DOKUZ EYLÜL UNIVERSITY

DIRECTIVE ON PROCEDURES FOR INTERNATIONAL VISITING RESEARCHERS

CHAPTER ONE

Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – (1) The purpose of this Directive is to establish the procedures concerning the application of international visiting researchers to Dokuz Eylül University, their admission, and the procedures to be carried out following their admission in the course of conducting their academic activities, as well as the mutual powers and responsibilities within the scope of these procedures.

Legal Basis

ARTICLE 2 – (1) This Directive has been prepared on the basis of:

(a) Subparagraph (c) of paragraph 7 of Article 4 and Article 14 of Higher Education Law No. 2547;

(b) Subparagraphs (a) and (j) of paragraph 1 of Article 48, entitled "Exemptions", of the Regulation on the Implementation of the International Labour Force 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.

Definitions

ARTICLE 3 – (1) For the purposes of this Directive, the following terms shall have the meanings assigned to them below:

(a) Relevant Unit: The academic unit of Dokuz Eylül University that invites the international visiting researcher or to which the researcher submits an application, and which is responsible for carrying out the relevant procedures;

(b) Mentor Researcher: A permanent academic staff member of Dokuz Eylül University who carries out coordination activities concerning the international visiting researcher under their responsibility;

(c) Rector: The Rector of Dokuz Eylül University;

(d) International Visiting Researcher: A doctoral candidate who is at the dissertation stage at any higher education institution, research centre, institute or hospital abroad, or a person employed at an academic level who holds at least a doctoral degree or an equivalent qualification (including specialisation in medicine, dentistry, pharmacy or veterinary medicine, proficiency in arts, etc.);

(e) University: Dokuz Eylül University.

CHAPTER TWO

Procedures for Implementation

ARTICLE 4 – (1) Application and Admission:

(a) Academic staff members or academic units of the University may invite an "international visiting researcher", as defined in subparagraph (c) of paragraph 1 of Article 3 of this Directive, for the purpose of conducting academic research at the University and/or participating in an ongoing research project. An international visiting researcher may also apply directly to the unit at which they wish to conduct research without an invitation. In either case, the researcher shall submit the application form (ANNEX-1), a document issued by their affiliated institution certifying their status as a staff member/student (in Turkish or English), 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 relevant unit that issued the invitation or to which the application was submitted to the relevant department or division chairmanship for preliminary evaluation.

(c) Applications shall be evaluated by the Unit Administrative Board, taking into consideration the opinions of the relevant department and division boards, and shall be decided upon with stated grounds. In the event that an application is rejected by the Unit Administrative Board, the process shall be terminated and the outcome shall be notified to the applicant.

(d) Applications approved by the Unit Administrative Board shall be submitted to the Rector for approval through the Department of Personnel Affairs.

(e) The Department of Personnel Affairs shall forward the Rector's approval or rejection to the relevant unit for necessary action and to the International Academic Relations Office for information.

(f) Following the Rector's approval or rejection, all procedures and actions relating to implementation shall be carried out by the relevant unit. The relevant unit shall communicate the official letter of acceptance or rejection to the international visiting researcher.

(g) Following acceptance, the International Visiting Researcher Mobility Agreement (ANNEX-2) shall be prepared in two copies and signed by the international visiting researcher and the Rector.

(2) At least one (1) permanent academic staff member shall be appointed by the relevant unit as a mentor researcher for the international visiting researcher.

(3) As a rule, the duration of an international visiting researcher's activities at the University shall be limited to a period of between one (1) month and twenty-four (24) months. Researchers arriving within the scope of a scholarship or project may be exempted from these time limits.

(4) If the activities of an international visiting researcher are deemed inappropriate or insufficient by the relevant unit, such activities shall be terminated, with the approval of the Rector, before the end of the assignment period, and the researcher's affiliation with the University shall be discontinued.

(5) Upon completion of the research period and following submission of a report containing the research findings, the relevant unit shall issue a certificate of approval specifying the researcher's period of stay at the University and the work carried out, and shall complete the procedures for terminating the researcher's affiliation with the University.

CHAPTER THREE

Responsibilities of University Units

ARTICLE 5 – (1) The responsibilities of University units shall be as follows:

(a) The relevant unit to which the international visiting researcher applies shall carry out the application and admission procedures. Following the admission of the international visiting researcher, the relevant unit and the International Academic Relations Office shall jointly inform the researcher about health/travel insurance, personal liability insurance and personal accident insurance, applications for work permits and/or work permit exemptions, and, where necessary, visa and residence permit procedures.

(b) In order for the international visiting researcher to benefit from the University's library, dining hall, social facilities and information technology services in visitor status, the researcher shall be issued a temporary Dokuz Eylül University Institutional Stakeholder Card, valid for the duration of the research period, and an e-mail address with the "@deu.edu.tr" domain. The request for the card and e-mail address shall be submitted by the relevant unit at which the international visiting researcher has been accepted to the Department of Information Technology through the Office of the Secretary General, together with the Rector's approval, and the relevant unit shall follow up on the process.

(c) Subject to availability, the international visiting researcher may benefit from the Guesthouse for Academic Staff and Researchers for a specified period. Requests for accommodation at the Guesthouse for Academic Staff and Researchers shall be submitted to the Department of Health, Culture and Sports by the relevant unit, which shall also follow up on the request.

(d) To the extent permitted by available resources, the relevant unit may make the fixtures and equipment required for the researcher's professional activities available for the international visiting researcher's use. Permission to use laboratories and research facilities shall be decided upon by the competent units.

(e) At the end of the research period, the relevant unit shall carry out the procedures for terminating the international visiting researcher's affiliation with the University. The units responsible for processing matters concerning the visiting researcher, particularly the Department of Personnel Affairs, the Department of Information Technology and the International Academic Relations Office, shall be informed accordingly.

(f) The relevant unit shall be responsible for maintaining, safeguarding and archiving the records and documents of international visiting researchers admitted to the University.

Responsibilities of International Visiting Researchers

ARTICLE 6 – (1) During their stay at the University, international visiting researchers shall have the following responsibilities:

(a) International visiting researchers shall be subject to the rules and regulations with which the University's academic staff are required to comply.

Travel, accommodation and living expenses shall be the responsibility of the international visiting researcher and shall be covered by the researcher.

(b) Obtaining a work permit and/or work permit exemption, as well as a residence permit and visa where required, shall be the sole responsibility of the international visiting researcher.

(c) The international visiting researcher shall be required to obtain health/travel insurance, personal liability insurance and personal accident insurance covering the entire duration of their visit and to submit valid copies of the insurance policies and the work permit and/or work permit exemption to the relevant unit before commencing research activities.

(d) In all academic publications arising from the research activities carried out, the international visiting researcher shall be obliged to explicitly identify Dokuz Eylül University as the institution at which the research was conducted and to comply with national and international regulations concerning relevant patent and intellectual property rights.

(e) The international visiting researcher shall be obliged to submit a report to the relevant unit, no later than one (1) week before the end of the research period, documenting the work carried out and the research findings obtained during their stay at the University.

CHAPTER FOUR

Miscellaneous and Final Provisions

ARTICLE 7 – (1) The provisions of the relevant legislation shall apply to international visiting researchers arriving within the framework of international exchange programmes such as Erasmus+, Orhun and Mevlana.

ARTICLE 8 – (1) This Directive shall enter into force on the date of its adoption by the Senate of Dokuz Eylül University.

ARTICLE 9 – (1) The provisions of this Directive shall be executed by the Rector of Dokuz Eylül University.