**ATILIM UNIVERSITY**

**DIRECTIVE ON APPOINTING ACADEMIC PERSONNEL FOR DOMESTIC AND INTERNATIONAL DUTIES**

**Purpose and Scope:**

**Article 1.**

This Directive aims to determine the principles and procedures regarding the appointment of the academic personnel working full-time at Atılım University for domestic and international duties with or without financial support for academic purposes and/ or considering them to be on leave.

**Basis:**

**Article 2.**

This Directive is based on the provisions of Article 10 of Constitution of the Republic of Türkiye, Higher Education Law no. 2547, Organization of Higher Education Institutions Law no. 2809, Law no. 4281, and Regulations on Foundation Universities.

**Definitions:**

**Article 3.**

The definitions for this Directive are as follows:

University: Atılım University

Chairperson of the Board of Trustees: The Chairperson of the Board of Trustees of Atılım University

President: The President of Atılım University

University Executive Board: The Executive Board of the University

Senate: The Atılım University Senate;

Dean: Deans of the Schools within Atılım University;

Director: Directors of the Schools, Vocational Schools, and the Preparatory School within Atılım University

Executive Board: The Executive Boards of the Schools and Vocational Schools within Atılım University;

Academic Staff: The staff of Atılım University employed as faculty members (professors, associate professors and assistant professors), lecturers, research assistants, and instructors at the University.

**Appointing Academic Personnel for Participation in Domestic and International Scientific Events:**

**Article 4.**

* 1. **Short-Term Appointment (10 days maximum) for Domestic and International Duties with Financial Support from the University:**
     1. **Short-term appointment for domestic duties:**

Transportation fees, congress participation fees, accommodation and daily expenses are compensated on the condition to be documented for appointments for domestic duties (including the TRNC) in order to actively participate (to present declarations, as a guest speaker, to chair sessions etc.) in meetings such as congresses, symposiums, workshops, exhibitions, biennials, festivals etc. An academic staff member may be appointed for a maximum of three times in one academic year with financial support from the University.

* + 1. **Short-term appointment for international duties:**

Transportation fees, congress participation fees, accommodation and daily expenses are compensated on the condition to be documented for appointments for domestic duties (including the TRNC) in order to actively participate (to present declarations, as a guest speaker, to chair sessions etc.) in meetings such as congresses, symposiums, workshops, exhibitions, biennials, festivals etc. An academic staff member may be appointed for a maximum of two times in one academic year with financial support from the University.

* 1. **Other Provisions Relevant to Short-Term Appointment:**
     1. The following documents are to be presented by the Academic Staff for application purposes for short-term appointment:
        1. A copy of the invitation letter for the international meeting, a copy of the declaration for which the letter of acceptance regarding its presentation is to be submitted,
        2. The information letter by the relevant Dean, Head of Department, or Director stating that no setbacks are the case regarding the duties of the academic staff member at the unit of their employment for the duration of their leave,
     2. The academic staff member applies to the Dean, the Head of Department, or the Director twenty days before the event/ meeting date at the latest, with the required information and documentation for short-term appointment.
     3. For short-term appointments without financial support from the University, the opinion of the relevant dean, and the relevant department chair or director, and the President’s approval are required. The Board of Trustees is informed of appointments of such nature.
     4. Short-term appointment applications with financial support from the University require the suggestion by the relevant Dean, Head of Department, or Director; the permission by the President, and the approval by the Chairperson of the Board of Trustees.
     5. The appointments within a single academic year are counted between September 1 - August 31.
     6. If multiple authors are credited for a declaration to be presented in events/ meetings abroad, only one of the authors may participate the event/ meeting with financial support from the University.
     7. In order to be appointed for short-term duties abroad with financial support from the University, the academic personnel are required to have been working full-time at the University for one full year, and to have passed their doctorate exam. An academic staff member may not be appointed more than once for short-term international duties with financial support from the University within an academic year.
     8. When determining the amount of the financial support to be allocated for short-term appointments, the fact whether the academic staff member is supported/ paid by another institution or organization is taken into account. In the event that the expenses of participation in the scientific event are covered by another institution, organization or an external national/ international project, no extra payment is made from the university budget.
     9. On the condition for the academic personnel to document accordingly, transportation fees, the participation fees for the congress, accommodation and the maximum amount for total daily expenses for short-term appointment to attend international events held within or outside Türkiye are determined with the suggestion of the University Executive Board and the decision of the Chairperson of the Board of Trustees. Transportation fees, the participation fee for the congress, accommodation and daily expenses for participation in domestic and national conferences are covered within the budget.

