

**RAUF DENKTAŞ UNIVERSITY**  
*“For International Employment”*



**ESTABLISHMENT AND OPERATION  
BYLAW**

**No. 1**

**PART ONE  
GENERAL RULES**

- Article 1: Short Name**
- Article 2: Commentary**

**PART TWO  
BOARD OF TRUSTEES AND ITS DUTIES**

- Article 3: Formation of the Board of Trustees**
- Article 4: Duties and Powers of the Board of Trustees**
- Article 5: The President of the Board of Trustees**

**PART THREE  
ACADEMIC ORGANIZATION**

- Article 6: Rector**
- Article 7: Vice Rectors**
- Article 8: Rectors Duties and Powers**
- Article 9: The Formation and Meetings of the Senate**
- Article 10: Duties of the Senate**
- Article 11: University Board of Directors**
- Article 12: Duties of the University Board of Directors**
- Article 13: Dean**
- Article 14: Duties and Powers of the Dean**
- Article 15: Faculty Board Formation and Meetings**
- Article 16: Faculty Board Duties**
- Article 17: Faculty Board of Directors**
- Article 18: The Duties of Faculty Board of Directors**
- Article 19: Formation and Meeting of the Department Board**
- Article 20: Duties of the Department Board**
- Article 21: Appointment and Dismissal of the Department Chair**
- Article 22: Duties and Responsibilities of the Department Chair**
- Article 23: The Organs of the Institute**
- Article 24: The Duties and Powers of the Director**
- Article 25: Appointment and Dismissal of the Director of the Institute**
- Article 26: Duties and Powers of the Director of the Institute**
- Article 27: Formation of the Institute Board and Meetings**
- Article 28: Duties and Powers of the Institute Board**
- Article 29: School Director**
- Article 30: School Board**
- Article 31: School Board of Directors**
- Article 32: Academic Staff**
- Article 33: Faculty Members and Their Duties**
- Article 34: Instructors**
- Article 35: Lecturers**
- Article 36: Teaching Assistants**
- Article 37: Research and Development Projects and Consultancy Services**

**PART FOUR  
ADMINISTRATIVE STAFF**

- Article 38: University Administrative Units**
- Article 39: General Secretary and His/Her Duties**
- Article 40: Technical and Support Services Directorate**
- Article 41: Human Resources Directorate**
- Article 42: Financial Affairs and Purchasing Directorate**
- Article 43: Registrar's Office**
- Article 44: Sports and Activities Directorate**
- Article 45: Library and Documentation Directorate**

**Article 46: Information Technologies Directorate**  
**Article 47: Legal Consultancy Office**  
**Article 48: Faculty and School Administrative Offices**  
**Article 49: Institute Administrative Office**  
**Article 50: Departmental Administrative Office**  
**Article 51: Appointment of Administrative Staff**

**PART FIVE  
STAFF**

**Article 52: University Academic Staff Regulation, Salaries and Personal Rights**  
**Article 53: Staff Regulation and Personal Affairs of the Administrative Staff**

**PART SIX  
TEACHING AND STUDENTS**

**Article 54: Teaching and Programs**  
**Article 55: Language of Instruction**  
**Article 56: Fee Based Education**  
**Article 57: Student Capacity**  
**Article 58: Student Admission Conditions**

**PART SEVEN  
FINANCIAL OBLIGATIONS**

**Article 59: University's Income Sources**  
**Article 60: Administrative Chief**

**PART EIGHT  
OTHER PROVISIONS**

**Article 61: Execution**  
**Article 62: Regulation Making Authority**  
**Article 63: Entry into Force**

## ESTABLISHMENT AND OPERATION BYLAW

### Short Name

1. This Bylaw shall be referred to as the "Rauf Denktas University Establishment and Operation Bylaw".

### PART ONE GENERAL RULES

### Commentary

2. In this Bylaw:

**"Founding Company"** refers to 'Rauf Denктаş Limited'.

**"Company Board of Directors"** refers to the Board of Directors of the Founding Company.

**"Board of Trustees"** refers to the President and Members of the Board of Trustees appointed by the *Company Board of Directors*.

**"University"** refers to Rauf Denктаş University.

**"President"** refers to the President of the Board of Trustees of Rauf Denктаş University.

**"Rector"** refers to the Rector of Rauf Denктаş University.

**"Senate"** refers to the Senate of Rauf Denктаş University.

**"Professor"** is the person with the highest academic title.

**"Associate Professor"** is a person who has an academic title and has fulfilled the criteria for the Associate Professor title.

**"Assistant Professor"** is a person who has a first-level academic title, has successfully completed his Doctoral studies and has gained proficiency and authority in particular branches of arts and sciences.

