

UNIVERSITY OF KYRENIA

LIFELONG LEARNING CENTER (GÜSEM)

Contact: +90 392 650 26 00 / 1015

Email: gu.sem@kyrenia.edu.tr

Website: <https://gusem.kyrenia.edu.tr>

1. MESSAGE FROM THE DIRECTOR OF GÜSEM

The University of Kyrenia Lifelong Learning Center (GÜSEM) offers short-term, high-quality educational programs through scientific methods and interactive learning environments for individuals who wish to improve themselves. In an ever-changing world, GÜSEM aims to contribute to the personal and professional development of individuals and organizations by utilizing modern educational techniques and technological tools. Each year, we expand and renew our training programs to provide society with a broader perspective on lifelong learning.

GÜSEM was established as part of the University of Kyrenia's mission to rebuild the future of Cyprus and its shining city, Kyrenia, through education, providing short-term training opportunities for participants of all ages and backgrounds.

Our primary goal at GÜSEM is to offer high-quality short-term educational programs in accordance with international standards for everyone seeking personal or professional growth. Guided by the philosophy of lifelong and continuous learning, GÜSEM's programs not only transfer the knowledge and skills of educators to participants but also encourage the exchange of experiences, ideas, and skills among participants in an interactive and scientifically supported environment.

We live in an era that constantly challenges us to evolve personally and professionally. GÜSEM supports the development of its participants through goal-oriented educational programs conducted by the expert academic staff of the University of Kyrenia, employing innovative methods, theories, and technologies required by the age of innovation.

Through these programs, we provide individuals, institutions, and organizations with the highest level of educational support in achieving their goals—whether they aim to enhance their careers, services, products, or skills.

Our short-term student programs allow participants to develop talents and skills beyond the formal university curriculum, while our in-service training programs contribute to the organizational growth and productivity of institutions and enterprises.

GÜSEM also offers lifelong learning programs that help participants from all segments of society better understand the world from diverse perspectives and improve their daily lives. Each year, based on participant feedback, we design and implement new programs to make lifelong learning an integral part of life in Cyprus.

We firmly believe that we can rebuild our future—and that of our society and the world—through education and collaboration with you.

Assoc. Prof. Dr. Emete Toros
Director, GÜSEM

2. GENERAL INFORMATION

Full Name: University of Kyrenia Lifelong Learning Center

Abbreviation: GÜSEM

Date of Establishment: August 2024

Purpose: To provide high-quality, short-term educational services at international standards within the framework of lifelong learning principles to individuals of all ages and backgrounds seeking personal and professional development.

3. MISSION AND VISION

Mission:

To support individuals and institutions in realizing their full potential, enhancing their learning, and increasing their success by offering high-quality educational and training opportunities that meet national and international workforce needs.

Vision:

To become a leading brand in providing lifelong learning opportunities that are development-oriented and responsive to evolving needs.

4. DUTIES, AUTHORITIES, AND RESPONSIBILITIES

Director:

- Represent the Center.
- Ensure the orderly and continuous operation and development of the Center.
- Conduct meetings and prepare or commission projects relevant to the Center's objectives and areas of activity.
- Coordinate the Center's programs with the faculties, institutes, and vocational schools of the University.
- Chair the Executive Board.
- Prepare annual or interim activity reports on the Center's status and operations to be submitted to the Rector.
- Assign staff duties required by the Center's operations.

Deputy Director:

1. **Administrative and Secretariat Services**
 - Record, file, and archive incoming and outgoing correspondence.
 - Prepare and track official correspondence.
 - Manage phone calls, emails, and other communication channels.
 - Organize meetings, prepare agendas, take minutes, and ensure follow-up actions.
2. **Support for Training Activities**
 - Assist in preparing and updating the annual training calendar.
 - Coordinate with instructors and manage contract procedures.
 - Prepare training materials and facilities.
 - Manage participant registration and lists.
 - Prepare and deliver participation certificates.
3. **Finance and Reporting**
 - Record and monitor income and expenditure.
 - Prepare documentation for billing and payment processes.
 - Conduct satisfaction surveys and report results.
 - Collect data and prepare preliminary reports for monthly and annual activity reports.
4. **Promotion and Communication**
 - Manage the Center's social media accounts and support content creation.
 - Prepare and update website content.
 - Contribute to promotional materials (brochures, posters, etc.).
5. **Other Duties**
 - Propose ideas for the Center's improvement.
 - Carry out other tasks assigned by the Director.
 - Provide administrative support to the "University of Kyrenia 60+ Lifelong Learning Program" when necessary.

Executive Board:

The Executive Board consists of eight members: the Director and seven faculty members appointed by the Rector upon the Director's recommendation. The Board meets regularly every two months or extraordinarily upon the Director's call.

