

**REGULATION**

From Istinye University :

**ISTINYE UNIVERSITY REGULATION ON MOLECULAR CANCER  
RESEARCH AND APPLICATION CENTER (ISUMKAM)**

**SECTION ONE**

**Purpose, Scope, Legal Basis and Definitions**

**Purpose**

**ARTICLE 1 - (1)** The purpose of this Regulation is to regulate the organization, management and working procedures and principles of Istinye University Molecular Cancer Research and Application Center (ISUMKAM).

**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 Istinye University Molecular Cancer Research and Application Center.

**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) Institute: refers to the Istinye University Institute of Health Sciences,
- c) Center: refers to the Istinye University Molecular Cancer Research and Application Center (ISUMKAM),
- d) Manager: refers to the Manager of the Istinye University Molecular Cancer Research and Application Center,
- e) Rector: refers to the rector of 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 cancer under the discipline of the university and to provide healthcare services for any type of medical examinations and treatments in the area of cancer; to encourage and organize the multi-disciplinary and interdisciplinary studies in this area; to provide consultancy services; to organize scientific meetings, courses, and seminars.
- 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, industrial organizations and development agencies, 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 main areas of activity are as follows:

- a) To conduct scientific and technological research, to follow the technological and scientific developments in the field of cancer, and to conduct, carry out and conclude research.
- b) To store and disseminate any type of information and data in the field of cancer research.
- c) To provide information and infrastructure capabilities for the projects of researchers who shall work in this field, as a multi-disciplinary and inter-disciplinary research center where demands for research on cancer biology are met; to allow such capabilities to be used in line with the available resources and for identified fees under a cooperation protocol to be signed, and to allow those who shall carry out project (national, international) studies for the health sciences institute to benefit from the center's laboratory, equipment and other facilities for certain charges under a cooperation protocol to be signed.
- d) To plan and carry out the research required by public and private institutions, to provide relevant consultancy services and to provide healthcare services for medical examination and treatment based on a "personalized" approach (precision oncology, tailored-oncology) that cancer patients may require.
- e) To plan and produce the cancer related requirements of public and private institutions (drugs, diagnosis or prognosis etc. kits) and conduct the related performance tests in cooperation with them.

f) To carry out vocational and social training activities and organize seminars, workshops and conferences for this purpose; prepare publications in written and electronic media; participate in events that raise awareness in the area of cancer, together with public and private institutions; and publish any type of research, scientific report, bulletin, project, book, magazine, etc. that support the studies in this field.

g) To cooperate with national and international organizations that operate and work in the field of cancer.

(2) Secondary area of activity of the Center: To provide the knowledge and legislation know-how to conduct Phase 1 oncological clinical research in our country; to work to bring the necessary clinic to our country; to establish and operate the clinic; to organize events such as joint projects, collaborations, training meetings and workshops with national or international pharmaceutical companies or relevant institutions/organizations in relation to the activities of the clinic.

### **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 molecular cancer research and applications 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 center and its activities in line with its objectives 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, two 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) Board of Directors; 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.