

FENERBAHÇE UNIVERSITY

DOMESTIC AND INTERNATIONAL ASSIGNMENT DIRECTIVE

PART ONE

Purpose, Scope and Definitions

Purpose

**Article 1** (1) The purpose of this directive is to establish the procedures and principles for domestic and international assignments of Fenerbahçe University’s academic and administrative staff, as well as students, and to support their participation in academic activities.

Scope

**Article 2** (1) This directive sets out the procedures and principles governing the participation of Fenerbahçe University’s academic and administrative staff, as well as students, in domestic and international assignments and academic activities.

Basis

**Article 3** (1) This directive has been prepared pursuant to Article 15 of the Regulation on Academic Evaluation and Quality Improvement in Higher Education Institutions.

Definitions

**Article 4-** (1) The terms used in this directive are defined as follows:

1. Academic Staff: Permanent faculty members of Fenerbahçe University.
2. Academic Activity: Scientific, artistic, and sports activities as defined in this article.
3. Scientific Activity: Academic activities carried out in accordance with the following definitions:
4. National Scientific Meeting: An academic meeting at the national level where researchers or scientists from at least five different universities and/or institutions share their original opinions or findings. The meeting must accept abstracts following scientific peer review, have a scientific/advisory board composed of faculty members from at least five different universities, maintain a website/page, and have been held at least three times previously.
5. International Scientific Meeting: An academic meeting with at least five speakers who are researchers or scientists from outside the country where the meeting is held. The meeting must accept abstracts following scientific peer review, have a scientific/advisory board composed of faculty members from foreign universities recognized by the Council of Higher Education, maintain a website/page, and have been organized at least three times previously.
6. Competitions organized to promote science and technology, conducted with a referee or selection committee in accordance with academic principles, as well as scientific workshops, panels, and science, technology, and promotion fairs.

ç) Unit: A faculty, institute, college, or vocational school within Fenerbahçe University.

d) Unit Board of Directors: The board of directors of a faculty, institute, college, or vocational school within Fenerbahçe University.

e) Applicant: Academic and administrative staff, or students, who apply for support from the university to participate in the academic activities defined in this directive.

f) Department of Financial Affairs: Fenerbahçe University Department of Financial Affairs.

g) Administrative Staff: Permanent administrative staff of Fenerbahçe University.

ğ) Academic and administrative staff, and students whose participation in the academic activities defined in this directive is approved for support by the university.

h) Chairman of the Board of Trustees: Fenerbahçe University Chairman of the Board of Trustees.

ı) Student: Registered students of Fenerbahçe University.

i) Poster Presentation: Presenting the declaration text as a poster on walls, boards, screens, or similar locations at the venue of a scientific event, or distributing it to participants at a scientific meeting organized at the national or international level.

j) Rector: Fenerbahçe University Rector.

k) Rectorate: Fenerbahçe University Rectorate.

l) Artistic Activity: Artistic or design activities, such as biennials, exhibitions, demonstrations, fairs, competitions, and workshops, organized in accordance with artistic principles, as well as other academic activities defined as follows:

1. National art / design meeting: An art / design event organized at the national level by artists / designers or institutions invited by a selective committee. Participants create works within a defined concept and present their outcomes either through exhibitions or by submitting texts and papers related to the concept. The event must have an official website / page and must have been organized at least three times previously.
2. International art / design meeting: An art / design event organized at the international level by artists / designers or institutions invited by a selective committee. Participants create works within a defined concept and present their outcomes either through exhibitions or by submitting texts and papers related to the concept. The event must have an official website / page and must have been organized at least three times previously.

m) Senate: Fenerbahçe University Senate.

n) Sportive Event: A competition organized at the national or international level, overseen by a referee or selection committee, with an official website or page, and held at least three times previously. It may also refer to an academic activity in the field of sports sciences organized in accordance with the definition of a national or international “scientific event.”

o) Oral or Poster Presentation: The presentation of an abstract to participants either orally or as a poster at a scientific meeting organized at the national or international level.

ö) University: Fenerbahçe University.

p) University Board of Directors: Fenerbahçe University Board of Directors.

PART TWO

General Provisions

General financial provisions

**Article 5** (1) Units submit their requests in writing to the Rectorate for the allowances needed to support the participation of academic and administrative staff and students in academic activities during the budget preparation process. If the appropriations allocated to the units for academic activities are exhausted, the Rectorate may cover additional expenses within the limits of the available budget.

(2) The maximum total amount of travel expenses, congress participation fees, accommodation, and daily allowances to be paid to each academic staff member in an academic year, provided that they are documented for short-term assignments at international events held domestically or abroad, are determined by the recommendation of the University Board of Directors and the decision of the Board of Trustees.

(3) When allocating the financial support amounts to be provided to participants of academic activities, the number of academic and administrative staff and the number of students in each unit are taken into account.

(4) When calculating the amount of financial support to be provided to a participant, the participation fee, accommodation, travel expenses, and daily allowances are taken into account.

