



CYPRUS AYDIN UNIVERSITY
CAREER DEVELOPMENT CENTER DIRECTIVE

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 –

(1) The purpose of this Directive is to regulate the principles and procedures regarding the support of students, graduates, and staff in their career development processes, the enhancement of their employability, and the establishment of sustainable cooperation between the University and the business world by the Career Development Center of Cyprus Aydın University.

(2) The Center contributes to the training of graduates who are competitive at both national and international levels.

Scope

ARTICLE 2 –

(1) This Directive covers the activities, organizational structure, and operational procedures of the Career Development Center of Cyprus Aydın University.

Legal Basis

ARTICLE 3 –

(1) This Directive has been prepared based on:

- a) The higher education legislation of the Turkish Republic of Northern Cyprus,
- b) The higher education legislation of the Republic of Türkiye,
- c) The internal regulations of Cyprus Aydın University.

Definitions

ARTICLE 4 –

(1) For the purposes of this Directive:

- a) Center: Refers to the Career Development Center of Cyprus Aydın University,
- b) Director: Refers to the Director of the Career Development Center,
- c) Rector: Refers to the Rector of Cyprus Aydın University,
- d) University: Refers to Cyprus Aydın University,
- e) Board of Directors: Refers to the Board of Directors of the Career Development Center,
- f) Advisory Board: Refers to the Advisory Board of the Career Development Center.

CHAPTER TWO

Purpose and Fields of Activity of the Center

Purpose of the Center

ARTICLE 5 –

(1) The purpose of the Center is to support the career planning and development processes of students, graduates, and staff, to enhance their employability, and to establish an effective bridge between the University and the business world.

Fields of Activity of the Center

ARTICLE 6 –

(1) The fields of activity of the Center are as follows:

- a) Developing strategies for career planning and development,
- b) Providing career counseling services for students and graduates,
- c) Organizing training on CV preparation, interview techniques, and job search processes,
- d) Organizing career days, fairs, and sectoral events,
- e) Establishing cooperation with public and private sector institutions,
- f) Creating and announcing internship and job opportunities,
- g) Establishing and maintaining a graduate tracking system,
- h) Conducting activities that facilitate students' adaptation to working life,
- i) Developing digital career platforms and data systems,
- j) Strengthening university–industry collaboration,
- k) Monitoring and announcing national and international career opportunities,
- l) Carrying out other activities in line with the objectives of the Center.

CHAPTER THREE

Organs of the Center and Their Duties

Organs of the Center

ARTICLE 7 –

(1) The organs of the Center are as follows:

- a) Director
- b) Board of Directors
- c) Advisory Board

Director

ARTICLE 8 –

(1) The Director is appointed by the Rector from among the academic or administrative staff of the University for a term of three years.

(2) The Director may propose a Deputy Director to assist in the execution of duties.

Duties of the Director

ARTICLE 9 –

(1) The duties of the Director are as follows:

- a) Representing and managing the Center,
- b) Planning and executing activities,
- c) Ensuring internal and external cooperation,
- d) Preparing annual activity reports,
- e) Chairing the Board of Directors,
- f) Ensuring the efficient operation of the Center.

Board of Directors

ARTICLE 10 –

(1) The Board of Directors consists of at least five members, including the Director.

(2) Members are appointed by the Rector.

(3) The Board meets regularly and makes decisions.

Duties of the Board of Directors

ARTICLE 11 –

(1) The duties of the Board of Directors are as follows:

- a) Preparing activity plans,
- b) Making strategic decisions,
- c) Developing decisions to enhance the effectiveness of the Center,
- d) Evaluating activities.

Advisory Board

ARTICLE 12 –

(1) The Advisory Board consists of academics, sector representatives, and graduates.

(2) It convenes at least once a year.

Duties of the Advisory Board

ARTICLE 13 –

(1) The Advisory Board provides recommendations regarding the activities of the Center.

CHAPTER FOUR

Miscellaneous and Final Provisions

Income and Expenses

ARTICLE 14 –

(1) The activities of the Center are carried out through the University budget and other resources.

Cases Not Covered

ARTICLE 15 –

(1) In cases where no provision is included in this Directive, the relevant legislation shall apply.

Entry into Force

ARTICLE 16 –

(1) This Directive enters into force as of the date of its approval.

Execution

ARTICLE 17 –

(1) The provisions of this Directive are executed by the Rector.