

KADİR HAS UNIVERSITY
DIRECTIVE ON SUPPORT AND LEAVES TO
ACADEMICIANS FOR PARTICIPATING IN NATIONAL AND INTERNATIONAL
ACADEMIC EVENTS AND STUDIES

Purpose

Article 1- This Directive is intended to set forth the procedures and principles on the assignments of the academicians from Kadir Has University to participate in academic studies, analyses, research, practices and conferences.

Scope

Article 2- This Directive applies to the procedures and principles concerning the local and international assignments of and financially supporting the academicians.

Basis

Article 3- This Directive is based on the article 39 of the Higher Education Law No. 2547.

Definitions:

Article 4- For the purposes of this Directive;

- a) **Information Center:** Information Center of Kadir Has University
- b) **Individual Research Fund: (Amended: Senate Decision-28.07.2020-2020/11)** An individual support fund defined to the academicians of Kadir Has University for the purpose of supporting their research during a calendar year.
- c) **Dean:** Dean of the respective Faculty at Kadir Has University.
- d) **(Repealed: Senate Decision-28.07.2020-2020/11)**
- e) **Related Unit Management Board:** Management Board of the respective Faculty, School and Vocational School at Kadir Has University.
- f) **Financial Affairs Directorate: (Amended: Senate Decision-28.07.2020-2020/11)** Financial Affairs Directorate of Kadir Has University.
- g) **Principal:** Principal of the respective School or Vocational School at Kadir Has University.
- h) **Board of Trustees:** Board of Trustees of Kadir Has University.
- i) **Chancellor:** Chancellor of Kadir Has University,
- j) **Chancellor's Office:** Chancellor's Office of Kadir Has University',
- k) **University:** Kadir Has University.
- l) **University Management Board: (Amended: Senate Decision- 03.08.2021-2021/09)** Management Board of Kadir Has University.
- m) **Sabbatical Leave: (Amended: Senate Decision-03.08.2021-2021/09)** A type of leave that may be taken by an academician to participate in academic studies, research, analyses and practices.

CHAPTER ONE
INDIVIDUAL RESEARCH FUND

Fund Scope

Article 5-

(1) **(Amended: Senate Decision-13/11/2024-2024/14)** Kadir Has University full-time faculty members with research obligations are allocated a Scientific Research Fund (BAF) to conduct scientific research within an academic year, to participate in national and international scientific meetings related to their fields at home and abroad, and to procure the tools and equipment required for their research.

(2) (Repealed: Senate Decision-13/11/2024-2024/14)

Identification and Allocation of Fund Amount

Article 6-

(1) (Amended: Senate Decision -16.09.2019-2019/09) The Individual Research Fund (IRF) is created as of the beginning of each academic year and, used between January 1 and December 31. The lower and upper limits of the fund will be determined by the Board of Trustees.

(2) (Amended: Senate Decision -28.07.2020-2020/11) The fund amount that is to be allocated to the academicians under the scope of this Directive will be determined by the Dean's Office considering the scores identified as a result of the University Academic Performance Assessment in the previous year and, the studies published on SCOPUS, SSCI, SCI-EXPANDED and AHCI indexed journals and, submitted to the Chancellor's Office for the final decision. The table that will be used to calculate the total fund amount is as follows.

(Amended: Board of Trustees Decision - 20/10/2025-2025/08)

Percentile	Fund A¹	Number of Publications	Fund B²	Number of Projects	Fund C³	Internal Panel Reviewer	Fund D⁴
High Achiever	80.000	1	5.000	1	20.000	1	5.000
Successful	60.000	2	7.500	2	30.000	2	10.000
Sufficient	40.000	3	10.000	3 and higher	35.000	3	12.500
Limited Performance	20.000	4 and higher	15.000			4 and higher	15.000

¹ The fund A is identified based on the results of the Annual Performance Assessment under the scope of the Directive on Academic Personnel Performance Assessment.

² **Publication Reward: (Amended: Senate Decision – 26.11.2019- 2019/11)** For the Publication Reward Calculations starting from 2020, there will be requirement that the Cite Score of the respective journal is not less than 1 OR within the category Q1.

³ **Project Reward:** The projects that include an Undergraduate/Postgraduate/Post-Doctoral Researcher as the budget item will be assigned to **only the project coordinator**.

⁴ **Panels Reward:** The Total Rewards obtained from the Internal Panel Reviews will be calculated with the formula **(N-3)**, where N is the number of internal panel reviews. **The reviews that give a score 6/10 or higher as a R&D Project Review will be taken into consideration.**

A R&D Project Review Score is between 0 and 10 as identified by the R&D Resources Directorate. This is an average assessment score and created by the Project Coordinator and the R&D Resources Directorate for each project.

