

## Animal Experiments Local Ethics Committee Directives

T. C.

BEZMIÂLEM VAKIF UNIVERSITY

ANIMAL EXPERIMENTS LOCAL ETHICS COMMITTEE DIRECTIVE

Purpose and Scope

ARTICLE 1- Purpose of this Directive; Bezmiâlem Vakif University to establish the ethical principles and rules necessary for the preservation, production and transfer of experimental animals used for research, training and biological testing and transplantation, experimentation, experimentation and follow-up in one place, giving opinions to the applicants in accordance with existing laws, principles and rules , possible

Bezmiâlem Vakif University established to create new rules according to developments Animal Experiments shall specify the procedures and principles regarding the duties, authorities and works of the Local Ethics Committee (Bezmiâlem Vakif University HADYEK).

Base

ARTICLE 2- This Directive provides for the Universal Declaration of Animal Rights, the European Convention on the Protection of Vertebrate Animals for Experimental and Other Scientific Purposes (Council of Europe

ETS 123) and Laboratory Animals Animal Care (National Research Council, USA), Animals Protection Law No. 5199, Official Gazete dated 27.12.2001 published by the Ministry of Environment and Fobases, Endangered Species of Endangered Species of Wild Fauna and Flora Regulation on the Implementation of the Convention on Trade (CITES) and 15 February 2014

prepared by the Ministry of Environment and Fobasery published in the Official Gazette dated 28914 and published in the Official Gazette.

Bezmiâlem VAKIF University Formation of Local Ethics Committee for Animal Experiments

ARTICLE 3- (1) Bezmiâlem Vakif University HADYEK is an experienced representative of Bezmiâlem Vakif University in animal experiments which is proposed separately for all sections of animal experimentation. It is a university instructor proposed by the Rectorate and known to have intensive experience in animal experiments, one veterinary One physician and one member of civil society organization TC consisting of two civilian members and a Chairman of the Ethics Committee appointed by the Rector of the Bezmiâlem VAKIF University.

(2) HADYEK president and veterinarian must be full-time employee of Bezmiâlem VAKIF University. Other members may be appointed from outside the institution or organization.

(3) Changes to appointments or appointments shall be communicated to HADMEK within one month.

(4) HADYEK establishes a separate working unit for the regular work, application, evaluation and archiving of applicants.

(5) Members are required to have experience in working with experimental animals and preferably from different branches of science. It is mandatory that at least four members of the Local Ethics Committee have the following qualifications.

a. A veterinarian experienced in animal experimentation, responsible for the breeding, production and maintenance of experimental animals,

b. Bezmiâlem Vakif University An expert from the units working with Experimental Animals or a faculty member with the same qualities from other universities,

c. Bezmiâlem is a non-governmental organization with no intebase relation with the VAKIF University. a citizen member,

D. He and his first-degree relatives who did not work with experimental animals and who did not have any intebase relation with Bezmiâlem VAKIF University. citizen is a civilian member.

(6) At least one member of the Local Ethics Committee (except responsible veterinarians and civilian members) must have at least one year of experience in in vivo animal experiments and a degree of expertise in doctoral / intellectual property.

(7) Bezmiâlem VAKIF University HADYEK; when necessary, may take the views of specialists from other fields and institutions and / or invite them to the meeting.

#### Bezmiâlem Vakif University Animal Experiments Local Ethics Committee Working Method

ARTICLE 4- (1) The terms of office of local ethics committee members are four years. Members who have completed the period have the right to be re-elected. Within a calendar year, a member who does not participate in a meeting held three times over and over without permission is excluded and a new member is elected instead.

ARTICLE 5- (1) Bezmiâlem Vakif University HADYEK shall convene at least once a month and with absolute majority upon the president's agenda. However, the local ethics committee meetings are conducted under the presidency of the president in the absence of the president. Decisions are taken by majority vote of participants. In the case of equality, it is decided to vote for the president.

#### Bezmiâlem Vakif University An Experiments and Working Principles of the Local Ethics Committee of Animal Experiments

ARTICLE 6- (1) Bezmiâlem Vakif University must be approved by Bezmiâlem Vakif University HADYEK for all scientific researches, educational activities and biological tests involving experimental animals to be made in the production and research section of experimental animals.

