By Atılım University:

**REGULATIONS ON ATILIM UNIVERSITY LABORATORY ANIMAL APPLICATION AND RESEARCH CENTER**

**SECTION ONE**

**Introductory Provisions**

**Purpose**

**ARTICLE 1** – (1) The purpose of these Regulations is to regulate the procedures and principles regarding the objectives, fields of activity, management bodies and their duties, and the methods of operation of Atılım University Laboratory Animal Application and Research Center.

**Scope**

**ARTICLE 2** – (1) These Regulations provide the provisions on the procedures and principles regarding the objectives, fields of activity, management bodies and their duties, and the methods of operation of Atılım University Laboratory Animal Application and Research Center.

**Basis**

**ARTICLE 3 –** (1) These Regulations are based on Sub-Clause (2), Clause (d), Paragraph 1, Article 7; and Article 14 of Higher Education Law no. 2547 dated 4/11/1981.

**Definitions**

**ARTICLE 4 -** (1) The definitions for the terms in these Regulations are as follows:

a) Center (ATÜDEM): Atılım University Laboratory Animal Application and Research Center,

b) Director: The Director of the Center,

c) President: The President of Atılım University,

ç) Official veterinarian: The veterinarian defined in Subparagraph (ş) of Paragraph 1, Article 4 of Regulations on the Welfare and Protection of Animals Used for Experimental and Other Scientific Purposes, published in the Official Gazette dated 13/12/2011, no. 28141,

d) University: Atılım University

e) Local Ethical Board: The Atılım University Local Ethical Board for Animal Experimentation

f) Executive Board: The Executive Board of the Center.

**SECTION TWO**

**Center Objectives and Fields of Activity**

**Center objectives**

**ARTICLE 5** – (1) The center aims:

a) To establish the necessary infrastructure to ensure that experimental research using laboratory animals is conducted in a healthy manner and within ethical guidelines.

b) To ensure the production, care, and use of laboratory animals in accordance with international standards.

c) To provide laboratory requirements and technical conditions for experimental research.

ç) To support education and research activities that shall form the basis for clinical practice.

# **Fields of activity**

**ARTICLE 6** – (1) The fields of activity of the Center are as follows:

a) To ensure that experimental animals are produced, raised, procured, handled, and kept in accordance with relevant legislation, and international standards.

b) To establish, develop, and operate the necessary infrastructure to ensure that all practices and research on experimental animals are conducted in accordance with ethical principles, respecting animal welfare, and animal rights.

c) To develop training, application, and research projects in line with center objectives, to support ongoing studies, and to collaborate with national and international institutions and organizations.

ç) To establish modern application and research laboratories suitable for center purposes for the use of experimental animals in education and research.

d) To organize courses, seminars, and conferences in line with center objectives, and to prepare and/ or publish books, brochures, magazines, articles, and similar scientific documents on the subject.

e) To open shelters affiliated with the center, within the framework of relevant legislation, to ensure that experimental animals are raised and managed in hygienic and technical environments compatible with animal welfare.

f) To conduct scientific research and development studies to breed animal species for training, application, and research activities, and to procure animal species and strains not produced within the Center from domestic or international breeders in accordance with relevant legislation.

g) To establish an archive of the laboratory animal species and strains at the center.

ğ) To encourage and support the efforts to share the data from studies conducted on laboratory animals with the scientific community.

h) To undertake other duties assigned under relevant legislation.

**SECTION THREE**

**Administrative Bodies and their Duties**

**Administrative bodies**

**ARTICLE 7** – (1) The administrative bodies of the Center are as follows:

a) Director.

b) Executive Board.

# **Director**

**ARTICLE 8** – (1) The Director is appointed by the President for a term of three years from among full-time faculty members of the University who work in the areas of activity of the Center. At the end of their term of office, the Director may be re-appointed. The Director reports to the President in relation to the activities of the Center.

(2) To assist the Director in their work, the President shall appoint, upon the recommendation of the Director, one person from among full-time faculty members of the University who work in the areas of activity of the Center as Assistant Director. When the Director is not on duty, they assign their assistant as their deputy. If the term of office of the deputy exceeds six months, a new Director shall be appointed. Termination of the duties of the Director also constitutes that of the assistant director.

**Duties of the director**

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

a) To manage and represent the Center.

b) To implement the decisions taken by the Executive Board, and the working schedule.

c) To ensure the general working order of the Center and the execution of its scientific and administrative affairs in accordance with the principles set forth by the Executive Board.

ç) To monitor and supervise the compliance of studies conducted at the Center with the operating rules of the Center, and procedures performed on experimental animals with ethical rules, and to guide staff in this regard.

d) To appoint or dismiss unit managers at the Center, to perform general supervision and controls on the working units; to ensure coordination, and to make personnel and task changes between units where necessary.

e) To evaluate and approve projects planned to be executed at the Center, considering center capabilities.

f) To ensure that projects aligned with center objectives are produced through collaboration with domestic and international application and research centers.

g) To ensure that records are kept of the types and breeds of the animals accepted, bred, sold, used in experiments, lost, or transported to the Center; including the dates of their arrival, birth, death, sale, and transfer, as well as the procedures applied, the names and addresses of researchers applying for purchase or use, and the fate of the animals.

