 133 of the Constitution.

The Board of Trustees

Article 4 – The Board of Trustees is the highest decision-making unit of the University. It represents the University as a legal entity, with the relevant legislation being the basis.

Article 5 – The Board of Trustees is elected by the Executive Board of the Foundation from among suitable candidates with the required characteristics dictated in the relevant rules and legislation. The Board of Trustees consists of at least seven people, among whom the President is included. The names of the members of the Board of Trustees are sent to the Council of Higher Education in the month following their election. Members of the Board of Trustees serve for four years. Members may be re-elected when their term is up. Members elected to substitute exiting members serve the remainder of the time. In order for a member of the Board of Trustees to be removed from his/her post, at least two thirds of the majority of the members of the Foundation Executive Board must vote for the proposal.
The Board of Trustees meet at least six times a year. Quorum is required in every meeting. The decisions are made with the majority of the attendees at the meeting. No abstaining votes may be cast. In case of a tie, the Chairperson’s vote is final. The Chairperson may call the Board of Trustees for a meeting if he/she sees fit.

Chairperson

**Article 6** – The Board of Trustees elects a Chairperson from among its members for four years. The Chairperson represents the legal entity of the University as its Chairperson. The Chairperson appoints two Acting Chairpersons from among the members. The term of office for the Acting Chairpersons is limited to that of the Chairperson’s. The Chairperson or an Acting Chairpersons whose term has expired may be reappointed. The President, if also a member of the Board of Trustees, cannot be elected Chairperson.

The Jurisdiction and Responsibilities of the Board of Trustees

**Article 7** – The jurisdiction and responsibilities of the Board of Trustees are as follows:

a. It shapes and determines the principles, policies and plans that sustain the University’s operations and administration and enable academic freedom in education, research and other activities.

b. It accepts and implements regulations that do not contradict this regulation and that oversee the establishment and operations of the University units and departments.

c. It presents proposals about establishment, shutdown and merge of Faculties, Institutes and Schools to the Council of Higher Education.

d. It decides to establish, shut down or merge technoparks, language preparatory units, vocational schools, research and application centers that have financially and administratively special status, as well as academic departments constituting faculty and schools in the University. It makes all kinds of necessary organizations for graduate studies.

e. It takes the necessary precautions to ensure the best possible execution of educational activities. It determines the principles of and supervises the execution of cooperation with other universities and institutions at home, and abroad. It approves comprehensive agreements and protocols such as scientific and academic cooperation, student and instructor exchange, and know-how transfer.

f. It defines academic and administrative posts and positions in the University departments; it appoints people to these posts and positions; and it approves promotions and removals.

g. It approves and supervises the execution of the University budget prepared by the President’s Office. It manages the movables and immovables of the University. It handles donations. It supervises new resource generation, or procures resources via putting up collateral.

h. It determines tuition fees, its dates of collection, as well as financial aid quotas and conditions. It also decides the salaries of instructors and other personnel.
i. It determines the number of students to be admitted to Faculties, Institutes and Schools in the University.

j. It appoints the President according to the relevant articles of these regulations for a period of time and with conditions approved by the Council of Higher Education. The removal of the President from his/her post is also subject to the same conditions. The President is an automatic member of the Board of Trustees; he/she does not attend the meetings, in which his/her appointment or his/her own personnel affairs are discussed.

k. It represents the University in and outside of the institution. It can delegate some of its authority, including representation of the University, to the President or other units in the University for a specified duration and extent.

l. It determines expenditure methods as well as signing and representing power. Also, it appoints one of its members as a rapporteur. The payments to be made to the rapporteur and to the other members of the Board of Trustees are determined by a Board of Trustees decision provided that they do not violate the relevant articles of the rules and legislation.

m. Also, it executes duties specified by the University regulations.

**The Board of Consultants**

**Article 8** – A Board of Consultants, whose duty is to give suggestions and advice to the Board of Trustees, is established in the light of global contemporary developments to determine the larger aims of Istanbul Kültür University, and to promote them in and outside the country.

The majority of the Board of Consultants is chosen from the alumni of Kültür High Schools. The other members include the most prominent scientists, artists, executives and other outstanding personalities at home and abroad.

The Board of Consultants consists of at least 30 and at most 100 members. The Board of Trustees and the Executive Board including the ex-members as well as the current ones are members, as of right. Other members are appointed by the Executive Board for 4 years. The Board of Consultants meets at least once a year led by the President. Quorum is not required in these meetings.

**The University Senate**

Led by the President, the Senate consists of Vice Presidents, Deans and Faculty Members appointed for 3 years by their respective faculties and Heads of Institutes and Vocational Schools affiliated with the President’s Office. The General Secretary is the rapporteur of the Senate.
With the aim of promoting participation in the governance of the University, the Senate may invite academics, administrative personnel and student representatives that they see fit and get their opinions on various subjects.

The Senate meets at least 6 times a year. The President may call for a meeting if necessary.

