



REVOLVING FUND REGULATION

(Regulation Issued Pursuant to Articles 10(2)(3) and 16(2) of the Regulation on the Establishment and Operation of Arkin University of Creative Arts and Design)

SECTION ONE

Purpose, Scope, and Legal Basis

1. Purpose and Scope

- (1) The purpose of this Regulation is to lay down the principles governing the operation and administration of the Revolving Fund Enterprises to be established under Arkin University of Creative Arts and Design.
- (2) The provisions of this Regulation shall apply to all Revolving Fund Enterprises to be established within the Faculties and Units affiliated with Arkin University of Creative Arts and Design.

2. Legal Basis

This Regulation is entitled the “Arkin University of Creative Arts and Design Revolving Fund Regulation” and shall be put into force by the Senate of the University.

SECTION TWO

Principles Governing the Operation of the Revolving Fund

3. Tasks and Services to Be Performed

All types of activities related to the academic and administrative functions of the University include;

- Artistic work,
- Reproduction from designs,
- Production, with or without the University logo, on behalf of the University,
- Internal University orders (industrial and/or artistic design and/or production),
- External orders from outside the University (industrial and/or artistic design and/or production),
- Education, consultancy, project, and course services related to the academic activities of the University,
- Services related to administrative matters of the University or to any design and production activities of students within the University,
- Marketing and sales activities related to the internal or external evaluation of products and projects produced by the University.

4. Implementation of Tasks and Services

- (1) In the case of orders from external parties, a design and/or production contract shall be signed between the ordering individual/institution and the University.
- (2) Prior to design and/or production, the price of the product to be designed and/or produced shall be communicated to the ordering party.
- (3) Production shall commence only with the approval of both the ordering party and the Revolving Fund Commission.
- (4) The Revolving Fund Commission may request a portion of the order fee (minimum 30–50%) as an advance payment before production begins. The advance payment shall under no circumstances be refunded.
- (5) All products to be produced in the workshops shall be manufactured only after approval by the Revolving Fund Commission.
- (6) Products designed and/or produced by students shall first be evaluated by the course instructor and, if approved by the Commission, may be offered for sale in the University store. The sale price shall be determined by the Commission.
- (7) Prototype designs created by the University's academic or administrative staff shall, if approved by the relevant Department Head, have material costs covered by the designer, while other expenses shall be borne by the University.

SECTION THREE

Management Bodies, Duties, and Responsibilities

5. Management Bodies

- (1) Revolving Fund Board of Directors
- (2) Revolving Fund Commission

6. Formation and Meetings of the Board of Directors

- (1) The Revolving Fund Board of Directors shall be composed of the Chairman of the Board of Trustees, the Rector, and the Vice Rectors. The Chairman of the Board of Trustees shall also serve as the Chair of the Revolving Fund Board of Directors.
- (2) The Revolving Fund Board of Directors shall convene at least four times a year: at the beginning and end of each academic semester, and additionally whenever deemed necessary by the Chairman of the Board of Trustees.

7. Duties and Authorities of the Board of Directors

- (1) The Board of Directors is the authorized executive and decision-making body regarding the management, development, and continuity of Revolving Fund Enterprises.
- (2) The Board of Directors may delegate its authorities to the Revolving Fund Commission to the extent and for the periods it deems appropriate.
- (3) The primary duties of the Board of Directors are as follows:
 - (a) To prepare regulations related to Revolving Fund Enterprises,
 - (b) To exercise management authority in line with the establishment and operational objectives of the Revolving Fund Enterprises,
 - (c) To determine the working rules for academic and administrative staff employed in Revolving Fund Units,

- (d) To prepare annual activity reports and evaluate proposals and reports submitted by the units and the Chair of the Revolving Fund Commission,
- (e) To review and approve the budget of the Revolving Fund Enterprises,
- (f) To supervise the activities of the Revolving Fund Units and perform necessary procedures related thereto,
- (g) To determine the procurement rules to be applied within the Revolving Fund Units.

