

**INTERNATIONAL SCIENCE AND TECHNOLOGY UNIVERSITY
CAREER DEVELOPMENT CENTER DIRECTIVE**

FIRST SECTION

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Directive is to regulate the objectives, areas of activity, and administrative procedures and principles of the International Science and Technology University Career Development Center.

Scope

ARTICLE 2 - (1) This Directive encompasses the provisions related to the objectives, areas of activity, administrative structure, and working principles of the International Science and Technology University Career Development Center.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on the processes and procedures of the International Standards Organization ISO 21001 Educational Institutions Management System Certificate owned by the university.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) ISTU KAGEM: Refers to the International Science and Technology University Career Development Center,
- b) Director: Refers to the Career Development Center Director,
- c) Advisory Board: Refers to the Career Development Center Advisory Board,
- d) Board of Directors: Refers to the Career Development Center Board of Directors,
- e) Rector: Refers to the Rector of the International Science and Technology University,
- f) University: Refers to the International Science and Technology University.

SECOND SECTION

Objectives and Activity Areas of the Center

Objectives of the Center

ARTICLE 5 - (1) The objectives of ISTU KAGEM are;

- a) Conducting research and projects in the field of career counseling for university students and graduates,
- b) Providing career counseling to students in their career plans, adaptation to university life and working life, and in their job placements in accordance with their qualifications after graduation,
- c) Providing training to students and graduates, in cooperation with the relevant units of the university and all academic programs, to enhance their professional qualifications and follow new developments in their fields,
- d) Offering students opportunities for volunteer internships at organizations,
- e) Providing solutions to potential problems that students and graduates may face in working life,
- f) Increasing the number of organizations with which cooperation is established based on career planning and development activities, and monitoring the career development processes of the graduates,
- g) Enhancing the knowledge and skills of university students and graduates, and improving their

career planning and development competencies in line with university and country conditions and needs,

- h) Enhancing the reputation and preference of the university and its members,
- i) Contributing to the enhancement of the human resources potential of the university and the community.

Areas of Activity of the Center

ARTICLE 6 - (1) The areas of activity of KAGEM Center are specified below:

- a) Develop strategy, policy, project, program, and organization suggestions related to career planning and development,
- b) Coordinate and control activities for the implementation of approved suggestions,
- c) Provide information to students and graduates about job and internship opportunities,
- d) Conduct, coordinate, and support training activities to impart and enhance competencies in individual career planning, job and internship searching, and presenting professional and personal achievements to university students and graduates,
- e) Apply and interpret necessary tests and techniques to contribute to the career planning of students and graduates,
- f) Provide career counseling and other services necessary to uncover individual potentials, personal characteristics, skills, and self-values, education, and expectations of ISTU students, graduates, and to improve career planning and development performances,
- g) Plan, organize, or support the organization of career days, career fairs, and similar events in cooperation and coordination with student clubs,
- h) Support the execution of career development, job, and internship providing projects and programs in cooperation with relevant private and public institutions, organizations, and non-governmental organizations to develop partnership and cooperation relations,
- i) Conduct activities to increase the interest of all segments of the University in ISTU KAGEM programs and services,
- j) Conduct and commission research on career planning and development, job areas and opportunities, and the career orientation and expectations of the target audience,
- k) Monitor and track the career developments of graduates in working life in cooperation with the International Science and Technology University Alumni Association, and keep and update the related data in a computer environment,
- l) Create and operate a student information bank and a job-workplace information bank (Career Development Information Management System) to be used in education and career development activities,
- m) To make all kinds of printed and visual publications in line with the objectives of ISTU KAGEM,
- n) To carry out similar programs and activities for academic and administrative staff regarding career planning and development,
- o) To inform and guide its students and graduates about postgraduate education, scholarships and internships by organizing postgraduate education days regarding domestic and international education opportunities,
- p) Covering career planning and development during student life and after graduation; To carry out the necessary activities in line with the determined vision and objectives by considering an approach that includes students, graduates, employees, their families and other stakeholders.
- q) Make, present, and run courses, seminars, conferences, congresses, symposia, training, and similar activities at an international level in the field of career counseling,
- r) Prepare promotional and informative bulletins and similar publications related to areas of activity.

THIRD SECTION

Management Bodies and Duties of the Center

Management Bodies of the Center

ARTICLE 7 - (1) KAGEM consists of the following bodies:

- 1) Director
- 2) Board of Directors
- 3) Advisory Board

Director

ARTICLE 8 - (1) The Director is appointed by the Rector from among the full-time employees of the University or the affiliated / partner organization with which it cooperates for a period of three years. The Director whose term has expired can be reappointed with the approval of the Rector. The Director can be dismissed from duty before the end of the term in the manner in which they were appointed.

