

NIGDE UNIVERSITY
CENTRAL RESEARCH LABORATORY DIRECTIVE

FIRST PART

Aim, Scope, Rest and Definitions

Aim

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

Scope

ARTICLE 2- (1) This Directive covers the provisions regarding the objectives, fields of activity, management bodies, duties, powers and responsibilities of the management bodies of the Central Research Laboratory established under Niğde University.

Rest

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

Definitions

ARTICLE 4- (1) In this Directive:

- a) Advisory Board: Advisory Board of the Central Research Laboratory,
 - b) Central Research Laboratory: Niğde University Central Research Laboratory,
 - c) Director: Director of the Central Research Laboratory,
 - d) Rector: Rector of Niğde University,
 - d) Senate: Niğde University Senate,
 - e) University: Niğde University,
 - f) Board of Directors: The Board of Directors of the Central Research Laboratory.
- expresses.

SECOND PART

Purpose and Fields of Activity of the Central Research Laboratory

Purpose of the Central Research Laboratory

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

- a) To coordinate existing research laboratories, research-application centers and similar units within the university, and to ensure that R&D facilities are made available for common use between units.
- b) To provide support to scientific research studies in basic, applied and interdisciplinary fields carried out at the university by making analysis and measurements.
- c) To constantly monitor technological developments, to ensure that the devices in the laboratory are developed in accordance with current conditions and to increase the project execution potential of the University.
- d) To cooperate with industrial organizations and other private and public institutions/organizations, to contribute to those in need by interpreting the analysis and measurement results for the solution of their problems.
- d) To encourage international cooperation in research, to strengthen university-industry cooperation and to accelerate the transfer of applicable results to industry.

Fields of activity of the Central Research Laboratory

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

- a) To meet the analysis needs of other universities, research centers, industry, public institutions/organizations and third parties, for a fee to be determined by the Board of Directors.
- b) To organize programs for the development of researchers regarding the devices in the Central Research Laboratory.
- c) To carry out the accreditation studies of the Central Research Laboratory.
- ç) To provide scientific opinion, consultancy and similar services and to prepare reports regarding these services.

- d) To establish new laboratories and units affiliated with the Central Research Laboratory when necessary.
- e) To prepare research and application projects and provide consultancy services upon the request of industrial organizations and other private and public institutions/organizations in return for a fee to be determined by the relevant boards.
- f) To create an effective and efficient working environment by ensuring that laboratory facilities consisting of advanced devices, available to researchers in all units of the university, are kept in service at all times.
- g) To promote the Central Research Laboratory.

THIRD PART

Management Bodies and Duties of the Central Research Laboratory, Study and Application Units

Governing bodies of the Central Research Laboratory

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

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

Director

ARTICLE 8- (1) Director; He is appointed by the Rector from among the permanent faculty members of the university for a period of three years. The Director whose term has expired may be reappointed. If the director is not on duty for more than six months, his duty ends. The Rector reassigns the Director, using the same method, in place of the Director who leaves his post before the end of his term.

(2) The Director appoints a maximum of two people from among the University faculty members as deputy directors, one of whom is responsible for the Research and Application Centers and the other for the Analysis Units.

(3) The deputy director attends the meetings where the director cannot attend and can act as proxy for the Directorate for up to six months.

(4) The term of office of assistant principals is a maximum of three years. When the duty of the principal ends, the duties of the assistant principals also end. A new assistant manager may be appointed to replace the deputy director who has resigned from his/her position to complete the remaining term.

Duties of the directors

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

- a) To represent the Central Research Laboratory.
- b) To carry out the activities of the Central Research Laboratory in accordance with its strategic goals and action plan,

To take the necessary measures to ensure that the work is carried out regularly and effectively.

- c) To take the necessary measures to ensure the financial sustainability of the Central Research Laboratory.
- d) To monitor, evaluate, supervise the projects and activities carried out and report them to the Board of Directors.
- d) To ensure the regular and effective operation of the Central Research Laboratory and its staff.
- e) To call the Board of Directors for a meeting, to prepare the agenda, to chair the meeting.
- f) To ensure the implementation of the decisions taken by the Board of Directors.
- g) To prepare the annual activity report of the Central Research Laboratory and to present it to the Rector after receiving the opinion of the Board of Directors.
- g) To submit proposals regarding the assignment of personnel to the Rector.

