

KARABÜK UNIVERSITY
REGULATION OF VOCATIONAL SCHOOLS COORDINATORSHIP

OBJECT

Article 1- This regulation was prepared to conduct necessary planning and applications for education organisation, increasing productivity and solving the problems in Vocational Schools of Karabük University and to ensure the coordination with the related agencies and institutions in this matter and to determine the working principles of “Karabük University Vocational Schools Coordinatorship” founded for the responsibility of Presidency.

CONTENT

Article 2- This regulation comprises the principles of “Karabük University Vocational Schools Coordinatorship” related with its duties, bodies and working.

BASE

Article 3- This regulation was prepared on the basis of the 14th article of Higher Education law number of 2547.

DEFINITIONS

Article 4- Of the terms included in this regulation;

- a) Presidency: Karabük University Presidency,
- b) Senate: Karabük University Senate,
- c) Coordinatorship: Karabük University Vocational Schools Coordinatorship,
- d) Coordinator: Vice-President assigned by Karabük University President and responsible for the education,
- e) Vocational Schools describe Vocational Schools of Karabük University.

DUTIES OF THE COORDINATORSHIP

Article 5- The duties of the Coordinatorship are stated below:

- a) To determine the requirements of interim manpower with higher education belonging to sectors by cooperating with institutions; to prepare education-training plan outlines for the purpose of providing Vocational Schools with education in line with this objective, to make regulations in these outlines for giving great attention to the education and to present this to the Presidency.
- b) To conduct studies with the aim of increasing the source-creation potentials and productivities of Vocational Schools; to conduct and support necessary planning, application, cooperation and coordination studies for the purpose of compensating the requirements of personnel, library, laboratory and equipments.
- c) To determine the qualifications of instructors to be assigned to Vocational Schools programmes and present this to the Presidency.
- d) To support the organisation of inservice certified education programmes for the graduates of Vocational Schools.
- e) To ensure the necessary coordination for solving the problems of the students enrolled to Vocational Schools without exam.

BODIES

Article 6- Below are the bodies of the coordinatorship:

- a) Coordinator
- b) Board of Directors
- c) Board of Programmes

Article 7- The coordinator is Vice-President assigned by Karabük University President responsible for the education. Duties;

- a) To manage the coordinatorship and conduct the presidency of Board of Directors and Programmes,
- b) To offer the decisions of Board of Directors to the Presidency.

Article 8- Board of Directors consist of the Managers of Vocational Schools in the presidency of the Coordinator and take decision to carry out the duties stated in the 5th article of this regulation and organize working groups from among the members of Board of Programmes and similar programmes.

Board of Directors come together according to the invitation of the Coordinator. Board meetings are held with the attendance of more than half of the members and the decisions are taken with absolute majority of participants. Vocational School Manager takes the presidency of the meetings not attended by the Coordinator.

Article 9- In the presidency of the Coordinator, Board of Programmes consist of those who are responsible for programme in the programmes conducted in Vocational Schools and three persons to be assigned by Presidency from Vocational Schools instructors. The Board come together with the call of the Coordinator, meet and take decisions. Duties;

- a) To make investigation, research, application, cooperation and studies related with the duty of the Coordinatorship by working groups formed from among the members with the decision of Board of Directors and to present the results of these studies to the Board of Directors.
- b) To make transducer arrangements in education-training applications of similar programmes of Vocational Schools, to make arrangements for simulating the contents of similar courses being in different programmes with the applications related with these courses and present these arrangements to the Board of Directors.

VALIDITY AND EXECUTION

Article 10- This regulation becomes valid when accepted in the Senate of Karabük University.

Article 11- The decisions of this regulation are taken by Karabük University President.

Accepted with 2008/5.7 numbered Senate decision on 2 July 2008.