**"Law"**, as amended, refers to the TRNC Higher Education Law (Law No. 65/2005), which is valid at the relevant time.

**"Board of Directors"** refers to the Rauf Denktas University's Board of Directors.

**"YÖDAK"** refers to the Higher Education, Planning, Inspection, Accreditation and Coordination Board.

### PART TWO Board of Trustees and Its Duties

### Formation of the Board of Trustees

3. (1) The Board of Trustees is the highest body of the University and represents the legal entity of the University (See 65/2005 article 23 (2)).
  - (2) The Board of Trustees shall consist of at least seven persons, subject to the conditions laid down in the law, to be elected by the Board of Directors of the Company. At least two thirds of the members of the Board of Trustees must have received higher education at the undergraduate level.
  - (3) No more than three members of the Founding Company are eligible to serve in the Board of Trustees.
  - (4) The quorum of the Board of Trustees is more than half of the total number of members. Decisions shall be taken by a simple majority of those present. Every member who takes part in the meeting must vote in acceptance or rejection of the suggested items on the agenda.
  - (5) The names of the members of the Board of Trustees should be reported to the President of YÖDAK within 15 days of their election. If the members of the Board of Trustees alter, the names of the new members shall be informed in the same manner.
  - (6) The term of service of each member of the Board of Trustees shall be four years. In the event that a member resigns before the expiration of his / her

tenure, a substitute member shall be chosen to complete the remaining term of office of the former member. Members whose term has expired can be re-elected.

- (7) The Board of Directors of the Company may dismiss any member of the Board of Trustees at any time before the term expires without any justification.
- (8) The Board of Trustees shall meet regularly at least twice a month. The President shall have the right to call the Board of Trustees to a special meeting. The decisions of the Board of Trustees shall be properly written in the Decision Book and signed by the Chairman and the Members.

**Duties And Powers Of The Board Of Trustees**

4. The duties and powers of the Board of Trustees are as follows:
  - (1) Appointing and dismissing the Rector according to the appointment procedure,
  - (2) Issuing Rules and Principles with the credentials of "university bodies, management and functioning" in order to ensure that the university functions efficiently in all ways, provided that they are not contrary to the requirements of this Regulation,
  - (3) Examining and deciding on draft Regulations and Principles prepared by university bodies,
  - (4) Opening, merging or closing of faculties, departments, programs and research centers as well as submitting proposals for establishing a conservatory, vocational school or preparatory school to YÖDAK,
  - (5) Concluding the contracts of administrators and lecturers to be assigned to university and other employees, as well as approving their recruitment, promotion and dismissal,
  - (6) Reviewing and approving the university budget prepared and submitted for approval by the Rectorate or accepting or rejecting any changes it considers necessary and reviewing applications;
  - (7) Determining the annual fees to be charged to students and the time of receipt of the fees,
  - (8) Providing the number of students to be admitted to the university and scholarship quotas to the presidency of YÖDAK every academic year;
  - (9) Controlling the movables and immovable assets of the university,
  - (10) The Board of Trustees may pass its powers to the Rector to the degree and period it deems necessary,
  - (11) Using the powers given to it by the relevant laws and regulations.
5. The Board of Directors of the Company appoints the President of the Board of Trustees and its members for a period of four years. The members elect a Deputy Chairman among them for a period of two years. The title of the President of the Board of Trustees and the Rector cannot be assigned to the same person.

**The President of the Board of Trustees**

**PART THREE  
Academic Organization**

**Rector**

6. The Rector is the representative of the University's legal entity. S/he is appointed by the majority of votes and with the authorities given to him/her, s/he uses the powers given by the Board of Trustees. S/He can be dismissed in the same way.

**Vice Rectors**

7. (1) The Rector chooses Vice Rectors from among the professors of the

university. The Board of Trustees appoints them with the positive approval of the relevant committee. The term of office of Vice Rectors shall be five years.

- (2) The Rector leaves one of his Vices as his Deputy when he is not on duty. The Rector should inform YÖDAK if he will be away from office for more than two weeks. In the event that the Rectorate becomes vacant for any reason, one of the Vice-Rectors shall be appointed as Deputy by the Board of Trustees. The Acting Rector shall serve for, at most, six months and at the end of this period a new Rector should be appointed.