**Long-Term International Appointment for Scientific Research, Practice and Training:**

**Article 5.**

* 1. **Long-Term International Appointment with Paid Academic Leave:**
     1. **The aim and scope of long-term international appointment with paid academic leave:**

Staff members employed as faculty members at the University may apply for paid academic leave abroad for purposes such as taking part in scientific research and practice studies in their field of expertise, broadening their areas of research, and preparing publications, provided that these efforts are undertaken on behalf of the University. Monthly payments are made to faculty members on duty abroad with paid academic leave for as long as they are on paid academic duty or leave. Faculty members are not provided with additional compensation for transportation, accommodation, meals etc. The maximum duration for paid academic leave for faculty members is one calendar year. No paid or free extensions may be made on this duration.

* + 1. **The conditions for long-term international appointment with paid academic leave:**
       1. For application purposes, faculty members are required to have an official invitation from international institutions, organizations or renowned universities;
       2. To be applying for purposes such as participating in scientific research and practice studies in their field of expertise, broadening their areas of research, and preparing publications, provided that these efforts are undertaken on behalf of the University,
       3. To have been employed full-time and without breaks at Atılım University for at least three years in the case where faculty members are applying for an appointment on paid academic leave of up to three months within the academic year,
       4. To have been employed full-time and without breaks at Atılım University for one year in the case where faculty members are applying for an appointment on paid academic leave for up to three months within the months of summer, an appointment,
       5. To have been employed at the University full-time and without breaks for at least six years, or to have undertaken their last international appointment six years ago, without breaks; in the case where faculty members are applying for an appointment on paid academic leave for three months to a year.
  1. **Long-Term International Appointment with Unpaid Academic Leave:**
     1. The condition for faculty members to be appointed for long-term international duties on unpaid academic leave for three months up to a year is that they have worked at the University full-time and without breaks for at least three years, or that three years have passed without breaks since their last long-term appointment on either paid or unpaid academic leave. On an appointment of this nature, faculty members are considered to be on unpaid leave, and subject to no monthly payments or financial support.
     2. Faculty members employed at Atılım University full-time and without breaks for at least three years may apply for long-term international appointment on unpaid academic leave, within the scope of national and/ or international projects (TUBİTAK, SAN-TEZ, EU etc.), and/ or scholarships. In this case, faculty members may be appointed for long-term duties abroad on unpaid academic leave in line with the provisions of this Directive for a duration of maximum three months. On an appointment of this nature, faculty members are considered to be on unpaid leave, and subject to no monthly payments or financial support.
  2. **Other General Provisions Regarding Appointment for Long-Term Duties on Academic Leave:**
     1. The following documents are presented by the Academic Staff members for application purposes regarding long-term appointment on academic leave:
        1. The report and the working plan relevant to the duty requested, detailing its scope, aim, scientific value and contribution to the University,
        2. The letter of invitation/ acceptance from the receiving institution,
        3. Details relevant to the receiving institution and introductory information regarding the scientists working with whom is intended,
        4. A letter from the relevant Dean, Head of Department, or Director stating that no setbacks shall be the case in academic duties for the duration of the appointment.
     2. Academic staff members convey their requests for appointment to their Deans, Heads of Departments, or Directors at the latest by the end of the academic semester before the one covering the date when they wish to be on leave (Fall or Spring) with regards to the University academic calendar.
     3. Long-term appointment for international duties on paid or unpaid academic leave is performed with the opinion of the Executive Boards of Schools, the decision of the University Executive Board, and the approval of the Chairperson of the Board of Trustees.
     4. When determining the amount of the financial support to be granted for long-term appointment abroad, the fact whether the academic staff member is supported/ paid by another institution or organization is taken into account.
     5. Monthly payments are made in full to academic staff members on long-term duty abroad on paid academic leave up to six months, and in half throughout the remaining duration after six months up to a year.
     6. Academic staff members applying to be appointed for long-term international duties on paid or unpaid leave are required to sign a contract that includes the conditions for their appointment.
     7. Academic personnel members applying to be appointed for long-term international duties on paid leave guarantee that they are to serve at the University for twice the duration of their paid leave upon their return, or otherwise pay the damages/ penal clause amounts determined by the University.
     8. Academic staff members applying to be appointed for long-term international duties on unpaid leave guarantee that they are to serve at the University for the duration of their unpaid leave upon their return, or otherwise pay the damages/ penal clause amounts determined by the University.
     9. Returning academic staff members are required to present their work undertaken during their appointment such as their academic studies, activities, or publications to the relevant Dean, Head of Department, or Director.

