

ISTINYE UNIVERSITY

SENATE MEETING

MEETING DATE	MEETING HOUR	SESSION NUMBER
03 March 2023	14.30	12

**ISTINYE UNIVERSITY
AROMATHERAPY APPLICATION AND RESEARCH CENTER
REGULATIONS**

CHAPTER 1

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1 – (1) This Regulation sets forth the procedures and principles regarding the objectives, fields of activity, management bodies, duties and working methods of the Aromatherapy Application and Research Center established by Istinye University (amended, Senate 2023-12).

Scope

ARTICLE 2 – (1) This Regulation covers the provisions regarding the objectives, areas of activity, duties of the management bodies, and working principles and procedures of the Istinye University Aromatherapy Application and Research Center(amended, Senate 2023-12).

Basis

ARTICLE 3 – (1) This Regulation has been according to subparagraph (2) of clause (d) of Paragraph 1, Article 7 and Article 14 of Higher Education Law No. 2547 dated 4 November 1981.

Definitions

ARTICLE 4 – (1) In this Regulation,

- a) “Center” refers to Istinye University Aromatherapy Application and Research Center,
- b) “Director” refers to the Director of the Center,
- c) “Rector” refers to the Rector of Istinye University,
- d) “University” refers to Istinye University,
- e) “Board of Directors” refers to the Board of Directors of the Center (amended, Senate 2023-12).

CHAPTER 2

Purposes and Working Areas of the Center

Purpose of the Center

ARTICLE 5 – (1) to conduct scientific research and develop best practices on aromatherapy at national and international levels, implement the information and technologies it produces and support aromatherapy education and training,

(2) To communicate with similar centers at home and abroad, develop courses and programs in postgraduate education, and provide and disseminate knowledge,

(3) To conduct joint studies with other universities, public and industrial organizations, establish central laboratories to be used to conduct these studies, and provide equipment and data.

Areas of activity of the Center

ARTICLE 6 – (1) To achieve the purpose specified in Article 5 of this Regulation, the Center operates

a) To conduct and participate in basic and applied research on aromatherapy at national and international levels,

b) To conduct clinical studies and scientific inquiry as a resource center to represent our country in this field at the international level,

c) To translate research into internationally qualified scientific articles and publications

d) To research essential oils and other natural aromatic extracts that can be produced from Türkiye's aromatic plant resources, including fixed oils and other natural carriers and active components used in aromatherapy, and to develop and apply analysis, extraction and production methods.

e) To conduct studies on the production of essential oils and other natural aromatic extracts from aromatic plants that are indigenous to or can be cultivated in Turkey, to reveal the potential of these products and to determine their industrial values,

f) To organize courses, seminars, conferences, congresses, symposiums and similar activities at national and international levels on new developments in the quality and safe use of aromatherapy and essential oils,

g) To exchange information and experience with national and international organizations conducting research on aromatherapy,

h) To contribute to the work of and collaborate with national and international, public and private sector institutions and organizations aligned with the objectives of the Center; to conducting research, preparing projects, organizing training programs and providing scientific consultancy services when needed or requested,

i) To strengthen the communication between colleagues from clinical and basic science fields working on aromatherapy and to provide scientifically supportive and developmental services for their professional work,

j) To engage in other activities decided by the Board of Directors.

CHAPTER 3

Management Bodies and Duties

Management Bodies of the Center

ARTICLE 7 – The Center consists of the following management bodies:

- a) Director,
- b) Board of Directors,
- c) the Advisory Board to be formed Rector’s approval if recommended by the Board of Directors

Director and the Deputy Director

ARTICLE 8 – (1) The Director is appointed by the Rector from among the faculty members elected to the Board of Directors. The Director’s term is three years. Upon term expiration, a Director may be reappointed and, if necessary, dismissed by the procedure that appointed him.

(2) The Center Director appoints, with the Rector's approval, a faculty member to serve as the Deputy Director. The Deputy Director assists the Center Director in the work of the Center. In the absence of the Center Director, the Deputy Director manages the Center. When the term of the Director ends, the term of the Deputy Director also ends.

(3) If the Center Director temporarily leaves his post, the Deputy Director acts in his place; in the Deputy Director’s absence, the most senior member of the Board of Directors assumes the Deputy Director’s responsibilities. After six months, a new Director is appointed.

Duties of the Director

ARTICLE 9 – (1) The Director is primarily responsible to the Rector for the regular execution of the work of the Center, for the supervision and control of all activities of the Center and associated necessary measures.

(2) The duties and powers of the director are

- a) To manage the work of the Center according to its objectives and to represent the Center,
- b) To prepare plans regarding the activity areas of the Center and to report to the Rectorate after reviews by the Board of Directors,
- c) To cooperate with institutions and organizations related to the fields of study,
- d) To submit Center personnel appointment proposals to the Rector,
- e) To report on the Center's activities at the end of each academic year to the Rector after review by the Board of Directors,
- f) To manage, supervise and oversee all administrative, technical and research personnel affiliated with the Center, evaluating their work, fulfillment of their duties, adherence to dress codes, discipline and performance,
- g) to supervise and control all activities of the Center and take necessary precautions regarding these according to the approval of the Rector,
- h) To represent the Center and chair the Central Board of Directors; to make the assignments required by the Center's work and implement the decisions of the Board of Directors within the framework of this Regulation.

Board of Directors

ARTICLE 10 – (1) The Board of Directors consists of five members recommended by the Director from among the faculty members of Istinye University Faculty of Pharmacy. These members include the Director, Deputy Director and three faculty members experienced in Aromatherapy and Clinical Aromatherapy applications. Members are appointed by the Rector for three years. A member whose term has expired may be reappointed. To replace a member who resigns for any reason, a new member appointed by the same method completes the remainder of the term. The Director presides over the Board of Directors.

(2) The Board of Directors meets routinely once a year, more often when necessary at the written call of the Director. Decisions are made by absolute majority of those in attendance.

(3) Members whose term of office expires may be reassigned. A member who misses three consecutive meetings or a total of five meetings without an excuse abdicates his duty.

Duties and powers of the board of directors

ARTICLE 11 – (1) The Board of Directors meets at least twice a year, at the call of the Director, and makes decisions by the majority vote of those attending the meeting.

(2) The duties and powers of the Board of Directors are

- a) To decide matters related to the activities and management of the Center,
- b) To ensure the preparation and implementation of plans and programs regarding the work of the Center,
- c) To prepare directives determining the working principles of the Centre,
- d) To evaluate projects and guide research and its implementation and publication,
- e) To evaluate the activity report of the preceding year, prepare the upcoming activity report and submit these reports to the Rectorate,
- f) To coordinate the financial transactions, income and expenditures of the Center,
- g) To resolve matters brought by the Director regarding management.

CHAPTER 4

Miscellaneous and Final Provisions

Personnel needs of the Center

ARTICLE 12 – (1) In accordance with Article 13 of Law No. 2547, the academic, technical and administrative personnel needs of the Center are met by personnel appointed by the Rector at the recommendation of the Director.

Enforcement

ARTICLE 13 – (1) This Regulation is effective the date of its publication.

CoHE APPROVAL DATE: CoHE General Assembly Meeting, 29 March 2023.

Executive

ARTICLE 14 – (1) The provisions of this Regulation are executed by the Rector of Istinye University.