

ALTINBAS UNIVERSITY CENTRAL RESEARCH LABORATORY DIRECTIVE PART ONE

Purpose, Scope, Basis and Definitions

Objective

ARTICLE 1 - (1) The purpose of this Directive is to regulate the purpose and fields of activity, organs and working procedures and principles of Altınbaş University Central Research Laboratory.

Scope

ARTICLE 2 - (1) This Directive covers the provisions regarding the aims, fields of activity, governing bodies, duties of governing bodies and working style of Altınbaş University Central Research Laboratory.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on subparagraph (2) of subparagraph (d) of the first paragraph (d) of Article 7 and Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) In this directive;

- a) University Altınbaş University,
- b) Rector: The Rector of Altınbaş University,
- c) Central Research Laboratory: Altınbaş University Central Research Laboratory, ç) Director: The Director of the Central Research Laboratory,
- d) Board of Directors The Board of Directors of the Central Research Laboratory,
- e) Advisory Board It refers to the Central Research Laboratory Advisory Board.

PART TWO

Aims and Areas of Activity of the Central Research Laboratory

Objectives of the Central Research Laboratory

ARTICLE 5 - (1) The objectives of the Central Research Laboratory are as follows:

- a) University Related units researchers appropriate one in the environment To help them carry out their studies and to improve the quality of scientific activities at the University.
- b) To coordinate the research laboratories within the university and to ensure that R&D facilities are made available for common use between units.
- c) To ensure that the devices in the laboratory are developed in accordance with the conditions of the day by constantly monitoring technological developments and to increase the project execution potential of the University.
- d) To ensure the production of interdisciplinary joint scientific and technological projects with public and private individuals and organisations.
- e) Cooperating with universities and research institutions in Turkey and abroad on research and development issues, with the European Union, relevant public institutions and organisations in Turkey

To prepare a working environment that will enable the project studies carried out with the support of the university's scientific research projects to be carried out within the Centre.

f) To contribute to those in need by interpreting the results of analyses and measurements for the solution of their problems in cooperation with industrial organisations and other private and public institutions.

g) To contribute to the increase in the number of patents, utility models and design registration certificates in the national and international arena by providing consultancy services to those concerned on issues such as patents, licence agreements and technology transfer.

Areas of Activity of the Central Research Laboratory

ARTICLE 6 - (1) The fields of activity of the Central Research Laboratory are as follows:

- a) To perform, evaluate and interpret the results of analysis requests from universities, research centres, industry, public institutions and organisations and third parties.
- b) To establish laboratories, workshops, observation places and other facilities necessary for the conduct of researches in the field of study; to ensure that the laboratories and similar facilities available in various units of the University are widely and effectively utilised.
- c) To work for the accreditation of laboratories.
- d) To provide scientific opinion, consultancy and similar services and to prepare reports on these services.
- e) Organising training seminars, conferences and similar scientific activities.

PART THREE

Organs and Duties of the Central Research Laboratory

Organs of the Central Research Laboratory

ARTICLE 7 - (1) The organs of the Central Research Laboratory are as follows:

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

Director

ARTICLE 8 - (1) The Director is appointed by the Rector for three years from among the faculty members of the University related to the field of study of the Central Research Laboratory. The Director whose term expires may be reappointed. In case the Director is absent from his/her duty for more than six months, his/her duty ends automatically. The Rector reappoints the Director in the same way in place of the Director who leaves his/her duty before the expiry of his/her term. The Director is responsible for the regular execution and development of the activities of the Centre.

(2) Among the academic staff to be recommended by the Director, two people from the Faculty of Medicine, Faculty of Pharmacy, Faculty of Dentistry or Faculty of Engineering and Natural Sciences of our University are appointed as deputy directors by the Rector. The duty of the deputy directors is to assist the Director in his/her work. The meetings that the Director does not attend are chaired by his deputy. The period of deputy director cannot be more than six months. When the duty of the director ends, the duty of the deputy directors also ends.

Duties and Authorities of the Manager

ARTICLE 9 - (1) The duties of the Director are as follows:

- a) Representing the Central Research Laboratory, chairing the Board of Directors and the Advisory Board.
- b) To ensure that the work to be carried out in line with the objectives of the Central Research Laboratory is carried out in an orderly manner.
- c) To prepare the activity report of the Central Research Laboratory, the work programme and budget proposal for the following year.
- ç) To take initiatives to develop the financial resources of the Central Research Laboratory and to use them in the most appropriate manner.
- d) To take and implement all kinds of measures for the maximum efficient use of tools and equipment in the research and development units of the Central Research Laboratory and their healthy functioning and operation.

