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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 Architecture 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 Architecture 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 Architecture,
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 academic research in the built environment:
 - a. Developing contemporary strategies by applying ‘Research by Design’;
 - b. Implementing design strategies based on interdisciplinary principles;
 - c. Generating integrative design between the user and the designer;
- II. Architectural, Urban and Landscape 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:
 - 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;

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- b. Urban and building physics (energy efficient design, acoustics, light, fire protection);
- c. Universal design (design for elderly, design for all).

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 and interior design projects 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.

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


- a) the academic load of the Director of Institute will not be more than 12 hours per week.
- b) A Project Group Member can give his/her contribution at the premises of Center:
 - in the week days 4 hours after the official working hours;
 - in the weekends from 09:00 – 16:00 o’clock.
- c) The members for each Project Group are proposed by the Director and 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

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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) Act as a Member of the Board, and ensure the implementation of the Board’s decisions;
- b) Act as a Representative of the Center, and lead the academic activities and administrative affairs;
- c) Prepare the work schedule and meeting of the Center as well as its activity report, present the reports to the Rector;
- d) Plays a role in collaboration with national and international Architectural and Construction companies as well as related institutions.

Administrative Board of the Center

Article 10 – The Administrative Board is composed of five members:

- I. Director of Center;
- II. Academic Staff Member;
- III. Academic Staff Member;
- IV. Academic Staff Member;
- V. Academic Staff Member.


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

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;

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- 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:

- a) Epoka University Department of Architecture Research Assistants;
- b) Epoka University Department of Architecture Graduates.

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.

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Practicing Staff

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

- a) Epoka University Department of Architecture Graduates;
- b) Epoka University Department of Architecture 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*

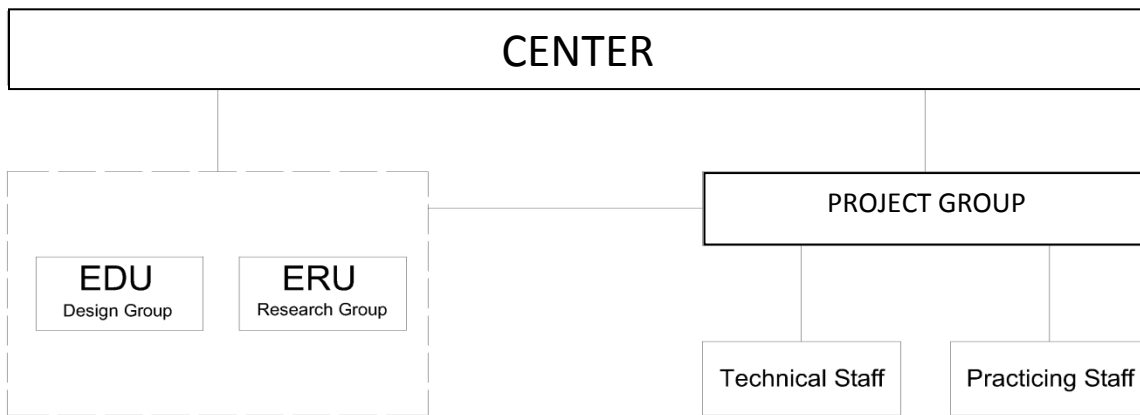
***Governmental Bodies, NGO in accordance with the the field of activities of the Center*

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