

KADİR HAS UNIVERSITY
REGULATION ON PERMISSION AND SUPPORT FOR THE FACULTY
MEMBERS FOR PARTICIPATING IN THE NATIONAL AND INTERNATIONAL
ACADEMIC ACTIVITIES AND STUDIES

Purpose

Article 1- The purpose of this Regulation is to determine the principles to be applied to assignment of Kadir Has University faculty members to carry out academic studies, research, examination, practices and to participate in academic conferences.

Scope

Article 2- This Regulation regulates the principles on the assignment of faculty members within or outside Turkey and their financial supports.

Basis

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

Definitions

Article 4- The following terms mentioned in this regulation shall mean as designated below:

- a) Information Center: Kadir Has University Information Center.
- b) Dean: The Dean of the relevant Faculty under the Kadir Has University.
- c) Fund: Individual Research Fund.
- d) Relevant Unit Board (Board of Directors): The Board of Directors of the relevant Faculty, College and Vocational High School under the Kadir Has University.
- e) Financial Affairs Head of Department: Kadir Has University Financial Affairs Head of Department.
- f) Principle: The Principle of the College or Vocational High School under the Kadir Has University.
- g) Board of Overseers: Kadir Has University Board of Overseers.
- h) Rector: The Rector of Kadir Has University.
- i) Rectorate: Kadir Has University Rectorate.
- j) University: Kadir Has University.
- k) University Board (Board of Directors): Kadir Has University Board of Directors.

SECTION ONE
INDIVIDUAL RESEARCH FUND

Scope of the Fund

Article 5- (1) Kadir Has University full-time faculty members, academics as well as the researchers who completed their competency trainings in arts or doctorate are provided with the Individual Scientific Research Fund (SRC) to use to carry out their scientific researches that they will make within an academic year, to attend national and international scientific meetings regarding their fields and to procure the tools and equipment required by their research within.

(2) The Rectorate considers separately that whether other faculty members can also be provided the SRC or not.

Determination and Allocation of the Fund Amount

Article 6- (1) The Individual Scientific Research Fund (SRC) is created at the beginning of each academic year and used between January 1st - December 31st. The upper and lower limits of the fund are determined each year by the Board of Overseers.

(2) (Amended: Senate Resolution – 14.11.2018- 2018/17) The fund amount to be allocated to the faculty members falling under the scope of this Regulation first is determined by the Dean through considering the grades identified according to the last year's University Academic Performance Evaluation results along with the relevant faculty members' studies published in SSCI, SCI-EXPANDED and AHCI indexed journals; and later, is sent to the Rectorate. The table to be used in the calculation is as follows:

Segment	Fund	Public	Fund (B)	Total Fund (A+B)
(10) 1	18000	1	2000	
(25) 2	15000	2	3000	
(35) 3	12000	3	4000	
(20) 4	9000	4	5000	
(10) 5	5000	5 and more	6000	

Impact Factor (IF) Contribution

$$\text{Total SRC} = [\text{FundA} + (1 + \text{Average_IF}/2) * \text{FundB}]$$

(3) The faculty members who spend the academic year on leave or on long-term foreign assignment as well as those incoming faculty members who have just started working under the University are allocated a fund at amount equal to the University average, until they are subject to the Academic Performance Evaluation.

Principles on Using the Fund

Article 7- (1) The fund allocated can basically be used for attending national and international scientific meetings and training programs as well as membership to international scientific organizations. In order to use the fund for attending an international conference, the person who will benefit from the fund must make a presentation at the conference. In presentations to be made by more than one faculty members, only one faculty member can benefit from the fund for attending the conference.

(2) The fund allocated can be used for purchase of a computer program which must be used in the relevant faculty member's academic studies and which is not provided for the common use by the University. The program purchased through the fund is also submitted to the use of other faculty members, if the program license allows.

(3) The fund allocated can also be used for purchasing consumables such as computers, printers, external hard disks, furniture and etc. It can further be used for purchase of the books that are necessary for researches of the faculty members.

