

T.R.
KARABÜK UNIVERSITY
VOCATIONAL SCHOOLS
DIRECTIVE ON ADVISORY COUNCIL
PART ONE

Aim, Scope, Base

Aim:

ARTICLE 1- The aim of this directive is to form Advisory Councils and set work principles for them in order for Vocational Schools within the University to establish and sustain relationships with workforce market.

Scope:

ARTICLE 2- The scope of this directive covers principles that set provisions on the works of Advisory Councils for Vocational Schools within Karabük University, which are formed to establish and sustain relationships with workforce market.

Base:

ARTICLE 3- This directive has been arranged in accordance with the Article 14 of the Higher Education Law No 2547 and the Article 11/a of the decisions (2008.24.2562) taken in session 24 of General Council of Higher Education dated 22.12.2008.

PART TWO

Definitions, Organs, Tasks

Definitions:

ARTICLE 4- Following terms have the following meanings in this directive:

- a. Unit: Concerned Vocational School that conducts the educational program,
- b. Council: Vocational School Advisory Council,
- c. VSC: Vocational School Coordinatorship
- d. President: Karabük University President.

Council Members:

ARTICLE 5- Advisory Council Members

Supreme Advisory Council Members

Supreme Advisory Council is consisted of Vocational School Coordinator (Head of the Council), Directors of Vocational Schools, and members among senior executive officers from public institutions and establishments.

Secretarial tasks of Supreme Advisory Council are carried out by Secretariat of Vocational School.

Sub-Advisory Council

Sub-Advisory Council is consisted of Assistant Director /Assistant Directors of Vocational Schools in Charge of Education (Head of the Council), Head/Heads of the Department, /Person/Persons in Charge of the Program, academics from the concerned programs and representatives of the sectors related to the department.

Sub-Advisory Council is formed for each department of the Vocational Schools or for the common departments at Vocational Schools. Secretariat of the Sub-Advisory Council is appointed by the Head of the Council.

ARTICLE 6- Other Members of the Council and Designation of their Term of Office;

The President appoints members outside the university who fulfills requirements stated at the additional list and are recommended by Vocational Schools.

In the Sub-Advisory Council, members from outside the university who fulfill requirements stated at the additional list are invited to the meeting by the concerned Directorate of the Vocational School. Period of Office for the members is limited with three years. A member whose term of office terminates may be appointed again. Membership of those who are appointed to represent their institutions is cancelled when their term in the institutions terminates.

Duties and Responsibilities:

ARTICLE 7-

Duties of Supreme Advisory Council

- a. Council analysis the pre-sent agenda in the program, forwards their opinions and suggestions to the Head of the Council in written.
- b. To evaluate recommendations coming from the Sub-Advisory Councils,
- c. To develop cooperation with public and private sector institutions and establishments and professional chambers concerned with the area related to the activities of Vocational Schools.
- d. To exchange opinions on requests and suggestions of the Sector.
- e. To assist spread of education based on technology.
- f. To present opinions and suggestions of the Sector to the President.

Duties of Sub-Advisory Council

- a. To recommend members to be appointed for Supreme Advisory Council from the concerned sector members to the Vocational School.
- b. To provide support for field and application works based on industry by maintaining cooperation with institutions and establishments outside the university
- c. To analyze semester credit hour and content of the courses offered by the programs/departments at Vocational Schools.
- d. To conduct research works for the programs/departments to be opened at Vocational Schools, which are to be recommended to the Office of the Head of the Higher Education Council, and prepare and present opinion and suggestion form.
- e. To carry out planning works in order to maintain diversity in qualified human power and present it to the supreme council,
- f. To take various decisions of suggestions in parallel to national and international developments and present them to the supreme council,
- g. To take decisions of suggestions by conducted work and need analysis of the concerned sector and present them to the supreme council,
- h. To present decisions taken in the sub-advisory councils to the supreme advisory councils as a report to be discussed in supreme councils,
- i. To perform duties assigned by the supreme council,

Council decisions are advisory. The council meets with the majority of the members and decisions are taken with the majority of votes.

Work Principles of the Councils:

ARTICLE 8- Execution of correspondence is carried out with communication to be held with supreme council members from outside the university who are appointed to the councils and with

correspondence by Vocational School. In correspondence with Vocational Schools and sub-council members consisted of concerned sector representatives. Vocational School Directorates are authorized.

Work Calendar:

ARTICLE 9-

Supreme Advisory Council meets once a year with the invitations of all members by Vocational School. If it is found necessary, in emergency states meetings can be held. Council meeting dates are announced in written or electronically by the Vocational School secretariat.

Sub-Advisory Council meets twice a year at the beginning of the fall and spring semesters with the invitations of all the members by the Directorate of Vocational School in accordance with the work calendar specified by the Vocational School. If it is found necessary, in emergency states meetings can be held. Council meeting dates are announced by the Sub-Council Secretariat in written or electronically.

Meetings take place with the participation of members stated at Article 5.

Work Agenda and Documents

ARTICLE 10-

Temporary Work Agenda of the Council is designated by the concerned Directorates of Councils. Main agenda is decided by the council. Temporary agenda and a report on the previous meeting or the developments after meeting are sent to member by the Head of the Council prior to the meeting. Official reports written during the meeting are sent to Council members written or in electronic environments after the meeting.

Following documents are sent to the members who join for the first time or all the members if there is any change in the scope:

- i) In cover letter and attachment of the Office of the President,
- University's vision and mission
 - Objectives of Vocational Schools,
 - Expectations from the Advisory Councils,
 - General Information on Vocational School Departments and programs MYO,
 - Directive of Advisory Council

PART THREE

Effectiveness and Enforcement

Effectiveness

ARTICLE 11- This directive is put into effect as of the date accepted by the Karabük University Senate.

Enforcement

ARTICLE 12- This directive is enforced by the President of Karabük University.

This directive has been accepted with the Senate Meeting Decision dated 09/10/2012 and No 2012/11-3.

ADDITIONAL LIST

Advisory councils

1. Representative or representatives of concerned public institutions and establishments,
2. Small and Medium Industry Development Organization (SMIDO) representatives,
3. City or town representative/representatives of concerned ministries
4. Representative from our graduates
5. Representatives from the Sector related to the Department or Programs
6. Concerned Civic Involvement Organization representatives,