(2) Bezmiâlem Vakif University Animal Experiments Local Ethics Committee works in line with the following principles:

- a) To prevent animals used in biological tests, whether in scientific research or in animal flesh, and to avoid them being used unnecessarily,
- b) To encourage the planning and conduct of research that will contribute positively to human and animal health, provide collective benefit, and prevent useless projects
- c) to permit the use of at least a minimum number of animals which are statistically acceptable in the species and qualities suitable for the experiment in cases where there are no alternative methods, where animal use is compulsory,
- d) To encourage the use of the most appropriate non-invasive method in research,
- e) contributing scientifically to obtaining reliable data by using anesthesia method which is most suitable to prevent pain and pain of experimental animals and does not adversely affect test results,
- f) Ensuring the use of appropriate sedatives, pain relievers and anesthetics in the experiments,
- g) to prevent long-term physical or water and nutritional baserictions except in essential cases, to end the experiment when the critical weight losses specified in the law occur in case of baseriction,
- h) To help researchers determine the criteria for ending the experiment, to ensure that animals used in the experiment are terminated during or after the experiment, using the most appropriate euthanasia method,
- i) To train the staff working in animal production centers and to allow them to be produced and housed in the conditions that best suit the species characteristics of experimental animals,
- i) Ensuring that animals used in the research and not needing to end their lives continue to live on pre-experiment conditions,
- j) The minimum number of animal uses and training models possible in educational activities, to encourage them to do it through films,
- k) Ensure that the work to be performed on the experimental animals is carried out only by experienced persons with the certificate in this field.

Duties of Local Ethics Committee of Bezmiâlem VAKIF University Animal Experiments

ARTICLE 7- (1) The duties of Bezmiâlem Vakif University HADYEK are as follows:

- a) To prepare a guideline on its own working procedures and principles within the framework of ethical principles and good laboratory practices set by the Ethical Committee for Animal Experiments (HADMEK) and the provisions of the Regulation on the Working Procedures and Principles of the Animal Experiments Ethics Committees published by the Ministry of Environment and Fobasery and b) to check whether the use of animals in research projects is

in line with ethical rules, to approve or refuse the protocols for the operations to be carried out. To monitor whether the approved projects are carried out in accordance with the protocol, to decide whether to terminate the study when a situation contrary to the ethics of animal experimentation is detected,

c) To supervise the continuation of the experiment animals in proper conditions and the maintenance of animal animals and the use of experimental animals in accordance with the 3R principles and ethical rules in the Research and Production Department of Experimental Animals,

d) To evaluate whether the staff responsible for the production and sheltering of experimental animals working in the same department have the necessary information equipment, to organize study programs for their training, to prevent researchers who do not have experimental animals use certificate from using animal,

e) To present the statistical data about the use of experimental animals to HADMEK by preparing data sheets and annual activity report.

f) Establish a minimum 80-hour certificate program with the following mandatory subjects in accordance with the "Regulation on Working Procedures and Principles of Animal Experimental Ethics Committees Prepared by the Ministry of Environment and Fobasery published in the Official Gazette dated February 2014 and numbered 28914" and to conclude the course to those who succeeded in the exam

To give Animal Use Certificate;

1. Anatomy, physiology, histology and biochemistry of experimental animals
2. Legislation
3. Animal experiments and alternative test methods.
4. Holding techniques
5. Drug delivery and injection techniques
6. Blood and sampling techniques
7. Anesthesia - euthanasia techniques
8. Laboratory management
9. Basic laboratory safety and cleanliness (all auxiliary materials for environment, equipment, cages and animals: definition, use and maintenance, cleaning, hygiene, control of waste)
10. Animal welfare and behavioral characteristics
11. Production of experimental animals
12. Nutrition of experimental animals

13. Animal diseases (microbiological, virological, parasitological)

14. Occupational health and safety.

g) To decide whether the certificates of use of experimental animals or similar documents obtained from other institutions can be accepted as equivalent according to the provisions of the regulation mentioned above,

h) To check the conformity of ethical rules with respect to working conditions of laboratories and operating theaters,

i) Whether the animal breeding centers are in conformity with the health rules in terms of the working staff and to check the working conditions of the working staff,

i) Whether the production of various wastes and dead animals due to production or experimental work is 2872

and the related legislation.

