

T.C.
KADIR HAS UNIVERSITY
SUPPORT FOR ACADEMIC PERSONNEL
INTENDING TO PARTICIPATE 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 assignment 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 payments such as travel reimbursements, per diem remuneration, etc.

(a) Short-term Leave: 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 accepted 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 by taking into account the university's educational priorities.

Unpaid Leave

Article 4 - Faculty members 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 providing instruction 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 ratify the potential of the project to be turned into an international publication.

Granting 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, by statute, must be taken between the end of the spring term final exams and the start of the autumn term of every academic year.

Scholarship or Payment

Article 8 – In the case that a faculty member who takes long-term paid leave receives any form of payment or scholarship 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 her/his full or partial salary based on the University Administrative Board's decision concerning the given institution's qualifications and the salary that the faculty member will receive from that institution.

Obligations

Article 9 -

(1) Academic personnel who take paid leave are required, upon their return, to work at Kadir Has University for a period lasting twice the amount of time that the given period of leave lasted. If the faculty member fails to fulfill this time 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 the leave actually takes place by all academic personnel who wish to take paid leave.

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 on her/his performance evaluation of the previous year and her/his international publications. This recommendation is then relayed to the Rectorate for final approval.

(3) Faculty members who have recently joined the University will one time only be given a fund of the University's average amount, to be deducted from the following year's rights.

Regulations for Fund Usage

Article 14-

(1) Faculty members may use the PRF for national and international conferences, participation in educational programmes and for membership in international scientific organizations. If the fund will be used for international conferences, it is required that the faculty member present a paper at the given conference. For multi-author papers, only one of the authors can exercise this right. For the funds to be used for such purposes, regulation for national and international academic undertakings will apply.

(2) The fund may be used to buy books, computer programs and similar materials without the need for a Board decision. These materials are to be recorded under the name of the faculty member during her/his post at the university. Three years after purchase, these materials become the property of the faculty member. In the case that the faculty member's post is terminated before the three-year time limit has been filled, these materials are to be transferred to the ownership of the university.

(3) PRF may not be used for the purchase of office equipment such as computers, furniture and related items. Only 10% of the allocated fund may be used for the purchase of such materials as books and journals.

(4) In the event that a faculty member requires further funding and her/his fund is insufficient to cover the costs of additional conferences, she/he can apply to the university for financial support. The fact that the fund has been used entirely has no impact on her/his right to apply for further funding.

(5) Funds that are allocated for a given year may be transferred to the following year but cannot be transferred more than one year in advance.

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

Documentation of Expenditures

Article 15 -

(1) Fund expenditures must be documented according to the standards set by the Administrative Affairs and Finance Office.

(2) Upon documentation of expenditures, these documents are to be approved by the Finance Office whereupon the next payment portion will be released.

(3) Before making expenditures for conferences and travel expenses, faculty members must document these by filling out an advance form. For other spending, no pre-condition is required. In cases requiring requests of leave from the university, the procedure for the request of leave is to be completed separately.

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 two year transition period.

Implementation

Article 17 - With the enactment of these regulations, the previous T.C. Kadir Has University Conference Participation Regulation is null and void. The regulations in this code were proclaimed valid on the third of January, 2011, by decision of the University Senate.

Article 18 - This regulation is to 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.”