

**KADIR HAS UNIVERSITY**  
**REGULATIONS FOR THE SUPPORT AND PERMISSIONS OF FACULTY**  
**ENGAGING IN ACADEMIC ENDEAVORS IN TURKEY AND ABROAD**

**Aim**

**Article 1-** The aim of these regulations is to stipulate the guidelines for the assignment of academic personnel at Kadir Has University to pursue academic work, conduct research, carry out projects, attend conferences, and give lectures.

**Scope**

**Article 2-** These regulations stipulate the principles concerning the assignment of faculty members at home and abroad and the provision of monetary support for these activities.

**Basis**

**Article 3 -** These regulations are based on Article 39 of Higher Education Law 2547.

**Definitions**

**Article 4-** Terms used in these regulations are defined as follows:

- a) Information Center: Kadir Has University Information Center,
- b) Dean: The Dean of the relevant Faculty of Kadir Has University,
- c) Fund: The Individual Research Fund,
- d) Administrative Board of the Related Unit: The Administrative Board of the relevant Faculty, School or Vocational School of Kadir Has University,
- e) Human Resources Committee: The Human Resources Committee of Kadir Has University,
- f) Financial Affairs Office: The Financial Affairs Office of Kadir Has University,
- g) Director: The Director of the relevant School or Vocational School of Kadir Has University,
- h) Board of Trustees: The Board of Trustees of Kadir Has University,
- i) Rector: The Rector of Kadir Has University,
- j) Rectorate: The Rectorate of Kadir Has University,
- k) University: Kadir Has University,
- l) University Administrative Board: The Administrative Board of Kadir Has University.

**PART I**  
**INDIVIDUAL RESEARCH FUND**

**The scope of the fund**

**Article 5-** (1) A Scientific Research Fund (SRF) grant is allocated to full-time faculty members at Kadir Has University for use during the academic year for scholarly research, and for obtaining tools and equipment needed for their research, and for attending academic congresses and conferences in their field at home and abroad.

(2) The Rectorate makes a separate evaluation regarding whether or not an Individual Research Fund is to be allocated to other members of faculty.

**Determining Grant Values and Allocation**

**Article 6 -** (1) The Individual Research Fund (IRF) is formed at the beginning each academic year and is utilized between January 1 – December 31. The minimum and maximum amounts of funding are determined annually by the Board of Trustees.

(2) The amount of funds available for each faculty member within the scope of these regulations is determined by the Human Resources Committee on the basis of her/his University Academic Performance Evaluation score from the previous year. This recommendation is then relayed to the Rectorate for a final decision.

(3) Until they take part in the Academic Performance Evaluation, faculty members who have newly joined the University will be granted funds equal to the average of the fund amounts allocated to faculty members by the University.

### **Principles of Fund Usage**

#### **Article 7-**

(1) Faculty members may use the allocated funds primarily for attending national and international conferences, participating in educational programs, and for membership in international scholarly organizations. If the fund is to be used for international conferences, the faculty member must present a paper at the conference. For multi-author presentations, only one of the authors may benefit from the funds.

(2) The allocated fund may be used to purchase computer programs which are necessary for the related faculty member's academic work providing these programs are not offered for collective use by the University. If the program's license rights allow it the programs purchased using the funds are made available for the use of other academic personnel.

(3) The allocated fund may not be used for the purchase of office equipment such as computers, furniture and related items. However, a maximum of 10% of the funds may be used for the purchase of books which do not exist in the collection of the Information Center. Books which are purchased with the use of the fund are added to the Information Center collection and made available for long-term use of the related faculty member.

(4) If a faculty member needs further funding for other conferences and her/his Scientific Research Fund is insufficient for this, then she/he may also apply to the University for these additional activities.

(5) Unused funds allocated for a given year may not be carried over to subsequent years.

(6) Funds allocated for the personal use of a faculty member cannot be transferred to another faculty member.

(7) Upon their request, faculty members are allowed to use a maximum of \$500 from their Scientific Research Fund (SRF) for the "Submission fee" and "Article Processing Charge" of their publications accepted by the AHCI, SSCI, or SCI - Core Collection.

