	EPOKA UNIVERSITY REGULATION ON THE “CENTER OF RESEARCH AND DESIGN IN APPLIED SCIENCES”				
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Purpose

Article 1 - The aim of this regulation is the definition of the purpose, activity, governing bodies and their tasks and basic methods of work of the Center of Research and Design in Applied Sciences at Epoka University.

Scope

Article 2 - This regulation includes provisions on the activity, administrative bodies, the powers and methods of work of the decision-making governing bodies of the Center of Research and Design in Applied Sciences at Epoka University.

Legal Basis

Article 3 - This regulation is based on the Statute of Epoka University.

Definitions

Article 4 - In this Regulation the following abbreviations mean:


University:	Epoka University,
Rector:	Rector of Epoka University,
Center:	Center of Research and Design in Applied Sciences,
EDU:	Epoka Design Unit,
ERU:	Epoka Research Unit,
Director:	Director of the Center,
Board:	Administrative Board of the Center.

Mission

Article 5 – The main field of activity of the Center will be as follows;

- I. Contributing to multidisciplinary and interdisciplinary research in excellence at the University:
 - a. Developing contemporary strategies by applying ‘Research and Design’;
 - b. Implementing research and design strategies based on interdisciplinary principles;
 - c. Organize national and international scientific events (Workshops, Conferences, etc);
 - d. Publish scientific journals, books, reports etc.;
- II. Participate in national and international projects:
 - a. Making possible the employment of graduate students;
 - b. Offering alternatives for student summer practices;
 - c. Rising practice theory of the academic staff;
- III. A bridge between Industry and Academia:

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CoRDA	Permanent Commission on Quality Assurance	Academic Senate

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- a. Open lectures, workshops and seminars;
 - b. Sponsorships and funding opportunities;
 - c. Offering employment and summer practice alternatives for graduates and students;
- IV. Providing consulting services in fields of:
- a. Architecture, landscape urbanism and interior design;
 - b. Urban and building physics (energy efficient design, acoustics, light, fire protection);
 - c. Universal design (design for elderly, design for all);
 - d. Civil engineering and related fields;
 - e. Energy efficiency and sustainability;
 - f. Contribute to the construction industry through the Civil Engineering Laboratory and other related laboratories at Epoka University;
 - g. Computational modelling;
 - h. Simulation-assisted systems control;
 - i. Software development.

Units of the Center

Article 6 – The Center’s activities are mainly involved in these units:

EDU and ERU

EDU is the unit where the field activities will operate under the design objectives;

- a) Designing professional architectural, landscape urbanism, interior design, civil engineering, hydrotechnical projects etc, in different scales;
- b) Cooperating with other national or international offices;
- c) Carrying out other duties regarding the University Campus appointed by the Rector;

ERU is the unit where the field activities will operate under the research objectives:


- a) Developing research projects;
- b) Collaborating with the other units of the University;
- c) Publishing the result of the related subjects in scientific researches;
- d) Carrying out other duties regarding the University Campus appointed by the Rector.

The Administrative bodies of the Center

Article 7 – The bodies of the Center are as follows:

- a) Director;
- b) Administrative Board;
- c) Project Group.

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The Center is open to every academic staff member of the University, unless the following are considered:

- a) The maximum teaching load of the Director of Center is 12 hours per week.
- b) A Project Group Member can give his/her contribution at the premises of Center:
 - in the week days, four hours after the official working hours;
 - in the weekends from 09:00 – 16:00 o'clock.
- c) The academic staff can form Intradisciplinary or Interdisciplinary Project Groups which are approved by the Board.

Director

Article 8 – Definition of the Director:

The Director must be a member of the full-time academic staff and is appointed by the Rector for a period of four years with the right to reappointment. With the proposal of the Director and the Rector's approval, one of the members of the Board may be appointed as the Vice-Director. If the Director is not present to exercise the duty, he delegates to duties to the Vice-Director. If the Director's office is vacant for three months, a new Director is appointed.