8. Powers of the Chair of the Revolving Fund Commission and of the Commission

Duties and Powers of the Chair of the Revolving Fund Commission

- (1) The Chair of the Revolving Fund Commission shall be the Rector and/or a person deemed appropriate by the Rector and appointed to act by proxy.
- (2) The Chair of the Revolving Fund Commission is the competent authority with respect to matters concerning the management, development, and sustainability of the Revolving Fund Enterprises. The principal duties of the Chair of the Revolving Fund Commission are as follows:
 - (a) To ensure that the relevant Revolving Fund Unit operates regularly and efficiently in accordance with its work programs,
 - (b) To conduct studies on matters related to the development of the unit and to submit proposals to the Revolving Fund Management Board,
 - (c) To approve the acceptance of works within the framework of the procedures and criteria to be determined by the Revolving Fund Management Board,
 - (d) To prepare the unit's annual budget and activity reports and submit them to the Revolving Fund Management Board,
 - (e) To regulate the working hours and work schedules of academic and administrative personnel employed in the Revolving Fund Unit on a paid or salaried basis; to submit reports and make recommendations to the Revolving Fund Management Board regarding matters of remuneration, salaries, and discipline concerning such personnel,
 - (f) To ensure the performance of the necessary works and services related to the unit in connection with projects and matters approved by the Revolving Fund Commission, and to carry out other duties assigned by the Revolving Fund Management Board.

Revolving Fund Commission

- (1) The Revolving Fund Commission shall consist of the Chair of the Revolving Fund Commission, the Administrative Coordinator, the Secretary General, a Course Instructor (for the evaluation of student design/production works), Faculty Representatives related to the product to be designed and/or manufactured, and the Technical Supervisor of the Workshops.

Duties of the Revolving Fund Commission:

- (a) To grant production approval for all products to be manufactured in the workshops, provided that they are deemed appropriate,
- (b) To examine the compliance of all orders received from within or outside the University and to determine the retail sale price,
- (c) To inform the relevant Dean's Office, where necessary, on matters related to order requests.

9. Payments to Students, Academic and/or Administrative Personnel

As a result of design and/or production services carried out within the Revolving Fund Enterprises, after all expenses related to the execution of the design and/or production have been deducted, all products designed and/or manufactured shall be delivered to Craft Created for sale, based on the profit share to be determined by the Revolving Fund Commission (with a maximum profit margin of 100%). Craft

Created reserves the right to determine and amend the retail sale prices of all designed and/or manufactured products.

The allocation amounts shall be calculated on the basis of a maximum profit margin of 100% to be added to the cost, and shall be distributed over the remaining amount after costs have been deducted. Entitlement percentages shall be applied as specified in the table.

(Amendment: Senate Decision No. 2023/01, dated 26/01/2023)

Type of Work	University/Store Share (%)	Artist's Share (%)	Designer's Share (%)	Practitioner's Share (%)
Artistic work	20	45		35
Reproduction from an existing design (repetitive serial production)	40 (50)		20 (10)	40 (40)
Serial production on behalf of the University, with or without a logo (repetitive serial production)	70 (85)		30 (15)	
In-house University order: (Industrial) design and production (repetitive serial production)	40 (50)		20 (10)	40 (40)
In-house University order: (Artistic) design and production	20	45		35
External order (Design)	40		60	
External order (Production)	40			60
External order (Design and Production)	20		45	35

(1) Payments to personnel involved in the execution of design and/or production activities shall be made in accordance with the principles to be determined by the Revolving Fund Management Board.

(2) Payments shall be recorded as receivables of the personnel involved in the design and/or production within the month in which the service is completed. The profit share to be received within one month from all products produced—whether sold or **unsold**—shall not exceed 25% of the relevant personnel's monthly net salary.

(Amendment: Senate Decision No. 2024/03, dated 09/05/2024)

(3) For sales conducted outside *Craft Created* stores, the rates to be applied in determining the product sale price shall be as follows:

Cash sales : Sale at cost plus 50%

1-month promissory note : Sale at cost plus 60%

2-month promissory note : Sale at cost plus 70%

Consignment : Sale at cost plus 80%

(Amendment: Senate Decision No. 2024/03, dated 09/05/2024)

SECTION FOUR

Other Provisions

10. Other Matters

In cases not specified in this Regulation, or in situations that may arise during its implementation and are not explicitly stated herein, the Board of Trustees may take decisions on the matter concerned.

11. Entry into Force

This Regulation shall enter into force as of the date on which it is approved by the Senate of Arkin University of Creative Arts and Design.

12. Authority for Enforcement

The provisions of this Regulation shall be enforced by the Rector of Arkin University of Creative Arts and Design.