(2) If necessary, upon the request of the Director, a deputy director may be appointed by the Rector to assist the Director, with the same procedure and principle. The term of office of the deputy director is three years. In the absence of the Director, one of the deputies is left in charge. If the delegation lasts more than six months, a new Director is appointed. The duties of the deputies also end when the Director's duty ends.

Duties of the Director

ARTICLE 9 - (1) The Director performs the following duties:

- 1) Determine the short, medium, and long-term objectives of the Center, prepare the strategic plan, and implement it after obtaining the approval of the Board of Directors.
- 2) Manage, coordinate, supervise, and oversee the personnel affiliated to the Center.
- 3) Ensure cooperation and coordination between individuals and institutions within and outside the University,
- 4) Prepare the annual activity report for the past period and submit it for the approval of the Board of Directors.
- 5) Prepare the annual target and work program of the Center, and implement it after obtaining the approval of the Board of Directors.
- 6) Conduct the feasibility of previously opened or newly to be opened training programs and submit them to the Rector after obtaining the opinion and approval of the Board of Directors.
- 7) Conduct necessary studies regarding the personnel, budget, appropriation, and other resource needs and usage of KAGEM, and submit them for the approval of the Board of Directors,
- 8) Determine the agenda of the Board of Directors and conduct secretarial services.
- 9) Perform the duties assigned by the Rector and in accordance with the relevant legislation provisions.

Executive Board

ARTICLE 10 - (1) The Executive Board consists of the Director, Deputy Director, and a maximum of five persons appointed by the Rector upon the Director's recommendation from among the University's full-time staff, provided that at least one is a faculty member. The chairman of the Board of Directors is the Director.

(2) The term of office for the Executive Board members is three years. Members whose term has ended may be reappointed in the same manner. New members are appointed in the same manner to replace those who leave before their term ends.

(3) The Executive Board holds regular meetings at least twice in each academic semester, preferably once a month, with a pre-determined agenda. It convenes at other times upon the Director's call to make decisions regarding the operations and management of the Center. The Executive Board convenes with the absolute majority of the members and decisions are made by a

majority of votes. On the Director's recommendation, individuals from within or outside the University who have knowledge, skills, and experience relevant to the matter can attend the Executive Board meetings to provide opinions. However, these individuals cannot vote.

Duties of the Executive Board

ARTICLE 11 - (1) The duties of the Executive Board are as follows:

- a) Determine suitable strategies and policies in line with the establishment purpose of ISTU KAGEM, submit them for the approval of the Rectorate; ensure and follow up on the implementation of approved strategies and policies,
- b) Discuss, approve, and submit to the Rectorate the annual work plans and activity reports prepared at the end of project periods,
- c) Select and submit for the Rector's approval the personnel to be assigned in scientific study groups to be established within the Center.
- d) Evaluate research and application projects, course and similar training proposals, with the contributions of scientific study boards, and determine the individuals, organizations, and University units to be assigned.
- e) Determine the fee for consultancy, project, and similar services to be conducted by University staff.
- f) Determine the principles of cooperation with external, international institutions and organizations, prepare draft collaborations, and submit them for the Rector's approval.

Advisory Board

ARTICLE 12 - (1) Members of the Advisory Board are appointed by the Rector for three years from among the faculty members of the University or other universities and expert individuals working in private or, upon their request, public institutions related to the matters of the Center. The Advisory Board consists of up to five individuals, including the Director and Deputy Director. A member whose term has ended can be reappointed. The Director presides over the Advisory Board.

(2) The Advisory Board holds regular meetings at least twice in each academic semester. The Director can call the Advisory Board for extraordinary meetings when necessary. The Advisory Board convenes with an absolute majority and decisions are made by a majority of votes.

Duties of the Advisory Board

ARTICLE 13 - (1) The Advisory Board is the advisory body of ISTU KAGEM, and its decisions are advisory in nature. The Advisory Board provides opinions on the tasks to be performed by ISTU KAGEM or proposes new suggestions.

Personnel and Resource Needs

ARTICLE 14 - (1) The academic, technical, and administrative personnel and resource needs of KAGEM are met by the Rector upon the Director's recommendation.

Provisions Not Stipulated

ARTICLE 15 – (1) In cases where there is no provision in this Directive, the decisions taken by the University Senate on the basis of the provisions of other relevant legislation are applied.

Enactment

ARTICLE 16 - (1) This Directive becomes operative after the approval of the University Senate.

Execution

ARTICLE 17 - (1) The provisions of this Directive are executed by the Rector of the International Science and Technology University.