## **Rectors Duties and Powers**

8. The Rector's duties are as follows:

- (1) Implementing the decisions of the Board of Trustees on administrative and financial matters,
- (2) Providing a link between the Board of Trustees and academic and administrative staff on issues related to University administration,
- (3) Presiding over the university boards,
- (4) Implementing the decisions of higher education institutions,
- (5) Examining and deciding on the recommendations of the university boards,
- (6) At the end of each academic year and when necessary, informing the Board of the University's education, scientific research and publication activities,
- (7) Preparing the investment programs, budget and staff needs of the University after securing the opinions and suggestions of the affiliated units as well as the University's Board of Directors and the Senate, and submitting them to the Board of Trustees,
- (8) Ensuring coordination between institutions affiliated to the University,
- (9) Whenever deemed necessary, changing the positions of academic staff and other personnel working in the institutions and units forming the University or assigning new positions to them,
- (10) Performing general supervision over the University units and staff at all levels,
- (11) Fulfilling other tasks, duties and responsibilities given to him by the Law and this Bylaw,
- (12) Scientific and administrative supervision of the rational use and development of the teaching capacity of the university and its affiliated units, provision of the necessary social services to students, security measures, planning and implementation of educational, scientific, research and publication activities in line with the development plan, as well as the principles and objectives of the State.

## **The Formation and Meetings of the Senate**

9. (1) Under the chairmanship of the Rector, the University Senate consists of Deans, Chairs of Departments, a faculty member from each faculty to be elected by their own boards for three years, and Directors of institutes and schools affiliated to the Rectorate and individual representatives elected by the students. University student representatives are invited to the senate meetings and vote on matters related to them. Vice Rectors can attend Senate meetings without voting rights. Program Coordinators attend the senate meetings until the Dean's Offices and Departments are formed.
- (2) In the event that a member resigns before the end of his / her service period, a substitute member is selected to complete the remaining term of the former member. A member whose term has expired may be re-elected. The Senate meets at least four times a year, at the beginning and end of each academic semester. The Rector may call the senate for a meeting whenever he deems necessary.

- (3) The General Secretary of the University is the Reporter of the Senate.
- Duties of the Senate**
10. The Senate is the academic body of the University and fulfills the following duties:
- (1) Making decisions on issues related to the university's education, scientific research and publication activities,
  - (2) Adopting Regulations and Procedures in relation to “education, research and societal relations”, for the University to work efficiently in all aspects, provided that they are not contrary to the provisions of this Bylaw,
  - (3) Preparing Regulations in relation to the University or the units of the University, to be published in the Official Gazette after the approval of the Board of Trustees,
  - (4) Examining and deciding on the annual academic program and the calendar of the university,
  - (5) Giving honorary academic titles that are not subject to an exam and deciding on the proposals of Faculty Boards on this issue,
  - (6) Examining and deciding on objections to the decisions of Faculty Boards as well as institute or school boards affiliated to the Rectorate,
  - (7) Selecting members of the University Board of Directors,
  - (8) Performing other duties assigned by Laws and Regulations.
- University Board of Directors**
11. (1) Under the chairmanship of the Rector, the University Board of Directors consists of Deans, Directors of institutes and schools, and three professors to be elected by the Senate for four years, representing various teaching units and fields of the University. Program Coordinators attend the senate meetings until the Dean's Offices and Departments are formed.
- (2) The Rector calls the University Board of Directors for a meeting when necessary.
  - (3) Vice Rectors may attend the University Board of Directors meetings without voting rights.
  - (4) The University’s General Secretary is the Reporter of the University Board of Directors.
- Duties of the University Board of Directors**
12. The University Board of Directors is an executive body that assists the Rector in administrative activities and performs the following duties:
- (1) Helping the Rector in line with the plans and programs determined in the implementation of the decisions of higher education institutions and the Senate,
  - (2) Ensuring the implementation of the activities, plans and programs, examining the investment program and the budget draft by taking into account the recommendations of the units affiliated to the University and to submit them to the Rector's Office with their own suggestions,
  - (3) Making decisions on the issues proposed by the Rector regarding the University administration,
  - (4) making final judgement on objections to decisions taken by faculty, institute and school boards,
  - (5) Performing other duties assigned by the Law and this Bylaw.
- Dean**
13. (1) The Rector shall propose to the Board of Trustees, as Dean, a person with at least the title of Associate Professor from within or outside the University. The appointment is finalized with the approval of the Board of Trustees. The Dean may, at any time, be dismissed by decision of the Board of Trustees.

The Dean's term of office is three years. A Dean whose term has expired may be re-assigned.

- (2) The Dean appoints a maximum of two full-time faculty members as Vice Deans to assist him in his duties. Vice Deans shall be appointed for a maximum period of three years. When the Dean is absent, one of his Vices shall act on his behalf. If the Acting Dean's term of office lasts more than six months, a new Dean shall be appointed.

