

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

### **(Establishment)**

**Article 1** The Institute of Turkish Culture Studies (hereinafter “the Institute”) shall be located in Mukogawa Women's University (hereinafter referred to as “the University”).

(2) The Institute shall be operated under the administration of the University's Department of Architecture 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 on the architecture of Japan and Turkey as the east and west starting points of the Silk Road, and to clarify the cultural base common to both countries beyond their differences in history, climate, and so forth.

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

(iii) to support international exchange of students predominately in the field of the human environment and conduct international educational activities in the fields of architecture and human environment based on the achievements of the studies mentioned in (i) and (ii).

(iv) to discuss internationally the achievements in research and education mentioned in the preceding three items, introduce (*or* transmit) them to the world in various ways at every occasion, and share common values with 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, Bahçeşehir University, Istanbul.

(ii) to hold an international workshop, the “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 a similar workshop, the “Inter Cultural Studies of Architecture in Istanbul” that is held at the Research Center of Japanese Culture Studies at Bahçeşehir University, and to send teachers and students of the University's Department of Architecture for research and educational activities.

(iii) to hold seminars, introduce research achievements, exhibit, and organize lectures concerning life, technology, and culture, centered around architecture, to which 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 the 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, symposiums, and so forth.

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

### **(Organization)**

**Article 4** The Institute may establish 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 shall appoint the 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 shall appoint the vice director and heads of the research departments from among the faculty. The latter positions may be substituted with 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 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 the researchers.
- (3) The senior researchers will assist their heads and engage in research.

**(Researcher)**

**Article 8** The Institute shall install researchers as required.

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

**(Temporary Researcher)**

**Article 9** The Institute may install temporary researchers as needed.

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

**(Assistant)**

**Article 10** The Institute may install assistants.

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

**(Steering Committee)**

**Article 11** The University shall establish a steering committee for the Institute (hereinafter "the steering committee") to deliberate basic policy concerning the Institute's operation.

- (2) The steering committee shall consist of a director and a few members chosen from among the vice director, the heads of the research departments, the senior researchers, and researchers.
- (3) The president will appoint 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) Members 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) Details of 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 the School of Human Environmental Sciences shall be the chief of the secretariat.

(3) The members of the secretariat will handle clerical duties 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 these rules and directions, 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 beginning on July 29, 2009.

(2) From the day the rules and regulations are 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).