Approving the decree of Institute Committee dated 11.02.2015 and with number 03 of HSE/2015 and the decree of University Education Commission about the opening of the multidisciplinary “Cancer Control Programs and Applications Non-Thesis Master’s Degree Program” which Institute of Public Health and Cancer Institute planned to run together as of 2015-2016 Academic Year, the Senate decided to request the opinion of the Council of Higher Education on this matter.
Approving the decree of Institute Committee dated 17.02.2015 and with number 1-6 of 2015 and the decree of University Education Commission about the opening of “Public Law Doctoral Program” in Social Sciences Institute Department of Public Law as of 2015-2016 Academic Year, the Senate decided to request the opinion of the Council of Higher Education on this matter.
HACETTEPE UNIVERSITY
ANKARA

DECREES OF THE SENATE

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<tr>
<th>SESSION DATE</th>
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<tr>
<td>01.04.2015</td>
<td>15</td>
<td>131 OF 2015</td>
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Approving the decree of Institute Committee dated 17.02.2015 and with number 1-7 of 2015 and the decree of University Education Commission about the opening of “Health Law Non-Thesis Evening Master’s Degree Program” in Social Sciences Institute Department of Private Law as of 2015-2016 Academic Year, the Senate decided to request the opinion of the Council of Higher Education on this matter.
The admission of “Hacettepe University Animal Welfare Unit Directive” as it was in the attachment was approved.
AIM

Article-1: The aim of this directive is to regulate the working procedures and principles and duties and authorities of “Hacettepe University Animal Welfare Unit” which was founded in order to enable the animals which are currently being used or will be used for experimental and other scientific purposes to be raised and sheltered in healthy environments and to provide welfare and security of them.

SCOPE

Article-2: This directive incorporates the provisions concerning the working procedures and principles and duties and authorities of “Hacettepe University Animal Welfare Unit” which was founded in order to enable the animals which are currently being used or will be used for experimental and other scientific purposes to be raised and sheltered in healthy environments and to provide welfare and security of them.

BASIS


DEFINITION OF TERMS

Article-4:

Wherever in this directive the below terms appear, they shall be taken to refer to the following;

a) Unit Director: The Director in Centers and Institutions where experimental animals are used, sheltered and/or produced, the Head of the Department in Departments, the Laboratory Supervisor in Laboratories,

b) Experimental Animal Use Unit: The places where animal experiments are done or/and animals are sheltered,

c) Experimental Animal Production Unit: The places where experimental animals were produced,

d) HADYEK: Hacettepe University Animal Experiments Local Ethics Committee,

e) University: Hacettepe University,

f) Procedure: Except for the killing of animals for the use of these animals’ only organs and tissues, animal use which may result in ache which is equal to giving an injection in accordance with good veterinary application or result in more ache, torment, trouble, pain or permanent damage in the
animal for experimental, other scientific or educational purposes, which are interventional or non-invasive and have known or unknown results, including an animal’s birth, hatching, the production of any genetically modified animal gene or continuation process as well,

g) Project Executor: The instructor which is present with the approval of Hacettepe University Animal Experiments Local Ethics Committee,

h) President: The President of Hacettepe University,

**ANIMAL WELFARE UNIT**

Article-5:

Animal Welfare Unit;

Consist of a veterinarian who works full time in the unit and is expert on the care, welfare and production of experimental animals, a faculty member from Hacettepe University Animal Experiments Local Ethics Committee Staff, and a faculty member who has “Experimental Animal Use Certificate” and has experience in experimental animal research.

Animal Welfare Unit Members are appointed by the President. Term of office is five (5) years. A member whose term of office terminates can be reappointed. When the membership is terminated because of death, retirement, leaving the institution or resignation from the job of membership, a new member who has the same qualifications as the leaving member has is appointed through the same procedures to complete the remaining period.

When the unit members change, the names of the new members and change date is reported to Ministry of Food, Agriculture and Livestock Ankara Provincial Directorate by the Presidency in one month at the latest.