Total IRF =[Fund A + (1+Average_EF/2)*Fund B + Fund C + Fund D]

Average_EF=An average Cite Score from all the publications.

(3) **(Amended: Senate Decision -03.08.2021-2021/09)** Those who take an academic leave or sabbatical leave during the respective academic year and the new academicians recently admitted to the University will be allocated a fund in such amount as identified by the Chancellor's Office until they are subject to the Academic Performance Assessment.

Principles to Use the Fund

Article 7-

(1) **(Amended: Senate Decision -07.11.2022-2022/12)** The allocated fund may be mainly used for the participation in national and international scientific meetings and training programs, and for the membership of international scientific organizations. It may also be used for the travel expenses (transportation, accommodation) with respect to academic events including scientific conferences and meetings, and for the registration with conferences. In order to use the fund for the participation in an international conference, the person, who benefits from the fund, should be presenting a statement during the conference.

(2) The fund allocated in this manner may be used to purchase a computer software program that needs to be used during the respective academic studies and that are not made available by the University for common use. This software program purchase making use of the fund will be made available to the other academicians if the license thereof allows to do so.

(3) **(Amended: Senate Decision -07.11.2022-2022/12)** The allocated fund is granted to support academic improvement and research, and it may not be used for personal purposes including luxury consumption.

(4) **(Amended: Senate Decision -07.11.2022-2022/12)** The allocated fund may be used to purchase a computer if the computer allocated by the University is not sufficient to carry out the respective research, which requires the use of a computer with advanced features. It may also be used to purchase a printer, hard disk or other similar consumables provided that it is a principle that printers open for common use should be preferred. It may also be used to purchase digital and printed publications as may be necessary for the faculty members to carry out research and develop themselves personally.

(5) The fund allocated in this manner may also be used to participate in consortium formation meetings intended to organize and create project meetings for the European Union funds, the events to find stakeholders and projects.

(6) **(Amended: Senate Decision – 14.11.2018- 2018/17)** The academician will be permitted to use the fund allocated in this manner for personal use for those the academician will use during the performance of the academic studies.

(7) **(Amended: Senate Decision – 23.09.2020- 2020/13)** Upon request, an academician will be allowed to use the Individual Research Fund (IRF) to pay the "Submission Fees", the "Article Processing Charges" and similar fees and charges asked for the publications accepted under the scope of AHCI, SSCI, SCI–EXP and SCOPUS and, to pay the "Proofreading Fees", the "Processing Fees" and similar fees and charges asked for the books to be published by the publishers, on the condition that this will not exceed an amount of USD 1,000.

(8) A fund that has not been used within the year for which it had been allocated will not be transferred to the next years.

(9) A fund allocated to an academician for their personal use may not be transferred to another academician.

(10) **(Amended: Senate Decision -07.02.2022-2022/01)** The IRF may not be used concerning the expenses of an academician to lecture courses/seminars or act as a project/thesis consultant or a jury member etc. for a fee or for free of charge or concerning the expenses of an academician to participate in or act as a jury member for any meeting or similar events held by foreign institutions and organizations. These types of expenses are expected to be met by the respective organization.

(11) **(Amended: Senate Decision -07.02.2022-2022/01)** It must be carried out by the Operations and Procurement Directorate in accordance with the provisions of the Kadir Has University Tender Regulation requests machine, equipment, outfits and service procurements within the scope of BAF.

Documentation of Expenses

Article 8-

(1) **(Amended: Senate Decision -07.02.2022-2022/01)** All types of expenses as may be incurred within the scope of the fund are required to be documented in a way as designated by the Financial Affairs Directorate.

Since Kadir Has University is an e-invoice payer, it must be issued with the following invoice information.

KADIR HAS UNIVERSITY
Kadir Has Caddesi Cibali 34083
Fatih V.D. 486 007 3196

(2) The academician will document the process by means of filling in an advance form before incurring any expense for scientific meetings and travels within the scope of the fund. There will no requirement for a preliminary permission for other current expenditures. In case the respective academician needs to take a leave, then the procedures concerning the leave will be separately carried out.

CHAPTER TWO

LEAVE TAKEN TO PARTICIPATE IN LOCAL AND INTERNATIONAL RESEARCH ORGANIZATIONS

General Principles

Article 9- (Amended: Senate Decision-03.08.2021-2021/09) The full time academicians of Kadir Has University are eligible for short-term leaves or sabbatical leaves. As a prerequisite for all types of assignments, the academician applying for a leave should make sure that the academic and administrative affairs in the units they hold office would not be disrupted.