**Duties and Powers of the Dean**

14. The Dean's duties are as follows:

- (1) Chairing the Faculty Boards, implementing the decisions of the Faculty Boards and ensuring regular work between Faculty units,
- (2) Reporting to the Rector at the end of each academic year and when requested, on the general situation and functioning of the Faculty,
- (3) Informing the Rectorate of the Faculty's appropriation and staff needs together with its justification, and to submit the proposal regarding the budget of the Faculty to the Rectorate after taking the opinion of the Faculty Board,
- (4) Performing general supervision over the units of the Faculty and staff at all levels,
- (5) Performing other duties assigned by the Law and this Bylaw.

**Faculty Board Formation and Meetings**

15. (1) Faculty Board, under the chairmanship of the Dean, consists of the Chairs of the Departments affiliated to the Faculty, the Directors of the Institutes and Schools affiliated to the Faculty, if any, and a faculty member elected by the faculty's professors, associate professors and assistant professors for three years.
  - (2) The Faculty Board normally meets at least 4 times at the beginning and end of each semester. When the Dean finds it necessary, he can summon the Faculty Board to an extraordinary meeting.
  - (3) The Faculty secretary shall act as the reporter of the Faculty Board.

**Faculty Board Duties**

16. The Faculty Board is an academic body and its duties are as follows:

- (1) Deciding on the educational, scientific research and publication activities of the Faculty and the principles related to these activities as well as planning the program and academic calendar of the Faculty,
- (2) Electing members of the Faculty Board,
- (3) Performing other duties given by the Law and this Bylaw.

**Faculty Board of Directors**

17. (1) The Faculty Board of Directors consists of Department Chairs under the chairmanship of the Dean.
  - (2) The Board shall convene at the invitation of the Dean.
  - (3) The Faculty secretary acts as the reporter of the Faculty Board of Directors.

**The Duties of the Faculty Board of Directors**

18. The Faculty Board of Directors is an auxiliary body to the Dean in administrative activities and performs the following duties:

- (1) Assisting the Dean in the implementation of the principles determined by the decisions of the Faculty Board,
- (2) Ensuring that the calendar related to the education, plans and programs of



the Faculty is followed,

- (3) Preparing the investment, program and budget proposal of the Faculty, making decisions on issues suggested by the Dean in regards to the management of the Faculty,
- (4) Deciding on the admission of students, their course adjustments and exemptions as well as the procedures for education and examinations,
- (5) Performing other duties assigned to the Board under law and this Bylaw.

**Formation of the Department Board**

19. (1) The Department Board consists of all Academic Staff of the Department under the chairmanship of the Department Chair.
- (2) The Department Board convenes at least 3 times in each semester and when deemed necessary by the Department Chair.
- (3) The Department Board can be called for an extraordinary meeting with the signed petition of one third of its members.

**Duties of the Department Board**

20. The duties of the Department Board are as follows:
  - (1) Making decisions on determining the Department's education, scientific research, publication and revolving fund activities, adopting the procedures needed for these activities and making decisions on the relevant program;
  - (2) Preparing the investment and budget drafts of the Department;
  - (3) Expressing opinions on the issues that the Chair of the Department will raise with respect to the management of the Department; and
  - (4) Performing other duties assigned to it by the Chair of Department in line with this law.

**The Appointment and Dismissal of the Department Chair**

21. (1) The Chair of the Department is the head of the education, scientific research and implementation unit of the Department or School.
- (2) Chairs of Departments shall be suggested by the Dean of the Faculty and approved by the Rector.
- (3) The Department Chairs are appointed for 3 years with the opinions of the Department Board
- (4) The Chair of the Department should be at least an Assistant Professor.
- (5) A Chair of Department, whose term has expired, can be re-appointed.
- (6) The Chair of Department may be dismissed in accordance with the procedure for his appointment before the end of his term.

**Duties and Responsibilities of the Department Chair**

22. The duties and responsibilities of the Department Chairs are as follows:
  - (1) Presiding the Department Board;
  - (2) Regulating academic affairs;
  - (3) Determining the needs of the Department and announcing it to the Dean;
  - (4) Ensuring that the personnel working in the Department perform their duties in

