

**DOKUZ EYLÜL UNIVERSITY  
INTERNATIONAL VISITING  
RESEARCHER DIRECTIVE**

**CHAPTER ONE  
Purpose, Scope, Legal Basis, Definitions**

**Purpose and Scope**

**Article 1 –** (1) The purpose of this directive is to set out the procedures regarding the application, admission, and post-admission processes of international visiting researchers at Dokuz Eylül University, as well as to define the mutual authorities and responsibilities within the scope of these procedures.

**Legal Basis**

**Article 2-(1)** This directive has been prepared based on:

- (a) Subparagraph 7/c of Article 4, and Article 14 of the Higher Education Law No. 2547;
- (b) Subparagraphs 1/a and 1/j of Article 48 titled “Exemption” of the Implementation Regulation of the International Workforce Law No. 6735;
- (c) Article 31 of the Law on Foreigners and International Protection No. 6458;
- (d) Article 28 of the Regulation on the Implementation of the Law on Foreigners and International Protection.

**Article 3 – Definitions**

- (1) The following terms used in this directive shall have the meanings ascribed to them below:
- (a) Relevant unit: The academic unit of Dokuz Eylül University that extends the invitation to the international visiting researcher or to which the researcher applies, and which is responsible for carrying out the procedures,
- (b) Mentor researcher: A full-time academic staff of Dokuz Eylül University who is responsible for coordinating all activities related to the international visiting researcher under their supervision,
- (c) Rector: The Rector of Dokuz Eylül University,
- (d) International visiting researcher: A doctoral candidate in the dissertation phase or an academic staff affiliated with a higher education institution/research center/institute/hospital abroad, who holds at least a doctoral degree or its equivalent (such as specialization in medicine/dentistry/pharmacy/veterinary medicine, or proficiency in the arts etc.),
- (e) University: Dokuz Eylül University.

**CHAPTER TWO  
Procedural Provisions for Implementation**

**Article 4 – (1) Application and Admission**

- (a) Academic staff or academic units of the University may invite an “international visiting researcher”, as defined in subparagraph (ç) of Article 3 of this directive, to engage in academic study and/or participate in an existing study at the University. An international visiting researcher may also apply directly to the related department without an invitation. In either case, the researcher shall submit the application form (Annex-1), a document (in Turkish or English) issued by their home institution confirming their student or staff status, and their curriculum vitae directly to the relevant unit.
- (b) The application documents of the international visiting researcher shall be forwarded by the head of the inviting or receiving unit to the relevant division/department chair for preliminary evaluation.
- (c) Applications are evaluated by the unit administrative board based on the opinions of the division and departmental board, and a reasoned decision is made. The process is terminated for applications that are rejected by the relevant unit's administrative board, and the applicant is informed accordingly.

- (d) Applications that receive a positive decision from the relevant unit's administrative board are submitted to the Rector's confirmation through the Personnel Department.
- (e) The Rector's approval/rejection is communicated by the Personnel Department to the relevant unit for necessary action and to the International Academic Relations Office for information.
- (f) Following the Rector's approval/rejection, all subsequent administrative and procedural matters are carried out by the relevant unit. The relevant unit notifies the international visiting researcher with an official acceptance or rejection letter.
- (g) Upon acceptance, the *International Visiting Researcher Mobility Agreement* (Annex-2) shall be prepared and signed in two copies by the international visiting researcher and the Rector.

(1) At least one full-time academic staff shall be assigned as the mentor researcher for the international visiting researcher by the relevant academic unit.

(2) The activities of the international visiting researcher at the University are, as a rule, limited to a duration between 1 (one) month and 24 (twenty-four) months. Researchers participating under a scholarship/project may be exempt from this time limitation.

(3) The activities of the international visiting researcher are deemed inappropriate or insufficient by the relevant unit may be terminated with the Rector's confirmation without waiting for the assignment period to expire, and the researcher's affiliation with the University shall be ended.

(4) Following the submission of the report containing the research results of the international visiting researcher at the end of the research period, a certificate of approval shall be issued confirming the researcher's duration of stay and activities carried out at the University, and the disaffiliation procedures shall be carried out by the relevant unit.

