

ANKARA UNIVERSITY VIRTUAL CENTRAL LABORATORY DIRECTIVE¹

PART ONE

Aim, Scope, Base and Definitions

Aim

ARTICLE 1- (1) The aim of this Directive is to regulate the principles and procedures regarding the effective usage of devices that are present at Ankara University, faculties, institutes, schools, vocational schools and research and application centers.

Scope

ARTICLE 2- (1) This Directive, involves the decrees regarding the purposes, fields of operation, administrative units, duties and the mode of operation of administrative units, of Ankara University Virtual Central Laboratory.

Base

ARTICLE 3- (1) This Directive was prepared based on December 4, 1981 dated and 2547 numbered Higher Education Law.

Definitions

ARTICLE 4- (1) Mentioned in this Directive these below connotes;

- a) **Device Overseer:** Academic staff, specialist or technician responsible from the device at the Research Laboratory,
- b) **Deaconate:** The Research Deaconate,
- c) **Outer Project Director:** The external researcher who demands the use of devices within the University to do the analysis of the research project that he or she is the executor of,
- ç) **Project Director:** The researcher who demands the use of devices within the University to do the analysis of the research project that he or she is the executor of,
- d) **The Rector:** The Rector of Ankara University
- e) **Virtual Central Laboratory:** The laboratory that contains the whole of the device inventory present at every unit of Ankara University,
- f) **Virtual Central Laboratory Coordinator:** The Research Dean,
- g) **Virtual Central Laboratory Unit Responsible:** The academic staff/specialist at the University's related units who was assigned by the Research, Dean
- ğ) **The Senate:** The Senate of Ankara University,
- h) **Technician/Specialist:** The staff of Research Deaconate who have the proficiency to use the device at the research laboratory,
- ı) **The University:** The Ankara University.

PART TWO

The Founding Purposes and Fields of Operation of Virtual Laboratories

The Founding Purposes of virtual Laboratories

ARTICLE 5- (1) These are the Founding Purposes of the virtual Laboratories:

- a) To open to use the devices that are present at the related laboratories of the University to the researchers under the coordination of Research Deaconate,

¹ *This text is an English translation of the Turkish legislation. The researchers are responsible from the Turkish version of this directive.

b) To ensure the effective use of the devices that are present within the University and to increase the quality of scientific activities at the University,

c) To coordinate the finding, employment and training of the technicians, specialists and researchers that will ensure the constant running of the devices at the University,

ç) To secure the coordination between every kind of vehicle, equipment, device and laboratory, application and research centers and similar units within the University.

The Fields of Operation of Virtual Laboratories

ARTICLE 6- (1) These are the Fields of Operation of the virtual Laboratories:

a) To ensure the extensive and effective use of the devices present at the various units of the University,

b) To make the designation of the convenient time for the doing analysis at the devices present,

c) To designate the responsible person who will be doing the analysis of the researchers that applied to the present devices at the Universities.

PART THREE

Administrative Units, Missions and Responsibilities of Virtual Central Laboratory

Administrative Units of Virtual Central Laboratory

ARTICLE 7- (1) The administrative units of Virtual Central Laboratory are the following:

- a) Virtual Central Laboratory Coordinator,
- b) Virtual Central Laboratory Unit Director,
- c) Device Overseer.

Missions and Responsibilities of Virtual Central Laboratory

Coordinator **ARTICLE 8-** (1) Missions and responsibilities of Virtual Central Laboratory

Coordinator are the following:

a) Coordinating the usage of the devices within the frame of this directive,

b) Communicating with the other members of the research team to do information exchange as experiments and studies progress,

c) Checking and regulating the laboratory equipment and records in order to ensure the productivity of the laboratory.

Missions and Responsibilities of Virtual Central Laboratory unit director

ARTICLE 9- (1) It is to facilitate the coordination and reporting of the up to date condition of devices and laboratories that are present at the related unit. And the information about the directing academic staff.

Missions and responsibilities of Device Overseer

ARTICLE 10- (1) The duties of the Device Overseer are the following:

a) To inform the Virtual Central Laboratory Unit Responsible the days that the device is open to use,

b) To perform the analysis that were assigned by the Research Deaconate, and in the events that it cannot perform to inform the Research Deaconate with written statement,

c) To make the infrastructure and conditions suitable for the use by the technician/specialist assigned by the Research Deaconate in the events that he or she cannot perform the analysis,

ç) To Deliver the device in working condition with written statement, to receive it back all the controls having been done after all the planned analysis having been done with written statement,

d) To Record and report the conducted and completed analysis,

e) To Provide the maintenance and reparation of the devices,

f) To Prevent the use of devices by the persons without authorization and misuse,

g) To do the device calibrations follow-up and informing the Virtual Central Laboratory Unit Responsible about the coordination times,

ğ) To ensure that the locations where the laboratories are, clean, tidy, and secure.

Missions and responsibilities of Technician/Specialist

ARTICLE 11- (1) The duties of the Technician/Specialist are the following:

a) To serve as the person authorized to use the devices when the academic staff responsible from the device is not present,

b) In accordance with the directives of the Coordinator, to perform the planned analysis receiving the device in working condition with written statement and at the end of the analysis delivering the device to the responsible academic staff with written statement in working condition,

c) To leave the laboratories used clean and secure, ç) Reporting the analysis executed and done by recording.

PART FOUR

Validation and Execution

Validation

ARTICLE 12- (1) The directive enters into force from the date that it is approved by the Senate of Ankara University.

Execution

ARTICLE 13- (1) The provisions of this Directive are executed by the Rector of the Ankara University.

(*) It was decided upon with the 601/5556 numbered decision which was taken at the March 17 2023 dated meeting of the University Senate.