**General Provisions regarding Domestic or International Appointment for Long or Short-Term Duties:**

**Article 6.**

* 1. Academic staff members to be appointed abroad are required to obtain a health insurance that covers all medical risks and expenses, for which the insurance premiums are to be paid by themselves, in line with the legislation of their country of appointment. The University is not liable for any expenses or damages to arise otherwise.
  2. As for long-term duties, the relevant Executive Boards pay importance to the smooth progression of education activities at the University.
  3. No domestic long-term duties on paid academic leave may be arranged.
  4. The appointed academic staff members may not leave their positions at the University without receiving the final notice that confirms their appointment/ leave. Otherwise, legal actions may be taken on the basis that they are considered to be missing their duties.

**Appointments Relating to Lecturing at Other Education Institutions in Türkiye:**

**Article 7.**

The provisions of Principles and Procedures on Appointment of Atılım University Faculty Members at Other Higher Education Institutions apply for faculty members to be appointed at other higher education institutions.

**Long-Term International Appointment of Research Assistants on Paid Academic Leave: Article 8.**

* 1. **Appointment purpose and scope**

Research Assistants of the University may request an international appointment on paid or unpaid academic leave for the purposes of scientific research in fields relevant to their doctorate thesis topics. Appointment of this nature lasts up to one year. No paid or free extensions may be made on this duration.

* + 1. **The conditions for long-term international appointment on paid or unpaid academic leave:**
       1. To have been invited by the organization of research,
       2. To have been employed for a minimum of three years to be on paid leave, and of one year to be on unpaid leave; both full-time and without breaks,
       3. To be intending for the research to be on their doctorate thesis topic,
       4. To have been registered to their doctorate degree program, passed their doctorate exam, and had their thesis proposal accepted by the relevant Directorate of Graduate School,
       5. Not to have exceeded 3 years between the year of registration for the doctorate program, and the starting year of the leave application,
       6. For individuals pursuing their doctorate degree at another Higher Education Institution; to document to be on leave throughout the period of their research in question,
    2. **Research Assistants are required to present the following documents when applying for long-term international duties:**
       1. The report and the working plan relevant to the duty requested, detailing its scope, aim, scientific value and contribution to their doctorate thesis studies,
       2. The letter of invitation/ acceptance from the receiving institution,
       3. Details relevant to the receiving institution and introductory information regarding the scientists working with whom is intended,
       4. For individuals pursuing their doctorate degrees at another Higher Education Institution; a letter from the relevant Graduate School stating that they are to be on leave during the appointment (The letter should also include the starting date of their doctorate degree program and their doctorate exam success status),
       5. A letter from the relevant Directorate of Graduate School on the approval of their doctorate thesis proposal,
       6. A letter from the relevant Dean, Head of Department, or Director stating that no setbacks shall be the case in academic duties for the duration of the appointment.
    3. Research Assistants convey their requests for appointment to their Deans, Heads of Departments, or Directors at the latest by the end of the academic semester before the one covering the date when they wish to be on leave (Fall or Spring) with regards to the University academic calendar.
    4. Long-term appointment for international duties on paid or unpaid academic leave is performed with the opinion of the Executive Boards of Schools, the decision of the University Executive Board, and the approval of the Chairperson of the Board of Trustees.
    5. When determining the amount of the financial support to be granted for long-term appointment abroad, the fact whether the Research Assistant is supported/ paid by another institution or organization is taken into account.
    6. The maximum monthly financial aid to be granted to Research Assistants on long-term appointment abroad on paid academic leave for the duration of their leave is half their monthly wage at the University.
    7. Research Assistants applying to be appointed for long-term international duties on paid or unpaid leave are required to sign a contract that includes the conditions for their appointment.
    8. Research Assistants requesting a long-term international appointment for longer than six months are required to declare in writing that they are to be employed at the University until their graduation from their doctorate degree program (or at least for a year if this duration is less than a year); and that they shall be subjected to pay the damages/ penal clause amounts determined by the University.
    9. Research Assistants may be on long-term international appointment on leave only once during their doctorate degree studies.
    10. The maximum leave duration is a year. Research Assistants having been granted a shorter leave period, and requesting an extension may do so; provided that their total leave period is a year, at most. Research Assistants may not request to be on paid leave if extensions are the case. Leave extensions are granted upon the suggestion of the relevant School/ Graduate School, the resolution of the University Executive Board, and the approval by the Chairperson of the Board of Trustees.
    11. Returning Research Assistants are required to present their work undertaken during their appointment such as their academic studies, activities, or publications to the relevant Dean, Head of Department, or Director.

**Financial Provisions:**

**Article 9.**

The principles and procedures relevant to payments and expenses regarding long or short-term domestic or international duties are determined upon the decision by the Board of Trustees.

**Effective Date:**

**Article 10.**

This Directive enters into effect after its approval by the University Senate and approval by the Chairperson of the Board of Trustees.

**Execution:**

**Article 11.**

This Directive is executed by the President.