Bezmiâlem Vakif University Animal Experiments Local Ethics Committee's Work

ARTICLE 8 - (1) Bezmiâlem Vakif University HADYEK will take into consideration the following points during its study:

a) It is compulsory to obtain approval from the ethics committee for the researches, animal experiments and education and training purposes.

b) The types of animals to be used in the experiments must be obtained from the registered legal animal producers and produced in these facilities.

c) Bezmiâlem Vakif University shall be used in experiments unless there is a general or special exception taken in accordance with the regulations made by HADYEK;

Mouse: *Mus musculus*,

Rat: *Rattus norvegicus*,

Rabbit: *Oryctolagus cuniculus*,

Guinea pig: *Cavia porcellus*,

Golden Hamster: *Mesocricetus auratus*,

Dog: *Canis familiaris*,

Cat: *Felis catus*,

Quail: *Coturnix caturnix*,

It is a requirement that non-human primate species are obtained from registered legal animal manufacturers and suppliers. Pets, such as cats and dogs, can not be used in experiments on streets that are out of the way.

d) Bezmiâlem VAKIF University by HADYЕК:

AA. The species endangered and protected under national legislation and international agreements and the species listed in Annex I of the CITES Convention; is allowed to be used if the purpose of the investigation is to prove that the species is the only appropriate species to protect the species or exceptionally for vital biomedical purposes.

bb. Experiment on wild animals taken from the nature; but if other animals are not sufficient for the purpose of the experiment.

cc. It is determined which producers or suppliers are from animals used as experimental animals, and they are recorded and transferred to the database.

#### Re-use of Animals in Experiments

ARTICLE 8 - (1) The re-use of an animal previously used in one or more experiments shall be permitted in the following cases:

a) If the actual violence of previous experiments is "light" or "medium".

b) If the general health status of the animal has completely recovered.

c) The new experiment is classified as "mild", "moderate" or "non-recoverable".

ç) has been deemed appropriate by a veterinarian who is able to evaluate previously performed procedures on the animal.

#### Training of Experimental Personnel

ARTICLE 9- (1) Bezmiâlem Vakif University HADYЕК is responsible for training the personnel who are in charge of production and maintenance of experimental animals and / or researchers who will work with experimental animals; organizing and conducting various training programs, laboratory animal use certificate programs. It is imperative for trainees to attend the theoretical and practical lessons. Those who have participated in this course program and who are successful at the end of the program will be awarded to Bezmiâlem Vakif University

HADYЕК gives a certificate of use of the test animal.

(2) Prepare an in-service training program covering the necessary procedures and principles for equipping and enforcing personnel engaged in the production and upbringing of experimental animals with the necessary knowledge and supervises its application at certain time intervals.

(3) Researchers working with experimental animals can not conduct or maintain animals on animals for experimental, training or testing purposes without such certification.

(4) Studies submitted to the approval of Bezmiâlem VAKIF University HADYЕК will not be approved to work if no researcher has a certificate of use from the project team. If a researcher does not have his / her certificate, Bezmiâlem Vakif University may apply for animal experiments in the local ethics committee to collaborate with others as a researcher.

Researchers who participate but do not directly deal with experimental animals may continue their experiments with the help of certified experimental animal users.

#### Certificate Program Execution

ARTICLE 10- (1) The certificate program is conducted under the responsibility of the Bezmiâlem VAKIF for Animal Experiments Local Ethics Committee.

(2) Enrollment in the certificate program is carried out between the dates specified by the Bezmiâlem VAKIF University HADYEK.

#### Situations Where Allowance is Necessary

ARTICLE 11- (1) It is obligatory to obtain the approval of Bezmiâlem VAKIF University HADYEK for the studies mentioned below.

- ☐ Scientific research projects and thesis studies on animals.
- ☐ All practices and demonstrations to be organized for teaching and learning purposes.
- ☐ Commercial purposes tests on animals.
- ☐ Preliminary studies to learn a method for developing your technique before it starts to work.
- ☐ Research projects carried out by institutions other than Bezmiâlem VAKIF University.

