



**REPUBLIC OF TURKEY  
YAŞAR UNIVERSITY  
ACADEMIC STAFF OVERSEAS ASSIGNMENT DIRECTIVE**

**CHAPTER ONE**

**Aim, Scope, Basis and Definitions**

**Aim and scope**

**Article 1** -(1) The aim of this Directive is to set out the principles, payable advances, and criteria applicable for overseas scientific, academic research and development activities of lecturers of Yaşar University.

**Basis**

**ARTICLE 2** -(1) This Directive has been issued based on Article 39 of the Higher Education Law No. 2547 and the provisions of the Regulation of the Higher Education Board regarding the Principles Applicable for Domestic and overseas Assignment.

**Definitions**

**ARTICLE 3** - (1) For the purposes of this Directive, the following terms and definitions shall apply;

- a) University: Yaşar University,
- b) Board of Trustees: Yaşar University Board of Trustees,
- c) Rector: Yaşar University Rector,
- ç) Board of Directors: University, Faculty, Higher Education Institute Board of Directors,
- d) Unit: The Faculty/Institute/School to which the relevant lecturer's program/ department is affiliated to,
- e) Lecturer/Faculty Member: Full time Professor, Associate Professor, Doctoral degree Faculty Member, Lecturer, Research Assistant serving at Yaşar University,
- f) Short Term Assignment: Maximum three-month (including) assignment of lecturers for the purposes of attending to scientific meetings abroad, review, research and other duties or participating to summer school, scientific course etc.,
- g) Long Term Assignment: The assignment of lecturers at home or abroad for a period longer than three months.

**CHAPTER TWO**

**Short Term Assignments**

**Conditions of Assignment, Permission and Approval**

**Conditions for Assignment**

**Article 4** - (1) For the short-term/ long term assignment of the lecturer, either paid or unpaid;

- a) It should be for scientific examination, research and application purposes,
- b) The relevant Unit's education and training program should not be hindered,
- c) The relevant things should be confirmed by the relevant academic unit's management.

(2) The petition containing the request for short term assignment should be attached the fully completed written announcement or invitation showing the place and date of assignment. It is mandatory to confirm through the academic unit head that the training, education program where such lecturer is working is not interrupted.

(3) Applications for short-term assignments must be made

a) at least one week prior to the date of assignment commencement, in the case of assignments up to one month,

b) the application must be made to the Rector by relevant Institute/Dean's Office/School at least one month prior to the assignment commencement date in the case of assignments from one month to three months.

### **Permission and Approval**

**Article 5 -** (1) In the case where the lecturer is attending overseas congress, conference, seminar and similar scientific meetings, other scientific and professional meetings, and the lecturer being at the place required by research and examination shall be the responsibility of Dean in Faculties / School Director in Schools up to one month.

(2) In the case of paid/unpaid assignments for a period longer than one week and up to one month, upon suggestion by the Department Head, and subject to approval by the Dean/Institute/School Director, Faculty Board of Directors Resolution and Rector Approval shall be required.

(3) In the case of short term paid/unpaid assignments from one month to three months, upon suggestion by the Department Head, subject to approval by the Dean, Institute and School Directors, the resolution by the Board of Directors of the relevant Faculty/Institute/School and the approval by the Rector shall be required.

**Article 6 -** (1) Short term assignment may be extended subject to the same procedure. Short term assignment may not be turned into a long term assignment at the end of assignment term.

## **CHAPTER THREE**

### **Long Term Assignments**

#### **Conditions of Assignment, Permission and Approval**

#### **Conditions for Long Term Assignment**

**Article 7 -** (1) In the case of long term paid/unpaid assignment of lecturers;

a) It should be for scientific examination, research and application purposes,

b) The relevant Unit's education and training program should not be hindered,

c) The lecturer should be working for at least three years at Yaşar University as of the date of application,

ç) Application for such assignment should be made at least six months after the last long term assignment if paid, and at least three years if unpaid,

d) It should satisfy other conditions prescribed by the Board of Directors of the relevant unit.

(2) In the case of applications for assignment of Research Assistants, any one of the following conditions should be fulfilled.

a) The lecturer is required to have completed his/her doctoral competency exam and entered one thesis monitoring committee exam-and succeeded,

b) The lecturer must, during the post graduate education, have an article with Yasar University Address accepted in a magazine indexed in any citation index (SSCI, SCI, AHCI),

c) The lecturer is required to have been granted a reward in a nationally/ internationally recognized contest,

ç) The lecturer is required to have obtained scholarship from international/national

organizations/universities at home and abroad like TUBITAK, NATO, EU etc. for conducting academic researches abroad.

(3) The petition containing the request for long term assignment should be attached the fully completed written announcement or invitation showing the place and date of assignment. In the case of lecturer assignments, it is mandatory to confirm through the Department Head or Discipline Head that the training, education program is not interrupted.

(4) It is required that the application is submitted to the Rector by the relevant unit (Dean's Office/Institute/School) at least two months prior to the actual commencement date of assignment.

### **Permission and Approval**

**Article 8 -** (1) In the case of long term assignments, upon suggestion by the Department Head, the resolution of the Board of Directors of the relevant Faculty/Institute/ School, and the approval of the Rector shall be required.

(2) If the request for long term assignment is for a paid assignment, in addition to the paragraph above, the resolution of the Board of Trustees shall also be required.

(3) Long term paid assignments may not exceed one year, and unpaid assignments may not exceed two years.

**Article 9 -** (1) Long term assignment may be extended subject to the same procedure.

(2) Requests for assignment longer than paid assignments may not exceed one year for paid assignments, and may not exceed two years for unpaid assignments.

## **CHAPTER FOUR Financial Liability**

**Article 10 -** (1)The person who is assigned as per the conditions in the directive may be paid their salary in full or in part in addition to the monetary support (if any) received from the organizations at home/abroad, subject to resolution by the University Board of Directors and approval by the Board of Trustees.

(2) Lecturers who are receiving monetary support shall be under obligation to serve for the University for a period which is the double of the period spent abroad, and shall sign a letter of undertaking for this.

## **CHAPTER FIVE Final Provisions**

**Article 11 -** (1) The contractual provisions of the science-based EU Research and Framework Programs for which our University acts as a partner or coordinator shall be reserved.

(2) The contractual provisions relating to the assignments which fall under the projects which are coordinated/conducted by our University under bilateral and multilateral agreements.

**Article 12 -** This Directive shall become effective once adopted by Yaşar University Senate and approved by the Board of Trustees.

**Article 13 -** This Directive shall be executed by Yaşar University Rector.

\*In cases of any discrepancy, Turkish version of this document shall apply.

Approved pursuant to the resolution no. 06 dated 26/6/2018  
of the Board of Trustees