- the best way;
- (5) Cooperating with other Departments; and
- (6) Performing other duties assigned to him/her by the Dean
- The Organs of the Institute**
23. Institutes consist of an Institute Board and an Institute Directorate.
- The Duties and Powers of the Director**
24. (1) The Director represents the Institute.
- (2) The qualifications sought in the Institute Director are:
- (a) Having at least the title of "Associate Professor" and having worked at a university or research institution for at least 3 years, or;
- (b) Having the title of "Assistant Professor" and having worked at a university or research institution for at least 5 years;
- (c) Having a very good command of English.
- (3) The Director of the Institute is given an official allowance of 15% of the highest level of scale 7 stipulated for Professors in the Rauf Denktaş University Academic Staff and Working Regulations.
- The Appointment and Dismissal of the Director of the Institute**
25. (1) The Director of the Institute is appointed by the Board of Trustees for a period of 3 years from among the candidates proposed by the Rector from within or outside the University after receiving the opinions of the Institute Board. A Director of the Institute whose term has expired can be reassigned.
- (2) The Director of the Institute selects at most two of the Faculty Members as Deputy Directors to assist him in his duties. The appointment of the deputies is done with the approval of the Rector. Deputy Directors are appointed for a maximum of three years. A Deputy Director whose term has expired can be reappointed.
- (3) The Deputy Director of the Institute is given an office allowance equal to 10% of the highest level of scale 7 stipulated for a Professor in the Staff and Working Regulations of Rauf Denktaş University.
- (4) The Director of the Institute can be dismissed by the Board of Trustees before the term expires upon the written justification of the Rector.
- The Duties and Powers of the Director of the Institute**
26. The duties and powers of the Director of the Institute are:
- (1) Presiding over the Institute Board and ensuring the regular operation of the Institute,
- (2) Reporting the general situation of the Institute at the end of each academic semester or when requested by the Rector's Office,
- (3) Informing the Rectorate about the Institute's needs with their justifications,
- (4) Performing other appropriate duties assigned to him by this Bylaw or by the Rector.
- Formation of the Institute Board and Meetings**
27. (1) The Institute Board consists of the Deputy Director of the Institute, the Deans of the Faculties and the Chairs of the Departments affiliated to these Faculties under the chairmanship of the Institute Director.
- (2) The Institute Board convenes at the beginning and end of each semester, at least 4 times a year and when deemed necessary by the Institute Director.
- (3) The Institute Board may also be called for a meeting with the signed petition of one third of the Board members.
- The Duties and Powers of the Institute Board**
28. The duties and powers of the Institute Board are:
- (1) Making decisions regarding the planning, programming and implementation of the academic, scientific research and publication activities of the Institute,
- (2) Preparing the investment program and budget draft of the Institute to be

- submitted to the Rectorate,
- (3) Deciding on the admission and dismissal of students from the graduate programs, and the procedures for education, exams and graduation,
  - (4) Express an opinion on the suggestions of the Institute Director regarding the issues related to the management of the Institute, and
  - (5) Performing other appropriate duties assigned by the Director of the Institute in accordance with this Bylaw.
- School Director**
29. (1) The Director of the School shall be appointed for three years by the Chairman of the Board of Trustees upon the recommendation of the Rector. A Dean whose term has expired can be reassigned. The Director of the School can be dismissed in the same way,
  - (2) Up to two Vice Directors proposed by the Director from among full-time faculty members are appointed by the Rectorate for three years,
  - (3) The Director of the School fulfills the related tasks in line with the law and this Bylaw.
- School Board**
30. (1) The School Board consists of the Vice-Directors and the heads of the departments that make up the school under the chairmanship of the Director.
  - (2) The School Board fulfills the duties assigned to the faculty board in line with the law and this Bylaw.
- School Board of Directors**
31. (1) Under the chairmanship of the Director, the School Board consists of Vice Directors and three faculty members to be elected for two years by the School Board from among four candidates nominated by the Director.
  - (2) The School Board fulfills the duties assigned to the Board in accordance with the law and this Bylaw.
- Academic Staff**
32. (1) The academic staff of the university includes faculty members, lecturers, instructors and teaching assistants.
  - (2) Persons who are prohibited from working in public higher education institutions or who are dismissed from such institutions by disciplinary action can not be employed in the higher education institutions of the Company. In the selection of university lecturers, in addition to the qualifications of lecturers in higher education institutions established by the State, other conditions to be accepted by the Board of Trustees are sought in order to ensure the highest academic and scientific level,
  - (3) The teaching staff's performance is supervised by the Chairs of departments, the Directors of the institutes, the Deans of faculties and the Rector.
- Faculty Members and Their Duties**
33. Faculty members are professors, associate professors and assistant professors of the University.  
The duties of the faculty members are as follows:
    - (1) Carrying out educational activities and practical studies at associate degree, undergraduate and graduate levels in accordance with the purposes and principles specified in the law, and to conduct project preparations and seminars,
    - (2) Conducting scientific research and publications,
    - (3) Accepting students on certain days as defined by the head of the relevant unit, helping students as well as guiding them in line with the related principles,
    - (4) Fulfilling the duties assigned by authorized bodies,
    - (5) Fulfilling the other duties given by the Law and this Bylaw.
    - (6) The members of the faculty shall be nominated by the Rector after receiving the opinion of the relevant unit among the candidates, and they shall be

