

**NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY**  
**DIRECTIVE OF THE RULES AND PROCEDURES FOR THE EMPLOYMENT OF**  
**THE TEACHING STAFF IN THE TECHNOLOGY DEVELOPMENT ZONES**

**Purpose**

**ARTICLE 1-** The purpose of this directive is to specify the procedures for the teaching staff of Nevşehir Hacı Bektaş Veli University to get permission, to be commissioned, to establish a company, to be a shareholder or manager in an existing company, to be commissioned in technocity executive company within the framework of the 7th article of the Law of Technology Development Zones, dated 26.06.2001 and numbered 4691.

**Scope**

**ARTICLE 2-** This directive contains the procedures for receiving permission and the methods of commissioning, the duration of permissions and commissions and authorizations related to this topics in the employment of the teaching staff who work in Nevşehir Hacı Bektaş Veli University in accordance with the Law of the Council of Higher Education numbered 2547 and dated 04.11.1981, as research and development staff or technocity executive company staff or company manager, to found research and development company, to be a shareholder in an existing company or to be a manager in these companies in the Technology Development Zones, within the framework of law numbered 4691.

**Definitions and Abbreviations**

**ARTICLE 3-** The terms used within the content of this directive and their explanations are as follows:

**University:** Nevşehir Hacı Bektaş Veli University

**Law:** Technology Development Law numbered 4691

**UYK:** Administrative Body of Nevşehir Hacı Bektaş Veli University

**Zone:** (Cappadocia) Technology Development Zone of Nevşehir Hacı Bektaş Veli University (Cappadocia Technocity) and the other Technology Development Zones

**Full time research associate:** Full time research associates who work in the University with a status defined in the 36<sup>th</sup> article of law numbered 2547.

**Part time research associate:** Part time professors and associate professors who work in the University with a status defined in the 36<sup>th</sup> article of law numbered 2547.

**Full time teaching staff:** The teaching staff who works full time in the zone, in accordance with the principles of this directive, with the official permission of the University.

**Part time teaching staff:** The teaching staff who works part time in the zone, in accordance with the principles of this directive, with the official permission of the University provided that he/she continues to fulfill his/her primary duties at the University,

**Circulating Capital:** The Circulating Capital Enterprise of the University,

**Company:** The research and development company which the teaching staff wants to found or wants to be a shareholder of within the Technology Development Zone

**Research and Development (R&D):** The regular practices that aim to produce new information that will contribute to the development of science and technology or to produce new materials, products and tools with the existing information, to produce new systems, processes and services including software products or to develop the existing ones,

**The Managing Company:** The company, founded in accordance with the Law of Technology Development Zones numbered 4691, which is responsible for the management and the business of the zone.

## **THE TYPES OF RECEIVING OFFICIAL PERMISSION FOR THE RESEARCH ASSOCIATES AND TEACHING STAFF TO BE EMPLOYED IN THE ZONE**

**ARTICLE 4-** The research associates/the teaching staff of the university can be granted a full-time or part-time work permit to be R&D personnel in the R&D companies in the zone, to be a manager in the R&D companies in the zone, to work as the staff or the manager of the managing company on the condition that they comply with the terms and durations specified below.

### **a) Full-time work permission of the research associates for 7 years in the zone in accordance with the 39<sup>th</sup> article of the Law numbered 2547**

The research associates who work as full-time staff at Nevşehir Hacı Bektaş Veli University may carry out their studies, both abroad and domestic, within the framework of 39<sup>th</sup> Article of the Law numbered 2547 in the R&D institutions in the zone. Within this framework, the research associates who have at least 6-year service at the University may be granted permission for a paid leave, not exceeding 1 year. This permission may be extended for a further 1 year as full-time as a non-paid leave in accordance with the 4/b Article of this directive.

The associate professor, who has been granted a paid leave, cannot be granted permission for a paid leave in accordance with the 39<sup>th</sup> Article unless they complete 6-year-service.

