

**GIRNE AMERICAN UNIVERSITY  
REGULATIONS FOR CONTINUING EDUCATION CENTER (GAU-CEC)**

**SECTION 1.**

**Aim, Scope and Definitions**

**AIM**

**Article 1.** The aim of these regulations is to organize procedures and principles related to the purpose, duties and management of Girne American University Continuing Education Center.

**Scope**

**Article 2.** These regulations cover the essential rules related to the purpose, activities, and duties of the responsible managers, Girne American University Continuing Education Center founded under Girne American University Rectorate.

**Definitions**

**Article 3.** In these regulations the following terms mean:

- (a) **University:** Girne American University,
- (b) **Rector:** Girne American University Rector,
- (c) **Center (GAUSEM):** Girne American University Continuing Education Center
- (d) **Chairman:** Chairman of the Center,
- (e) **Coordinator:** Coordinator of the Center,
- (f) **Administrative Board:** The Administrative Board of the Center
- (g) **Advisory Board:** The Advisory Board of the Center

**SECTION 2**

**Aims and Activity Areas of the Center**

**Aims of the Center**

**Article 4.** To contribute to the development of cooperation with public and private sectors and international organizations through training programs which will be continuously offered and organized in all the fields in which the university offers training and does research such as management skills development, leadership, project development, motivational techniques in increasing job efficiency, communication skills, public relations, computer programs, language programs, and similar on an ongoing basis except for the academic and research programs given by the University.

**Activity Areas of the Center**

**Article 5.** In line with the aims of the Center stated in Article 4 of these regulations, the Center plans educational program, prepares projects for the public and private sectors and for international organizations and individuals according to their needs, and organizes national and international courses, seminars, and conferences.

## **SECTION 3**

### **Administrative Organs and Duties of the Center**

#### **Administrative Organs of the Center**

**Article 6.** The administrative organs of the center are as follows:

- (a) The Chair
- (b) The Administrative Board
- (c) The Advisory Board
- (d) The Coordinator

#### **Chairman**

**Article 7.** The Chair is appointed by the Rector for two years from among full-time faculty members working on topics related to the Center's study areas at the University. The Chair can be reassigned when the appointment term ends. When the Chair does not attend his duty for more than six months, his duty ends automatically.

#### **Duties of the Chair**

**Article 8.** The duties of the Chair are as follows:

- (a) To represent the Center, to hold negotiations, prepare projects or have projects prepared at national and international levels in relation to the activities of the Center,
- (b) To ensure the development and execution of the Center's studies on a regular basis,
- (c) To call the members of the Administrative Board members to a meeting, to prepare the agenda of the meeting, and preside the meeting,
- (d) To apply the decisions taken and the work program prepared by the Administrative Board,
- (e) To take necessary precautions in order to realize the training programs successfully according to the aims of the Center,
- (f) To organize reports containing activities of the Center and present them to the Advisory Board.

#### **The Administrative Board**

**Article 9. (1)** The Administrative Board comprises five members including the Chair. Two of the members are proposed by the Rector from among the staff members working at faculties, the graduate school, the vocational school and the Foundation English School, and two members are proposed by the University Administrative Board. The members appointed for two years can be reassigned when their term ends. If a member leaves before his term ends, another member can be assigned by the same procedure to complete the remaining period of the term.

**(2)** The Chair is the Chair of the Administrative Board. The Administrative Board meets upon the Chair's call at least once a semester on a regular basis or extraordinarily as deemed necessary by simple majority and takes decisions by majority vote.

#### **Duties of the Administrative Board**

**Article 10.** The duties of Administrative Board are as follows:

- (a) To prepare programs and plans according to the aims of the Center and have them applied,
- (b) To take decisions related the administration and activities of the Center,
- (c) To suggest conditions for granting achievement certificate, attendance certificate and similar documents at the end of training programs to the University Senate,
- (d) To present the activity report to be organized to the Advisory Board every year.

#### **Duties of the Advisory Board**

**Article 11. (1)** The Advisory Board comprises eight members. Two academicians determined by the University Senate and six people from among representatives of the business life are appointed by the Rector for two years. The Chair of the Continuing Education Center is a natural member of this Board. The Rector chairs the Advisory Board meeting.

**(2)** The Advisory Board meets twice a year upon the Rector's call and decisions are taken by majority vote.

**(3)** The Advisory Board by evaluating the training programs coming from the academic units and members proposes them to the Administrative Board. The Advisory Board evaluates the activity report prepared each year, informs the Administrative Board about their opinions and proposals about finished or ongoing studies.

#### **The Coordinator of the Center and his Duties**

**Article 12.** The Coordinator of the Center is appointed for two years by the Rector upon the proposal of the Chair of the Center.

#### **The duties of the Coordinator of the Center are as follows:**

- (a) To assist the Chair in the execution and development of the Center's studies on a regular basis,
- (b) To establish communication with private and public organizations,
- (c) To follow and maintain communication established in a healthy way
- (d) To realize executable business links related to the Center
- (e) To produce and execute a project

### **SECTION 4**

#### **Validity and Execution**

##### **Validity**

**Article 13.** These regulations are valid as of the date of acceptance by the University Senate.

##### **Execution**

**Article 14.** The Rector of Girne American University executes these regulations.