- appointed by the Chairman of the Board of Trustees.
- Instructors** 34. (1) Instructors are persons who are known for their work in their field of expertise. They shall be assigned to courses which do not have an assigned lecturer at the university on the basis of hourly fees.
- (2) The Rector shall recommend the Instructors to the Board of Trustees from among the candidates nominated by the Deans of the Faculties, the Directors of the Institutes or the Directors of the Schools affiliated with the Rectorate, after receiving the opinion of the relevant Board of Directors, for a period not exceeding two years. Their duties will end automatically at the end of their assigned time. If a faculty member is not appointed within this period, he or she may be re-appointed.
- Lecturers** 35. Lecturers are faculty members who teach or apply the courses considered as common compulsory courses in various educational programs. The lecturers are recommended by the Rector from among the candidates nominated by the Dean in Faculties and Units affiliated with the Faculty, and by the Director in Institutes or Schools affiliated with the Rectorate, after taking the opinions of the institutions concerned. They are appointed by the Chairman of the Board of Trustees for a maximum of two years.
- Teaching Assistants** 36. (1) Teaching assistants are experts, translators and educational planners assigned to the University for a period of time. Research assistants are individuals who assist in the conduct of research, examinations and experiments in higher education institutions and carry out other related tasks assigned to them by authorized bodies.
- (2) On the advice of the Rector, research assistants shall be recommended by the Chairs of departments for a period of 3 years after receiving a favorable opinion from the Deans and Directors of institutes or schools. They shall be appointed by the Chairman of the Board of Trustees. At the end of this period, their duties will be terminated automatically.
- (3) Experts are teaching assistants assigned in laboratories, libraries, workshops and other areas with a job that is directly or indirectly related to teaching and requires special knowledge or expertise.
- (4) Translators are teaching assistants employed in oral or written translation duties.
- (5) Education planners are teaching assistants in charge of planning education and training.
- (6) On the advice of the Deans of faculties, the Directors of institutes, Directors of schools, and the Chairs of departments, the experts, translators and planners are recommended to the Board of Trustees after receiving the positive opinion of the relevant Board of Directors. They are appointed by the Board of Trustees for a maximum of two years. Their duties automatically end at the end of this time period. It is possible for them to be reassigned. The initial appointment procedure shall be followed in this case.
- Research and Development Projects and Consultancy Services** 37. (1) Scientific opinions, projects, research and similar services requested from the University and its affiliated units by organizations or persons outside the higher education institutions shall be carried out in accordance with the Procedures to be accepted by the University Board of Directors.
- (2) Incoming proposals shall be reviewed, evaluated and selected by the Project Evaluation Committee to be formed by the Rector.
- (3) While making an evaluation, the contribution of the project to the

University's education and research, its income and other issues are taken into consideration.

- (4) The consultancy of full-time faculty members within or outside the University is subject to the authorisation given by the Rectorate by the opinion of the Board of Directors of the University. Studies conducted in this context are considered to have been made at the university.
- (5) Any fees charged under this article are recorded as income to the University.
- (6) The extent to which the full-time staff working at the university will benefit from the income obtained from the projects or consultancy services (including copyrights) shall be decided by the Board of Trustees in line with the principles determined by the Rectorate.

#### **PART FOUR**

##### **Administrative Staff**

##### **University Administrative Units**

38. The University Administrative Units are as follows:

- (1) General Secretariat,
- (2) Human Resources Directorate,
- (3) Financial Affairs and Purchasing Department,
- (4) Registrar's Office,
- (5) Sports and Activities Directorate,
- (6) Library and Documentation Directorate,
- (7) Information Technologies Directorate,
- (8) Technical and Support Services Directorate,
- (9) Legal Consultancy Office,
- (10) General Services Offices, including security, cleaning, canteen, dormitory, transportation etc.,
- (11) Faculty and School Administrative Offices.

##### **General Secretary and his/her Duties**

39. (1) General Secretariat consists of a General Secretary, a maximum of two Deputy General Secretaries and affiliated units.

- (2) The General Secretary is the head of the University administrative organization and responds to the Rector for the operation of this organization.
- (3) The General Secretary is appointed by the Chairman of the Board of Trustees upon the recommendation of the Rector. He can be dismissed in the same way.