#### Application

ARTICLE 12- (1) Applications to the Local Ethics Committee are made by the project manager by filling in the "Animal Experiments Local Ethics Committee Application Form" and handing it to the Secretariat of the Local Ethics Committee of Bezmiâlem Vakif University.

#### Project Application Form

ARTICLE 13- (1) In the protocol prepared for the researches carried out on the experimental animals,

One signed copy of the application form in which the information is available is at Bezmiâlem Vakif University

Must be sent to HADYEK secretary:

1. Information about the project manager.
2. Information from assistant researchers.
3. Title of the project.
4. Name of the supporting organization, if any.
5. Estimated start and end dates of the project.

6. The type of project.
7. The species, strain, sex, age, weight, etc. of the experimental animals to be used. information.
8. Place where animals can be provided and sheltered.
9. Indication of surgical intervention, acute chronic and / or postoperative care in the study.
10. Invasive Procedures (injection, bleeding, etc.).
11. Project summary.
12. Detailed information on the reasons for the use of the experimental animal and the reasons for its selection.
13. Describe in detail the methods, procedures and analyzes to be performed in experimental animals.
14. Termination of the experiment, if applicable euthanasia method and information on the fate of the animals.
15. Reason for not being able to use alternative methods in the experiment.
16. Justification of the identification of animal numbers in groups.
17. Detailed information on the chemical, biological and neuromuscular blocking agents to be used in the experiment.
18. If explicitly indicated, pre-anesthetic, analgesic or sedative agents and anesthetic agents should be used.
19. How to follow anesthesia.
20. Information on analgesic if given after surgery.
21. Possible hazardous situations during and after the test and precautions to be taken.
22. Information on baserictive conditions for animals (short or long-term hunger or thirst, movement baseriction etc.).
23. The potential contributions of this research to know.
24. Commitment to the Local Ethics Committee for Animal Experiments

#### Responsibilities of the Project Executive

ARTICLE 14- (1) Bezmiâlem Vakif University HADYEK'e researchers who have applied for their projects;

- a. The accuracy of the information they provide on their application forms,



## Decision

ARTICLE 15- (1) All applications made by Bezmiâlem Vakif University HADYEK in accordance with the procedure shall be examined. If the local Ethics Committee deems it necessary, may take written or oral opinions from experts.

(2) Bezmiâlem Vakif University HADYEK examines all projects carried out by the applicant and takes into account all national and international treaties, laws and regulations on animal ethics when linking to the land.

(3) The project is signed by the members of the final report board in the first meeting to be held in line with the reports prepared by members of the Ethics Committee. Members who do not participate in the decision shall notify their votes against their reasons in writing.

(4) Bezmiâlem Vakif University HADYEK decides that it is "appropriate", "conditionally appropriate", "corrective" or "not appropriate" in the evaluation result. When the applicants belonging to the members of Bezmiâlem Vakif University HADYEK are being discussed, the relevant member of the Board can not attend and vote.

(5) The applicants who have been given a "Corrective" decision shall be reevaluated at the first Bezmiâlem Vakif University HADYEK meeting after being corrected by the applicant within a certain period.

(6) Projects with a "conditionally eligible" decision are referred to as "appropriate" or "not appropriate" after it has been determined that the required conditions have been fulfilled within a period determined by Bezmiâlem Vakif University HADYEK.

## Enforcement

ARTICLE 16- (1) This Directive shall enter into Enforcement on the date of approval by the Rector of the Bezmiâlem VAKIF University.

## Executive

ARTICLE 17- (1) The provisions of this Directive shall be executed by the Rector of the Bezmiâlem VAKIF University.

