

REGULATION

Biruni University

**BİRÜNİ UNİVERSİTESİ ORAL AND DENTAL
HEALTH PRACTICE AND RESEARCH
CENTRE REGULATION**

PART ONE**Purpose, Scope, Basis and Definitions****Objective**

ARTICLE 1 - (1) The purpose of this Regulation is to regulate the procedures and principles regarding the objectives, fields of activity, management bodies and duties of the management bodies of Biruni University Oral and Dental Health Application and Research Centre.

Scope

ARTICLE 2 - (1) This Regulation covers the procedures and principles regarding the aims, fields of activity, governing bodies, duties of the governing bodies and working style of Biruni University Oral and Dental Health Application and Research Centre.

Basis

ARTICLE 3 - (1) This Regulation has been prepared based on subparagraph (2) of subparagraph (d) of the first paragraph (d) of Article 7 and Article 14 of the Higher Education Law dated 4/11/1981 and numbered 2547.

Definitions

ARTICLE 4 - (1) In this Regulation;

- a) Chief Physician Biruni University Oral and Dental Health Practice and Research Hospital Chief Physician,
- b) Faculty of Dentistry: Biruni University Faculty of Dentistry,
- c) Centre Biruni University Faculty of Dentistry Oral and Dental Health Application and Research Centre,
- ç) Director: Biruni University Oral and Dental Health Application and Research Centre Director,
- d) Board of Trustees: Biruni University Board of Trustees,
- e) Rector: Rector of Biruni University,
- f) University Biruni University,
- g) Board of Directors: Biruni University Faculty of Dentistry Oral and Dental Health Application and Research

Centre Board of Directors,

means.

PART TWO**Aim and Fields of Activity of the Centre****Aim of the Centre**

ARTICLE 5 - (1) The aim of the Centre is to conduct scientific researches in order to provide the most advanced diagnosis and treatment methods, especially concerning the oral and dental health of the public, to provide a modern oral and dental health service that is in accordance with the needs and expectations, high quality, respectful of patient rights, and to make academic contributions to the education and practices of students continuing associate, undergraduate and graduate education and training in health sciences.

Areas of activity of the Centre

ARTICLE 6 - (1) The fields of activity of the Centre are as follows:

- a) To organise programmes to conduct research and applications in areas related to oral and dental health in order to achieve the objectives specified in Article 5, and to carry out the necessary studies to carry out research and applications.
- b) To make the necessary arrangements to provide auxiliary services related to their education to students continuing associate, undergraduate and postgraduate education and training in the field of oral and dental health.
- c) To organise in-service courses, panels, seminars and similar activities in the field of oral and dental health.
- ç) To establish and operate application units or units within the Centre to support research, education and applications in the field of oral and dental health services.

PART THREE

Governing Bodies and Duties of the Centre

Governing bodies of the Centre

ARTICLE 7 - (1) The governing bodies of the Centre are as follows:

- a) Board of Directors.
- b) Chief Physician
- c) Director.

Board of Directors

ARTICLE 8 - (1) The Board of Directors is the decision-making body of the Centre.

(2) The chairman of the Board of Directors is the Rector. The Board of Directors consists of five members including the Rector, the Chief Physician, the Director and two faculty members from the University who are appointed for three years with the approval of the Rector. Members whose term of office expires may be reappointed.

(3) The Board of Directors convenes at least twice a year in accordance with the set agenda. The Rector may call the Board of Directors for an extraordinary meeting when necessary.

(4) The Board of Directors convenes with the absolute majority of the total number of members and decisions are taken with the majority of the votes of those attending the meeting. In case of equality of votes, the majority shall be deemed to have been achieved in the direction of the vote cast by the Chairman.

(5) Unit managers, if any, may be invited to the meetings of the Board of Directors, provided that they do not have the right to vote.

(6) The Board of Directors is responsible to the Board of Trustees in its activities.

Duties of the Board of Directors

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

- a) To decide on the annual academic study report, plans and programmes.
- b) To determine the working procedures and principles of the groups, units or units within the Centre.
- c) To take decisions in the fields of work in accordance with the purpose of establishment of the Centre.
- ç) To prepare a proposal to be submitted to the Board of Trustees for the establishment of new units or units in the field of oral and dental health.
- d) Supervising the annual activities of the Centre and presenting the results to the Rector in a report.
- e) To fulfil other duties stipulated in Law No. 2547 and related legislation.