The duties of the General Secretary are as follows:

- (1) Ensuring that the units in the administrative organization of the university work efficiently, regularly and in harmony,
- (2) Acting as a reporter at the University Senate and the University Board of Directors without having the right to vote. Ensuring that the decisions taken on these matters are written, protected and kept,
- (3) Conveying the decisions of the University Senate and the University Board of Directors to the units affiliated with the University,

- (4) Making suggestions to the Rector concerning the staff to be assigned to the university administration,
  - (5) Carrying out the correspondence of the Rectorate,
  - (6) Organizing the protocol, visits and ceremony affairs of the Rectorate,
  - (7) Performing similar duties assigned by the Rector.
- Technical and Support Services Directorate**
40. The duties of the Technical and Support Services Directorate are as follows:
- (1) Preparing tender files for University projects including buildings and facilities,
  - (2) Carrying out tenders relating to construction and repair, checking and receiving construction and carrying out maintenance and repairs,
  - (3) Carrying out maintenance and repair, landscaping and vehicle operation works for heaters, boiler rooms, cold rooms, generators, electrical panels and distribution points, ventilation systems, telephone switchboards, elevators, etc.
  - (4) Providing services related to the supply and protection of tools, equipment and materials,
  - (5) Cleaning, lighting, heating, maintenance, repair and similar services,
  - (6) Carrying out civil defense, security and environmental control procedures.
- Human Resources Directorate**
41. (1) Studying the human resource planning and personnel policy of the university and make suggestions on the development of the personnel system,
- (2) Following the procedures related to the appointment of personnel and retirement affairs of the university staff,
  - (3) Organizing and implementing pre-service and in-service training programs for administrative staff,
  - (4) Providing services related to the health affairs and treatment of students and staff,
  - (5) Performing similar duties assigned by the Rector and the General Secretary.
- Financial Affairs and Purchasing Directorate**
42. The duties of the Financial Affairs and Purchasing Directorate are as follows:
- (1) Preparing and implementing the university's budget on the basis of defined plans and programs,
  - (2) Collecting and evaluating the necessary information, documents and statistics regarding the financial resources of investment programs,
  - (3) Monitoring the appropriation status during implementation.
- Registrar's Office**
43. The duties of the Student Affairs Directorate are as follows:
- (1) Performing the tasks related to new admissions, registrations and course status of the students,
  - (2) Carrying out tasks related to the graduation, identification and scholarship, supervision of graduates,
  - (3) Performing similar duties assigned by the Rector and the General Secretary.

- Sports and Activities Directorate**
44. The Sports and Activities Directorate organizes activities to meet the sporting, cultural and social needs of students and staff.
- Library and Documentation Directorate**
45. The duties of the Library and Documentation Directorate are as follows:
- (1) Meeting all the needs of University libraries,
  - (2) Preparing print, film, videotape, microfilm and recording catalogs,
  - (3) Bibliographic screening,
  - (4) Performing similar duties assigned by the Rector and the General Secretary.
- Information Technologies Directorate**
46. The duties of the Information Technologies Directorate are as follows:
- (1) Operating the information processing system at the university as well as supporting the Rectorate for education, training and research,
  - (2) Providing information technology services that the university may need,
  - (3) Performing similar duties assigned by the Rector and the General Secretary.
- Legal Consultancy Office**
47. The Legal Consultancy Office is directly affiliated with the Rectorate and its duties are as follows:
- (1) Defending the rights of the University before the judicial and administrative authorities,
  - (2) Assisting the administration in the execution of the university's activities in accordance with the applicable laws,
  - (3) Performing similar duties assigned by the Rector.
- Faculty and School Administrative Offices**
48. In faculties and schools, the administrative authority shall consist of a sufficient number of specialists and administrative staff attached to the Faculty or the School.
- Institute Administrative Office**
49. The Institute Secretary and the Secretariat carry out the administrative affairs of the institute.
- Department Administrative Office**
50. The Chief Administrative Office of the Department shall consist of sufficient staff to manage the Department's bureaucratic duties including all the necessary paperwork.
- Appointment of Administrative Staff**
51. Administrative staff at the University shall be appointed by the Chairman of the Board of Trustees on the proposal of the General Secretary and on the recommendation of the Rectorate.

## **PART FIVE**

### **Personel**

- University Academic Staff Regulation,**
52. (1) 'Academic Staff' refers to all full time and part time Academic Staff at Rauf Denktas University.

