(Senate Resolution dated 02.11.2017 no. 14)

Revision: Senate Resolution dated 07.11.2023 no. 13

**DIRECTIVE ON IMPLEMENTATIONS REGARDING VISITING SCHOLARS AND POST-DOCTORATE RESEARCHERS**

**SECTION ONE**

**Purpose-Scope-Basis**

**Purpose**

**Article 1-** This Directive aims to determine the implementation principles and procedures on the visiting and post-doctorate researchers to research at Atılım University for a definite period.

**Scope**

**Article 2-** This Directive covers the researchers to engage in research studies with a faculty member at Atılım University as a visiting scholar or post-doctorate researcher for a definite period.

**Basis**

**Article 3-** This Directive is based on the Board of Trustees resolution dated 15.03.2016 no. 2016/4.

**SECTION TWO**

**Definitions, Application and Process, Principles and Procedures**

**Definitions**

**Article 3-** The definitions for this Directive are:

1. Heads of Departments: The Heads of Departments of Atılım University schools,
2. Post-doctorate Researcher: The researchers to take part in research and studies upon the approval of a full-time faculty member of Atılım University within 5 years following the acquisition of their doctorate degree,
3. School: The schools of Atılım University,
4. Visiting Scholar: The researchers to take part in research and studies upon the invitation of a full-time faculty member of Atılım University after five years following the acquisition of their doctorate degree,
5. Board of Trustees: The Board of Trustees of Atılım University,
6. Faculty Member: The faculty member employed as Assistant Professor, Associate Professor, or Professor at Atılım University,
7. President: The President of Atılım University,
8. University: Atılım University.

**Application and process**

**Article 4-** (1) In order for researchers to apply for research and studies at Atılım University as a visiting scholar or post-doctorate researcher, they are required to be accepted for collaboration by a full-time faculty member of Atılım University.

1. Upon the approval of the collaborative research application, the applying researchers shall complete the “V1” form enclosed (Annex-1) with this Directive, to be submitted to the Presidency upon its approval by the relevant Head of Department and the relevant Dean of School.
2. Upon the approval by the Presidency of Atılım University, the researchers may initiate their research at the University.

**Implementation conditions**

**Article 5**- (1) Atılım University does not grant salaries, scholarships or any other payments to researchers. The University does not provide health insurance for the researchers as they are not employed at the University. Therefore, the researcher undertakes the responsibility on health issues.

1. Researchers are given an “Atılım University Visiting Scholar Identity Card”. Researchers may use the library and the technology services with guest privileges.
2. On the condition that relevant conditions are met, post-doctorate researchers may, as scholars, take part in an externally funded projects currently, or about to be underway by their collaborative full-time faculty member of Atılım University. After the completion of such procedures, the faculty member executing a such project shall be responsible for the determination of duties and responsibilities of their collaborating post-doctorate researcher.
3. Researchers to study at Atılım University within the scope of the TÜBİTAK National Post-Doctorate Research Scholarship also fall within the scope of this Directive. The faculty member to collaborate with such researchers is required to state accordingly in the “V1” form available as an attachment to this directive (Annex-1).
4. These faculty members of Atılım University may apply for the TÜBİTAK Support Program for Visiting Scientists and Scientists on Sabbatical Leave for the expenses of visiting scholars. Hosting faculty members are responsible for the application process, and the other procedures of the program.
5. In the cases where visiting scholars are not granted support by any organization or institution, Atılım University may cover their accommodation expenses for a maximum of seven days. The accommodation support may only be granted to visiting scholars serving at universities abroad, and have a prestigious standing in their field at an international scale (editors, or members of editorial boards of magazines with a high impact in their fields, researchers internationally renowned for their publications, references and/ or international projects). Accommodation support requests are to be indicated by the hosting faculty member in the “V1” form for a visiting scholar with the qualifications above. Additionally, the scientific qualifications of the visiting scholar must be annexed to the form. The visiting scholar to be supported with accommodation is required to take part in minimum one scientific event (seminar, conference, workshop, panel, etc.) to be organized at Atılım University during their visit.
6. The duration of research and studies for both visiting and post-doctorate researchers shall be maximum 12 months as of their beginning date.
7. The “V2” form, included in this Directive (Annex-2) and containing post-research evaluation information, is completed by researchers having visited Atılım University as a visiting scholar or a post-doctorate researcher, and the hosting full-time faculty member of Atılım University. The form is then forwarded to the Presidency within fifteen days after the completion of the research.

**SECTION THREE**

**Miscellaneous and Final Provisions**

**Limitations**

**Article 6-** Applications for the accommodation support in Article 5 may be made three times a year by the relevant Atılım University faculty member. No multiple applications for accommodation support may be made for the same visiting scholar.

**Effective Date**

**Article 7-** This Directive shall enter into effect with the approval of the Board of Trustees.

**Execution**

**Article 8 -** This Directive is executed by the President of Atılım University.