The research associates who have been commissioned in accordance with this article retain their affiliation with their position at the University and those who are subject to the Law of Turkish Republic Government Retirement Fund, dated 08/06/1949 and numbered 5434, reserve their right of retirement during the time in which they work in the zone provided that they comply with the terms stated in the 31st Article of the Law numbered 5434.

Those research associates who are commissioned as full-time staff in the zone cannot receive income from the revenues of the Circulating Capital.

### **b) Full-time, non-paid leave permission of the research associates in the zone**

Those research associates of Nevşehir Hacı Bektaş Veli University, who want to work full-time in the zone, may be granted permission of non-paid leave, no exceeding 1 year, provided they have worked for at least 3 years after a long period of leave. The research associates have to work full-time for a period at the University as long as their period of commission in accordance with the 38<sup>th</sup>, 39<sup>th</sup>, 40/b Articles of the Law numbered 2547 and the 4/a and 4/b Articles of this regulation before they can be commissioned as full-time staff in the zone.

Those research associates who have been commissioned in accordance with this article retain their affiliation with their position at the University and those who are subject to the Law of Turkish Republic Government Retirement Fund, dated 08/06/1949 and numbered 5434, reserve their right of retirement during the time in which they work in the zone provided that they comply with the terms stated in the 31st Article of the Law numbered 5434.

Those research associates who are commissioned as full-time staff in the zone cannot receive income from the revenues of the Circulating Capital. The income that the research associates receive from the zone is excluded from the Circulating Capital. These research associates cannot have an administrative position at the University and they cannot teach any course.

**c) Full-time or part-time commissioning of the teaching staff in accordance with the 38<sup>th</sup> Article of the Law numbered 2547**

The teaching staff, who wants to work in the zone, may be granted with permission on the condition that their primary tasks at the University are not disrupted. The duration of permission of the teaching staff, who wants to work part-time, the payment and the scope of the service are specified in the service agreement signed by the teaching staff and the company. Upon the annulment of the agreement, the permission terminates.

Those teaching staff who have been commissioned in accordance with this article retain their affiliation with their position at the University and those who are subject to the Law of Turkish Republic Government Retirement Fund, dated 08/06/1949 and numbered 5434, reserve their right of retirement during the time in which they work in the zone provided that they comply with the terms stated in the 31st Article of the Law numbered 5434.

Those teaching staff who are commissioned as full-time staff in the zone cannot receive income from the revenues of the Circulating Capital. The income that the teaching staff receives from the zone is excluded from the Circulating Capital.

**d) Permission for the teaching staff for part-time commissioning**

The teaching staff, who wants to work part-time in the zone, may be granted permission on the condition that their primary tasks at the University are not disrupted. The duration of permission of the teaching staff, who wants to work part-time, the payment and the scope of the service are specified in the service agreement signed by the teaching staff and the company. Upon the annulment of the agreement, the permission terminates.

Those teaching staff who have been commissioned in accordance with this article retain their affiliation with their position at the University and those who are subject to the Law of Turkish Republic Government Retirement Fund, dated 08/06/1949 and numbered 5434, reserve their right of retirement during the time in which they work in the zone provided that they comply with the terms stated in the 31st Article of the Law numbered 5434.

The income that the teaching staff receives from the zone is excluded from the Circulating Capital.

The teaching staff may be commissioned to work part-time as an R&D staff in more than one company in the technocity. For each company, an application for permission/commissioning is done separately.

The teaching staff who have been granted permission to as an R&D staff in a company in the technocity, may participate in more than one project carried out by the company.

For how many working days the teaching staff, who takes permission for part-time work, is going to be deemed on leave is specified during the process of taking permission.

The teaching staff who have been granted a permit to work part-time in the zone may work in the R&D activities of the companies, where they have permission to work, during the holidays and out of working hours.

