

ISTINYE UNIVERSITY
SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NUMBER
16 October 2024	13.30	02

ISTINYE UNIVERSITY

WORKING RULES AND PRINCIPLES OF R&D COORDINATION BOARDS

Purpose

ARTICLE 1 - (1) The purpose of the Board is to ensure the coordination of research and development activities and collaborations carried out in academic units within the quality assurance system of İstinye University. This is done in accordance with the research policies established in line with the University's research management and strategy.

Scope

ARTICLE 2 - (1) The activities of the Board include coordinating the determination and development of strategies for the R&D competence of academic units, planning the development of the necessary infrastructure, and determining, monitoring, and reporting R&D targets.

Definitions

ARTICLE 3 - (1)

Unit: Faculty, institute, vocational school affiliated with the university

Unit Manager: Dean or Director of the relevant unit.

Board: R&D Coordination Board

Rectorate: İstinye University Rectorate

Rector: Rector of İstinye University

Senate: İstinye University Senate

University: İstinye University

The Board's Organization, Duties, and Fields of Work

ARTICLE 4 - (1) The Board consists of five members, including the relevant unit manager as the Chairman, the assistant manager responsible for research, and faculty members who conduct significant research in the unit. The members are assigned by the unit manager for one academic year. The list of board members is reported to the Rectorate at the beginning of each academic year. Members whose terms have expired may be reassigned. A member who leaves the Board is reassigned using the same method. The Board meets at least once a month.

(2) Working Principles of the Board

- The Board meets with an absolute majority of the total number of members, according to the date and agenda determined by the Chairman. Decisions are made with the absolute majority of participants. If the Chairman cannot attend the meeting, the Vice Chairman conducts the meeting on their behalf
- The date of the board meeting, the number of decisions made, and the text of the decisions are prepared electronically. The completed e-minutes are shared with the relevant persons and units after the approval of the Chairman
- Meeting minutes and studies are stored electronically and presented as e-reports when necessary.
- Meetings are held at least twice during the academic year upon the invitation of the Vice Rector responsible for research to evaluate the R&D targets and developments of the unit

(3) Duties of the Board

- a) Determining the unit's R&D competence and priority areas by taking into account the following:
 - i. National and international developments and innovations
 - ii. TUBITAK field-based competency analysis
 - iii. R&D strategy and goals of the university
 - iv. Academic staff profile and researcher competence in the unit
 - v. Infrastructure facilities in the unit
- b) For the research competencies and development of the unit
 - i. Effectively announcing the activities of the R&D support units within the university and ensuring awareness in the unit
 - ii. Announcing unit-specific scientific journal lists, book, and special issue calls in cooperation with the Department of Information Resources and Library
 - iii. Ensuring the establishment and operation of a unit-based mentoring and experience-sharing system
 - iv. Encouraging active participation by effectively announcing scientific activities within the institution
 - v. Developing collaborations with other academic units of the university based on research outputs
 - vi. Evaluating the demands of students and academic staff in the unit regarding research processes and infrastructure facilities
 - vii. Encouraging the development of scientific collaborations with local, national, and international institutions and organizations
- c) To monitor and evaluate research performance
 - i. Making policy and strategy recommendations on the R&D issues of the university
 - ii. Coordinating R&D processes in the unit and ensuring continuity of research
 - iii. Organizing the workflows for the R&D activities of the unit
 - iv. Carrying out the determination, systematic monitoring and reporting of the unit's annual R&D targets
 - v. Evaluating the data based on the research outputs shared by the Rectorate on a monthly basis and sharing them periodically with the unit staff
 - vi. Planning the workload distribution of researchers in a way that allows for the continuity and development of research in the unit
- d) Informing the senate about the work carried out by the Board in the unit upon the invitation of the Rector
- e) Informing and receiving feedback from the Quality Commission and the Quality and Accreditation Department regarding the relevance of the work carried out in the unit to the quality work of the university

Execution

ARTICLE 5 - (1) These procedures and principles are executed by the Rector of İstinye University.

Force

ARTICLE 6 - (1) These procedures and principles shall enter into force after being approved by the Senate of İstinye University.