

 <b>KOÇ ÜNİVERSİTESİ</b>	<b>RESEARCH CENTER ESTABLISHMENT PROCEDURE</b> P03-RAG-001	Date : 09.03.2012 Rev. No : 1 Department :RAG Page :1 / 2
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## 1. PURPOSE:

The purpose of this procedure is to determine, organize and document the requirements for the establishment of the Research Centers within the Koç University.

## 2. SCOPE

As the Research Centers within the Koç University report to the Vice President for Research and Development Office, this procedure comprises the Vice President for Research and Development Office and the academic departments and faculty members requesting the establishment of the Research Center.

## 3. REFERENCES

- 3.1. The Council of Higher Education, Rules of Establishment of Research Centers No. 2000.11.500.

## 4. RESPONSIBILITIES

- 4.1. The Vice President for Research and Development Office is responsible for the execution of this procedure.
- 4.2. The Administrative Assistant to the Vice President for Research and Development Office is responsible for the follow-up of the process under this procedure.
- 4.3. The Director candidate of the Research Center planned to be established is responsible for the provision of the documents needed during the process.

## 5. DEFINITIONS

### 5.1. *Research Center*

A center established for experts to gather and research on an area needed to be developed in Turkey and all around the world.

## 6. BASIC PRINCIPLES

- 6.1. The Research Centers of the Koç University report to the Vice President for Research and Development Office.
- 6.2. The Administrative Assistant to the Vice President for Research and Development Office shall monitor the preparation of necessary documents for the establishment of a Research Center, deliver these documents to the Council of Higher Education and share the official decision of the Council of Higher Education with the necessary people.
- 6.3. The official number necessary for the documents to be sent to the Council of Higher Education shall be given by the Presidency of Koç University.

## 7. METHOD

- 7.1. The establishment of a Research Center within the Koç University is determined after discussions on various platforms.
- 7.2. The reasoned decision on the establishment of the Research Center shall be submitted to the Academic Council of the university and be discussed by this Council.
- 7.3. After the approval of the decision by the Academic Council of the university, the respective faculty member shall prepare the documents required by the Council of Higher Education.

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- 7.4. The list of the documents required by the Council of Higher Education can be found on the official website of the Council of Higher Education under the Directorate of Education and Training section.
- 7.5. Upon the preparation of the necessary documents, the Administrative Assistant to the Vice President for Research and Development Office shall submit them together with the cover letter including the official number requested and received from the Presidency.
- 7.6. The Council of Higher Education shall send its approval or rejection letter to the Presidency of Koç University within three months following the application.
- 7.7. The relevant information shall be communicated to all the departments concerned with the establishment of the Research Center.
- 7.8. The official establishment of the Research Center shall be carried out through the gazette of the Regulation of the Center.
- 7.9. The application regarding the gazette of the Regulation shall be made by the Vice President for Research and Development Office.
- 7.10. The application documents and the document of the Official Gazette shall be filed by the Vice President for Research and Development Office and communicated to all relevant departments.
- 7.11. Upon the establishment of and Research Center, the appointments of the Director and Vice Director shall be made by the Presidency.

## 8. RECORDS

- Required documents for the establishment of and Research Center, Regulation of the Application and Research Center, a copy of the Official Gazette, relevant appointment documents of the Director shall be filed by the Administrative Assistant to the Vice President for Research and Development Office.

## 9. REVIEW

The Vice President for Research and Development Office is responsible for reviewing and updating this procedure. The review is conducted in the month of October of each year.

## 10. AMENDMENT/CIRCULATION/APPROVAL TABLE

Amended page	Date	Amendment	Amendment made by
	09.03.2012	New Release	The Vice President for Research and Development Office

<b>Circulated to (Relevant Departments)</b>	
Academic Departments of Koç University	
Conformity Approval (The Vice President for Research and Development Office):	Enforcement Approval (President) :

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