ğ) To manage experimental animals, support the establishment of housing and feeding conditions, provide an ideal working environment, and determine the personnel, equipment, experimental animals, and other requirements, and to take the necessary steps to meet these requirements.

h) To prepare and submit to the Executive Board an activity report in January following the end of each year regarding implementation and research activities, including the training and research activities for that year, the types and numbers of animals used in the studies, and the intended uses of these animals.

ı) To inspect the welfare and care conditions of the animals kept within the Center.

i) To organize in-service training for staff.

j) To make the necessary plans and arrangements to ensure equal use of center facilities that are available to researchers, taking into account the order of application.

k) To prepare the work schedule and the emergency action plan for the Center, and to train staff accordingly.

l) To plan, organize, and conduct scientific meetings such as courses, seminars, congresses, and symposiums held within the Center.

m) To cooperate with the Local Ethical Board.

# **Executive Board**

**ARTICLE 10** – (1) The Executive Board consists of a total of seven members as The Director, the Assistant Director, and five members appointed by the President for a term of three years from among full-time faculty members of the University who work in the areas of activity of the Center. Members whose term of office has expired may be reappointed through the same procedure. A member who resigns before the end of their term or is assigned outside the University for more than six months will be replaced by a new member to complete the remaining term through the same procedure. The membership status of members who fail to attend Executive Board without an excuse for three consecutive times will be automatically terminated.

(2) The Executive Board shall convene at least once a year upon the invitation of the Director, with a simple majority, and decisions shall be made by a majority vote. Abstentions are not permitted.

**Duties of the Executive Board**

**ARTICLE 11** – (1) The duties of the Executive Board are as follows:

a) To decide on the education, training, scientific research, consultancy, and publication activities of the Center, as well as the relevant principles.

b) To ensure the preparation and implementation of plans and programs related to center activities.

c) To report to the President for discussion purposes with the authorized bodies on matters concerning the Center.

ç) To make the necessary decisions to ensure the Center operates and develops in accordance with its objectives, ensure the uninterrupted provision of services, and supervise the work underway where necessary.

d) To determine the operation principles regarding the activities undertaken by the Center and the principles related to all services provided within the scope of the relevant legislation.

e) To determine the principles, basis, and procedures for collaborative work involving domestic and international public institutions and private sector organizations.

f) To evaluate and decide on issues brought forward by the Director regarding center activities.

g) To prepare and submit to the President the investment and planning proposal of the Center.

ğ) To establish temporary working groups regarding center activities where necessary, and to organize their duties.

h) To discuss and decide on the annual activity plans and programs prepared by the Director, as well as the relevant principles.

ı) To perform duties assigned within the scope of relevant legislation.

**SECTION FOUR**

**Miscellaneous and Final Provisions**

**Official veterinarians and their duties**

**ARTICLE 12** - (1) The official veterinarian reports to the Director and is accountable to the Director for their activities.

(2) The duties of the official veterinarian are as follows:

a) To ensure, control, and regulate the production and management of laboratory animals.

b) To monitor the compliance of procedures performed on laboratory animals with ethical rules and to raise the awareness of researchers in this regard.

c) To serve as a consultant veterinarian during research.

ç) To keep records of laboratory animals and consumables used within the Center.

d) To oversee the protection and management of the fixed assets and equipment of the Center.

e) To transfer project-related information, records, and data deemed appropriate by the Director to a digital medium, and to report to the Director.

f) To plan the caretaking schedules for laboratory animals used in projects during weekends and public holidays, as deemed appropriate by the Director.

g) To inform the Director on the operations, and disruptions, if any.

ğ) To protect the health and purity of the species characteristics of the animals produced.

h) To perform preventive medical activities.

**Animal welfare unit and its duties**

**ARTICLE 13** - (1) The animal welfare unit consists of two members: The official veterinarian, and one person appointed by the President from among the local ethical board members upon the recommendation of the Director.

(2) The duties of the animal welfare unit are as follows:

a) To be responsible for the welfare and care of animals.

b) To serve on matters related to the official areas of activity of the Center.

c) To prepare and archive necessary documents within the scope of relevant legislation.

ç) To forward necessary information and documents to the Director.

# **Procurement requirements**

**ARTICLE 14** – (1) The academic, technical and administrative personnel requirements of the Center are met by the personnel to be appointed by the President in accordance with Article 13 of Law No. 2547.

# **Spending authority**

**ARTICLE 15 –** (1) The Chairperson of the Board of Trustees is the spending authority for the Center. The Chairperson of the Board of Trustees may transfer their spending authority to the President, or the Director, as they deem appropriate.

**Fixed assets**

**ARTICLE 16** – (1) Tools, equipment, and fixed assets purchased or donated within the scope of the research and services performed and provided, based on the objectives of the Center are used in center services.

# **Cases not included**

**ARTICLE 17** – (1) In cases where no provision in this Regulation is available, the provisions of Law No. 2547 and other relevant legislation shall apply.

# **Effective Date**

**ARTICLE 18 -** (1) These Regulations hereby come into effect on the date of publication.

# **Execution**

**ARTICLE 19 -** (1) These Regulations are executed by the President of Atılım University.