(5) If the academic work to be presented at an event is prepared by more than one person, financial support is provided to only one participant, provided that all authors, including the applicant, give their consent for the designated recipient.

(6) The applicant must indicate that they are an academic staff member, administrative staff member, or student of Fenerbahçe University in the application document, invitation letter, or visual materials (such as posters, brochures, catalogs, or websites) related to their participation in the event, as well as in publications (such as books or journals) produced within the scope of the event, and must provide documentation of this. Participants who do not meet this requirement are not eligible for any financial support.

(7) If an applicant submits more than one work for the same academic activity or participates in more than one branch of a competition, financial support may be requested for only one of them.

(8) Financial support for the participant covers only the dates on which they are assigned.

(9) A staff member may be assigned to participate in domestic activities and receive financial support from the university a maximum of two times within a single academic year.

(10) A staff member may be assigned to participate in activities abroad and receive financial support from the university a maximum of two times within a single academic year. The total financial support for these assignments may not exceed the maximum amount established for an academic year, as specified in paragraph 2 of this article.

(11) To be eligible for short-term assignments abroad with financial support from the university, research assistants must have worked full-time at the university for at least one uninterrupted year and must have successfully completed the doctoral proficiency exam stage. A research assistant may be assigned abroad for a short-term period and receive financial support from the university at most once within a single academic year.

(12) When determining the amount of financial support for short-term assignments, whether the academic staff member receives support or payment from another institution or organization is considered. If the expenses for participation in a scientific event are covered partially or fully by another institution, organization, university, or national/international project, no additional payment is made from the university budget.

(13) To be eligible for financial support for participation in activities abroad, an instructor must have either published an article in an indexed journal or had an externally funded project accepted within the previous calendar year.

Required characteristics of academic activities

**Article 6** (1) Academic activities for which financial support is requested must comply with the definitions of “scientific activity,” “artistic activity,” and “sportive activity” as set out in Article 4 of this directive.

(2) The participant’s engagement in the activity on behalf of Fenerbahçe University must be indicated in the official documents of the event, on the event website, or in the proceedings book.

Application and evaluation process

**Article 7** (1) The applicant must be a permanent academic or administrative staff member or a registered student of the university at the time of the academic activity.

(2) If the applicant is a student, they must be in at least their seventh semester and have a Grade Point Average (GPA) of 3.50 or higher.

(3) If the applicant is both an academic or administrative staff member and a registered student of the university, they may apply only in the capacity in which they will participate in the event.

(4) An individual who is academic staff at another university and a registered student at Fenerbahçe University may apply only in the capacity of “student.”

(5) An individual who is an academic or administrative staff member of Fenerbahçe University and a registered student at another university may apply only in the capacity of “academic staff” or “administrative staff.”

(6) Applications must be submitted to the secretariat of the academic unit where the staff member or student is registered, at least one month before the start of the academic activity. Late applications are not processed except in cases of force majeure.

(7) The documents required to be included in the application file are as follows:

a) Application form**,**

1. Letter of invitation,
2. Certificate of admission to the event (must include details about the type and language of the event, as well as confirmation that the participant is attending on behalf of Fenerbahçe University. If the certificate is prepared in a foreign language, a Turkish translation must also be included in the application file),

ç) Information introducing the event (prepared by the organizing committee or internet printout, including details such as the purpose, subject, content, venue, and dates of the event, as well as the list of scientific/artistic board members, organizing committee members, and the draft or final program schedule, etc.)

1. Document or internet printout showing that the event is refereed or has a selection committee,
2. Abstract of the paper, presentation text (if it is a poster presentation), summary of the text of the artistic work or activity, or summary of the catalog article,

If the participants are students, the student’s certificate of enrollment.

(8) The unit secretariat examines the application for the adequacy of the documents and processes it if the documents are complete.

(9) Applications processed are discussed and decided by the board of directors of the unit within two weeks at the latest from the date of application. The board of directors evaluates the application to determine whether the relevant event meets the criteria defined for scientific, artistic, or sports activities in Article 4 of this directive, the characteristics specified in Article 5, and the conditions specified in Article 6. If the unit’s board of directors makes a positive decision, the application file is forwarded to the Rectorate for consideration by the University Board of Directors.

(10) The application file is reviewed and decided by the University Board of Directors no later than one month from the date of submission. If the decision is positive, it is forwarded to the Department of Financial Affairs for budget approval following the endorsement of the Chairman of the Board of Trustees.

Documents required for the transfer of financial support to the participant

**Article 8** (1) Documents required for transferring financial support to the participant after the academic activity are as follows:

1. Certificate of attendance approved by the academic event organizing committee (the participation certificate must indicate that the participant attended on behalf of Fenerbahçe University),
2. The relevant part of the passenger ticket issued in the name of the participant,
3. For participation abroad; a photocopy of the passport pages stamped by the passport office, or a photocopy of the document replacing the passport,

ç) Invoices or documents replacing invoices (for participation fees, accommodation, travel expenses, etc.) are taken into consideration.

d) The full text of the statement or the complete text or catalog entry related to the artistic work / event (financial support cannot be provided to the participant if this requirement is not fulfilled within two months after the end of the event.)