**Salaries and  
Personal  
Rights**

- (2) The number and qualifications of academic staff performing the educational duties of the University and its affiliated units shall be determined by the 'University Staff Regulation' as adopted by the Board of Trustees. This Regulation shall regulate the qualifications, titles and duties, powers and responsibilities of academic staff, salaries and allowances, personal rights, pension rights, assignments and promotions, titles and ranks and conditions for changing titles, the validity of titles earned at other universities, the protection of titles earned at other universities, the protection of the titles earned at other universities, the contractual assignment of teaching assistants and foreign academic staff, the rules for the job evaluation and job descriptions of academic personnel, and other personal rights,
- (3) In line with the opinion of the Senate, The Rector shall draft the 'Staff Regulations' and submit the document to the Board of Trustees,
- (4) The Regulations will take the fact that the University will attract foreign students into account. The standards for admission of foreign students to the University shall be determined in line with highly esteemed universities.

**Staff  
Regulations  
and Personal  
Affairs of the  
Administrative  
Staff**

53. (1) Administrative services at the university shall be performed by permanent staff, temporary staff, and contractors.
- (2) Conditions of employment, job evaluation and job descriptions, disciplinary procedures, appointment, promotion and replacement, retirement rights, termination of duties, salaries , wages and other personal rights shall be governed by regulations to be drafted by the Rectorate and approved by the Board of Trustees in accordance with this Bylaw. A registry regulation is made for this purpose.
- (3) The Personnel Affairs Committee shall be formed on the basis of this article.

**PART SIX**

**Teaching And Students**

**Teaching and  
Programs**

54. (1) Education, Admission to the University and the provision of diplomas for each program are set out in the 'Registration, Admission, Education, Examination and Success Regulation' as adopted by the Board of Trustees.
- (2) Local needs and principles set out in well-known universities in industrialized countries are taken into account in the preparation of education programs.
- (3) One-fourth of the programs regarding the training of manpower should be arranged for applications in industries.
- (4) The programs are organized on a semester-by-semester basis and the sum of the course and examination days can not be less than 80 days per semester. Intensive summer programs are, however, excluded from this rule.
- (5) 2-year 'Associate Degree Programs' can also be offered in areas needed at the university.
- (6) Formal, open and non-formal education methods can be applied to education at the university.

**Language of  
Instruction**

55. The medium of instruction at the University is English. However, as determined by the Board of Trustees, a number of courses and programs may be conducted in Turkish or other languages with the approval of the Higher Education Planning, Auditing, Accreditation and Coordination Board (YÖDAK).

**Fee Based  
Education**

56. Education at the university is fee based. The tuition, examination and registration fees shall be determined and announced by the Board of Trustees at least 3 months before



- the beginning of each academic year.
- Student Capacity** 57. (1) Each year, the number of students to be enrolled in the various departments of the University and the proportion of citizens of the Turkish Republic of Northern Cyprus in those numbers shall be determined by the Board of Trustees after receiving the opinion of the State Planning Organization.
- (2) In view of the university's facilities, a certain quota is reserved for students from third countries each year.
- Student Admission Conditions** 58. In order to be admitted to the university the applicant should:
- (1) Have graduated from a high school or equivalent secondary education institution;
- (2) Be successful in the entrance exam organized by the university. If the applicant fails the English proficiency exam s/he will have to study in the English Preparatory Program for an academic year,
- (3) The conditions for the transfer of students who are enrolled in, or have the right to enroll in, the University or other higher education institutions are laid down in the Education and Examination Regulation..

**PART SEVEN  
Financial Provisions**

- University's Income Sources** 59. The university's sources of income are as follows:
- (1) Income from institutions allocated to the University by the Founding Company,
- (2) Revenues from 'research and development' projects,
- (3) Fees collected from students,
- (4) Financial aid provided by the State and other public institutions and organisations,
- (5) Donations, bequests and other revenues accepted by the President of the Board of Trustees.
- Administrative Chief** 60. The University's Administrative chief is the Rector. The Rector may delegate this authority to Vice Rectors, Directors and the General Secretary to the extent s/he deems appropriate.

**PART EIGHT  
Other Provisions**

- Execution Regulation Making Authority** 61. This Bylaw shall be executed by the Rector of Rauf Denktaş University.
62. (1) For the purposes of the implementation of this Bylaw, the Board of Trustees may adopt regulations concerning the administration, operation, academic and administrative bodies of the university and the functions of the university.. Regulations shall enter into force on the date of publication.
- (2) For the purpose of implementing this Bylaw, the Senate may lay down regulations and procedures in relation to the University's education and research as well as its interactions with the society. Regulations and procedures shall enter into force on the date of confirmation by the Senate.
- Entry into Force** 63. This Regulation shall enter into force on the date of its publication in the Official Gazette.