



ACIBADEM
MEHMET ALİ AYDINLAR
ÜNİVERSİTESİ

ACIBADEM MEHMET ALİ AYDINLAR UNIVERSITY
FACULTY OF PHARMACY
REGULATIONS ON THE WORKING PRINCIPLES AND
PROCEDURES
OF THE SOCIAL AND SCIENTIFIC ACTIVITIES
COMMISSION

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FACULTY OF PHARMACY

REGULATIONS ON THE WORKING PRINCIPLES AND PROCEDURES OF THE SOCIAL AND SCIENTIFIC
ACTIVITIES COMMISSION

CHAPTER ONE

Purpose and Scope:

1- The purpose of these regulations is to determine the working principles and procedures of the Social and Scientific Activities Commission, which was established to organize the social and scientific activities of the Faculty of Pharmacy of Acibadem Mehmet Ali Aydınlar University, strengthen professional unity, bring academic staff together outside working hours, reinforce solidarity and cooperation, and celebrate special occasions and achievements.

2- These working principles and procedures cover the terms of office, general principles, working principles, duties, and responsibilities of the Social and Scientific Activities Commission of the Faculty of Pharmacy of Acibadem Mehmet Ali Aydınlar University.

Definitions

3- In these regulations;

- a) University: Acibadem Mehmet Ali Aydınlar University,
- b) Department: The Department of Pharmacy of the Faculty of Pharmacy of Acibadem Mehmet Ali Aydınlar University,
- c) Commission Chair: The faculty member serving as the Chair of the Social and Scientific Activities Commission of the Faculty of Pharmacy of Acibadem Mehmet Ali Aydınlar University,
- d) Commission: The Social and Scientific Activities Commission of the Faculty of Pharmacy of Acibadem Mehmet Ali Aydınlar University,
- g) Members: The academic staff members of the Social and Scientific Activities Commission of the Faculty of Pharmacy of Acibadem Mehmet Ali Aydınlar University.

CHAPTER TWO

Establishment, Working Principles and Procedures of the Commission

4- The Social and Scientific Activities Commission is established in accordance with the following principles:

- a) Five (5) members are appointed by the Dean from among the academic staff (faculty members and research assistants) working at the faculty.
- b) The Commission must consist of at least two (2) faculty members and a minimum of three (3) academic staff members.
- c) The term of office of the Commission is three (3) years. Members whose term has expired may be reappointed.
- d) At its first meeting, the Commission elects a faculty member from among its members as Chair. The Chair selects a rapporteur to conduct correspondence and communication within the scope of the Commission's duties and responsibilities, and, if necessary, a vice chair, and submits the decision to the Dean's Office for approval. The appointment of the Commission Chair is carried out by the Dean.
- e) Attendance at Commission meetings is mandatory for all members. A member who fails to attend meetings three (3) times within a calendar year without permission or a valid excuse shall submit a written explanation to the Commission Chair.

Working Principles and Procedures of the Commission

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- a) The Commission convenes every year within the first two weeks of September to determine the calendar of social, scientific, cultural, and artistic activities planned for a one-year period. The list of activities is submitted to the Dean's Office for approval.
- b) Prior to each planned activity, the Social and Scientific Activities Commission convenes as necessary and carries out the activities by assigning duties among its members.

Resignation from Membership:

6- A member who wishes to resign from the Commission for any reason (health problems, maternity, family-related reasons, etc.) submits a petition stating the reason to the Dean's Office, bearing the signatures of the other board members indicating that they have been informed. The Dean's Office notifies the Commission member of the approval of the resignation in writing (via electronic mail). A new member is appointed by the Dean's Office to replace the resigned member, and a written invitation is sent to the relevant academic staff member.

CHAPTER THREE

Scope and Activities of the Commission

7- These activities may be carried out jointly with the Dean's Office and other commissions. Academic staff members outside the Commission may be assigned by the Dean's Office for relevant activities.

The activity areas targeted by the Social and Scientific Activities Commission are as follows:

- a) Academic promotions (appointments to Doctor Lecturer, Associate Professor, and Professor positions),
- b) White Coat Ceremony for faculty students and Pharmacy Day celebrations (14 May),

- c) Graduation ceremony,
- d) Presentation of gifts to academic staff members who get married or have a child, with the participation of volunteer academic staff members,
- e) Scientific events, symposium or congress organizations,
- f) Faculty achievements,
- g) Activities aimed at increasing communication among faculty academic staff (end-of-term gatherings, motivation dinners, and New Year events),
- h) Planning of promotion and preference days,
- i) Orientation programs for newly appointed academic staff in the department.


CHAPTER FOUR

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- a) The annual membership fee of the Commission is determined by the Commission based on the activities carried out and expenditures made in the previous year, recorded through meeting minutes, and announced to the academic staff.
- b) Commission membership fees are collected regularly from all academic staff members working at the Faculty of Pharmacy, reported by the collecting Commission member, and used for Commission activities.
- c) The Social and Scientific Activities Commission may request a budget from the Dean's Office and/or the Rectorate for activities.
- d) The Social and Scientific Activities Commission records all meetings, income, and expenditures in written and wet-signed minutes. These records are archived in a shared area accessible to other academic staff members, while the wet-signed originals are kept by the Commission Chair..

CHAPTER FIVE

9- These working principles enter into force upon approval by the Dean of the Faculty of Pharmacy of Acibadem Mehmet Ali Aydınlar University and are implemented by the Dean.

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| <p>Prepared by Prof. Dr. E. Sinem Bireller Doç. Dr. Güknil Pelin Coşkun Şahin Dr. Araş. Gör. Tuğba Buse Şentürk Arş. Gör. Yiğit Can Cesur</p> | <p>Approved by Eczacılık Fakültesi Dekanı Prof. Dr. Mert Ülgen</p>  |
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