## **CHAPTER THREE**

### **Responsibilities**

#### **Responsibilities of University Units**

**Article 5-** (1) Responsibilities regarding the University units are stated as below:

- (a) Application and admission procedures are implemented by the relevant unit which receives the application of the international visiting researcher. Following the acceptance of the international visiting researcher, the relevant unit and the International Academic Relations Office will jointly inform the international visiting researcher regarding health/travel insurance, personal liability insurance and accident insurance, work permit and/or exemption application, and, if necessary, visa and residence permit matters.
- (b) To provide the international visiting researcher with access to the library, cafeteria, social facilities, and information services in visitor status, a temporary Dokuz Eylül University Institutional Stakeholder Card, valid for the duration of the research, and an email address containing the domain "@deu.edu.tr," shall be issued. The request for both the card and the email address will be forwarded to the Directorate of Information Technology through the Office of the General Secretariat, with the Rector's confirmation, by the relevant unit to which the international visiting researcher is accepted, and will be appropriately monitored thereafter.
- (c) If available, the international visiting researcher may benefit from the Faculty and Researcher Guesthouse for a specified period. The request for accommodation at the Faculty and Researcher Guesthouse will be forwarded by the relevant unit to the Directorate of Health, Culture, and Sports, and will be processed accordingly.
- (d) To the extent permitted by available resources, essential equipment and materials required by the nature of the profession may be made available to the international visiting researcher by the relevant unit. The authorization of the access to laboratories and research facilities shall be determined by the related authorities.
- (e) At the conclusion of the research period, the disaffiliation procedures of the international visiting researcher shall be carried out by the relevant unit. All units involved in the visiting

researcher's administrative process—primarily the Personnel Department, the Directorate of Information Technology, and the International Academic Relations Office—shall be duly informed.

- (f) The registration, preservation, and archiving of documents pertaining to the international visiting researcher admitted to the University is carried out by the relevant unit.

### **Responsibilities of the International Visiting Researcher**

**Article 6 – (1)** The responsibilities of the international visiting researcher during their stay at the University are stated below:

- (a) The international visiting researcher is subject to the same rules that apply to the University's academic staff. Travel, accommodation, and living expenses fall under the responsibility of the international visiting researcher and must be covered personally.
- (b) Obtaining a work permit and/or exemption, as well as a residence permit and visa if required, is solely the responsibility of the international visiting researcher.
- (c) The international visiting researcher is required to obtain health/travel insurance, personal liability insurance, and personal accident insurance covering the entire duration of their stay, and must submit valid copies of the insurance policies and the work permit and/or exemption to the relevant unit prior to commencing research activities.
- (d) In all academic publications resulting from the research conducted, the international visiting researcher is obligated to clearly indicate Dokuz Eylül University as the host institution, and to comply with all relevant national and international regulations regarding patents and intellectual property rights.
- (e) The international visiting researcher is required to submit a report detailing the work conducted and the research results to the relevant unit no later than 1 week prior to the conclusion of the research period.

## **FOURTH CHAPTER**

### **Miscellaneous and Final Provisions**

**Article 7 – (1)** The provisions of the relevant legislation apply to international visiting researchers coming under international exchange programs such as Erasmus+, Orhun, and Mevlana.

**Article 8 – (1)** This directive shall come into force on the date of its approval by the Senate of Dokuz Eylül University.

**Article 9 – (1)** The Rector of Dokuz Eylül University shall be responsible for the implementation of the provisions of this directive.

**DOKUZ EYLÜL ÜNİVERSİTESİ  
ULUSLARARASI MİSAFİR ARAŞTIRMACI  
BAŞVURU FORMU**

***DOKUZ EYLUL UNIVERSITY  
INTERNATIONAL VISITING RESEARCHER  
APPLICATION FORM***

Bu formu doldurarak bağlı bulunduğunuz kurumdan alacağınız personel/öğrenci olduğunuza dair belgeyi (Türkçe veya İngilizce) ve özgeçmişinizi ekleyiniz. Tüm belgeleri araştırma yapmak istediğiniz akademik birime iletiniz.  
*Please complete this form and attach a document from your affiliated institution confirming your status as staff or student (in either Turkish or English), along with your CV. Kindly submit all documents to the academic unit in which you intend to conduct your research.*