### **Documentation of Expenditures**

**Article 8 -** (1) All expenditures made using the funds must be documented according to the requirements stipulated by the Financial Affairs Office.

(2) Faculty members must fill out an advance form indicating expenses which will be covered by the fund prior to the actual spending of fund money for academic congresses and travel. Other expenses do not require pre-approval. In cases in which a leave of absence is necessary, faculty members must ensure that the procedures for getting a leave of absence are duly carried out.

**PART II**  
**LEAVE OF ABSENCE FOR FACULTY ENGAGING IN RESEARCH ACTIVITIES**  
**AT HOME AND ABROAD**

Full-time faculty members and full-time research assistants at Kadir Has University may benefit from short or long-term leaves of absence either unpaid or with an expenses allowance. A prerequisite for all assignments is a confirmation that the assignment not disrupt the educational and administrative tasks of the faculty member's unit.

(2) The Rectorate makes a separate evaluation regarding applications from other members of academic personnel.

**Short-term assignments**

**Article 10** – (1) Short-term assignments are assignments for periods lasting up to three months for academic projects, research, and project implementation.

(2) Requests by faculty members and full-time research assistants for a leave of absence, paid or unpaid, for academic congresses, educational programs and similar activities lasting less than a week, are approved by the Dean, while requests for a leave of absence from one week to 15 days are approved by the Rector with consideration for the teaching priorities of the university.

(3) Assignments for periods lasting from 15 days to one month are approved by the University Administrative Board following the recommendations of the related department or program chair and the Dean or the School Director. In applications for assignments in this category, an invitation from the host institution must be included and the rationale for attending, a plan of the work to be carried out, the contribution of this work to the related person's academic development as well as the benefits expected as an outcome of the work are to be detailed.

4) Applications for leave of absence for assignments lasting from 1 month to 3 months are to be made by submitting a file consisting of: a letter of invitation from the institution where the related academic personnel will spend his/her assignment; documentation of financial support he/she will receive for that period such as scholarships, grants or project funds; details of the academic work he/she will conduct during the assignment; the significance of these works for the faculty member's academic development and for Kadir Has University; an explanation of why this work needs to be conducted in the destination institution and country; the publications he/she will make during the assignment and the following year, and the explanations for how his/her duties and responsibilities will be covered during the time period of his/her absence. Application files are to be submitted to the Human Resources Committee with the justification letter of the head of the department or the discipline area and the approval of the Administrative Board of the related Faculty or School. Applications evaluated positively by the Human Resources Committee are submitted for the decision of the University Administrative Board. If the application includes a request for living expenses support allowance then the report of the Human Resources Committee is to be supplemented with at least two additional views by specialists in the relevant field, either from within or without the university.

(5) As a rule, short-term leaves of absence for periods lasting longer than 15 days can only be taken between the end of the spring semester final exams and the beginning of the fall semester.

(6) Faculty members who benefit from short-term assignments for periods lasting from 1 month up to 3 months whilst receiving living expenses support cannot apply for a similar leave of absence within two years.

(7) The amount of the living expenses support available for the faculty member is determined by the University Administrative Board. Those who take a leave of absence in this way are not paid extra funds such as travel allowance or remuneration payments.

### **Long-term assignments**

**Article 11** – (1) Long-term assignments are the assignments for periods lasting from three months to one year for academic projects, research, and/or project implementation.

(2) Full-time faculty members who have been working at the University continuously for three years may be given an unpaid leave of absence from three months up to six months to conduct academic work at a university abroad recognized as being appropriate by the University Administrative Board. Faculty members who are assigned in this way can apply for a living expenses allowance to cover their living expenses during their unpaid leave of absence.

(3) Full-time faculty members who have been working at the University continuously for six years may be given an unpaid leave of absence from six months to one year to conduct academic work at a university abroad recognized as being appropriate by the University Administrative Board. Faculty members who are assigned in this way may apply for a living expenses allowance to pay for their living expenses during their unpaid leave of absence.

(4) Applications by other members of academic personnel are evaluated separately by the Rectorate.