(4) If the SRC is not adequate and if necessary for the faculty member, then the faculty member can also apply to the University for the peer-reviewed additional conferences which he/she wants to attend by making a presentation. The decision on this matter is given by the University Board through considering the faculty members' publishing performances in the previous year and whether they have been previously used or not this opportunity in the relevant year.

- (5) The fund allocated can also be used for attending the project meetings held regarding the EU funds, the events for finding shareholders and the consortium-establishing meetings held for creating projects.
- (6) The funds that are not used in the year they were allocated are not transferred to the coming years.
- (7) The fund that is allocated to the individual use of a faculty member cannot be transferred to another faculty member.
- (8) Upon request, the faculty members are allowed to use the SRC for their publication accepted in AHCI , SSCI, SCI -EXP, provided that it cannot exceed \$500 for the “Submission fee”, “Article Processing Charge” and other amounts demanded under similar names; and for their books to be published by the publishing houses, provided that it cannot exceed \$1000 for “proofreading fee”, “processing fee” and other amounts demanded under similar names.
- (9) The SRC cannot be used for the costs regarding the faculty member’s activities in other educational institutions, either for free or in return for a payment, such as giving lectures/seminars, being a project/thesis supervisor or jury membership and etc., as well as for the costs regarding the meetings held by the intergovernmental organizations or the related jury or other similar costs. In principle, these kinds of expenses are afforded by the inviting organization.
- (10) (Amended: Senate Decision – 14.11.2018- 2018/17) The faculty member is allowed to use the fund that is allocated for his/her individual use in case of need, for the persons who will work for him/her or for the persons for whom he/she will work for in the scope of his/her academic studies.

Documenting the Expenses

Article 8 - (1) Any and all expenses to be made in the scope of the fund must be documented as designated by the Financial Affair Head of Department.

(2) Before making his/her scientific meeting and travel expenses in the scope of the fund, the faculty member documents the situation by filling an advance payment form. No prior approval is required for other current expenditures. In cases requiring the faculty member be considered as on a leave from the University, the operation regarding the leave is carried out separately.

SECTION TWO PERMISSION FOR NATIONAL AND INTERNATIONAL RESEARCH ACTIVITIES

General Principles

Article 9- (1) Kadir Has University full-time faculty members can benefit from short-term or long-term and paid or unpaid leaves. The prerequisite for all assignments is identifying that the academic and administrative works in the units in which the relevant faculty member is working.

Short-term assignments

Article 10 – (1) The short-term assignments consist of assignments up to three months for academic study, research and application purposes.

(2) The faculty members’ and the permanent research fellows’ paid or unpaid leave requests for attending scientific meetings, training programs and etc. that are less than a week shall be decided by the Dean through considering the University’s educational priorities; and their short-term paid or unpaid leave requests that are between one week and 15 days are decided by the Rector.

(3) The assignments between 15 days and 1 month are decided by the University Board, with the opinion in favor by the head of the relevant department or program and the relevant Dean or

College Principal. A letter of invitation obtained from the hosting organization is attached to this kind of assignment applications; and the reason for going, the studies planned, contribution of the foregoing to the academic development of the relevant person as well as the prospective gains at the end of the study are designated in the application.

(4) The assignments between 1 month and 3 months are made with a file including the following: the letter of invitation obtained from the institution that will be hosting the relevant faculty member during his/her term of assignment; the financial supports provided for this period such as scholarship, fee, project and etc.; the academic studies he/she will carry out during term of assignment, their significance for the faculty member's academic development and Kadir Has University; the reasons designating why the studies should be carried out in the hosting institution and country, the publications to be published during the term of assignment and the following one year; and how the obligations regarding his/her department or program will be carried out while he/she is away.

The application file is sent to the Rectorate with a justified letter from the head of department or program and the approval of the relevant Faculty or College Board; and submitted for the opinion of the University Board.

