

# **ITU Women's Studies Center in Science, Engineering and Technology**

## **SECTION ONE**

### **Aim, Scope, Basis and Definitions**

#### **Aim**

ARTICLE 1-(1) The aim of this regulation is to organize the procedures and principles on the foundation and operation of ITU Women's Studies Center in Science, Engineering and Technology, established by Istanbul Technical University, regarding its purpose, scope, administrative organs, and the duties and the working principles of these administrative organs.

#### **Scope**

ARTICLE 2-(1) This regulation comprises the principles on the foundation, operation, purpose, scope, administrative organs, and the duties and the working principles of these administrative organs of ITU Women's Studies Center in Science, Engineering and Technology.

#### **Basis**

ARTICLE 3-(1) This regulation has been prepared on the basis of the amended Higher Education Law No. 2547; paragraph (d) of the first paragraph of Article 7 and Article 14, dated 04.11.1981.

#### **Definitions**

ARTICLE 4-(1) (1) The following terms mentioned in this Directive shall mean as designated below:

- a) Center: Istanbul Technical University Women's Studies Center in Science, Engineering and Technology,
- b) Center Advisory Board: The Advisory Board of the Center,
- c) Center Director: Director of the Center,
- d) Administrative Board: Administrative Board of the Center,
- e) Rector: Rector of Istanbul Technical University,
- f) University: Istanbul Technical University.

## **SECTION TWO**

### **Aims and Activities of the Center**

#### **Aims of the Center**

ARTICLE 5-(1) Aims of the Center are to conduct research and carry out implementation and training regarding issues within its scope.

#### **Activities of the Center**

ARTICLE 6-(1) Activities of the Center are as follows:

- a) Discussing the gender issue from a multi-dimensional perspective; making contributions to knowledge through research in progress and future research on this issue,
- b) Conducting research and analysis to provide equality in science, engineering, technology, and art; raising awareness regarding this issue; following relevant practices; and ensuring the development and monitoring of the databases and manifestation.
- c) Providing support for sharing, evaluating and developing the results of the activities of the Center within University and non-governmental networks.
- d) Conducting, supporting, encouraging and participating in research, analysis, implementations, consultancy services and trainings.
- e) Organizing courses, seminars, conferences, congress and such activities in cooperation with national and international institutions for the personnel of the public and private sector organizations as well as academic staff.
- f) Contributing to increase in the visibility of the field of women's studies and women's contribution to society and academic life; ensuring continuity and currency of the publications and documents to create an information center in the university.
- g) Encouraging lectures in science, engineering, technology and art to be given with gender awareness; contributing to preparation of educational resources, research and publications with gender awareness and promoting new programs and courses on gender and women issues.
- h) Contributing to development of gender equality awareness in institutions concerning employment and internship.
- i) Conducting research to determine the current problems regarding gender issues and equality of opportunities.
- j) Handling internal and external correspondence to carry out scientific activities in relevant issues; publishing reports, bulletins, projects, books, journals, etc. to interpret scientific and technical data.
- k) Carrying out other actions within the scope of the Center assigned by authorized bodies of the university.

## **SECTION THREE**

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

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

ARTICLE 7-(1) The administrative organs of the Center are as follows:

- a) Director
- b) Administrative Board
- c) Advisory Board

#### **Director of the Center and his/her Duties**

ARTICLE 8-(1) Director of the Center is appointed by the Rector among full-time faculty members for a period of 3 years. The Director of the Center can be re-appointed by the Rector when the term of office finishes following the same procedure. The Director of the Center can be dismissed by the same procedure. Director represents the Center.

(2) A member of the Administrative Board is appointed as Vice-Director of Center by the Rector upon the proposal of the Director to assist him/her.

(3) When the Director of the Center is on temporary leave of absence, Vice-Director substitutes for him/her. Substitution cannot exceed 6 months. In case of substitution longer than 6 months or the resignation of Director before the election process, a new Director is appointed to complete the remaining period of term.

(4) The duties of the Director of the Center are to prepare Center's actions, activity reports, and the following year's program at the end of each year and to present them to the Administrative Board.

#### **Administrative Board and its Duties**

ARTICLE 9-(1) The Administrative Board consists of five members including the Director and Vice-Director of the Center. The other three members are determined by the University Administrative Board and appointed for a period of three years by the Rector among twice as many faculty members working on relevant issues and proposed by the Director.

(2) Members whose term ends can be reappointed. New members are appointed to complete the remaining period of term of the members who resign before the term finishes or who are assigned to substitute for a position outside their organization.

(3) Administrative Board gathers once a month and holds emergency meetings upon the request of the Director when necessary.

(4) Duties of the Administrative Board are as follows:

- a) Taking decisions regarding the activities and administration of the Center, and assessing the proposals of the Director regarding the determination and appointment of technical and administrative positions and submitting them for the Rector's approval.
  - b) Making proposals for the members of the Advisory Board,
  - c) Assisting the preparation and organization of activity plan, 3-year action plan and the following year's program to be presented to the Advisory Board by the end of each activity year; and implementing the activity plan, the 3-year action plan and the program evaluated by the Advisory Board.
- (5) Administrative Board gathers with absolute majority and decisions are made by majority vote. In case of equality of votes, the Director of the Center has the casting vote.

### **Advisory Board and its Duties**

ARTICLE 10-(1) Advisory Board consists of faculty members who are proposed by the Administrative Board and deemed appropriate by the Rector, who conducted relevant research and made publications in this University and other universities, and representatives of the public and private sectors upon request. The term of Office for Advisory Board members is three years. The number of the members of must not exceed 20. Advisory Board convenes at least twice a year upon the request of the Director. Members can be re-appointed at the end of their terms. New members are appointed to complete the remaining period of term of the members who resign before the term finishes following the same procedure.

(2) Duties of the Advisory Board are expressing opinions regarding the annual work activities and following year's program prepared by the Director and approved by the Administrative Board; and making proposals for new subjects of study.

(3) Advisory Board gathers with absolute majority.

## **SECTION FOUR**

### **Miscellaneous and Final Provisions**

#### **Inventory Stock and Equipment**

ARTICLE 11-(1) All kinds of tools, equipment and fixtures purchased for the research and implementations funded by the Center are allocated to the Center.

#### **Authorizing Officer**

ARTICLE 12-(1) Authorizing officer of the Center is the Rector. Rector can delegate the authority to the Director of the Center.

#### **Personnel Needs**

ARTICLE 13-(1) The need for the academic, administrative and technical personnel of the Center is met by the personnel appointed by the Rector on the basis of Higher Education Law No. 2547, Article 13.

**Enforcement**

ARTICLE 14-(1) This Regulation comes into force on the date it is published.

**Execution**

ARTICLE 15-(1) The Rector of Istanbul Technical University executes this regulation.