BEZMIALEM VAKIF UNIVERSITY ANIMAL EXPERIMENTS LOCAL ETHICS COMMITTEE

## APPLICATION FORM

### 1.PROJECT TEAM

Project manager

Title

Name

Surname

Institution

chapter

Mobile phone

e-mail

Test animals

Use

Certification

Yes: None

Other Members of the Team

Name Surname Title Institution Department \* DHKS

Yes: None

Yes: None

Yes: None

Yes: None

\* DHKS: Test Animals Use Certificate

## 2.GEN INFORMATION

Project Title:

Organization supporting research (s):

No

BAP

Application date:

TUBITAK

Application date:

SPO

Application date:

Other (Specify):

Application date:

Scheduled Project Time:

Animals section:

Type of Project:

Encyclopedia of Expertise

Doctoral Thesis

Master Thesis

Research project

Other (specify)

Animal Type to Use:

Mouse

Rat

Guinea pig

Rabbit

Other (specify)

### 3. THE EXPERIMENT OF THE USE OF EXPERIMENTAL ANIMAL AND THE FOLLOWED FOUR FITNESS

3.1. It is necessary to use live animals for this study; (because you can mark more than one) Due to the complexity of the processes being examined, it is impossible to build and model in simpler systems.

Sufficient information for the system to be examined to be imitated in non-live models there is no accumulation.

In preclinical studies, it is necessary to experiment on live animals before being tested on humans.

Other:

3.2. The animal species specified above is selected; because you can select more than one option: There are large databases available that make comparison possible.

The anatomical and physiological characteristics of the tread are uniquely suitable for operation:

This type is a very suitable physiological model for mimicking the situation in the human body.

The same type was used in previous studies in which this progeny originated.

Other:

#### 4. ANIMAL SUPPLY AND DISPOSAL INFORMATION

4.1. The source of the experimental animals is:

BEZMIALEM VAKIF University Laboratory Animal Laboratory.

It's a legal dealer. Please specify:

It has increased without any further work. Please specify:

Other. Please specify:

4.2. Hosting of experimental animals:

BEZMIALEM VAKIF University Laboratory Animal Laboratory

Other

- Specify the exact name of the laboratory concerned:

- Have the necessary permissions been obtained from this laboratory:

4.3. Special conditions

No special conditions will apply

Special conditions (different temperature, humidity, pressure, feeding, etc.) will be applied.

Explain the reasons for your specific circumstance / conditions:

#### 5. PROJECT DETAIL INFORMATION

5.1. Project Description

Project Purpose (maximum 100 words):

Project Method (should clarify the procedures to be applied to animals and provide literature support):

5.2. Experimental groups (content should be added and number of animals should be determined by statistical analysis)

Group Name Animal

Piece

Total number of animals

Gender of the animals to be used Female Male

## 6. ANESTHESIA AND ANALGESIA

If the following agents / agents are used in the study, the relevant sections must be filled in.

### 6.1. Preatesthetic, analgesic or sedative drugs

Agent Doz

Delivery

path

Effect

Time

### 6.2. Anesthetic agents

Agent Doz

Delivery

path

Effect

Time

### 6.3. How will the depth of anesthesia be monitored?

- a. Skin or finger nail responses
- b. Palpable or corneal reflex (not suitable for rodents)
- c. Chin or skeletal muscle tone monitoring
- D. Observation of physiological response
- to. Other. Explain:

### 6.4. Analgesic, tranquilizer and similar drugs to be used post-op

Agent Doz

Delivery

incidence

Delivery

path

Application

Time

## 7. ÖTENZAİ

- a. Euthanasia will not be implemented
- b. High dose anesthetic
- c. Decapitation under anesthesia / tranquillization
- D. Cervical dislocation under anesthesia / tranklizian
- to. Exsanguination during surgery (anastomosis)
- f. Carbon dioxide inhalation
- g. Other. Please describe:

## 8. BIOLOGICAL AND ENVIRONMENTAL RISK FACTORS RELEASED DURING OR AFTER EXPERIENCE

Does not have biological and environmental risk factors

Risk of microbiological contamination. Please describe:

Risk associated with the use of carcinogenic substances. List the carcinogenic substances to be used:

Risk associated with the use of radioisotopes. List the radioisotope materials to be used:

Risk associated with the use of toxic biological substances. Toxic biological materials to be used

Please list:

Risk associated with the use of antineoplastic / cytotoxic agents. List antineoplastic / cytotoxic substances to be used:

Other agents

Other risk factors

## 9. MONITORING PARAMETERS

### 9.1. Monitoring methods

- a. Weight measurement
- b. Behavior, activity and posture control
- c. Localization of pain or discomfort

D. Observation of the treated region for adhesions, discharge, redness or swelling

to. Reductions in animal mobility

f. Observation of daily food and water consumption

g. Other. Please describe:

9.2. Tracking frequency

a. Once a day e. Once a week

b. Twice a day f. Other. Please describe:

c. Every two days g. It is not possible to apply to the protocol.

