KADIR HAS UNIVERSITY
REGULATIONS CONCERNING FINANCIAL SUPPORT FOR ACADEMIC PERSONNEL ENGAGING IN ACADEMIC ENDEAVORS ABROAD

Aim

Article 1 - This regulation stipulates the guidelines for academic personnel at Kadir Has University who wish to travel abroad to pursue academic work, conduct research, implement projects, attend conferences, and/or lecture.

Support

Article 2 - This regulation adheres to the principles stated in Article 39 of Higher Education Law 2547 concerning temporary assignments abroad.

SECTION ONE

LEAVE FOR RESEARCH ACTIVITIES ABROAD

Paid Leave

Article 3 - Paid leave may be granted for short-term or long-term durations. Recipients of paid leave will receive their salaries, but are not eligible for additional compensation such as travel reimbursements and other forms of payment.

(a) Short-term Leave: Instructors, faculty members, and full-time research assistants can obtain paid leave for periods lasting from fifteen days to three months for academic projects, research, and/or project implementation. Academic personnel who take paid short-term leave are not eligible for further paid short-term leave for two years.

(b) Long-term Leave: Full-time faculty members who have worked continuously for the university for six years can take paid leave for a period lasting from six months to one year for academic pursuits at a university abroad which is recognized by the University Administrative Board.

The following criteria will be taken into account during the review process of applications for paid long-term leave: the university’s educational priorities, the applicant’s academic performance at the university, the applicant’s international publishing record, and the awards that the applicant has received.

Academic personnel who take paid long-term leave are not eligible for further paid long-term leave for six years. Every year the University’s Board of Trustees will announce the number of academic personnel to be eligible for paid long-term leave through an assessment of the university’s educational priorities.

Unpaid Leave

Article 4 - Faculty members, instructors, and full-time research assistants are eligible for unpaid leave for a period lasting from 15 days to 3 months for the purposes of academic projects, research, and the implementation of research projects.

Other Forms of Leave

Article 5 -

(a) In exceptional cases, faculty members who have been invited to teach at a foreign institution of higher learning may be granted paid or unpaid leave, based on the educational priorities of Kadir Has University and the qualifications of the host institution, in addition to the approval of the departmental chair, the Faculty Board, and University Administrative Board.

(b) Faculty members and full-time research assistants are eligible for up to fifteen days of paid/unpaid leave for the purpose of attending conferences, seminars, educational programs, and other academic events. Permission will be granted based on the educational priorities of the university as deemed fit by the Rector and/or the University Administrative Board.

Eligibility for Application

Article 6 -

For paid and unpaid long and short-term leave for academic projects, academic research, and project implementation, as well as leave for teaching at another institution of higher learning, a report, outline of the project, and acceptance letter must be submitted to and approved by the University Administrative Board. The Board also must approve project proposals as well as evaluate the potential of the project to be published in an international journal.

Terms of Leave

Article 7 -

(1) Requests for leave for academic personnel as specified above must not disrupt the given department’s educational program, and additionally must be recommended by the
departmental chair, be accepted by the relevant Faculty Administrative Board, and be approved by the University Administrative Board and the Rector.

(2) Paid or unpaid leave lasting longer than 15 days must be taken between the end of Spring term final exams and the start of the Fall term of every academic year.

**Funding and External Financial Support**

**Article 8** – In the case that a faculty member who takes long-term paid leave receives financial support from a local or an international institution, her/his salary will be decreased by that amount. For academic personnel taking paid leave to teach at another institution of higher learning, she/he will receive a full or partial salary based on the University Administrative Board’s decision concerning the given institution’s qualifications and the compensation that the faculty member will receive from that institution.

**Terms of Use**

**Article 9** -

(1) Upon returning to Kadir Has University, academic personnel who take paid leave are required to maintain their position for a period twice as long as that period of leave. If the faculty member fails to fulfill this requirement, then she/he will be required to pay back the salary she/he received for that period of leave in addition to any and all accrued interest on that amount calculated at the highest legal rate.

(2) A written contract stipulating the terms of responsibility must be drawn and signed before leave can be taken.

**Other Provisions**

**Article 10** - Long-term paid leave cannot be granted for longer than 1 year.

**Article 11** - Academic personnel who take leave are required to submit a detailed activity report concerning the academic work completed while on leave to their department chair and to the Rectorate.

**PART II PERSONAL RESEARCH FUND**

**Article 12** - A Personal Research Fund (PRF) is allocated for all full-time faculty members at Kadir Has University for use during the academic year for scholarly research, for equipment for their research, and for attending international academic congresses and conferences abroad.
Fund Amounts and Allocation

Article 13 -
(1) The amount of the PRF is determined at the beginning of every academic year in October. Every year, the Board of Trustees will determine the minimum and maximum amounts of the fund.

(2) The amount of the PRF available for each faculty member is determined by the Human Resources Committee on the basis of their performance evaluation from the previous year and their international publications. This recommendation is then relayed to the Rectorate for final approval.

(3) Faculty members who have recently joined the University will be granted a single fund which is equal to an average of the fund amounts allocated to faculty members by the University.

Regulations for Fund Usage

Article 14 -
(1) Faculty members may use the PRF for attending national and international conferences, participating in educational programs, and for membership in international scholarly organizations. If the fund will be used for international conferences, the faculty member must present a paper at the conference. For multi-author papers, only one of the authors can exercise this right. When funds are used for the purposes outlined above, the regulation for national and international academic endeavors will apply.

(2) The fund may be used to purchase computer programs without the need for approval from the Administrative Board. Programs purchased with the fund may be used by other instructors provided that the program’s license rights are not infringed.

(3) The PRF may not be used for the purchase of office equipment such as computers, furniture and related items. A maximum of 10% of the allocated fund may be used for the purchase of such materials as books and journals. Materials such as books, journals and the likes are added to the Information Center collection and made available for use by other academic personnel.

(4) If a faculty member requires further funding and her/his fund is insufficient to cover the costs of attending conferences, then she/he can still apply to the University for financial support. Having used the fund does not restrict a faculty member’s right to apply for such additional support.

(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.

**Documentation of Expenditures**

**Article 15** -
(1) All expenditures made using the PRF must be documented according to the requirements stipulated by the Financial Affairs Office.

(2) Faculty members must fill out an advance form which indicates any expenses which will be covered by the PRF prior to the actual spending of fund money for conferences and travel. Other concurrent expenses do not require pre-approval. In cases in which leave must be taken, faculty members shall ensure that the procedures for leave-taking are duly carried out.

**Temporary Article**

**Article 16** - Faculty members who are currently working at the university may exercise the right to long-term leave stipulated in Article 3 (b) after a two-year transition period.

**Validity**

**Article 17** - This regulation, some of the articles of which were altered at a University Senate meeting held on December 11, 2014, goes into effect on that date and hereby supersedes the regulation promulgated on January 18, 2012 upon the approval of the Kadir Has University Senate.

**Implementation**

**Article 18** - This regulation shall be implemented by the Kadir Has University Rectorate.

“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.”