Chief Physician

ARTICLE 10 - (1) The Chief Physician is the senior manager of the Centre. He/she is appointed for three years upon the proposal of the Rector and approval of the Chairman of the Board of Trustees. The Chief Physician is primarily responsible to the Rector and the Board of Trustees for all medical and academic activities of the Centre.

(2) The Chief Physician may be dismissed by the same procedure when necessary.

Duties of the Chief Physician

ARTICLE 11 - (1) The duties of the Chief Physician are as follows:

- a) Representing the centre.
- b) In research and project studies at the Centre; to establish project teams, to ensure coordination and supervision.
- c) Establishing the objectives and strategies of the services in the centre and necessary planning, coordination and to realise the information.
- ç) To monitor and direct the performance of medical services provided throughout the group in line with medical standards and the Centre's goals and values.
- d) To contribute to the creation of the infrastructure of the medical services provided and to meet their technological needs.
- e) To contribute to the continuous improvement of the quality of medical services within the Centre and all units and units affiliated to the Centre.
- f) To organise joint programmes with the Dean's Office and the heads of the departments in order to improve the education and practice of the students of the Faculty of Dentistry and those in specialty training and to increase their contribution to the services of the Centre.
- g) Determining the need for academic staff and submitting annual reports on the activities of the Centre to the Board of Directors.

Director

ARTICLE 12 - (1) The Director is appointed for a period of three years by the Chairman of the Board of Trustees upon the recommendation of the Rector from among the people experienced in the health sector. The Director whose term of office expires may be reappointed. The Director may be dismissed from his/her position before the expiration of the three-year term upon the proposal of the Rector and with the approval of the Board of Trustees.

Duties of the Director

ARTICLE 13 - (1) The duties of the Director are as follows:

- a) To ensure that the work of the Centre is carried out and developed regularly.
- b) To prepare the strategic plan and annual activity report of the Centre and submit them to the approval of the Board of Directors.
- c) To supervise the healthy execution of unit or unit activities at the Centre.
- ç) To take initiatives to develop the financial resources of the Centre and to ensure the most appropriate use of them.
- d) To establish working groups affiliated to the Centre when necessary.
- e) To ensure the regular functioning of the personnel and physical organs affiliated to the Centre in accordance with the objectives of its establishment and development, and to open working units with the approval of the Rector when necessary.
- f) To make proposals for the recruitment of managers and personnel for the units of the Centre, to complete the recruitment process with the approval of the Rector.

g) To monitor the entry and exit, year-end transfer and deduction transactions of all kinds of current goods and fixtures to be purchased to the Centre within the framework of the provisions of the relevant legislation, and to monitor the duties and procedures of the inspection and acceptance commissions to be established.

ğ) To take the necessary measures, ensure coordination and take initiatives for the determination, timely procurement and timely procurement of all kinds of current goods and services required for the execution of the services of the Centre, as well as the need for the procurement and maintenance and repair of devices, other fixtures and consumables, and the need for building maintenance and repair.

h) To ensure the purchase of goods and services in accordance with the provisions of the relevant legislation, to prepare, implement and supervise the contracts made through service procurement.

ı) To determine the personnel needs of the Centre and submit annual reports on the activities of the Centre to the Board of Directors.

i) To implement the decisions of the Board of Directors.

PART FOUR

Miscellaneous and Final Provisions

Reports

ARTICLE 14 - (1) Rest reports to be given in case of need to those receiving treatment at the Centre shall be issued by the physician administering the treatment and approved by the Chief Physician.

Cases where there is no provision in the Regulation

ARTICLE 15 - (1) In cases where there is no provision in this Regulation; The decisions taken by the Board of Trustees of Biruni University on the subject shall be applied.

Working procedures and principles of the units and affiliated units of the Application and Research Centre

ARTICLE 16 - (1) Those in charge of operating theatre, ward, outpatient clinic or laboratory services in the Centre and affiliated units and administrative affairs of the Centre are responsible to the Chief Physician and General Director for the services they perform.

(2) Project groups, boards, commissions and committees or affiliated units may be established at the Centre in order to increase efficiency and service quality, to ensure service control and evaluation.

Enforcement

ARTICLE 17 - (1) This Regulation shall enter into force on the date of its publication.

Execution

ARTICLE 18 - (1) The provisions of this Regulation are executed by the Rector of Biruni University.