## **THE PROCEDURE OF PERMISSION TO FOUND A COMPANY, BECOME A SHAREHOLDER IN A COMPANY, BECOME A MANAGER IN A COMPANY AND AUTHORISATION**

**Article 5-** The research associates/teaching staff, who request permission to found a company, become a shareholder in an existing company or work as staff in one of them in order to commercialize the output of their research, submit an application with the necessary documents to the Rectorate. UYK may grant permission for founding a company, becoming a shareholder and/or having a position in the management of these companies after an evaluation of application. For the commissioning of the research associate/teaching staff, the durations and principles stated in 4/a, b and d articles of this directive.

When it is necessary to request the rights (patent, royalty etc.) on behalf of University from the companies where research associates/teaching staff work, the royalty and the income is specified by UYK. These issues are recorded through an agreement between the Rectorate and company.

UYK may commission a committee of research associates from the relevant departments in order to get information to be used in the decision processes and to evaluate and monitor the applications of the research associates/teaching staff.

## **THE PROCEDURE OF PERMISSION TO WORK AS R&D STAFF AND AUTHORISATION**

**Article 6-** The principles related to commissioning and permission of the research associates/teaching staff in the zone are stated below.

### **a) Permission/Commissioning according to Article 4/a,b,c and Article 5**

The commissioning is granted upon the request of the R&D Company and Managing Company that request permission/commissioning in accordance with Article 4/a, b, c or upon the request of the research associate/teaching staff who wants permission and commissioning in accordance with Article 5.

\*Full time commission is given upon the positive opinion of the Department and the Administrative Board of the Faculty/School/Institute/ Center and the decision of UYK.

\*In the commissions in accordance with the Article 38 of the Law numbered 2547, the stated provisions in this article are enforced.

For the renewal of the period of commissioning, the same procedures are followed.

For the requests for permission for full-time work according to Article 4/a, b, c, Permission Request Form for Full-Time Commission within Technocity is used.

For the requests for permission for part-time work according to Article 4/c, d, Permission Request Form for Part-Time Commission within Technocity is used.

For the requests for permission according to Article 5, Permission Request Form for Being Shareholder and Manager in the Technocity is used.

The teaching staff who receives permission in accordance with the procedures stated in this article signs a service contract with R&D company before starting the work. The contract is prepared as four copies; a copy is given to the relevant department and another copy is given to Managing Company.

#### **b) Commissioning according to Article 4/d**

The commission is given upon the request of R&D Company or Managing Company who requests Permission/Commission. The application may consist of specific persons as well as it may be on the basis of research and application project. In the requests that is made on the basis of project, the persons who will be commissioned in the zone are determined during the process of taking permission/commission.

The teaching staff who receives permission in accordance with the procedures stated in this article signs a service contract with R&D company before starting the work. The contract is prepared as four copies; a copy is given to the relevant department and another copy is given to Managing Company.

### **INSPECTION**

**Article 7-** The research associates/ teaching staff who are commissioned to work, either full-time or part-time, in the zone are to submit a report regarding their work to the heads of their departments at the end of each year and at the end of their commission. An evaluation of the Managing Company that shows that the work has been carried out in accordance with the Article 3/c of the Law is to be attached to the report.

The research associates/teaching staff who are commissioned to work, either part-time or full time, as R&D staff, to found a company, to be a shareholder in an existing company and/or to be a manager in these companies signs the Contract of Academic and Scientific Ethic for the Research Associates/Teaching Staff Commissioned in the Technocity. The contract is prepared as four copies; a copy is given to the relevant department and another copy is given to Managing Company.

The Rectorate of the University reserves its rights to inspect the activities and the way of working of the research associates/teaching staff who are commissioned to carry out R&D activities in the Technocity anytime.

If the research associates/teaching staff who are commissioned to work, either part-time or full time, are detected to carry out activities irrelevant to the scope of the commission, to be absent from their work in the Technocity, or to disrupt their primary tasks at the university, if they are commissioned part-time, their commission is canceled by the decision of UYK.

## **ENFORCEMENT**

**Article 8-** This directive enters into force when it is published.

## **EXECUTION**

**Article 9-** This directive is executed by the Rector of Nevşehir Hacı Bektaş Veli University.