

ALTINBAŞ UNIVERSITY

REGULATION ON RESEARCH AND APPLICATION CENTER FOR OCCUPATIONAL HEALTH AND SAFETY

PART I

Objective, Scope, Legal Basis and Definitions

Objective

ARTICLE 1 – (1) The objective of this Directive is to set forth rules and regulations governing the managing bodies of Altınbaş University Research and Application Center for Occupational Health and Safety (OHS) as well as their powers and functions.

Scope

ARTICLE 2 – (1) This Regulation covers the provisions governing the objectives, areas of activity, managing bodies and functions of Altınbaş University Research and Application Center for Occupational Health and Safety established under Altınbaş University President's Office.

Legal Basis

ARTICLE 3 – (1) This Regulation has been drawn up on the basis of Article 14 and the sub-clause (2) of the clause (d) of the sub-article (1) of the Article 7 of Turkish Higher Education Act No. 2547 of November 4, 1981.

Definitions

ARTICLE 4 – (1) As used in this Regulation, the following terms shall have the meanings specified below;

- a) Advisory Board: Advisory Board of Altınbaş University Research and Application Center for Occupational Health and Safety,
- b) Centre: Altınbaş University Research and Application Center for Occupational Health and Safety,
- c) Director: Director of Altınbaş University Research and Application Center for Occupational Health and Safety,
- ç) Teaching Staff: Faculty members, instructors and research assistants,
- d) University: President of Altınbaş University,
- e) Üniversite: Altınbaş University,
- f) Administrative Board: Administrative Board of Altınbaş University Research and Application Center for Occupational Health and Safety.

PART II

Objectives of the Centre and its Areas of Activity

Objectives of the Centre

ARTICLE 5 – (1) The Objective of the Centre is to carry out scientific and clinical research, publish research papers, hold workshops and conferences, offer consultancy and project management services

on occupational health and safety and related fields in order to raise public awareness of OHS practices and their importance, in collaboration with Turkish Ministry of Labour and Social Security, public and private sector institutions, academic and scientific associations and similar non-governmental organisations and their counterparts abroad.

Areas of activity

ARTICLE 6 – (1) The centre operates in the following areas of activity;

- a) At local, national and international level, carry out scientific and applied/clinical research on occupational health and safety, offer OHS-related trainings and services, and contribute to research conducted in the field of occupational health and safety.
- b) Hold national and international seminars, conferences, symposiums and other similar scientific and academic events on occupational health and safety.
- c) Provide support to research and studies at associate, undergraduate and post-graduate level, including specialty in medicine; offer research opportunities to students trained in such academic disciplines.
- ç) Deliver occupational health and safety services to all employees at the University and make efforts to promote occupational safety and health and to improve working conditions.
- d) Contribute to enhancing University-Industry relations; ensure effective coordination between University units that cooperate with the industry in order to upgrade the OHS standards.
- e) Offer employees, employee and employer representatives, OHS Practitioners and Professionals OHS training workshops and courses.
- f) Make efforts to raise public awareness of health and safety in the workplace, to help protect employees from workplace health and safety risks.
- g) Establish cooperation with public institutions, employment agencies, universities, natural and legal persons and institutions; carry out joint studies and projects, contribute to research conducted by such persons or organisations; carry out research, projects, analyses and lab studies and other similar tasks to meet the requests and the needs of these organisations; offer consultancy and expertise services.
- ğ) Publish national and international papers, journals, periodicals in accordance with the Centre's founding objectives; create a library and a documentation centre so as to keep up to date with the latest OHS trends globally.
- h) Help in creating, sustaining new units within University that will be responsible for establishing collaboration with government agencies with regard to health and safety in the workplace or for offering OHS services.
- ı) Join national and international networks working in occupational health and safety; establish contact with persons specialized in health and safety in the workplace.
- i) Build a strong organisational infrastructure that can help the University use the equipment and the workforce specialized in occupational health and safety in the most effective way possible; carry out other roles and responsibilities in accordance with the purposes of Turkish Higher Education Act No. 2547.

j) Carry out other duties as assigned by the Administrative Board.

PART III

Administrative Bodies of the Centre and their Roles and Responsibilities

Administrative Bodies of the Centre

ARTICLE 7 – (1) Administrative Bodies of the Centre shall comprise the following:

- a) Director
- b) Administrative Board
- c) Advisory Board

Director

ARTICLE 8 – (1) Director shall be appointed for three-year term by the University President from among the full-time faculty members engaged in research on occupational health and safety. Director whose term of office has expired can be reappointed by the President.

(2) The President may appoint a full-time faculty member or an Occupational Health and Safety specialist as Vice Director for a term of three years upon the recommendation of the Director. The President may replace the Vice Director if deemed necessary.

