

REGULATION

From Marmara University:

MARMARA UNIVERSITY**Marmara University Lifelong Learning Center Regulation****FIRST SECTION****Purpose, Scope, Basis and Definitions****Purpose**

ARTICLE 1 – (1) The purpose of this Regulation is to regulate the procedures and principles regarding the purpose, fields of activity, management bodies, duties of the management bodies and working method of the Marmara University Lifelong Learning Center.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions regarding the purpose, fields of activity, management bodies, duties of the management bodies and working method of the Marmara University Lifelong Learning Center.

Basis

ARTICLE 3 – (1) This Regulation has been prepared based on subparagraph (2) of paragraph (d) of Article 7 of the Higher Education Law No. 2547 dated 4/11/1981 and Article 14.

Definitions

ARTICLE 4 – (1) In this Regulation;

- a) Center (MÜSEM): Marmara University Lifelong Learning Center,
- b) Director: Director of the Center,
- c) Rector: Rector of Marmara University,
- d) University: Marmara University,
- e) Board of Directors: Board of Directors of the Center.

SECTION TWO**Purpose of the Center and Fields of Activity****Purpose of the Center**

ARTICLE 5 – (1) Purpose of the Center; to organize education, training and course programs using face-to-face and/or distance education technologies in order to provide widespread education activities to public, private sector and international organizations and individuals so that all segments of society can take part in the lifelong learning process, to plan, prepare and implement fixed or mobile exam organizations, to provide exam center services related to all kinds of certification and/or certificates in national and international areas.

Fields of activity of the Center

ARTICLE 6 – (1) The fields of activity of the Center are as follows:

- a) To organize educational activities and programs open to general participation within its field of activity.
- b) To provide training, certification programs, exams and similar activities related to its field of activity through face-to-face, electronic, distance and mixed methods.
- c) To organize or mediate the implementation of national and international level education and certification programs, courses, seminars, conferences, congresses, workshops and similar events in the fields of need of public and private sector institutions and organizations and international organizations and individuals.
- d) To provide consultancy services to public and private sector institutions and organizations and international organizations and individuals in the fields of need, to cooperate within the scope of the Center's field of activity.
- e) To provide question preparation and exam services for universities, public institutions and the private sector. Within this scope, to organize or mediate the organization of all kinds of national and international exams.
- f) To organize vocational trainings such as family counseling, workplace medicine, occupational safety expertise, occupational health and safety and similar trainings, the content of which is determined by public institutions within the scope of the legislation, and in-service trainings for public and private sector institutions and organizations.
- g) To organize national and international personnel certification and certification trainings, conduct exams, and issue certificates and participation certificates in accordance with the principles determined by accreditation and qualification granting institutions.
- h) To print, publish and sell all kinds of national and international works related to the field of activity of the center, whether periodical or non-periodical.
- i) To issue certificates of achievement, certificates of participation, certificates and similar documents according to the type of activity.
- j) To organize educational, social and cultural activities and to provide all kinds of technical, equipment and material support to the organizations to be organized by the relevant units in these fields.
- k) To carry out other activities related to the purpose of the center.

CHAPTER THREE**The Center's Management Bodies and Their Duties****The Center's management bodies**

ARTICLE 7 – (1) The Center's management bodies are as follows:

- a) Director.
- b) Board of Directors.

Director

ARTICLE 8 – (1) The Director is assigned by the Rector for a period of three years from among the University faculty members who work on issues related to the Center's field of activity. The Director whose term of office has expired may be reassigned. The Director is responsible to the Rector for the regular execution and development of the Center's activities and work.

(2) The Director submits to the Rector's approval a maximum of two people from among the University faculty members to be assigned as assistant directors to assist him in his work. The Director leaves one of his assistants as his deputy when he is not on duty. If the deputyship lasts longer than six months without interruption, a new Director is assigned. When the Director's duty ends, the duties of his assistants also end automatically.

Duties of the Director

ARTICLE 9 – (1) The Director's duties are as follows:

- a) To represent the Center, to ensure that the Center's work is carried out regularly.
- b) To call the Board of Directors to meetings, to determine the agenda of these meetings and to chair the meetings. to implement the decisions and the work program it prepares, to monitor the effectiveness of the programs opened.
- c) To determine the need for academic, administrative and technical personnel to work at the Center in accordance with the relevant legislation from within or outside the University and to submit proposals regarding their assignment to the Rector.
- d) ç) To distribute tasks within the Center.
- e) To prepare the Center's annual activity report and submit it to the Rector after receiving the approval of the Board of Directors.
- f) To carry out the Center's administrative and financial affairs, to plan and prepare the Center's annual budget.
- g) To cooperate with relevant institutions and organizations on issues within the Center's fields of activity and to prepare projects.
- h) To perform other duties assigned by the Rector in line with the Center's objectives and activities.

Board of Directors

ARTICLE 10 – (1) The Board of Directors consists of a maximum of ten members, including the Director, deputy directors and full-time academic staff working at the University upon the Director's proposal, assigned by the Rector for a period of three years. A member whose term of office has expired may be reassigned. A new member is assigned to complete the remaining term of office in place of members who leave their positions before the end of their term of office.

(2) The Board of Directors shall meet at least six times a year upon the call of the Director and decisions shall be taken by a simple majority vote. The membership of a member who fails to attend two consecutive Board of Directors meetings without permission or excuse may be terminated upon the proposal of the Director and the approval of the Rector.

Duties of the Board of Directors

ARTICLE 11 – (1) The duties of the Board of Directors are as follows:

- a) Establishing the general strategy and policies of the Center, coordinating and evaluating activities related to various programs to be organized.
- b) Reviewing the Center's activities and making necessary decisions.
- c) Evaluating the activity report to be prepared by the Director at the end of each activity period, organizing the work program for the next period.
- d) ç) Determining the principles regarding the issuance of participation certificates, certificates and similar documents to be given at the end of training programs.
- e) Determining the budget draft to be presented regarding the Center's areas of activity.
- f) Fulfilling other duties assigned by the relevant legislation.

PART FOUR**Miscellaneous and Final Provisions****Working groups**

ARTICLE 12 – (1) Permanent or temporary working groups may be formed in order to increase the efficiency and effectiveness of the activities related to the work subjects of the Center. Working groups are established upon the proposal of the Director and the decision of the Board of Directors.

Personnel requirement

ARTICLE 13 – (1) The academic, technical and administrative personnel needs of the Center shall be met by the personnel to be assigned by the Rector upon the proposal of the Director in accordance with Article 13 of Law No. 2547.

Cases where no provision exists

ARTICLE 14 – (1) In cases where no provision exists in this Regulation, the provisions of the relevant legislation shall apply.

Repealed regulation

ARTICLE 15 – (1) The Marmara University Lifelong Learning Center (MÜSEM) Regulation published in the Official Gazette dated 20/4/2003 and numbered 25085 has been repealed.

Enforcement

ARTICLE 16 – (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 17 – (1) The Rector of Marmara University shall execute the provisions of this Regulation.