

**ISTANBUL TECHNICAL UNIVERSITY
LABORATORY MANAGEMENT DIRECTIVE**

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose

Article 1 - The purpose of this directive is to establish the principles and procedures regarding the management model to be applied, aiming to ensure efficient use, functionality, sustainability, and high service quality in existing and newly established laboratories at Istanbul Technical University, by regulating the duties and working methods of the Laboratory Management Office.

Scope

Article 2 - This directive covers the provisions related to the management of laboratories at Istanbul Technical University, based on performance within the scope of existing and newly established laboratories' infrastructure, facilities, and services provided.

Legal Basis

Article 3 - This directive is based on Article 13(b) and Article 58 of the Higher Education Law No. 2547 dated 04.11.1981 and the Higher Education Quality Assurance Regulation published in the Official Gazette on 23.07.2015, No. 29423.

Definitions

Article 4 - In this directive:

- a) **Academic Unit:** Refers to faculties, institutes, conservatories, and research centers affiliated with Istanbul Technical University.
- b) **Unit Manager:** Refers to Deans in faculties, Institute Directors in institutes, Conservatory Directors, and Center Directors in research centers.
- c) **BAP Unit:** Refers to the Scientific Research Projects Coordination Unit.
- d) **Administrative Unit:** Refers to administrative units affiliated with Istanbul Technical University.
- e) **ITU Laboratory Management System:** A comprehensive software system developed by the ITU Information Processing Department that provides up-to-date information on laboratory features, capacities, and services, initiating, tracking, and reporting service requests and processes.
- f) **Laboratory Management Office:** A unit affiliated with the Rectorate responsible for monitoring and evaluating laboratory performance and ensuring sustainable and high-quality operation.
- g) **Laboratory:** A unit within an academic department equipped with necessary modern technology, instruments, hardware, and software to carry out scientific work such as experiments, tests, analysis, applications, etc.
- h) **Laboratory Officer:** A faculty member or staff assigned by the unit manager to ensure laboratory activities are properly conducted and infrastructure is well maintained.
- i) **Vice Rector:** Refers to the Vice Rector responsible for Research.

- j) **Rector:** Refers to the Rector of Istanbul Technical University.
k) **University:** Refers to Istanbul Technical University.
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CHAPTER TWO

Laboratory Management Office

Structure of the Laboratory Management Office

- Article 5 -** The Laboratory Management Office is a unit under the Rectorate, reporting to the Vice Rector. It includes:
- a) A **Coordinator:** A faculty member coordinating the office's operations.
 - b) An **Office Director:** An administrative staff member managing the office.

Duties and Responsibilities of the Laboratory Management Office

- Article 6 -** The Office monitors existing and new laboratory activities, evaluates their sustainability, and follows up on implementation processes on behalf of the Vice Rector.
- Article 7 -** The Office prepares and publishes working procedures and principles related to its duties and responsibilities.
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CHAPTER THREE

ITU Laboratory Management System

Purpose

- Article 8 -** The purposes of the ITU Laboratory Management System are:
- a) Create a dynamic and up-to-date laboratory inventory system.
 - b) Minimize manual entries with a sustainable structure.
 - c) Ensure information security with digital audit trails.
 - d) Improve traceability and communication.
 - e) Streamline application processes.
 - f) Provide centralized assignment opportunities for internal users.
 - g) Reveal efficient use of infrastructure.
 - h) Monitor laboratory activities and performance.
 - i) Analyze services and income.
 - j) Identify problems and needs objectively.

Scope

- Article 9 -**

The scope of the ITU Laboratory Management System includes:

a) Laboratory inventory composed of modules:

I. Laboratory information

II. Laboratory staff information

III. Infrastructure equipment information

IV. Infrastructure software information

V. Test/analysis information

VI. Services and solutions provided, current protocols and certifications

VII. Encountered problems

b) Activity and performance reporting system.

Data

Protection

Article 10 - The data and records in the ITU Laboratory Management System shall be protected from unauthorized access, modification, or deletion through administrative and technical measures. In case of a violation, the ITU Information Processing Department is responsible. According to Law No. 5070 on Electronic Signatures dated 15/01/2004, electronically signed records are considered official records, and relevant legislation on backup and archiving applies.

CHAPTER FOUR

Miscellaneous and Final Provisions

Cases Not Covered

Article 11 - In cases not covered by this directive, relevant legislative provisions shall apply.

Enforcement

Article 12 - This directive shall enter into force on the date approved by the Istanbul Technical University Senate.

Execution

Article 13 - The provisions of this directive are executed by the Rector of Istanbul Technical University.