D. Twice a week

9.3. Parameters for removal of animals from experimental protocol

a. Significant physiological disorders

b. Weight loss more than 15% of body weight

c. inability to walk

D. Not enough nutrition

to. Insufficient response to stimuli

f. Other. Please describe:

9.4. What will be done to animals removed from the test protocol?

a. Euthanasia

b. Other:

\*\*\* Whether the project has already been discussed in another ethics committee.

a. Yeah ; Results:

b. No

I read the application form. As project manager, I am aware that I have to comply with the Law on Protection of Animals and the related legislation dated 24.06.2004 and numbered 5199, which was published by the Official Gazette dated 01.07.2004 and numbered 25509. I accept ethical responsibilities of work.

I declare that the work will be open to the inspection of the ethics committee and will be conducted as accepted by the ethics committee of the experimental animals

Project manager

Name Signature Date

T. C.

BEZMIALEM VAKIF UNIVERSITY

ANIMAL EXPERIMENTS LOCAL ETHICS COMMITTEE

COMMITMENT

History:

Working title:

Responsible Executive (Name, Surname, Title):

Other members of the team:

Name Surname Unvan İMZA

one-

2nd-

3-

4-

5-

6-

7-

8-

I read the BEZMIALEM VAKIF University Animal Experiments Local Ethics Committee Directive.

I will work in accordance with the guidelines,

In approved work; Experiment with persons who do not have "Test Animal Use Certificate"

I will not do anything in my animals,

I will obtain the permission of the Local Ethics Committee for changes to be made in the work process and on the work team,

I will notify the "Local Ethics Committee" in writing within three months that the work is done,



☐ During this work, I will comply with the ethical principles set forth in the Guidelines of the Local Ethics Committee of the BEZMIALEM VAKIF for Animal Experiments, and will promptly report any unexpected adverse effect or event

☐ I will commit myself to my team and myself on behalf of my team to avoid any kind of unnecessary suffering during the course of my studies.

Worker:

Name-Surname Signature

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BEZMIALEM VAKIF UNIVERSITY

ADMINISTRATIVE PERSONNEL DISCIPLINARY DIRECTIVE

FIRST PART

Aim and Scope, Basis, Definitions,

Purpose and Scope

ARTICLE 1-

This Directive does not apply to the duties assigned to them by laws, statutes and regulations disciplinary crimes and penalties for those who do banned work for those who do not fulfill the obligations that they are obliged to comply with. The General Secretariat, Faculties, Institutes, Vocational Schools, University Hospital, International Clinic, Fatih District of Bezmiâlem Vakif University Rectorate

Administrative staff outside the academic staff working in all units to be opened to the Policlinic and the University.

Base

ARTICLE 2-

This directive has been prepared based on Higher Education Law No. 2547, Labor Law No. 4857 and Health Care Basic Law No. 3359.

Definitions

ARTICLE 3-

In this guide;

a) University: Bezmiâlem Vakif University

b) Chairman of the Board of Trustees: Chairman of the Board of Trustees of Bezmiâlem Vakif University,

c) Rector: Rector of Bezmiâlem VAKIF University

d) University and Affiliated Departments: Bezmiâlem Vakif University, its faculties and hospitals, International Clinic, Fatih Neighborhood Police and all units and departments to be opened to the university,

e) Disciplinary Board: The Board composed of the Vice Rector appointed by the Rector, the General Secretary, the Hospital General Coordinator, the Legal Adviser and the unit supervisor to whom the disciplinary action is concerned,

f) Unit Manager (Disciplinary Supervisors): University Secretary General, Hospital General Coordinator BVU Disciplinary Directives 2014 Page 2

g) Unit Amiri: Dean at Faculty of Medicine, Director of Institute at Institute of Health Sciences, Director of Vocational Higher School at Vocational High School, Director at General Directorate of General Hospital and General Director of Hospital,

h) Personnel: General Secretariat affiliated to the Rectorate of Bezmiâlem Vakif University,

Administrative personnel outside academic staff defined according to the provisions of the Labor Law No. 4857 in all units to be opened to faculties, Institutes, Vocational Schools, University Hospital, International Clinic, Fatih District Policlinic and University,

i) Human Resources Directorate: The University and its affiliated units responsible department,

j) Reporter: Human Resources Manager.