Board of Directors

ARTICLE 10- (1) The Board of Directors of the Central Research Laboratory consists of a maximum of seven people, including the Center Director. Board of Directors; It consists of the representative of

the Director of the Research and Application Center operating in the fields of Science and Engineering, and members appointed by the Rector for a period of three years, recommended by the Director, provided that at least four members are faculty members in the fields of Science and Engineering. Members whose term of office has expired may be reappointed. Deputy Directors may attend Board meetings without the right to vote.

(2) The Board of Directors meets regularly at least once a month upon the invitation of the Director and reviews the activities of the Central Research Laboratory and takes decisions on relevant issues. The Director may also call an extraordinary meeting of the Board of Directors when necessary. The Board of Directors meets with absolute majority and majority votes are required for decisions. The membership of a member who does not attend the Board of Directors meeting three times in a row without permission or excuse is terminated by the decision of the Board of Directors.

Duties of the Board of Directors

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

- a) To review the activities of the Central Research Laboratory and make decisions on issues related to the operation and management of the Central Research Laboratory in line with the purposes specified in this Directive.
- b) To decide on the research and education projects, programs and activities on the agenda and to assist in their implementation.
- c) To determine the principles regarding the preparation of the activity report to be prepared by the Director at the end of the activity period, to evaluate the presented report, and to organize the work program for the next period.
- ç) To assist the Director in carrying out studies that require cooperation between University units in the activities of the Central Research Laboratory.
- d) To determine the analysis fees to be carried out in the Central Research Laboratory and submit them to the University Board of Directors.
- e) To assist in the creation of temporary working groups and commissions necessary for the work of the Central Research Laboratory.
- f) To help prepare the scientific and administrative plans and programs of the Central Research Laboratory.
- g) To determine the principles and prepare the protocols of the studies to be carried out jointly with domestic and foreign organizations.
- g) To make decisions in line with the opinions and suggestions of the Central Research Laboratory Advisory Board.
- h) To make decisions on other issues within the scope of work of the Central Research Laboratory.

Advisory Board

ARTICLE 12- (1) Directors and deputy directors are natural members of the Advisory Board. Advisory Board; In addition to natural members, a maximum of ten members are appointed by the Rector for a period of three years, consisting of individuals within and outside the University who are directly interested in scientific and technological research and applications and who can benefit from their knowledge and experience, taking care to ensure equal representation of academic institutions that benefit from the Central Research Laboratory. It consists of five people. The Advisory Board meets at least twice 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) Evaluating the activities of the Central Research Laboratory and providing opinions and recommendations on issues related to its fields of activity.
- b) To take decisions regarding the creation and development of a cooperation environment with industrial establishments and other scientific and technological organizations in the region.
- c) To express opinions on the evaluation of non-University financial resources related to the Central Research Laboratory and to develop suggestions for initiatives in this direction.

CHAPTER FOUR

Working Principles of the Central Research Laboratory

Working principles of the Central Research Laboratory

ARTICLE 14 – (1) The Central Research Laboratory provides service for not less than eight hours and takes the necessary measures to ensure uninterrupted and safe operation of tools, equipment and devices for 24 hours in order to ensure service integrity outside working hours.

(2) The Central Research Laboratory provides services in accordance with the quality standards published by higher institutions and national and international accreditation bodies.

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(3) In the Central Research Laboratory, arrangements are made to ensure the use of hardware and computer systems, the delivery of analysis reports to the user, their recording, storage, sending of data and re-access to data.

(4) In the Central Research Laboratory, it is essential that experiments and analyzes are carried out in accordance with national and/or international standards and using validated methods.

(5) Takes the necessary precautions to ensure that the results of experiments and analyzes are provided in a reliable, accurate and timely manner.