5. ACTIVITIES CONDUCTED

Trainings Held in 2024–2025:

- *23 Aug 2025:* Project Management – Zafer YOLCU
- *10–23 Jun 2025:* Marine Engine/Machinery Training – Faculty of Maritime Studies
- *7 May 2025:* Italian Cuisine Workshop – Department of Gastronomy
- *29–30 Apr 2025:* Internal Auditor Training – Kemal TEKİN
- *13–18 Apr 2025:* Safety Management System (Afghanistan Training) – Kemal TEKİN
- *7 Apr 2025:* UAV Pilot Training – Murat BOZDEMİR
- *11 Mar 2025:* Ramadan Table Cuisine Workshop – Department of Gastronomy
- *28–30 Jan 2025:* Internal Auditor Training – Hüseyin KUDAK
- *8 Jan 2025:* Pastry Arts Workshop – Department of Gastronomy
- *22 Dec 2024:* Safety Management Systems – Mesut Cengiz BÜKEÇ

Prepared but Unheld Trainings:

(Completed preparations but canceled due to low participation)

- Oral Communication Skills – Hayal Yakacılar
 - Airport Road Maintenance – Nurhan OTO
 - Emotional Intelligence – Feyza KÖSEOĞLU
 - Effective Communication – Feyza KÖSEOĞLU
 - Board Interview Preparation – Crew Resource Management Institute
 - CRM Interview Preparation – Crew Resource Management Institute
 - Career Management in Aviation – Crew Resource Management Institute
 - Blockchain Technologies and Cryptocurrencies – İsmail Koşum
-

Promotional Campaigns and Raffles

1. **Safety Management Systems Training Raffle:**
Organized on 22 November 2024 via Instagram to boost social media engagement and awareness; three participants were awarded free “Safety Management Systems” courses.
 2. **Black Friday Discount Campaign:**
Held on 29–30 November 2024; participants referring friends for any course received a 10% discount on the “Oral Communication Skills” course.
 3. **Aviation Career Planning Package:**
On 3 March 2025, three courses—“Board Interview Preparation,” “CRM Interview Preparation,” and “Career Management in Aviation”—were combined into an “Aviation Career Planning Package.” However, the trainings could not be held due to insufficient participation.
-

6. PLANNED TRAININGS FOR NEXT YEAR

1. Python Programming
 2. Qualitative Data Analysis Methods
 3. Emotional Intelligence and Effective Communication (Instructor: Feyza KÖSEOĞLU)
 4. Basic Safety Management Systems Course
 5. Safety Culture Development
 6. Safety Management Leadership Training
 7. Blockchain Technologies and Digital Assets
 8. Pavement Management in Airport Operations
-

7. EXECUTIVE BOARD ACTIVITIES

Board Members:

1. Assoc. Prof. Dr. Emete TOROS – Faculty of Economics and Administrative Sciences

2. Prof. Dr. Nurettin OĞUZ – Faculty of Medicine
3. Assoc. Prof. Dr. Serdar OKTAY – Faculty of Tourism
4. Asst. Prof. Dr. Cengiz Mesut BÜKEÇ – Faculty of Aviation
5. Assoc. Prof. Dr. Gizem KODAK – Faculty of Maritime Management
6. Asst. Prof. Dr. Mehmet ÖZNACAR – Faculty of Education
7. Asst. Prof. Dr. Mehmet Deniz KOZANOĞLU – Faculty of Economics and Administrative Sciences

Board Meetings Held:

- Meeting 1: 18 Oct 2024
 - Meeting 2: 30 Oct 2024
 - Meeting 3: 11 Nov 2024
 - Meeting 4: 11 Dec 2024
 - Meeting 5: 8 Jan 2025
 - Meeting 6: 19 Mar 2025
-

8. GENERAL EVALUATION

The year 2025 was a productive period for GÜSEM, during which institutional structures were strengthened. With part-time administrative support, the Center established its organizational identity and infrastructure. Following one year of operations, key improvement areas were identified to enhance its future effectiveness.

While notable support was received from the Faculties of Aviation and Tourism, recommendations were made to encourage more active participation from other faculties. For sustainability and operational efficiency, the need for full-time staff was identified, and a detailed job description was prepared. With full-time personnel, stronger ties are expected to be established with both internal and external stakeholders, fostering broader collaborations.

GÜSEM is not merely a revenue-generating unit but also a strategic component enhancing the University's accreditation, quality assurance, and project development capacities. It has conducted professional development training for academic and administrative staff and contributed to quality-focused projects.

Through full-time staffing and strengthened engagement with sectors, students, and community stakeholders, it will be possible to plan events, seminars, and conferences more effectively. This approach will reinforce GÜSEM's institutional position within the University and further increase its societal impact.

Proposed New Executive Board Members:

1. Assoc. Prof. Dr. Emete TOROS – Faculty of Economics and Administrative Sciences
2. Prof. Dr. Bekir ERGÜN – Faculty of Medicine
3. Assoc. Prof. Dr. Serdar OKTAY – Faculty of Tourism
4. Asst. Prof. Dr. Cengiz Mesut BÜKEÇ – Faculty of Aviation
5. Specialist Volkan VARIŞLI – Faculty of Maritime Management
6. Asst. Prof. Dr. Mehmet ÖZNACAR – Faculty of Education

7. Asst. Prof. Dr. Didem AYDINDAĞ – Faculty of Economics and Administrative Sciences