Reserved Provisions

ARTICLE 4-

The Act on Social Security, the Act on Unemployment Insurance, the Law on Unemployment Insurance, the other laws, regulations and regulations affecting working life, and the provisions of the legislation issued by Bezmiâlem Vakif University and which are currently in Enforcement or which are to be amended in the future shall be reserved.

SECOND PART

Disciplinary Crimes and Punishments

Disciplinary Crimes and Punishments

ARTICLE 5-

Disciplinary punishments are:

a - Warning: To be informed in writing that more attention should be paid to the task and behavior,

b - Penalty: to be notified in writing that the task and behavior are faulty,

c - Monthly Cut-off: The deduction of the staff's monthly fee up to two days'

e) Separation from Management Duties: Personnel director, manager, responsible and other management

tasks.

f) - Dismissal: The employee is removed from his / her job so as not to be recruited on behalf of the institution,

Not warrant

#### ARTICLE 6-

The acts and circumstances which require a warning to be given are:

a) To the third persons who are in contact and communication because of his duty and duty,

To act out of courtesy by contradicting the seriousness and intebases of the university, to act indifferently,

b) To perform the orders and tasks given in full and on time and in cooperation, to fulfill the procedures and principles determined by the institutions in the duty area, to show indifference in the protection, use and maintenance of the related official documents, tools and equipments, to observe the austerity measures,

c) Arrive late at the relative, without permission or without permission, leave early, leave the mission area,

d) Not to comply with work safety and health rules, not to use when necessary related tools, equipment and equipment for work safety and health,

e) To be able to engage in workplace behaviors,

f) Not to be helpful to the disciplinary investigation, to have difficulty in delivering the desired information and information or to be in the effort of delay,

Criminal Penalty

#### ARTICLE 7-

The acts and circumstances which require reprimands are:

a) to repeat any of the acts and situations which will require a warning in 1 (one) year.

b) Being disrespectful with the state and activity during the duty, being ill with the staff, business owners or students who are in charge,

c) To use official vehicles, equipment and similar items belonging to the University and its affiliated units in their private works,

d) To be in general moral and extra personal conduct in the duty area and to write such writing, to draw or to make shapes and like shapes,

e) the right to be called in due time by the competent organs

Not answering.

f) To come to a working day without permission and without excuse,

g) Unless authorized to do so, the speeches made at the university organs shall cause the decisions taken to be made in favor or against the organ or members by disseminating or leaking them outside the body,

h) To encourage the University and its affiliated units to attach a notice that is not related to the task without obtaining permission from the authorities,

Discipline Directive of the BOO 2014 Page 4

Monthly Cutting Penalty

ARTICLE 8-

The acts and circumstances which require a monthly penalty are:

a) To repeat any of the acts and situations that will require a reprimand in 1 (one) year.

b) To endanger the safety of work due to its own will or disgrace, to inflict damage and loss at the same time as the workplace's property, or at the expense of thirty days' wages of machinery, plumbing or other goods and materials that are not in the possession of the workplace.

c) Intentionally; not to perform the given orders and duties in full and on time, to fulfill the procedures and principles determined by the institutions in the duty area,

d) To falsify documents given for duty, to use falsified documents or to use others,

e) To perform language, race, gender, political thought, philosophical belief, religious and sectarian in the fulfillment of the duties, to be in behaviors targeting the intebases or harm of persons,

