

ALTINBAŞ UNIVERSITY REGULATION FOR PSYCHOLOGY RESEARCH AND APPLICATION CENTRE

PART I Introductory Provisions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to set forth rules and regulations governing the managing bodies of Altınbaş University Psychology Research and Application Centre as well as their powers and functions.

Scope

ARTICLE 2 — (1) This Regulation covers the provisions governing the objectives, areas of activity, managing bodies and functions of Altınbaş University Psychology Research and Application Centre established under Altınbaş University President's Office.

Legal Basis

ARTICLE 3 - (1) This Regulation has been drawn up based on the sub-clause 1 of the clause (d) of the sub-article (2) of the Article 7 of the Higher Education Law No. 2547 of November 4, 1981.

Definitions

ARTICLE 4- (1) As used in this Regulation, the following terms shall have the meanings specified below.

- a) Advisory Board: Advisory Board of the Centre,
- b) Centre: Altınbaş University Psychology Research and Application Centre (APAM),
- c) Director: The Director of the Centre,
- ç) Board of Trustees: Board of Trustees of Altınbaş University,
- d) President: the President of Altınbaş University
- e) University: Altınbaş University,
- f) Executive Board: the Executive Board of Altınbaş University Psychology Research and Application Centre.

PART II The Purpose of the Centre and Its Areas of Activity

The Purpose of the Centre

ARTICLE 5 — (1) The purpose of the Centre carry out research, investigation, evaluation, and practices in the field of psychology; design and offer short and long-term certificate programs so as to improve the University's contributions to society and its collaborations with public and private sector as well as international institutions.

Centre's Areas of Activity

ARTICLE 6 - (1) The areas of activity of Altınbaş University Psychology Research and Application Centre are as follows:

- a) Carry out R&D activities, studies, and projects in the field of psychology,
- b) Promote and offer continuing education and lifelong learning psychology courses,
- c) Offer psychotherapy/counselling services to individuals, and University members (when deemed necessary) suffering from mental disorders,
- ç) Offer and help other departments offer courses, seminars, conferences, in-house training programmes and similar scientific meetings in relation to the field of psychology,
- d) Cooperate with national and international institutions engaged in psychological research and studies,
- e) Offer practical training to postgraduate students under supervision,
- f) Publish articles and journals on psychology,
- g) Carry out other activities that are relevant to the mission of the Centre.

PART III

Managing Bodies of the Centre - Their Roles and Responsibilities

Managing Bodies of the Centre

ARTICLE 7 – (1) The Managing Bodies of Altınbaş University Psychology Research and Application Centre are as follows:

- a) Director.
- b) Executive Board.
- c) Advisory Board.

Director

ARTICLE 8 — (1) The Director of the Centre shall be appointed for a three-year term by the University President from among the full-time faculty members at Altınbaş University Department of Psychology. Director may be reappointed for a second term after three years in office.

(2) The Centre Director shall be responsible for ensuring that Centre's activities are developed and carried out in the most effective manner.

(3) The Centre Director shall recommend a maximum of two faculty members to the University President for the role of centre vice director. When the Centre Director's term ends, Vice Director's term shall end as well.

Roles and Responsibilities of the Centre Director

ARTICLE 9 - (1) The roles and responsibilities of the Centre Director are as follows:

- a) Act as the representative of the Centre,
- b) Ensure that Centre's activities and operations are properly carried out and executed,

- c) Ensure that the Executive Board decisions are properly implemented,
- d) Call a general board meeting; write an agenda for meetings, and chair the meetings effectively,
- e) Call an ordinary and extraordinary of the advisory board, write an agenda for these meetings, and chair the meetings effectively,
- f) Prepare the Centre's annual activity report and the next year's work schedule, and submit to the University President's Office after reviewing it with the Executive Board.

Executive Board

ARTICLE 10 — (1) The Executive Board shall consist of five members who are assigned with the recommendation of the Director and the approval of the President from among the academic staff of the University, who conduct academic and applied research on psychology and/or related disciplines. At least three members of the Executive Board must be selected among full-time faculty members at Altınbaş University Department of Psychology.

(2) The term of office of the Executive Board members shall be three years. Members may be reappointed for a second term after three years in office.

(3) The Director is the natural member and chair of the Executive Board. A member of the Executive Board or Vice Director may act in the role of a Centre Director in the Director's absence.

(4) Centre Executive Board shall assemble at least four times a year, and when necessary, a meeting of the Executive Board shall be convened by the Director. All decisions shall be made by a majority of the votes. In the event of an equality of votes, the Director shall have a casting vote.

(5) A new member shall be assigned to replace a member who resigns before the end of their term of office or fails to attend two consecutive meetings. The term of office of new members shall end when the term of office of other members is completed.

Roles and Responsibilities of the Executive Board

ARTICLE 11 — (1) Roles and Responsibilities of the Centre Executive Board are as follows:

- a) Make decisions regarding the operation and the management of the Centre in accordance with the Centre's objectives,
- b) Discuss and approve or disapprove decisions regarding new research, budget, partnership, and collaboration.
- c) Discuss and finalize the Centre's annual activity report and its annual work schedule,
- ç) Issue decisions regarding research, publications, and other types of academic activity,
- d) Prepare the Centre's long-term scientific and administrative planning and programme.

Advisory Board

ARTICLE 12- (1) The Advisory Board shall contribute to the activities of the Centre by offering recommendations. The Advisory Board shall consist of a maximum of eleven members appointed by the University President upon the recommendation of the Executive

Board, among experienced faculty members of Altınbaş University who are engaged in academic and applied research in the field of Psychology, other academic staff working at national and international universities, institutes, research centres, and experienced persons who conduct research and publish articles on psychology.

(2) The term of office of the Advisory Board members shall be three years. The member whose term of office has expired may be reappointed.

(3) The Advisory Board shall convene at least once a year upon the call of the Director by absolute majority of all board members.

Roles and Responsibilities of the Advisory Board

ARTICLE 13- (1) The Advisory Board shall review the long-term scientific and administrative plans and activities of the Centre, and offer recommendations accordingly.

PART IV

Miscellaneous and Final Provisions

Staff Recruitment

ARTICLE 14 — (1) According to Article 13 of Turkish Higher Education Act No. 2547, the University President shall assign the academic, technical, and administrative staff for the Centre among the employees recommended by the Centre Director.

Fixtures and fittings, tools, and equipment

ARTICLE 15 — (1) All fixtures, tools and equipment purchased by the Centre for academic and professional purposes shall be allocated to the Centre.

Spending Authority

ARTICLE 16 — (1) Spending Authority is granted to the Chair of the Board of Trustees. The Chair of the Board of Trustees may transfer his/her authority to spend to the President.

Situations that are not covered by this regulation

ARTICLE 17 -(1) Turkish Higher Education Act No. 2547, other relevant legislation, and Board of Trustees' Decisions shall apply to situations that are not covered by this Regulation.

Repealed regulation

ARTICLE 18- (1) Istanbul Kemerburgaz University Psychology Research Centre Regulation published in Turkish Official Gazette No. 28249 of 30/3/2012 has been repealed.

Effective Date

ARTICLE 19 — (1) This Regulation shall come into force on the date of its publication in the Official Gazette.

Execution

ARTICLE 20 — (1) The provisions of this Regulation shall be executed by the President of Altınbaş University.