The Chairperson of the Board of Trustees may call an impromptu meeting.

The Responsibilities of the University Senate

Article 10- The Senate is an academic organ that has the following responsibilities:

a) It considers suggestions, proposes measures and makes decisions on the subjects concerning education, scientific research and publishing activities of the University.
b) It drafts opinions on the Rules and Regulations of the University, and registers formal statements.
c) It determines the methods as well as the number of students eligible for the undergraduate and graduate studies of all programs, and formulates proposals.
d) It determines all educational programs, curricula, teaching, quarterly distribution of the programs and the academic calendar.
e) It drafts proposals concerning the medium of instruction other than English or Turkish to be used, either in part or in full, in programs and/or in departments.
f) It proposes dual, summer, after hours, and adult education programs, and determines the contents as well as durations of these programs.
g) It determines the contents of application files for promotion to professorship, assistant professorship as well as associate professorship.
h) It finalizes the decisions of Faculty Boards to bestow honorary academic titles without an examination.
i) It finalizes objections to the decisions taken by Faculty Boards as well as Institute and School Boards led by the President’s Office.
j) It elects members to the University Executive Board.
k) It executes tasks dictated by the University rules and legislation or other academic duties assigned by the Board of Trustees, or the President.

The University Executive Board

Article 11- Led by the President, the University Executive Board consists of (non-voting) Vice Presidents, Deans and three academicians that represent various bodies in the university appointed by the Senate for 4 years. The General Secretary is the rapporteur. The President can call for a meeting if necessary.
The Responsibilities of the Executive Board

Article 12 - The Executive Board is the President’s associate body on administrative issues; and it executes the following duties:

a) It drafts proposals and expresses its opinion to the President in line with the plans and programs defined by the Council of Higher Education, the Board of Trustees and the Senate.
b) It organizes the student registration calendar to ensure the execution of the activity plan and programs; it determines the criteria to be used in foreign language placement and examination process of students.
c) It decides the requirements of prerequisite courses as well as courses from an upper level.
d) It determines the conditions of inter-departmental transfers and quotas in the University; it sets the conditions of undergraduate transfer quotas between departments and universities and makes the final decisions on such proposals.
e) It decides the requirements of quotas for graduate transfers between departments and universities; it assesses such proposals and makes the final decisions.
f) It decides the admission and registration requirements of ‘Special Students’ or ‘Guest Students’ in the University; it admits such students to the University.
g) It carries out other administrative and disciplinary duties assigned by the Board of Trustees or the President or prescribed by the rules and regulations as well as the directives of the University.

The President

Article 13 – The President is the head of the University administration and operations. He/she is appointed by the Board of Trustees with the approval of the Council for Higher Education. The term of office is four years. He/she can be reappointed. He/she is accountable to the Board of Trustees in the execution, coordination and improvement of ongoing educational activities. He/she has to execute the decisions of the Board of Trustees and take the University to the next level in the upcoming years. He/she uses the authority vested in him/her by the Board of Trustees in accordance with the laws, rules and regulations.

The President consults the relevant committees and boards regarding the university budget as well as the needs for personnel positions and submits them to the Board of Trustees for approval. The President shoulders the responsibility of raising the academic prestige of the University to the highest level. He/she has the primary duty of creating an atmosphere of contemporary, free, independent, inspirational for creativity, dynamic, top quality and continuously motivating to all faculty members and administrative personnel as well as the students.
Considering the work load of the academic, administrative, financial and student affairs of the University, the President submits a certain number of Vice Presidents to the Chair of the Board of Trustees for approval. The appointments of the Vice Presidents become effective with the approval of the Board of Trustees. Their term of office is limited to the term of the President who recommended them to their post.

The President delegates his/her post to one of his/her Vice President when away.

In case the post of the President becomes vacant, the Board of Trustees appoints one of the Vice Presidents as the Acting President for at most six months and notifies the Council of Higher Education. The Acting President attends the meetings of the Board of Trustees.

**Faculties, Institutes, School Boards and Executive Boards**

**Article 14** – Faculty Boards and Faculty Executive Boards convene under the supervision of the Dean and consist of members whose characteristics have been specified in the law.

Faculty Boards and Faculty Executive Boards carry out duties specified in the law.

Institute Boards and Institute Executive Boards consist of members specified by law and carry out duties similarly dictated by law.

School Boards and School Executive Boards consist of members whose characteristics have been specified by the law and similarly carry out duties dictated by law.

**Deans, Directors of Institutes, Schools, Vocational Schools and Application and Research Centers**

**Article 15** – Deans represent the Faculty and its Departments. Deans are appointed on a full time basis by the Board of Trustees, following the nomination of a Professor from within or outside the university, by the President. A Dean’s term of duty is three years. He/she may be reappointed at the end of his/her term.