Dismissal from Administration

ARTICLE 9-

The acts and circumstances which require the punishment of separation from the Administrative Officer are:

a) to provide any benefit to the person under his administration under any name,

b) not to take the necessary precautions to ensure efficient or peaceful work in the place where it is responsible for management or to condone or to incite or encourage such movements,

c) to neglect the administration of the unit responsible for its management or to fulfill the duties assigned by the legislation,

Dismissal

ARTICLE 10-

The acts and circumstances which require punishment for exclusion are:

a) Repeat any of the acts and situations which require punishment for monthly penalty within 1 (one) year.

b) To publish a false report or document,

c) Assaulting the supervisor, his colleagues, colleagues or students, being in a state of disgust and disgraceful behavior that is incompatible with the title, and dismissing the BDU Disciplinary Directive 2014 Page 5

d) To search the University and its affiliated units, to confiscate any person's possessions, deliberately open their post offices and organize similar actions, provoke others in this way or take part in such actions,

e) abuse of the employer's trust, theft in the university or its affiliated units in or out of the hospital,

f) In invoices and documents, costs, files, all kinds of information, programs, data etc. forgery of any kind of evasion,

g) The patient must be able to benefit from his / her relatives, business owners and students, to borrow directly or through intermediary, to enter bail relations or to provide any benefit for himself / herself or first degree relatives,

h) to come to the university and affiliated units with firearms, to carry weapons even if licensed,

THIRD PART

Disciplinary Inquiry

Procedure for Investigation

ARTICLE 11 -

The unit manager who determines the action, state and behavior that can be counted as a disciplinary offense may notify the Human Resources Directorate in writing about his / her decision to investigate and finalize the subject if necessary. (If available, the minutes and other documents are attached to the article.)

The Human Resources Directorate sent the written statement in the shortest time

investigate and ask the appropriate staff to defend it in writing. After the deadline for the defense has elapsed, the Disciplinary Officer forwards the prepared file to the Disciplinary Officer.

Disciplinary Amiri may issue a warning if the investigative matter is from actions that can be evaluated within the scope of the warning penalty, or may be referred to the Discipline Board according to the nature of the matter.

All punishments other than the excitement penalty are discussed in the Discipline Board and are connected to the court.

Discipline Directive of the BOO 2014 Page 6

Procedure for Construction of the Investigation

ARTICLE 12-

If the Discipline Committee deems it necessary, it may invite the academic / administrative officer or personnel to the committee according to the nature of the matter. You can listen to the witness in the meeting, ask for the defense again, and get statements from the investigated people. A decision is made by unanimity or majority vote on disciplinary action by examining the collected information and documents.

Following the decision of "Dismissal Permanent Monthly", "Dismissal from Administrative Duty" and "Dismissal of Officer" issued by the Disciplinary Board Members, the Rector's proposal is finalized with the approval of the Chairman of the Board of Trustees. "Monthly Cutting Penalty" is applied at the beginning of the month following the date of issuance of the penalty.

All units have to help the disciplinary inquiry. Desired information and

Disciplinary inquiries may also be made about the delivery of information, the difficulty of deliberation or delay.

Disciplinary punishment can not be granted without written defense. Human Resources Directorate

Those who do not give the defense requested by the said time are deemed to have given up the right of defense.

Acts, acts, acts and behaviors considered as disciplinary offenses should be decided by the investigation as soon as possible from the date of the event and the staff should be informed about it.

SECTION FOUR

Miscellaneous and Final Provisions

Unpredicted Disciplinary Crimes

ARTICLE 13-

The above-mentioned acts and cases that require disciplinary punishment,

disciplinary punishments of the same kind are also given to those who have similar actions in terms of their weight.

Repetition of disciplinary offenses

ARTICLE 14-

An act or circumstance which caused the disciplinary penalty to

severe penalties are applied.

Good Evaluation

ARTICLE 15-

If disciplinary action is deemed appropriate, a slight disadvantage may be imposed for punishment for positive personnel to work during past services.

Discipline Directive of the BOO 2014 Page 7

Enforcement

ARTICLE 16-

This directive was issued by the Bezmiâlem Vakif University Senate on 02/03/2014 and numbered 02

accepted at the meeting and entered into Enforcement.

ARTICLE 17-

This directive is executed by the Rector of the Bezmiâlem VAKIF University.