(6) Logbooks can also be kept electronically. If the necessary administrative and technical measures are taken against physical, magnetic or electronic interventions and possible abuses in order to prevent the necessary records of the information of those who request analysis from being stored, changed and deleted electronically and to prevent confidentiality from being violated, written record requirement is not required. Electronic data is backed up regularly with a secure backup system. When electronic records are requested for audit or other official purposes, the data viewed on the computer screen and the previous outputs must be consistent. According to the Electronic Signature Law No. 5070 dated 15/1/2004, records signed with an electronic signature are considered official records and are backed up and archived in accordance with the relevant legislation.

(7) In order to become an authorized laboratory on the basis of experiment and analysis, the Central Research Laboratory is responsible to the institutions that verify the referenced parameters, ensure the validation of new methods when necessary, are nationally or internationally accredited and are within the laboratory network, and provide national and international accreditation. . The Central Research Laboratory fulfills the criteria determined by the relevant accrediting institution in accordance with the criteria and duties of being a reference authorized laboratory on the basis of experiments and analysis.

(8) The following provisions apply to the requests coming to the Central Research Laboratory from within or outside the University:

(a) All kinds of samples produced from samples accepted and processed in the Central Research Laboratory and the data produced from them belong to the sample owner and are presented in the form of a report. The laboratory is obliged to keep the samples and the data generated from them for the period determined by the Advisory Board.

b) The Central Research Laboratory may use the samples and the data generated from them for R&D purposes in the secondary study it determines, provided that it obtains the written consent of the persons requesting the analysis or their legal representatives.

(c) If requested by the primary laboratory, after its studies are completed, the secondary laboratory returns the samples sent and the data produced from them to the primary laboratory together with its report. However, samples and data produced as a result of the secondary study do not have to be sent to the primary study.

(d) It prepares separate reports for the material obtained in primary laboratory and secondary laboratory studies, and the expert who approves the report is responsible for each report.

(9) The Central Research Laboratory cannot operate contrary to the provisions of the legislation and the provisions of this Directive.

(10) Niğde University Patent Office steps in to patent and license the innovative product that may emerge as a result of the experiments and analysis studies.

Devices used in the Central Research Laboratory

ARTICLE 15 – (1) An inventory of the devices is kept, calibration and quality control studies and all test results performed on these devices are recorded. In the units where these devices are used, the person responsible for the devices is determined and the responsible person reports the quality control results to the laboratory specialist.

(2) The device to be used for each experiment is determined and at least two experts who operate each device are responsible for that device.

(3) The laboratory specialist ensures the quality control of the tests and the calibration of the devices regularly and records and stores the results. He reports the list of experiments and analysis and the control of the devices to his superior on a monthly basis.

(4) An active inventory of all devices existing in the laboratory is created, categorized, the person(s) who will use them, the price list and terms of use are determined, and they are revised every year and kept active.

Central Research Laboratory staff

ARTICLE 16 – (1) The academic, technical and administrative personnel needs of the Central Research Laboratory are met by the personnel to be appointed by the Rector upon the request of the Director, in accordance with Article 13 of Law No. 2547.

(2) At least one expert is assigned for each device in the laboratory. Academic experts at the university work in a way that does not disrupt educational services. Technicians are employed in the laboratory when necessary. There is a sufficient number of assistant personnel, secretaries and support service personnel in the laboratory.

(3) Laboratory

Expert staff and auxiliary personnel planning, departure and start-up procedures are carried out in accordance with the relevant legislation.

CHAPTER FIVE

Evaluation System, Laboratory Safety and Data Protection

Evaluation system

ARTICLE 17 – (1) The Central Research Laboratory establishes a quality management system to ensure TS EN ISO/IEC 17025 quality standards.

(2) The laboratory implements an appropriate internal quality control, test verification and/or validation program for the reported experiments and analyzes and keeps relevant records.

(3) The Central Research Laboratory participates in external quality assessment programs for experiments and analyzes and records the results. Participation in external quality assessment programs is documented.

(4) The laboratory providing service to another laboratory shall notify the laboratory to which they serve the documents and results of their participation in the external quality assessment program.

(5) The Central Research Laboratory reviews its methods and activities and takes the necessary measures within the scope of the quality control and evaluation system in order to ensure the reliability of the test and analysis results.