Leave with or without pay to participate in short term scientific meetings, educational programs etc. (Amended: Senate Decision -03.08.2021-2021/09)

Article 10- (1) (Repealed: Senate Decision -03.08.2021-2021/09)

(2) **(Amended: Senate Decision -27.11.2025-2025/12)** A request from an academician or staff research associate for a leave with or without pay in order to participate in a scientific meeting and

educational program etc. with a term less than one week will be decided by the Dean and, for a leave with or without pay in order to participate in a scientific meeting and educational program etc. with a term of one week up to 15 days will be approved by the Dean and, decided by the Chancellor. These types of leaves with or without pay will not be considered a sabbatical leave. For leave requests exceeding fifteen days, the decision of the relevant administrative board and the approval of the rector are required.

(3) (Repealed: Senate Decision -03.08.2021-2021/09)

(4) (Repealed: Senate Decision -03.08.2021-2021/09)

(5) (Repealed: Senate Decision -03.08.2021-2021/09)

Sabbatical Leave

Article 11- (Amended: Senate Decision -16.11.2023-2023/18)

(1) A sabbatical leave is a type of leave taken to carry out academic studies, analyses, research and practices. The standard minimum term of a sabbatical leave with 100% pay is 1 session term and, the maximum term is 1 year.

(2) An academician (Professor, Associate Professor and Doctor) will be eligible to apply for sabbatical leave with full pay for 1 term at the end of 6 academic terms (3 academic years), and for 1 academic year at the end of 12 academic terms (6 academic years). Sabbatical leave is granted if the annual academic performance evaluation results of the faculty members for the previous year and the annual planning of the relevant academic unit are evaluated by the University Executive Board and deemed appropriate. The faculty member who will use sabbatical leave must be at least in the “satisfactory” category in the academic performance evaluation of the previous year. In exceptional cases, the University Executive Board is authorized.

(3) In order to use 1 academic year of sabbatical leave, an academician must have served for 12 academic terms (6 academic years) at full time without taking any sabbatical leave during that period. The years, in which a leave has been taken, will not be counted for the calculation for this period of 6 years.

(4) When an academician returns from a sabbatical leave, the eligibility for a sabbatical leave will be calculated from start. However, in case an academician prefers to take a 1-term sabbatical leave although they are eligible for 1 academic year of sabbatical leave, then the eligibility for 1-term of sabbatical leave will be reserved. Nevertheless, the eligibility for a sabbatical leave will remain valid until the eligible 1-term sabbatical leave has been taken, and there will be no forward-looking eligibility for a sabbatical leave within this time period.

(5) Sabbatical leaves are not accumulated.

(6) A sabbatical leave with pay may be extended and changed to a leave without pay at the end of the term upon the decision of the Dean’s Office and, the approval from the Chancellor’s Office. The term of this leave without pay may not exceed the term of the sabbatical leave with pay and, may only be equal to the term of the sabbatical leave with pay.

Article 12- (Repealed: Senate Decision -03.08.2021-2021/09)

CHAPTER THREE MISCELLANEOUS AND FINAL PROVISIONS

Liability

Article 13- (1) **(Amended: Senate Decision -03.08.2021-2021/09)** An academicians taking a sabbatical leave is required to work at Kadir Has University for a period that is equal to the term of the sabbatical leave upon the return. In case they fail to return to the University or complete the mandatory service period, then they will be asked to refund all the net salaries paid to them during the leave. For this purpose, the said net salary amount will be asked to be refunded together with the highest level of legal interest pursuant to the applicable regulations. This requirement will strictly apply without any exception.

(2) (Repealed: Senate Decision -03.08.2021-2021/09)

(3) (Amended: Senate Decision -27.11.2025-2025/12) Within the scope of internal scientific supervision, each faculty member must submit to the rectorate, through the manager of their affiliated unit, a copy of their scientific work conducted domestically and abroad, as well as a copy of their presentations at congresses, conferences, etc., during their period of long-term paid/unpaid leave and sabbatical leave.

Other Provisions

Article 14- (Amended: Senate Decision -13.03.2025-2025/03) (1) Faculty members are obliged to submit a detailed activity report to the Dean of the Faculty or the Director of the School of Higher Education within 1 month following the end of the sabbatical leave and to organise a seminar in their own faculties in order to share their research, academic studies and scientific experiences they have gained.

(2) (Repealed: Senate Decision -27.11.2025-2025/12)

Entering Into Force

Article 15- This Directive supersedes the “Directive on Support for Academic Personnel at Kadir Has University to Participate in International Academic Events and Studies” of 28.09.2017 and, enter into force on 01.06.2018 when it is approved by the Senate of Kadir Has University.

Enforcement

Article 16- The provisions of this Directive will be enforced by the Chancellor of Kadir Has University.