

REGULATION

From Istinye University:

**ISTINYE UNIVERSITY 3D DESIGN AND PROTOTYPING APPLICATION
AND RESEARCH CENTER (3B TIP) REGULATION**

SECTION ONE

Purpose, Scope, Legal Basis and Definitions

Purpose

ARTICLE 1 - (1) The purpose of this Regulation is to set out the organization, management, and operation procedures and principles of the 3D Design and Prototyping Application and Research Center.

Scope

ARTICLE 2 - (1) This Regulation covers the provisions in relation to the objectives, governing bodies, duties of the governing bodies and the operating manner of the 3D Design and Prototyping Application and Research Center of Istinye University.

Basis

ARTICLE 3 - (1) This Regulation was prepared based on subparagraph (2) of paragraph (d) of the first clause of Article 7, and Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Advisory Board: refers to the Advisory Board of the Center,
- b) Center: refers to the 3D Design and Prototyping Application and Research Center (3D TIP),
- c) Manager: refers to the Manager of the 3D Design and Prototyping Application and Research Center,
- d) Rector: refers to the rector of Istinye University,
- e) University: refers to Istinye University,
- f) Board of Directors: refers to the Board of Directors of the Center.

SECTION TWO

Center's Objectives and Areas of Activity

Center's objectives

ARTICLE 5 - (1) The objectives of the Center are as follows;

- a) To carry out scientific research on 3-dimensional studies under the discipline of the university and to provide services for any type of examinations and treatments; to encourage and organize interdisciplinary studies in the field of innovation; to produce prototypes of innovative ideas; to provide consultancy services; to organize scientific meetings, courses, seminars and workshops; to conduct scientific research and provide services for any type of medical examinations and treatments,
- b) To communicate with similar centers in Turkey and abroad; to assist in the development of courses and programs in graduate education; to enable the formation of and disseminate know-how,
- c) To carry out joint activities with other universities, public institutions and industrial organizations and to establish the central laboratories and to provide the equipment and data to be used in the execution of such activities.

Center's areas of activity

ARTICLE 6 - (1) The center's areas of activity are as follows;

- a) Conducting scientific and technological research; conducting scientific research on 3-dimensional studies and providing services for any type of examinations and treatments; modeling of patient data before and after an operation; carrying out the studies related to the production of the models to be used in tissue engineering; following the global technological and scientific developments in the field of preparation of model casts by means of 3-dimensional printers; conducting, carrying out and finalizing research projects.
- b) 3-dimensional design, modeling, 3-dimensional printers-scanners and imaging techniques, as well as prototyping, storing and disseminating any type of information and data in the field.
- c) Enabling the laboratory, equipment and other facilities of the Center to be benefited from for undergraduate, graduate and other research to be conducted at the university.
- d) Planning, carrying out and providing consultancy services on research projects required by public and private institutions; creating tailored models for all patients, getting their printouts from 3-dimensional printers, performing their 3-dimensional scanning; providing healthcare services on medical examination and treatment.
- e) Developing the prototypes of innovative ideas required by public and private institutions; planning, producing and carrying out their performance tests together with industrial organizations.

f) Carrying out vocational and social training activities and organizing seminars, workshops, trainings, and conferences for this purpose; preparing publications in written and electronic media; participating in events that raise awareness in the area of 3-dimensional printers and scanners together with public and private institutions; and publishing any type of research, scientific report, bulletin, project, book, magazine, etc. that support the studies in this field.

g) Collaborating with national and international organizations working on 3-dimensional design and prototyping.

h) Training staff and scientists who are specialized in their field.

SECTION THREE

The Center's Governing Bodies, Their Duties and Staff Requirements

Governing bodies of the center

ARTICLE 7 - (1) The governing bodies of the Center are as follows:

a) Manager,

b) Board of Directors.

(2) If proposed by the Board of Directors, an Advisory Board may be established with the approval of the Rectorship.

Manager

ARTICLE 8 - (1) The Manager shall be appointed by the Rector for three years by being selected from the faculty members of Istinye University, who are experienced in 3D design and prototyping and have published works in this field at a national and international level.

(2) In cases where the Manager cannot serve for more than six months, a new Manager shall be appointed within one month. The Rector may either carry out the Manager's duties until s/he appoints a new Manager, or s/he may assign it to one of the full-time faculty members of the University so that s/he can carry out the duty as the acting Manager.

(3) With the approval of the Rector, the Manager can appoint a maximum of two deputy managers to be selected from the full-time academic staff of the University, who work in related fields. In the event that the manager's term of office expires or s/he resigns in any way, the deputy managers' position also expires. Deputy managers shall perform the duties of the Manager in his/her absence.

Duties of the Manager

ARTICLE 9 - (1) The duties and powers of the Manager are as follows:

a) To properly manage the activities of and represent the Center.

b) To prepare plans regarding the Center's areas of activity and to inform the Rectorship after consulting the Board of Directors.

c) To collaborate with relevant institutions and organizations on areas of activity.

d) To submit proposals to the Rector regarding the appointment of the personnel to be employed in the center.

e) To prepare a report on the activities of the Center at the end of each year and present it to the Board of Directors.

f) To manage, supervise and oversee all administrative, technical and research personnel of the center, to ensure that their work schedules, shifts, clothing, discipline and performance levels are evaluated.

g) The Manager is primarily accountable to the Rector for the oversight and supervision of all the activities of the Center and for taking the necessary measures in these matters.

h) The Manager chairs the Representation Board and Board of Directors of the Center. S/he also performs the appointments required for the Center's activities, and implements the decisions of the Board of Directors in line with this Regulation.

Board of Directors

ARTICLE 10 - (1) The Board of Directors is composed of the Manager, Deputy Managers and three members who are faculty members in fields that are related to the Center's area of activity, and who are proposed by the Manager and appointed by the Rector for three years. The member whose term of office expires may be reassigned. A member who leaves his/her position for any reason is replaced by a new member who is appointed using the same method so that s/he can serve for the remaining period. The Manager presides over the Board of Directors.

(2) The Board of Directors convenes at least four times a year and where required, upon the call of the Manager, with all the members present. The decisions of the Board of Directors are taken by the majority of votes.

(3) Members whose term expires may be reappointed. A member who does not attend the meetings three times in a row or five times in total without any excuses, is deemed to have lost his/her position.

Duties and powers of the Board of Directors

ARTICLE 11 - (1) The Board of Directors convenes at least four times a year and where required, upon the call of the Manager, with all the members present. The decisions of the Board of Directors are taken by the majority of votes.

(2) The duties and powers of the Board of Directors are as follows:

a) To take decisions about the activities and management of the Center.

b) To ensure that plans and programs related to the activities of the Center are prepared and implemented.

c) To prepare guidelines that set out the operating principles of the center.

d) To evaluate projects on research, implementation and publication and make suggestions on them.

e) To evaluate the activity report of the previous year, to prepare the work report for the next period and to submit the reports to the Rectorship.

- f) To coordinate the financial operations of the Center and the balance of income and expenses.
- g) To take decisions about the managerial issues that the manager will bring up.

Staff requirement

ARTICLE 12 - (1) The academic, technical and administrative staff requirements of the Center shall be fulfilled by the staff to be appointed by the Rector in accordance with Article 13 of the Law No. 2547.

SECTION FOUR

Final Provisions

Effective Date

ARTICLE 13 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 14- (1) The provisions of this Regulation shall be executed by the Rector of Istinye University.