**ACADEMIC STRUCTURING AT UNIVERSITIES**

Universities, the highest educational institutions in tertiary education, are higher education institutions possessing scientific autonomy and public entity, providing high-level education, scientific research, publications and consultancy, and including units such as faculties, institutes, colleges, conservatories, vocational high schools, research and application centres and so on.

The foundation and functioning of universities, and duties and authorities are regulated within the scope of Law of Higher Education numbered 2547 and [Law on Organization of Higher Education Institutions](http://tureng.com/tr/turkce-ingilizce/law%20on%20organization%20%20of%20higher%20education%20institutions) numbered 2809, and within the rules in legislations that are prepared to regulate the issues mentioned in these laws.

**Bodies within the University**

***Rector***

**a)** **Appointment**

In public universities, the rector is appointed by the president of the republic from among the candidates with “professor” academic title who will be elected by the faculty members that will convene following the invitation of the rector-in –office.

In foundation universities, the rector is elected and appointed by the relevant board of trustees. The rector stays in charge for 4 years. The ones whose term of office is over may be appointed in the same way. However, they cannot be appointed more than twice. The rector represents the legal entity of the university or the advanced technology institute.

Among the salaried professors of the university, the rector elects three people – at most- as vice rectors to assist him/her. When the rector is not on duty, one of the vice rectors represents him/her. When the rector is to be away from his duty for more than two weeks, he/she informs the Council of Higher Education.

**b)** **Duties, authorities and responsibilities:**

* Presides the committees of the university
* Performs the decisions of higher education supreme councils
* Analyses the recommendations of the committees of the university, makes a decision about these suggestions and ensures the cooperation among the organizations affiliated to the university
* Informs the inter-university council about the education, scientific research and publication activities of the university at the end of each academic year and when necessary
* Prepares the investment plans, budget and staff need of the university and presents it to the Council of Higher Education after asking for opinions and recommendations of the affiliated units, the university administrative committee and the senate.
* Assign new duties or changes the place of duty of the staff who are working within the organisations and units that forms the university or when necessary
* Observes and monitors the staff at every level who are working within the units of the university
* Fulfils other duties imposed by the law.

***Senate***

**a)** **Foundation and Functioning**

Under the presidency of the rector, the senate is composed of vice rectors, deans and faculty members – one for each faculty- to be selected for three years by the faculty council, and institute and college directors. The Senate convenes at least twice a year; once at the beginning and once at the end of an academic year. When necessary, the rector convenes the senate.

**b)** **Duties**

* The senate is an academic body of the university and does the following:
* Making decisions about the principles of education, scientific research and publication activities.
* Preparing draft laws and regulations regarding the whole university or expressing opinion about these
* Preparing regulations regarding the university or the units of the university that will enter in force following the rector’s approval.
* Analysing and finalizing the curriculum and academic calendar of the university.
* Entitling honorary academic titles that do not require an exam, and settling the recommendations of the faculties in this regard.
* Analysing the objections raised against the decisions made by the institutes and colleges affiliated to the faculty councils and the university.
* Selecting members for the university administrative committee.
* Fulfilling other duties imposed by the law.

***University Administrative Committee***

**a)** **Foundation and functioning**

Under the presidency of the rector, the university administrative committee is composed of the deans and three professors that will be appointed for three years by the senate in such a way that will represent several education units and fields affiliated to the university. When necessary, the rector convenes the administrative committee. The vice rectors can attend the administrative committee meetings without the right to vote.

**b) Duties**

* The university administrative committee is a body assisting the rector in administrative affairs and has the following duties:
* Assisting the rector in the execution of the resolutions of the higher education supreme councils and the senate, in accordance with determined plans and programs.
* Ensuring that the activity plans and programs are put into practice, analysing the investment program and the budget draft while taking the recommendations of the units affiliated to the university into consideration, and presenting these along with its own proposals to the rectorate
* Making decisions on issues put forward by the rector about the administration of the university
* Analysing and finalizing the decisions about the objections raised against the decisions made by the administrative boards of the faculties, institutes and colleges
* Fulfilling other duties imposed by the law.