

Rules and Regulations of the Institute of Turkish Culture Studies (ITCS) at Mukogawa Women's University

(Establishment)

Article 1 Mukogawa Women's University (hereinafter referred to as "the University") locates the Institute of Turkish Culture Studies (hereinafter "the Institute") in the University.

(2) The Institute shall be operated under the administration of the department of architecture (of the University) for the time being.

(Objective)

Article 2 The objective of The Institute is as follows:

(i) to conduct comparative studies on life, technology and culture centered around architecture of Japan and Turkey, as the east and the west starting points of the Silk Road, and to clarify the cultural base common to both countries beyond the differences in history, climate and so forth between the two countries.

(ii) to conduct, developing above-mentioned aims, extensive studies on life, technology and culture centered around architecture of neighboring Silk Road countries and to clarify similarities among them and contribute to new mutual understandings and contribute to the peace and prosperity of the Silk Road region through such understandings.

(iii) to support international exchange of students mainly in the field of human environment and conduct international education activity of architecture and human environment based on the achievements of the studies mentioned in (i) and (ii).

(iv) to discuss internationally the achievements of research and education referred to in the preceding three items and to introduce (*or* transmit) it to the world in various ways at every occasion, and to share common values with the people around the world.

(Operation)

Article 3 The operations of the Institute to achieve the above-mentioned objectives are as follows:

(i) to conduct studies in cooperation with the Research Center of Japanese Culture Studies at Bahcesehir University, Istanbul

(ii) to hold an international workshop "Inter Cultural Studies of Architecture in Japan (ICSA in Japan)" where architecture and human environment students of the world centered around Turkey are invited every year in principle, to support the similar workshop "Inter Cultural Studies of Architecture in Istanbul" which is held at the Research Center of Japanese Culture Studies at Bahcesehir University and to send teachers and students of the University centered around the department of architecture for the research and education activities.

(iii) to hold seminars, introduce the research achievements, exhibit and hold lectures, concerning life, technology and culture centered around architecture, where researchers, business persons and residents who belong to the field of studies conducted by the Institute are invited.

(iv) to hold permanent and special exhibitions on life, technology and culture of neighboring Silk Road countries centered around Turkey.

(v) to conduct public relations activities such as publication of the research and educational achievements of the Institute, symposium and so forth.

(vi) other operations required to accomplish the aims mentioned in the preceding article.

(Organization)

Article 4 The Institute may have research departments with respect to differences in research fields to perform relevant activities.

(Director)

Article 5 The Institute shall install a director.

- (2) The chancellor appoints a director from among professors
- (3) The director shall be appointed for a period of two years and may be reappointed
- (4) The director handles the operations of the Institute under the president's direction

(Vice Director and Head of Research Department)

Article 6 The Institute may install a vice director and heads of research in each department referred to in article 4.

- (2) The chancellor appoints a vice director and heads of research department from among the faculty. The latter position may be substituted by adjunct teaching staff.
- (3) The vice director assists the director and engages in the administrative operations
- (4) The vice director fills in for the director under the director's direction
- (5) Each head controls his research department and engages in the research under the director's direction .

(Senior Researcher)

Article 7 The Institute may install senior researchers with the chancellor's approval.

- (2) The director appoints senior researchers from among researchers.
- (3) The senior researchers assist their heads and engage in the research.

(Researcher)

Article 8 The Institute shall install researchers required.

- (2) Teachers at Bahcesehir University may be appointed as researchers
- (3) The researchers engage in research under the director's direction.

(Temporary Researcher)

Article 9 The Institute may install temporary researchers as the need arises.

- (2) The president appoints temporary researchers upon recommendation of the director
- (3) The period of the appointment shall be less than one year and it may be renewed when necessary.
- (4) The temporary researchers engage in the specific research or joint research.

(Assistant)

Article 10 The Institute may install assistants.

- (2) The assistants assist research under the director's direction.

(Steering Committee)

Article 11 The University shall have the steering committee of the Institute (hereinafter "the steering committee") to deliberate the basic policy concerning the operation of the Institute.

- (2) The steering committee shall consist of the director and a few members chosen from among the vice director, the heads of research departments, the senior researchers and researchers.
- (3) The president appoints the members of the steering committee.
- (4) The director shall be the chairperson of the steering committee.
- (5) The chairperson shall convene and lead the steering committee.
- (6) The member shall be appointed for a period of two years and may be reappointed. When a vacancy arises, the successor's term of office shall be the predecessor's remaining term.
- (7) The details on the steering committee shall be otherwise laid down.

(Secretariat)

Article 12 The Institute shall install a secretariat.

(2) The secretariat shall consist of a few members and the chief clerk of School of Human Environmental Sciences shall be the chief of the secretariat

(3) The members of the secretariat handle clerical works under the guidance and supervision of the chief clerk under the director's direction.

(Supplementary Rules and Directions)

Article 13 In addition to what is provided in this rules and directions, the necessary matters concerning the administrative operations of the Institute shall be prescribed by the director.

(Modification or Elimination of the Rules and Regulations)

Article 14 Modification or elimination of the rules shall be implemented with the chancellor's prior approval.

Supplementary Provisions

(1) The rules and regulations shall be enforced starting on July 29, 2009.

(2) In the period from the day the rules and regulations is enforced until March 31, 2011, the term of the appointed directors and members of the steering committee shall begin on the day when they are appointed and end on March 31, 2011 notwithstanding the provisions of Article 5, paragraph(3) and Article 11, paragraph(6).