(5) In evaluating applications leave of absence applications, the University's priorities in education, the faculty member's performance during his/her period of work as well as his/her international publications and awards are taken into consideration.

(6) The total number of faculty members who may benefit from long-term assignments with living expenses allowance or unpaid assignments to go abroad is specified by the Board of Trustees in accordance with the teaching priorities of the university. For departments or programs where the number of full-time faculty members is less than five, a long-term leave of absence is considered to be exceptional.

(7) Faculty members who apply for a long-term assignment must submit a file consisting of: a letter of invitation from the institution where he/she will spend his/her assignment; documentation of financial support he/she will receive for that period such as scholarships, grants or project funds; a description of the academic work he/she will conduct during the assignment; the significance of this work for the faculty member's academic development and for Kadir Has University; the explanation of why this work needs to be conducted in the destination institution and country; the publications he/she will write during the assignment and in the following one year, and an explanation of how his/her duties and responsibilities will be covered during the time period of his/her absence.

(8) Application documents are to be submitted to the Human Resources Committee with a justification report by the head of the department or the discipline area; the approval of the Administrative Board of the related Faculty or School and a cover letter including the Dean's opinion. Applications evaluated positively by the Human Resources Committee are submitted for the decision of the University Administrative Board.

In applications for unpaid leave of absence, the Human Resources Committee report is to be supplemented with at least two additional opinions from experts in the related field, either from within or from outside of the university. In applications for living expenses support allowance, the Human Resources Committee report is to be supplemented with at least three opinions from experts in the related field, two of whom must be from outside of the university.

(9) The amount of living expenses allowance to be paid to faculty members who are given long-term unpaid leave of absence with living expenses allowance is specified by the University Administrative Board. The amount of money for expenses such as airplane tickets and other needs may be up to 75 percent of the last net salary of the faculty member.

(10) Faculty members who benefit from long-term assignments for periods lasting from six months to one year cannot apply for a long-term assignment within six years; while those who benefit from long-term assignments for a period lasting from three months to six months cannot apply for a long-term assignment within three years.

### **Assignments for teaching**

**Article 12** – Faculty members who are invited to teach classes by universities abroad may be permitted to leave for a period lasting up to three months in accordance with the teaching priorities of the University as well as the inviting institution’s reputation. A decision regarding such a leave of absence is made with the favorable opinion of the related department chair, the justified decision of the Administrative Board of the Faculty or School and the approval of the University Administrative Board.

## **PART III OTHER PROVISIONS**

### **Living expenses allowance**

**Article 13-** (1) Should a faculty member benefiting from a leave of absence within the scope of these Regulations granted with living expenses support allowance receives other financial support in the form of a payment or a grant from a local or an international institution, this fact is taken into consideration during the calculation of his/her living expenses allowance.

(2) Concerning assignments for teaching, the University Administrative Board may decide to pay the faculty member his/her salary in full or in part following a consideration of the inviting institution’s reputation and the amount of payments that will be made to the faculty member by that institution.

### **Terms of Use**

**Article 14** - (1) Upon returning to Kadir Has University, academic personnel who have taken a long-term leave of absence with living expenses allowance are required to continue working in their position for a period twice as long as the period of this leave of absence. If the faculty member fails to fulfill this requirement, then she/he will be required to pay back the life support allowance she/he received during that period of leave in addition to any and all accrued interest on that amount calculated at the highest legal rate.

(2) A signed commitment to the terms and conditions of use must be provided by the faculty member before a leave of absence with living expenses allowance is utilized.

### **Other Provisions**

**Article 15** - Academic personnel are required to submit a detailed activity report to the Dean of their Faculty or School and to the Rectorate when they return from their leave of absence detailing the work they have carried out while on their leave of absence.

**Validity**

**Article 16** - These regulations supersede the “Kadir Has University Regulations Concerning Support for Academic Personnel Engaging in Academic Endeavors Abroad” dated December 11, 2014 and go into effect from March 17, 2015 when they were approved by the Kadir Has University Senate.

**Implementation**

**Article 17** - These regulations are implemented by the Rector of Kadir Has University.

This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish language regulation shall be legally binding if any disputes of meaning should arise.