(3) Vice Director shall act in the role of a Director in the Director's absence. In the event that Director is absent from duty for more than six months, his/her office will be terminated and a new member will be appointed as director. When the Director's term ends, Vice Director's term shall end as well.

Roles and Responsibilities of the Director

ARTICLE 9 – (1) The roles and responsibilities of the Director are as follows:

- a) Act as the representative of the Centre.
- b) Ensure that Centre Administrative Board decisions are properly implemented,
- c) Establish cooperation with national and international institutions and organizations.
- ç) Call an ordinary and extraordinary meeting of Administrative and Administrative Board
- d) Act as the Chair of Administrative Board and Advisory Board.
- e) Ensure that Centre's activities are developed and carried out in the most effective manner
- f) Prepare the Centre's annual activity report at the end of each academic year or when requested, and submit it to the University President after consultation with the Administrative Board.

(2) The Centre President shall be responsible for ensuring that Centre's activities are developed and carried out and monitored in the most efficient and effective manner.

Administrative Board

ARTICLE 10 – (1) Chaired by the Director, the Administrative Board shall consist of a total of seven members. Five members, apart from the Director and Vice Director, shall be recommended by the University Administrative Board and appointed by the University President for a three-year term from among the full-time faculty members and/or persons outside the University engaged in research on occupational health and safety. Administrative Board members may be reappointed for a second term after three years in office. In the event that a member resigns from his/her position before the expiry of his/her normal term or becomes unable to attend meetings due to a temporary (more than six months) assignment to a different position, a new person will be appointed as new board member to replace the former member.

(2) The members of the Administrative Board shall be responsible for setting forth the rules and regulations governing the Centre's activities involving education, learning, scientific research, projects, consultancy services, and academic publishing. Administrative Board shall assemble at least twice a year, or when necessary, a meeting of the Administrative Board may be convened by the Director, either on his/her own initiative, or at the request of a simple majority of members of the Board. All decisions shall be made by a majority of the votes.

Roles and Responsibilities of the Administrative Board

ARTICLE 11 – (1) Administrative Board shall be responsible for the following:

- a) Prepare plans and programmes governing the activities of the Centre; ensure that these plans and programmes are effectively implemented in accordance with the Centre's mission.
- b) Draw up a draft of Centre's investment plan; submit it to the President for approval.
- c) Consider Centre staff's requests regarding training, research, application, consulting and academic publication.
- ç) Form permanent or temporary work groups or committees when required to support Centre activities.
- d) Outline the details of collaborations with national and international institutions and organisations.
- e) Discuss administrative matters submitted for review by the Director, and make decisions accordingly.
- f) Discuss matters submitted for review by Administrative Board or Advisory Board members, and make decisions accordingly.

Advisory Board

ARTICLE 12 – (1) Advisory Board shall consist of a maximum of ten members appointed by the President upon recommendation from the Administrative Board. Members may be selected among Altınbaş University's or other universities' faculty/staff or experienced scientists, scholars, and executives working for public/private institutions or conducting independent research on occupational health and safety. Members of the Advisory Board who are also members of Altınbaş University shall be appointed by the President for a three-year term. Members of the Advisory Board who are not

members of Altınbaş University shall be appointed at the invitation/request of the University President for three-year term. New members may be selected to fill the vacant posts through the same appointment method. Members whose term of office has expired can be reappointed by the President.

(2) Advisory Board shall assemble at least once in every year upon the request of the Director who shall also chair the meeting. The Director may convene an extraordinary meeting of the advisory board if s/he deems it necessary. Administrative board members may join the Advisory Board meetings.

Roles and Responsibilities of the Advisory Board

ARTICLE 13 – (1) Advisory Board shall review and evaluate the Centre’s activities and make suggestions accordingly.

PART IV

Miscellaneous and Final Provisions

Laboratories, research and application units

ARTICLE 14 – (1) Research and application institutes/centres can be established by decision of Administrative Board. These institutes/centres shall operate in accordance with the Centre’s objectives and its areas of activity.

Staff Recruitment

ARTICLE 15 – (1) In accordance with Article 13 of Turkish Higher Education Act No. 2547, University President can appoint university members to hold academic, administrative, or technical roles at the Centre.

Centre’s revenue

ARTICLE 16 – (1) The revenue generated from Centre’s activities and operations shall be recorded and spent in accordance with the University regulations. It is fundamental that all revenue must be spent on improving student and research at the Centre.

Spending Authority

ARTICLE 17 – (1) Spending Authority is granted to the University President who may partially or fully transfer his/her authority to spend to the Director.

Situations that are not governed by the provisions of this regulation

ARTICLE 18 – (1) Other relevant legislation and University Senate’s decisions shall apply to situations that are not covered by this Regulation.

Effective Date

ARTICLE 19 – (1) This regulation shall become effective the day following its publication.

Execution

ARTICLE 20 – (1) The provisions of this Regulation shall be executed by the President of Altınbaş University.