Laboratory safety

ARTICLE 18 – (1) It is ensured that the security level of the laboratory meets at least the "Physical Protection Level 2" conditions in the TS EN 12128 standard. The laboratory must comply with the conditions of "Physical Protection Level 3" or "Physical Protection Level 4", which are listed in risk group 3 or 4, respectively, according to international regulations.

(2) Measures taken for protection must prevent or reduce the possibility of exposure of laboratory personnel and their immediate environment to chemical, radioactive or infection.

(3) Safety equipment such as a first aid kit, a fire extinguisher suitable for the existing hazards and a flame extinguishing blanket are available in the laboratory.

(4) For chemical and similar injuries, decontamination and/or neutralization materials appropriate to the risks are kept in the laboratory and precautions are taken for their effective use.

- (5) In order to protect against chemical, radioactive and/or potential infectious risks in the laboratory, personal protective equipment is provided to the personnel and they are ensured to be used by the personnel.
- (6) Personnel are given training on potential hazards in their work and safe laboratory techniques, and the training is recorded. If there is a risk of exposure to infectious agents that cause vaccine-preventable diseases due to the samples or tests the personnel work with, they are vaccinated.
- (7) In the laboratory technical area, a sink for hand washing, a unit/material to serve as eyewash and, if necessary, an emergency shower are available.
- (8) A security document is created for the laboratory that can be easily accessed by personnel. Product safety data sheets of the chemicals used are provided.
- (9) Regarding the hazards and risks in the laboratory, relevant marking or labeling is made on the entrance door and, when necessary, on the device, equipment or device.
- (10) Air exchange is provided at an appropriate frequency in the laboratory. This change should prevent the spread of chemical or noxious fumes or infectious agents.
- (11) Controlled entry is applied in the laboratory. Necessary security measures are taken in the laboratory against the danger of misuse, destruction and theft of samples, tests, products and customer information.
- (12) Devices and equipment installed for protection in the laboratory are regularly maintained and checked in accordance with their standards and recorded.
- (13) Entry and exit points in the laboratory and fire exits, if any, are marked appropriately. All markings related to laboratory safety are made using nationally or internationally accepted symbols.
- (14) Waste is decontaminated in accordance with the safety level of the laboratory.

Data protection

- ARTICLE 19** – (1) An information system is established and operated in the Central Research Laboratory to ensure the confidentiality and security of the test and analysis results and the data of the requesters.
- (2) Laboratory services are carried out in accordance with ethical rules and evidence-based laboratory principles, meeting current, scientific and technological requirements.
- (3) The relevant legislation provisions apply to the use of samples taken for experiments and analyzes in research.

CHAPTER SIX

Providing and Receiving Service

Providing service

- ARTICLE 20** – (1) The Central Research Laboratory pays the service fee to be applied primarily to the R&D studies to be carried out by University faculty members and analysis and project requests coming from outside the University, based on the fee determined by the Board of Directors.
- (2) In research required for studies that are not within its scope, the Central Research Laboratory may choose to purchase services on behalf of the researcher in accordance with the agreement to be made in advance.
- (3) Analysis purchasing service from the industry is priced based on market value and this pricing is determined by the Board of Directors and revised every new year.
is confirmed.

Procurement of services

- ARTICLE 21** – (1) The Central Research Laboratory may receive test and analysis services from other laboratories for tests that cannot be performed within its field of expertise based on the license.

CHAPTER SEVEN

Miscellaneous and Final Provisions

Spending Authority

- ARTICLE 22-** (1) The spending authority of the Central Research Laboratory is the Rector. The Rector may delegate this authority to the Director.

Services within the scope of Revolving Fund

ARTICLE 23- (1) The Revolving Fund Regulation and relevant legislation provisions apply to the services provided by the Central Research Laboratory within the scope of Revolving Fund.

Situations for which there is no provision

ARTICLE 24- (1) In cases where there is no provision in this Directive; Law No. 2547 and other relevant legislation provisions and Senate decisions are applied.

Force

ARTICLE 25- (1) This Directive enters into force as of the date it is accepted by the Senate.

Executive

ARTICLE 26- (1) The provisions of this Directive are implemented by the Rector.