Board of Directors

ARTICLE 10 - (1) The Board of Directors consists of 7 (seven) members including the Director and Deputy Directors. Members other than the Director and Deputy Directors are appointed by the Rector from among the academic and administrative staff of Altınbaş University for a period of three years upon the proposal of the Director. The Rector replaces a member who fails to attend the meetings of the Board of Directors three times in a row without an excuse, leaves before the end of his/her term of office or is assigned outside the University for more than six months. Members whose term expires may be reappointed. The Board of Directors convenes at least twice a year upon the invitation of the Director by absolute majority and decisions are taken by majority vote. In case of equality of votes, the majority in favour of the chairman's vote is considered to have been achieved.

Duties and Authorities of the Board of Directors

ARTICLE 11 - (1) The duties of the Board of Directors are as follows:

- a) To take decisions regarding the work and management of the Central Research Laboratory.
- b) To submit the annual work report prepared by the Director, the work programme for the following year and the budget proposal to the Rector.
- c) In order to ensure that the activities of the Central Research Laboratory are carried out effectively and regularly, to establish laboratory units upon the proposal of the Director and to determine the responsible persons.
- ç) To determine the basic principles of the studies to be carried out jointly with domestic and foreign organisations and to monitor the processes.
- d) To determine the principles regarding the documents to be given to the participants of the training programmes to be organised by the Centre.
- e) To determine the principles regarding the analyses to be carried out in the Centre and submit them to the University Administrative Board.
- f) To evaluate and decide on the proposals from the advisory board.
- g) To fulfil other duties assigned by the provisions of the relevant legislation.

Advisory Board

ARTICLE 12 - (1) The Advisory Board consists of the Director, Deputy Directors and the Board of Directors who are recommended by the Board of Directors from among internal or external persons, appointed and/or approved by the Rector

It consists of 9 (nine) people who have scientific and technological research, application or studies in line with the objectives of the laboratories affiliated to the Centre.

(2) The term of office of the Advisory Board members is three years. A member whose term expires may be reappointed. The Advisory Board is chaired by the Director and meets at least once a year upon the call of the Director.

Duties of the Advisory Board

ARTICLE 13 - (1) The duties of the Advisory Board are as follows:

- a) To express all kinds of suggestions regarding the functions of the Central Research Laboratory in increasing the scientific and technological potential of the University and to give opinions to the Board of Directors about the measures to be taken and the applications to be made.
- b) To make evaluations and recommendations regarding the work of the Central Research Laboratory.
- c) To provide opinions and suggestions on cooperation and coordination between the centres affiliated to other universities, industry and relevant public institutions in order to facilitate the national and international connections of the Central Research Laboratory.

PART FOUR

Miscellaneous and Final Provisions

Functional Structure of the Central Research Laboratory

ARTICLE 14 - (1) The academic, administrative and technical personnel needs of the Central Research Laboratory are met by the personnel to be assigned by the Rector upon the proposal of the Director in accordance with Article 13 of the Law No. 2547.

(2) The expenditure authority of the Central Research Laboratory is the Rector. The Rector may delegate this authority to the Director.

(3) All kinds of tools, equipment and fixtures purchased or donated within the scope of all researches and services to be carried out based on the working purpose of the Central Research Laboratory are used within the Central Research Laboratory.

(4) The Board of Directors of the University is authorised to decide whether or not to charge a fee for the use of the instruments and equipment of the Central Research Laboratory by researchers outside the University or for their use in postgraduate theses and researches conducted within the University.

(5) The working procedures and principles of the units of the Central Research Laboratory are determined by the Senate.

ARTICLE 15 -

The central research laboratory employs at least three staff with technician, bachelor's or master's degree, at least one staff for administrative work and at least one staff for cleaning services.

Cases where there is no provision

ARTICLE 16 - (1) In cases where there is no provision in this Directive; the provisions of Law No. 2547 and other relevant legislation and the decisions of the University Executive Board and the Senate are applied.

Enforcement and execution

ARTICLE 17 - (1) This Directive enters into force on the date of its adoption by the University Senate.

(2) The provisions of this Directive shall be executed by the Rector of Altınbaş University.

TEMPORARY ADDITIONAL ARTICLE:

The technicians who are currently employed in the laboratories of our university on the effective date of the directive will be transferred to the central research laboratory independently of the positions defined in Article 15, and will be coordinated with the faculty administrations regarding the training activities carried out by these people in various faculties, and with the central research laboratory directorate regarding the remaining research activities.

Legal Basis on which the Directive came into force			
Relevant Board	Decision Date	Number of Decision	Decision Item
Senate	04.12.2020	2020/20	Decision-1
Board of Trustees	07.01.2021	2021/01	Decision 12
Legal Basis for the Amendment to the Directive			
Relevant Board	Decision Date	Number of Decision	Decision Item