**A. Adayın kişisel bilgileri**  
*Candidate's personal information*

<b>Adı / soyadı:</b> <i>Name /surname:</i>	
<b>Doğum tarihi/yeri:</b> <i>Date and place of birth:</i>	<b>Cinsiyeti:</b> <i>Gender:</i> <input type="checkbox"/> <b>K</b> <b>E</b> <i>Female Male</i>
<b>Pasaport no:</b> <i>Passport no:</i>	<b>Uyruğu:</b> <i>Nationality:</i>
<b>Gönderen kurum adı:</b> <i>Name of the sending institution:</i>	
<b>Akademik birim:</b> <i>Academic unit:</i>	
<b>Araştırma alanı:</b> <i>Research area:</i>	
<b>Ünvanı:</b> <input type="checkbox"/> Prof. Dr. <input type="checkbox"/> Doç. Dr. <input type="checkbox"/> Dr. <input type="checkbox"/> Doktora Adayı <i>Title</i> <input type="checkbox"/> Prof. Dr. <input type="checkbox"/> Assoc. Prof. Dr. <input type="checkbox"/> Dr./Phd. <input type="checkbox"/> PhD Candidate	
<b>İletişim bilgileri (Adres, telefon, e-posta):</b> <i>Contact Information (Address, phone, e-mail):</i>	

**B. Araştırmaya ilişkin bilgiler**  
*Information about the research*

**Araştırmanızı hangi Dokuz Eylül Üniversitesi akademik biriminde yürütmek istiyorsunuz?**  
*In which academic unit of Dokuz Eylül University would you like to conduct your research?*

**Dokuz Eylül Üniversitesinde iletişimde olduğunuz bir kişi (ortak araştırmacı, davet eden vb.) varsa, lütfen adını ve akademik birimini belirtiniz.**

*If you are in contact with an academician at Dokuz Eylül University, please state the name and academic unit of the person (co-researcher, inviter, etc.).*

**Ziyaretin amacı:**  
*Purpose of the visit:*

**Ziyaretin planlanan başlangıç tarihi:**  
*Planned start date of the visit:*

**Ziyaretin planlanan bitiş tarihi:**  
*Planned end date of the visit:*

**Araştırma faaliyeti/projenin özeti:**  
*Short summary of research activity/Project:*

**Ziyaretin beklenen sonuçları/çıktıları:**  
*Expected results/outputs of the visit:*

Yapılacak Faaliyetler <i>Planned Work</i>			
<b>I. 3 aylık dönem</b> <i>1<sup>st</sup> 3-months period</i>	<b>II. 3 aylık dönem</b> <i>2<sup>nd</sup> 3-months period</i>	<b>III. 3 aylık dönem</b> <i>3<sup>rd</sup> 3-months period</i>	<b>IV. 3 aylık dönem</b> <i>4<sup>th</sup> 3-months period</i>

**C. Bütçe olanakları (Kaynağı: AB, TÜBİTAK vb.)**  
*Financial sources of your planned visit (Sources: EU, TUBITAK etc.)*

**Araştırmamanın/Ziyaretin finansman kaynakları nelerdir belirtiniz. Dokuz Eylül Üniversitesi tarafından ziyaretinize ilişkin herhangi bir bütçe sağlanmayacaktır.**  
*Please explain how you plan on funding your research/visit. Dokuz Eylül University will not offer funding to support your visit.*

<b>Araştırma Faaliyetinin/Projenin</b> <i>Research activity's/Project's</i>	
<b>Kaynağı (AB, TÜBİTAK, vb.)</b> <i>Sources (EU, TUBITAK, etc.)</i>	
<b>Proje numarası (Varsa)</b> <i>Project no (if applicable)</i>	
<b>Başlığı</b> <i>Title</i>	
<b>Bütçesi</b> <i>Budget</i>	
<b>Süresi</b> <i>Duration</i>	

<b>Dokuz Eylül Üniversitesi'nden Beklenen Katkı</b> <i>Expected Contribution from Dokuz Eylül University</i>		
	<b>Ayrıntılı olarak açıklayınız.</b> <b>(Laboratuvar ismi, talep edilen malzemenin nitelik ve niceliği vb.)</b> <i>Please explain in detail (name of laboratory, the quality and quantity of the office equipments/materials, etc.)</i>	<b>İlgili birim amirinin onayı*</b> <i>Authorization of the head of the Dokuz Eylül University hosting unit</i>
<b>Ofis</b> Office	<input type="checkbox"/>	
<b>Ofis malzemeleri</b> Office equipments/materials	<input type="checkbox"/>	
<b>Laboratuvar</b> Laboratory	<input type="checkbox"/>	
<b>Diğer (Tanımlayınız)</b> Other (Please define)	<input type="checkbox"/>	

**Başvuru tarihi:**  
*Application date:*

**Adayın adı soyadı:**  
*Name and surname of candidate:*

**İmza:**  
*Signature:*

\* Uluslararası misafir araştırmacının kabul edildiği Dokuz Eylül Üniversitesi ilgili birimi tarafından doldurulacaktır.

