

T.C.
KARABUK UNIVERSITY
INSTITUTE, FACULTY, HIGH SCHOOL AND VOCATIONAL HIGH SCHOOL
CONSULTIVE COMMITTEE DIRECTION

FIRST SECTION

Aim, Content, Foundation

Aim

ARTICLE 1- The aim of this article is to provide cooperation between the units of the university and the state and also the private institutions and to establish their own Consultative Committee for the purpose of continuing this cooperation and to determine working principles of these.

Content

ARTICLE 2- This direction consists of the works of Consultative Committee which has been established for the purpose of providing and also continuing cooperation between the institutions, the faculties, the high school and the Vocational High School of Karabuk University and the state and private institutions besides relevant provision.

Foundation

ARTICLE 3:- This direction is regulated according to Higher Education Law's 14th article numbered 2547 law and according to 11/a article (2008.24.2562) whose decisions were made on 22.12.2008 and 24th session of Higher Education General Council.

SECOND SECTION

Definitions, Bodies, Duties and Responsibilities

Definitions

ARTICLE 4- In this direction, those below clarify:

a. Unit: the Institution, the Faculty, the High School and the Vocational High School which give education,

b. Inferior Consultative Committee: the Unit Consultative Committee,

c. Superior Consultative Committee: the Consultative Committee of Karabuk University,

d. Rector: the rector of Karabuk University,

e. Members of Superior Consultative Committee: Rector, Vice-rectors, the Head of Inferior Consultative Committee and senior managers of the state and private institutions which is determined by these members,

f. Members of Inferior Consultative Committee: The manager of the Unit, Vice-rectors, the assistant manager of the unit being responsible for education, the manager of department of education and training or people who are responsible for programs besides the representers of the state and private institutions determined by these members.

Bodies

ARTICLE 5- Consultative Committee and the Members of Consultative Committee

Consultative Committee

It is a committee that states opinion and suggestion about various subjects especially about scientific activities created by the university and the units of university, projects and education and training. It is separated into two groups: Consultative Committee and Inferior Consultative Committee. While Superior Consultative Committee includes the university consultative committee, Inferior Consultative Committee includes consultative committee formed by the units of the university.

Members of Superior Consultative Committee

Rector, Vice-rectors, the managers of Inferior Consultative Committee and senior managers of the state and the private institutions are determined by these members.

Rector is the manager of this committee.

The secretariat of the works of Superior Consultative Committee is carried out by Karabuk University General Secretary Office.

Members of Inferior Consultative Committee

Inferior Consultative Committee consists of the Manager of the Unit, The Assistants Manager of the Unit, The Assistants of Dean who are responsible for education of the Units, The Manager, The Assistants of The Manager, The Head of The Department giving education and training, The person/people responsible for the Program and the representers of the state and private institutions chosen by this committee related to the department or programs. The Manager of the unit is in charge in this committee.

The secretariat of the works of Inferior Consultative Committee is given work by the secretary of the unit.

ARTICLE 6- Other Committee Members and Determination of Duty Term

Superior Consultative Committee opens up the subject of the members who carries the qualifications stated in Supplementary List outside the university and who are suggested by inferior consultative committee and the committee gives work according to the decision of the majority of members.

In Inferior Consultative Committee, the members who carry the qualifications stated in Supplementary List outside the university are invited to the meetings by the relevant unit.

The duty term of the members is limited into three years. The member whose duty is over can be charged again.

The memberships of the members who are charged in order to represent their institutions end up on condition that their duties in their institutions are also over.

Duties and Responsibilities

ARTICLE 7- The Duties of Superior Consultative Committee

The decisions of the committee serve as advice. The committee gather with the present members and the decisions are made by majority of votes of the participants.

- a. Committee examines the agenda of the program which is sent beforehand and reports their opinions and suggestions to The Manager of committee written.
- b. To ensure that Inferior Consultative Committee works according to its principles and to evaluate the suggestions of this committee.
- c. To develop cooperation with the state and private agency, institute and trade association of units' areas of activities.
- d. To exchange ideas on the wishes and suggestions of the state and private institutions.
- e. To help increase, improve and generalize the quality of education.

Duties of Inferior Consultative Committee

- a. To suggest relevant sector members who are to be charged in Superior Consultative Committee.

- b. To support application area of relevant area cooperation with by agency and institute of outside university.
- c. To examine and to suggest mid-term, credit hour and content of department-program and subjects carried out in the units.
- d. To plan in order to provide variety in adults' power and to give suggestions to the superior committee.
- e. Make various recommendation based on national and international improvements and to give suggestions to the superior committee.
- f. To fulfill the duties coming from the superior committee.
- g. To give a report to the superior committee about the decision made in the inferior consultative committee so that the decisions can be discussed in the superior committee.
- h. To make a plan so as to provide the needs of the unit and department/program.

Working Principles of Institutions

ARTICLE 8- Carrying out the Correspondence is made by members of the superior committee who are on duty in the Committees or who are going to come outside the units and communication is provided by correspondence made by General Secretary Office. During correspondence with the inferior committee, the secretary of unit is in charge. During the meeting, General Secretary Office is responsible for writing official report and writing committee working report in the superior committee while the secretary of the unit is responsible for it in the inferior committee.

Working Program

ARTICLE 9-

Superior Consultative Committee gathers with the invitation of General Secretary Office to all members at least once a year. If it is necessary, exceptional meetings can be held. Committee meetings dates can be announced by General Secretary Office written or electronically.

Inferior Consultative Committee gathers with the invitation of the Secretary of Unit to all members according to working program decided by Superior Consultative Committee at least twice a year: autumn term and spring term. If it is necessary, exceptional meetings can be held. Committee meetings dates can be announced by The Secreteria of the Inferior Committee written or electronically.

Meetings are held according to participation of the members stated in Article 5.

ARTICLE 10-

Temporary working agenda of the committee is determined by the relevant managers of the committees. Real agenda is decided by the committee.

Temporary agenda, a report about the previous meeting and the advance after the meeting is sent by the Head of Committee so that it can reach the members before the meeting. Official reports written during the meeting are delivered to members of The Committee after the meeting either written or electronically.

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:

In the cover letter or attachment of the rectorate,

- ♣ The vision and mission of the university,
- ♣ The objectives of the school,
- ♣ General information about school departments and programs,
- ♣ Directive of Advisory Board.

THIRD SECTION

Effectiveness and Enforcement

Effectiveness :

Article 11- This directive is put into effect as of the date it is accepted by Karabuk University Senate.

Enforcement :

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

Additional List:

Advisory Councils

1. Representative or representatives of concerned public institutions and organizations,
2. Representative of Small and Medium Enterprises Development Organization (KOSGEB),
3. City or town representative/representatives of concerned ministries,
4. A representative from our graduates,
5. Representatives from private sector related to the departments or programs,
6. Representatives of Civic Involvement Organization (STK).

This directive was accepted by the Senatus Consultum dated 21.05.2013 and numbered 2013/07-49.