The same procedure applies to the appointment of Directors of Institutes, Schools, Vocational Schools, and Research and Application Centers. Academicians to be nominated to the position of Director are not required to hold the rank of Professor. A Director’s term of duty is three years; and they may be reappointed for a second term.

Directors of Research and Application Centers are appointed similarly. Academicians to be nominated to these posts do not have to hold the rank of full Professor. A Director’s term of duty is three years; and they may be reappointed for a second term.
Deans and Directors are responsible for the governance of their institutions; and they carry out the duties stipulated by law.

Deans and Directors of Institutes can appoint a member of the academic staff of a School, a Vocational School or Research and Application Center as Vice Dean or Vice Director, with the approval of the President.

Department Committee

Article 16 – A Department Committee consists of all academic staff of a department. The Head of Department serves as the Chairperson of the Committee. The Committee discusses academic issues and prepares proposals. The Committee meets upon the request of the Chairperson.

Head of Department

Article 17 – The Head of a Department is appointed upon nomination by the Dean and approval by the President. His/her term of duty is three years, and he/she may be reappointed.

Academic Staff

Article 18 – Academic staff is appointed by consulting the relevant boards/committees, by the President’s recommendation, and by the approval of the Board of Trustees.

Term of duty is four years for Professors, three years for Associate Professors, and two years for Assistant Professors.

Academic staff may be reappointed upon completion of their term of duty. The Board of Trustees determines the terms of duty of full time academic staff to be hired from universities in Turkey, or abroad.

Teaching Assistants are nominated by a Dean or a Director and are appointed by the President’s approval.

Their term of duty is two years. They may be reappointed upon request and justification by the relevant department.

Appointments of Instructors (“Öğretim Görevlisi”, in Turkish), Specialists (“Uzman”, in Turkish) and Lecturers (“Okutman”, in Turkish) are appointed similarly, for one year. Their term of duty may be extended. The appointment duration for instructors and lecturers with limited status (“kısmi statülü”, in Turkish) are limited to one or two semesters.
Research & Development Centers and Advisory Work on Projects

**Article 19** - The University establishes research-development centers with the aim of conducting authentic research in certain areas of study. The Directors of Research and Development Centers are appointed by the President.

The Director of a Center prepares research projects and presents them to the President for approval.

A Project Assessment Committee is established by the President for the purpose of examining all kinds of outside projects and advisory service proposals. Implementation of the Committee’s assessment begins upon approval by the Board of Trustees.

The share of university staff from the revenue generated from the projects and advisory services (including copyrights) are specified in the Rules and Regulations.

Medium of Instruction

**Article 20** – The medium of instruction at Kültür University is English. Unless otherwise decided, all exams and assignments in all courses are carried out in English, with the exception of courses that are required by relevant legislation to be taught in Turkish. The President may invite an external examiner to any examination from other higher education institutions in Turkey, or abroad. The Board of Trustees holds the right to decide the language of instruction to be Turkish fully or partially, or other languages in certain departments or programs, or to require compulsory courses in languages other than English.

Chief Financial Officer and financial rules

**Article 21** - The University’s Chief Financial Officer (CFO) is the Chairperson. The Chairperson may transfer this authority fully or partially to the President, or to other administrators.

**Article 22** - The University’s sources of revenue are as follows:

a) Revenues from the university’s investments and businesses,

b) Revenues from research and development projects and advisory services,

c) Revenues from educational services,

d) Subsidies from the state budget and assistance from other public institutions,

e) Donations, inheritances, and other revenues.
Article 23 - So long as the university maintains its educational and research and development activities as a higher education institution, on no account will its revenues revert to the property or accounts of the Foundation, be it temporarily. However, should the activities of the university be permanently ended by authorities, of all movable or immovable property owned by the university, all education-related immovable property, equipment, and materials such as classrooms, laboratories, or libraries revert to the ownership of the higher education institute taking over. Movable and immovable properties other than those mentioned, and those that have been passed to the university as sources of revenue, as well as debts—if any—revert to the ownership of the Foundation at a proportion to be determined by the authorized organs of the Foundation.

Honorary Titles

Article 24 – The University can bestow Honorary Doctorate or Honorary Professor titles to those individuals who have made significant accomplishments in their field of scientific study in Turkey or abroad and those persons who have made outstanding contributions to university life, upon the recommendation of the relevant Faculty Council or Committee. The decision regarding the bestowment of honorary titles is made in a special session of the University Senate attended by members of the Board of Trustees. The Chairperson of this special session is the President.

Amendments

Article 25 – Any amendments to these Rules and Regulations and to all Rules and Regulations of Kültür University, elimination of any of the articles or addition of new articles can be made by a decision of the Board of Trustees. No Rules and Regulations can contain any resolutions conflicting with those in this document.

Going into Effect

Article 26 – These Rules and Regulations go into effect on the date of publication of the document, to be effective as of July 15, 1997.

Implementation

Article 27 - The Chairperson of the Board of Trustees is in charge of implementing the articles of these Rules and Regulations.