**DUTIES and AUTHORITIES of ANIMAL WELFARE UNIT**

Article-6:

a) To determine the situations which may affect the welfare of the animals during or after the procedures in experimental animal use units. If necessary, to offer suggestions regarding the removal of the situations which may affect the welfare of the animals negatively to unit directors or project executors,

b) To inform the Presidency about the places which are not suitable for experimental animal use or sheltering of them,

c) To give education regarding how to increase the animal welfare and to keep records to unit directors, veterinaries, and other personnel in experimental animal use units and experimental animal production units,

d) In the projects labeled as “Conditionally appropriate” by HADYEK, to watch over the animal experiments during the time decided by HADYEK and to present the report related to whether the conditions are satisfied or not at the end of this period,
e) To decide the fate of the animals which have been used or are waiting to be used in the projects the permission of which are cancelled by HADYEK,

f) To observe the project that HADYEK asks to supervise on site and to report its opinion written to HADYEK,

g) To prepare a report by controlling the experimental animal use and/or production units in universities in terms of the appropriateness of the environmental conditions, the effects of experimental procedures on animals and animal health and welfare at least once a year,

h) To prepare workflow diagrams for supervision, reporting and the follow-up of the welfare of the animals which are produced, sheltered or used in the universities and review these diagrams,

i) Concerning all experimental animals which are used in all animal use and/or production units, to ensure the recording of the number of animals which are brought to the unit, the animal kinds, and the places where these animals were brought from, the date of animals’ arrival to the unit and all the procedures applied.

j) To present their written opinion about whether the animals used in experiments and not mercy killed will be owned or not and which conditions should be satisfied if it is to happen

k) To prepare annual “Hacettepe University Experimental Animals Use Report” by obtaining the animal records kept in experimental animal use and/or production units at the end of the year.

**WORKING PRINCIPLE of ANIMAL WELFARE UNIT**

Article-7: Animal Welfare Unit holds an ordinary meeting every three months at the latest. It may hold an emergency meeting when it is necessary. The senior faculty member manages the meeting. The decisions are made by majority of votes. The meeting agenda and decisions are written on official minutes book. The official minutes book is approved by Ministry of Food, Agriculture and Livestock Ankara Provincial Directorate. The official minutes book is with counterfoil and there are two copies of it. When it is necessary, the second copy is given to the Ministry Inspector. When the inspector takes the second copy, he is asked to sign and write some information such as his full name, the date, the unit where he works on the other copy.

One copy of the report that is prepared after the control by Animal Welfare Unit is given to unit director. The second copy is given to HADYEK and one another copy is saved by Animal Welfare Unit. Animal Welfare Unit may make some recommendation decisions about the deficiencies and/or the mistakes it detects in the projects it follows or the experimental animal use and/or production units that it conducts an inspection. The unit director and/or project executor are asked to sign the recommendation decisions for being informed about it. When the unit director and/or project executor refuses to sign the decisions, the situation is recorded and the Presidency is informed about it. Even if the unit director and/or project executor refuses to sign the decisions, they still have the official legal responsibility.

Animal Welfare Unit has to keep the report it prepares and the decisions they make for at least 3 years and animal records for at least five years.
VALIDITY

Article-8: This Directive comes into effect on the date it was approved by the University Senate.

IMPLEMENTATION

Article-9: The President of Hacettepe University implements the provisions of this Directive
A re-election was held because of the changes in the members of “Hacettepe University Student Support Commission”.

As a result of this election, the establishment of the commission as it was shown below was decided unanimously.

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<tr>
<th>HACETTEPE UNIVERSITY STUDENT SUPPORT COMMISSION</th>
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<tbody>
<tr>
<td>Prof. Dr. Ü. Şebnem HARPUT</td>
</tr>
<tr>
<td>Prof. Dr. Birsen TOZKOPARAN</td>
</tr>
<tr>
<td>Prof. Dr. Mustafa Cengiz</td>
</tr>
<tr>
<td>Prof. Dr. Oya HAZER</td>
</tr>
<tr>
<td>Assoc. Prof. Dr. Gülsün ERİGÜÇ</td>
</tr>
<tr>
<td>A. Rıfkı GÖKMEN</td>
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<tr>
<td>Ali ESENKAYA</td>
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The addition of a new support type with the name of “Support for Transition to Being a Faculty Member” to the project support types in “Hacettepe University Scientific Research Projects Application Directive” was decided unanimously.