Duties of the Director

Article 9 – The duties of the Director are as follows:

- a) Acts as a Member of the Board, and ensures the implementation of the Board's decisions;
- b) Acts as a Representative of the Center, and leads the academic activities and administrative affairs;
- c) Prepares the work schedule and meeting of the Center as well as its activity report, and presents the reports to the Rector;
- d) Ensures collaboration with national and international companies and other institutions of interest.


Administrative Board of the Center

Article 10 – The Administrative Board is composed of at least five academic staff members, including the Director of the Center.

The Director of the Center is the Chairperson of the Administrative Board.

Administrative Board Members are proposed by the Director and approved by the Rector.

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The Administrative Board takes its decisions by simple majority. In case of equality of votes, the vote of the Chairperson is decisive.

Duties of Board

Article 11 – The duties of the Board are as follows:

- a) to determine the Center’s principles and work organization;
- b) to evaluate the members appointed by the Director, perform scientific or administrative affairs, and to present them to the Rector for approval;
- c) to evaluate the work program and annual report on activities and submit to the Rector for approval;
- d) to decide on issues regarding research, investigations of the Center, publications, scientific meetings with national and international participation such as Congress, Symposiums, Seminars with the approval of the Rector;
- e) decide on the formation of working groups or projects, naming their field of action and their achievements at the end of work;
- f) decide on carrying out in addition to scientific activities, social and cultural activities and publications services;

Project Group

Article 12

A Project Group member must have a minimum of three year experience in Academia and/or in an*Office/**Institution.

The establishment and functions of Project Group is determined according to the principles set by the Board.

Research and Design Groups

Article 13 – Composition of Research and Design Groups:


The members engaged by ERU and EDU in the said activities constitute respectively Research Groups and Design Groups.

Their establishment is done with the proposal of the Director, Board decision and approval of the Rector.

Technical Staff

Article 14 – The technical staff of the Center is composed by:

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- a) Epoka University Research Assistants;
- b) Epoka University Administrative Staff.

Technical staff employment is done with the proposal of the Project Group, approval of the Director and the Board decision. Their professional relation with the Center relies on project-based contracts.

Practicing Staff

Article 15 – The practicing staff of the Center is composed by:

- a) Epoka University Graduates;
- b) Epoka University Students.

Financing

Article 16 - The financial management of the Center is a competence of the Rector.

The income incurred by the projects and publications of the Center will be distributed between the Center and Epoka University.

The ratio for the distribution is done according to the University Working Capital principles.

Entry into Force

Article 17 - This Regulation shall enter into force on the day of publication.


Implementation

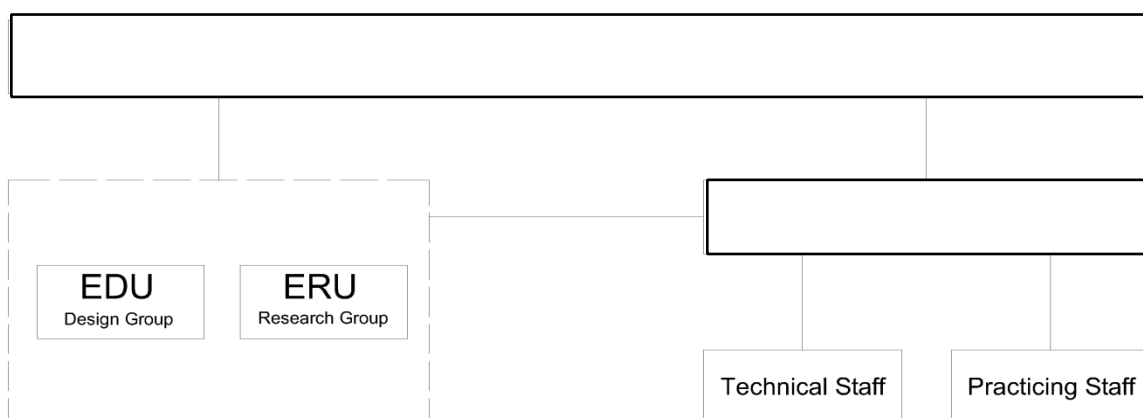
Article 18 – The Rector of Epoka University ensures the implementation of this regulation

**Architectural Office, Construction Company, Consulting Office.*

***Governmental Body, NGO in accordance with the field of activities of the Center.*

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