\*This is to be filled by the Dokuz Eylül University hosting unit to which the international visiting researcher is admitted.

**Mobility Agreement For International Visiting Researcher**  
**(Uluslararası Misafir Araştırmacı Hareketlilik Anlaşması)**

**Onaylanan Dokuz Eylül Üniversitesi ziyaret tarihleri: [gün/ay/yıl]- [gün/ay/yıl]**  
**Approved dates of visit at Dokuz Eylül University: [day/month/year]- [day/month/year] \***

**Uluslararası Misafir Araştırmacı Bilgileri**

*International Visiting Researcher Information*

<b>Ad</b> <i>Name</i>		<b>Soyad</b> <i>Surname</i>	
<b>Doğum tarihi</b> <i>Date of birth</i>		<b>Uyruk</b> <i>Nationality</i>	
<b>Cinsiyeti [E/K]</b> <i>Gender[M/F]</i> <i>(Statistical purposes only)</i>		<b>Pasaport numarası</b> <i>Passport number</i>	
<b>E-posta adresi ve telefon</b> <i>E-mail and Phone Number:</i>			
<b>Adres</b> <i>Postal address</i>			
<b>Acil durum irtibat bilgisi</b> <b>(İsim, telefon ve e-posta)</b> <i>Emergency person information</i> <i>(Name, phone number and e-mail)</i>			

**Bağlı Bulunduğu Kurum Bilgisi**

*Affiliated Institution Information*

<b>Kurum ismi</b> <i>Name of institution</i>	
<b>Fakülte / Bölüm</b> <i>Faculty/ Department</i>	
<b>İrtibat kişisi bilgisi (İsim, telefon ve e-posta)</b> <i>Contact person information</i> <i>(Name, phone number and e-mail)</i>	
<b>Adres/Posta numarası</b> <i>Address/Postal code</i>	

\*Uluslararası misafir araştırmacının kabul edildiği Dokuz Eylül Üniversitesi ilgili birimi tarafından doldurulacaktır.  
*This is to be filled by the Dokuz Eylül University hosting unit to which the international visiting researcher is admitted.*



## **Tarafların Yükümlülükleri** *Responsibilities of the Parties*

**Dokuz Eylül Üniversitesi ve uluslararası misafir araştırmacı arasında imzalanacak bu sözleşmeyle taraflar aşağıdaki yükümlülükleri kabul eder.**

By signing this agreement, Dokuz Eylül University and the international visiting researcher mutually acknowledge and agree to the responsibilities set forth below.