Long-Term Assignments Abroad on Unpaid Academic Leave

**Article 9** (1) During a long-term assignment abroad on unpaid academic leave, lasting from three months to one year, the instructor is considered on unpaid leave and will not receive any monthly salary or financial support.

(2) Instructors may request long-term assignments abroad on unpaid academic leave within the scope of national and/or international projects (TÜBİTAK, SAN-TEZ, EU, etc.) and/or scholarships. In this case, the instructor may be assigned abroad for a maximum of one year on unpaid academic leave, in accordance with the provisions of this directive. During assignments under this procedure, the instructor is considered on unpaid leave and will not receive a monthly salary or any financial support.

(3) Academic staff shall apply for long-term academic leave assignments using the following documents:

1. Report and work plan explaining the scope, purpose, scientific value, and contribution of the requested assignment to the university,
2. Invitation/letter of acceptance received from the institution to be visited,
3. Explanatory information about the institution to be visited and introductory details about the scientists to be worked with,
4. Explanatory letter from the dean’s office/department/directorate confirming that there will be no disruption in academic duties during the assignment.

(4) Academic staff must submit their requests for assignment to the dean/department/directorate to which they are affiliated no later than the end of the semester preceding the academic year (fall or spring) in which they wish to be considered on leave, according to the university academic calendar.

(5) Long-term assignments abroad on unpaid academic leave are made with the recommendation of the faculty/vocational school board of directors, the decision of the university board of directors, and the approval of the board of trustees.

(6) At the end of the assignment, the returning academic staff is required to submit all academic studies, activities, publications, and related work carried out during the assignment to the dean’s office/department/directorate to which they are affiliated.

(7) In long-term assignments, the relevant boards of directors ensure that education and training at the university are not disrupted.

(8) Assigned academic staff cannot leave their duties at the University without receiving the final assignment/permission letter. Otherwise, it is considered that they have not assumed their duties, and the procedure is carried out accordingly.

Long-Term Assignments Abroad for Research Assistants

**Article 10** (1) Personnel serving as Research Assistants at the university may request unpaid leave to conduct scientific research abroad related to their doctoral thesis. The maximum duration of assignments in this context is one year. This period may not be extended.

(2) Conditions for long-term assignments abroad on unpaid academic leave:

1. Being invited by the institution where the research will be conducted,
2. Having worked at the university full time and without interruption for at least one year,
3. Conducting research on the subject of the doctoral thesis,
4. Being enrolled in the doctoral program, having passed the doctoral qualification exam, and having had the thesis proposal accepted by the relevant Institute Directorate,
5. Not exceeding three years between the doctoral registration year and the starting year of the leave application,
6. To certify that they are on leave during the research period for individuals pursuing a doctorate at another higher education institution.

(3) The Research Assistant applies for long-term assignments abroad with the following documents:

1. The text and work plan explaining the scope, purpose, and scientific value of the requested assignment, as well as the Research Assistant’s contribution to the doctoral thesis studies,
2. Invitation/letter of acceptance received from the institution to be visited,
3. Explanatory information about the institution to be visited and introductory details about the scientists to be worked with,
4. Letter from the relevant institute stating that individuals enrolled in a doctoral program at another higher education institution will be on leave during the assignment period (this letter should also include the start date of the doctoral program and the result of the proficiency exam),
5. A letter from the Institute Directorate stating that the doctoral thesis proposal has been accepted,
6. Explanatory letter from the dean’s office/department/directorate confirming that there will be no disruption in academic duties during the assignment.

(4) Research assistants must submit their requests for assignment to the dean/department/directorate to which they are affiliated no later than the end of the semester preceding the academic year (fall or spring) in which they wish to be considered on leave, according to the university academic calendar.

(5) Long-term assignments abroad on unpaid academic leave are made with the recommendation of the Faculty/School board of directors, the decision of the university board of directors, and the approval of the Board of Trustees.

(6) A Research Assistant may only be assigned once to long-term leave abroad during their doctoral studies.

(7) The maximum duration of leave is one year. Research Assistants who have taken a short-term leave and wish to extend it may be granted an extension, provided that the total leave duration does not exceed one year. The extension of the leave period is granted based on the proposal of the Faculty/School board of directors, the decision of the university board of directors, and the approval of the chairmanship of the Board of Trustees.

(8) At the end of the assignment, the returning Research Assistant is required to report all academic studies, activities, publications, and other work conducted during the assignment to the Dean's Office, Department, or Directorate to which they are affiliated.

PART THREE

FINAL PROVISIONS

Effective Date

**Article 11** (1) This directive takes effect on the date it is approval by the Board of Trustees.

Implementation

**Article 12**  (1) The provisions of this directive are implemented by the Rector.