(5) In principle, taking short-term leaves that are longer than 15 days are possible between the end of the spring term exam period and beginning of the fall term in each academic year. If it is possible to make arrangements in the relevant faculty/college regarding the faculty member's lectures and his/her supervising obligations without bringing any additional burden on the university budget, then the faculty member can exceptionally make a leave application during the academic year. This type of leaves during the academic year can only be given to one person, who is working under the same department, at a time.

Long-term assignments

Article 11 – (1) The long term assignments consist of assignments from three months to one year for academic study, research and application purposes.

(2) The faculty members who worked for an uninterrupted three-year period for the University with a regular status can be provided a paid or unpaid leave to carry out academic studies under a foreign University to be acknowledged (in terms of suitability) by the University Board, for a period between 3-6 months.

(3) The faculty members who worked for an uninterrupted six-year period for the University with a regular status can be provided a paid or unpaid leave to carry out academic studies under a foreign University to be acknowledged (in terms of suitability) by the University Board, for a period between 6 months and 1 year.

(4) Applications by the other faculty members are evaluated separately by the Rector.

(5) While evaluating the request of leave, University's educational priorities, performance of the faculty member during the period he/she worked for the University, his/her international publications and awards are taken into consideration.

(6) The total and faculty/college based numbers of faculty members who will benefit from the long-term paid and unpaid foreign assignment within a year are determined by the Board of Overseers through considering the University's educational priorities. In departments with less than 5 full-time faculty members, the long-term leave is used exceptionally.

(7) The faculty member applies for a long-term assignment with a file including the following: the letter of invitation obtained from the institution that will be hosting the relevant faculty member during his/her term of assignment; the financial supports provided for this period such as scholarship, fee, project and etc.; the academic studies he/she will carry out during term of assignment, their significance for the faculty member's academic development and Kadir Has

University; the reasons designating why the studies should be carried out in the hosting institution and country, the publications to be published during the term of assignment and the following one year; and how the obligations regarding his/her department or program will be carried out while he/she is away.

(8) The application file is submitted by the Rector for the University Board's opinion, together with the justified report of the head of department or program, approval of the relevant Faculty or College Board and a cover letter including the Dean's opinion.

(9) Those who benefited from long-term assignments for a period between six months and one year cannot benefit from another long-term assignment for six years; and those who benefited from it for a period between three months and six months cannot benefit from another long-term assignment for three years.

Assignment for Giving Lectures

Article 12- The faculty members who get an invitation from foreign higher education institutions to give lectures can be provided a leave up to three months maximum, with the relevant head of department's opinion in favor, justified decision of the Faculty or College Board and the University Board's approval, through considering the University's educational priorities and qualifications of the hosting institution and if they can make arrangements under the relevant faculty/college regarding the lectures they give and their supervising obligations without bringing any additional burden on the University's budget.

SECTION THREE MISCELLANEOUS AND FINAL PROVISIONS

Obligation

Article 13- (1) The faculty members who benefited from long-term paid leave and starts working again following completing their studies must work in their jobs for the double amount of the time that they spent on the leave. Otherwise, the faculty member who benefited from the right to leave is obliged to pay the salary paid to them throughout their leave and all expenses such as the insurance premium and tax payments together with the highest level of legal interest applied to deposits.

(2) The faculty members who benefit from the right to paid leave submit a commitment letter to the Financial Affairs Head of Department, regarding their foregoing obligations.

Miscellaneous

Article 14- Upon their return from the leave, the faculty members submit a comprehensive activity report regarding the studies they carried out, to the Rector and Dean of the Faculty or the Principle of the College under which they are serving.

Effect

Article 15- This Regulation herein abolish the "Kadir Has University Regulation on Support for the Academics for Participating in the Foreign Academic Activities and Studies" dated 28.09.2017, and enters into effect on the date of adoption by the Kadir Has University Senate that is 01.06.2018.

Execution

Article 16- The provisions of this Regulation are executed by the Rector of Kadir Has University.