### **Uluslararası Misafir Araştırmacı Taahhütnamesi** *Commitment of the International Visiting Researcher*

Uluslararası misafir araştırmacı;  
*The international visiting researcher:*

- (a) Dokuz Eylül Üniversitesinin iç düzenlemelerine ve yürürlükteki Türkiye Cumhuriyeti kanun, yönetmelik ve ilgili diğer mevzuat hükümlerine tam olarak uyacağını,  
*To fully comply with Dokuz Eylül University's internal regulations and the applicable laws, regulations, and other legal provisions of the Republic of Türkiye.*
- (b) Yasal olarak öngörülen yükümlülükleri karşılayacak nitelikte geçerli bir sağlık/seyahat, kişisel sorumluluk sigortası ve ferdi kaza sigortası yaptıracığını, bu poliçenin bir nüshasını Üniversiteye sunacağını,  
*To obtain a valid health/travel, personal liability and personal accident insurance policy that meets the legally required obligations and to provide a copy of this policy to the university.*
- (c) Türkiye Cumhuriyeti'nde bulunması ve araştırma faaliyetlerini sürdürebilmesi için gerekli olan, aynı zamanda Dokuz Eylül Üniversitesinde geçireceği süreyi kapsayan yasal belgelerin (çalışma izni ve/veya muafiyeti, oturma izni, vize vb.) tamamlanmasından ve sürekliliğinden şahsen sorumlu olduğunu,  
*To personally ensure the completion and maintenance of all legal documents required for their presence in Türkiye and the continuation of their research activities, including but not limited to work permit exemption, residence permit, and visa, covering the period of their stay at Dokuz Eylül University.*
- (ç) Yürütülecek araştırma faaliyetlerinden doğacak tüm akademik yayınlarında, Dokuz Eylül Üniversitesini araştırmanın gerçekleştirildiği kurum olarak açıkça belirteceğini; ilgili patent ve fikri mülkiyet hakları ile ilgili ulusal ve uluslararası düzenlemelere uygun davranacağını,  
*To clearly state Dokuz Eylül University as the institution where the research was conducted in all academic publications resulting from the research activities and to comply with national and international regulations regarding patents and intellectual property rights.*
- (d) Araştırma faaliyetlerinin sonuçlarını, belirlenen süre ve formatta ilgili akademik birime yazılı rapor olarak sunacağını ve talep edilmesi durumunda ek bilgi ve belgelerle destekleyeceğini,  
*To submit the results of their research activities to the Dokuz Eylül University hosting unit as a written report in the specified format and within the designated time frame and to provide additional information and documents upon request.*
- (e) İlişik kesme işlemleri için Dokuz Eylül Üniversitesi ilgili birime yazılı olarak bilgi vereceğini,  
*To inform the related unit within the Dokuz Eylül University regarding disassociation procedures.*
- (f) Bu taahhütname kapsamında belirtilen yükümlülüklerine aykırı davranışlarının sonuçlarından doğacak tüm hukuki ve idari sorumlulukların şahsına ait olduğunu kabul eder.  
*The international visiting researcher acknowledges and accepts full legal and administrative responsibility for any consequences arising from actions that violate the obligations outlined in this letter of undertaking.*

**Dokuz Eylül Üniversitesi Taahhütnamesi**  
*Commitment of Dokuz Eylül University*

Dokuz Eylül Üniversitesi uluslararası misafir araştırmacıya;  
*Dokuz Eylül University undertakes to provide the international visiting researcher with;*

- (a) Araştırma süresi boyunca kütüphane, yemekhane, sosyal olanaklar ve bilişim hizmetlerinden ziyaretçi statüsünde faydalanabilmesi için “Dokuz Eylül Üniversitesi Kurum Paydaş Kimlik Kartı” ve üniversite tarafından uygun görülen bir e-posta adresi sağlamayı,  
*"Dokuz Eylül University Shareholders ID Card" and an email address deemed appropriate by the University to enable access to library, cafeteria, social facilities, and IT services as a visitor during the research period.*
- (b) Müsaitlik durumuna bağlı olarak, belirli bir süre Öğretim Elemanları ve Araştırmacı Konukevinden yararlanmasını sağlamayı,  
*Subject to availability, temporary accommodation in the Faculty Members and Researchers' Guesthouse for a specified period.*
- (c) İmkanlar dâhilinde, mesleğinin gerektirdiği demirbaş malzemelerin kullanımını sağlamayı kabul eder.  
*Agrees to provide access within the limits of available resources to necessary equipment and facilities required by their profession.*

Bu belgeyi imzalayarak, uluslararası misafir araştırmacı ve Dokuz Eylül Üniversitesi, önerilen hareketlilik anlaşmasını onayladıklarını ve koşullarının bağlayıcı olduğunu beyan ederler.  
By signing this document, the international visiting researcher and Dokuz Eylül University declare their approval of the proposed mobility agreement and acknowledge that its terms are binding.

<b>Uluslararası Misafir Araştırmacı</b> <i>The International Visiting Researcher</i>	
<b>Ad ve Soyad:</b> <i>Name and Surname:</i>	<b>Tarih:</b> <i>Date:</i>
<b>İmza ve mühür:</b> <i>Signature and stamp:</i>	

<b>Dokuz Eylül Üniversitesi</b> <i>Dokuz Eylül University</i>	
<b>Rektör:</b> <i>Rector:</i>	<b>Tarih:</b> <i>Date:</i>
<b>İmza ve mühür:</b> <i>Signature and stamp:</i>	