

T.R.

NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY

DIRECTIVE FOR THE TEACHING STAFF APPOINTMENTS IN-COUNTRY AND ABROAD

PART ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1- (1) The purpose of this directive is to frame the short or long term, in-country or abroad appointment procedures and principles for the academic staff with the purpose of scientific congress, conference, seminar, symposium, workshop, scientific and artistic events, examination, research, practice and training.

Scope

ARTICLE 2- (1) This directive encompasses the short or long term, in-country or abroad appointment procedures and principles for Nevşehir Hacı Bektaş Veli University academic staff.

Basis

ARTICLE 3- (1) This directive was prepared in accordance with the 39. Article of the 2547 numbered Higher Education Law, released on 04.11.1981 and the Regulation for the Principles of the in-country or Abroad Appointments, released on 07.11.1983 and in 18214 Numbered Official Gazette.

Definitions

ARTICLE 4- (1) The expressions in this directive mean:

- a) Unit: Faculties, institutes, schools, vocational schools, research and application centres, rectorate departments affiliated with Nevşehir Hacı Bektaş Veli University,
- b) Unit director: Top director of the units,
- c) Administrative board: University, faculty, institute, school, vocational school administrative boards,
- ç) Short term appointment: The in-country or abroad appointments for 3 months' period at most,
- d) Teaching staff: Full time academic staff, lecturer and research assistants of Nevşehir Hacı Bektaş Veli University,
- e) Rector: Nevşehir Hacı Bektaş Veli University Rector,
- f) Long term appointment: The in-country or abroad appointments for more than 3 months' period,
- ğ) University: Nevşehir Hacı Bektaş Veli University,

h) Regulation: Nevşehir Hacı Bektaş Veli University Regulation for Associate and Bachelor's Degree Education and Training.

PART TWO

Short Term Appointments

ARTICLE 5- (1) Short term appointments are the appointments of 3 months at most for the aim of meeting attendance, examination, research and application.

(2) A preliminary report approval by the Faculty Administrative Board is obligatory for the examination, research and application appointments. It is required to submit a paper for the scientific congresses attendance.

Permission and approval

ARTICLE 6- (1) Deans, institute, school or vocational school directors can give permission to the teaching staff for congress, conference, seminar and similar meetings, research and analysis visits for a week with no traveling expenses. A copy of the appointments made within this context are to be sent to the Rectorate for information. Rector can give permission to the teaching staff for 15 day-appointments in-country or abroad. Relevant unit's administrative board decision and Rectorate approval are needed in the cases exceeding 15 days or requiring payments for travel, research or analysis expenses which are paid by the university budget, unit budgets or circulating capital income.

Application requirements

ARTICLE 7- (1) The teaching staff creates the appointment application at the unit s/he works at, with a petition, letter of invitation showing the location and date of the event, acceptance and conformity declaration, and the abstract of the proceeding for the congress or seminar.

The application is to be done,

- a) at least 15 days before the unpaid appointments,
- b) at least 1 month before the paid appointments of more than 15 days,
- c) documents for all the appointments requiring a Rectorate permission are to be submitted to the Rectorate by the unit in charge 15 days at least before the appointment,

(2) In order for the appointments in-country and abroad, it is to be determined by the Administrative Board, on the department or division head offer, that the academic program will not be disturbed.

Attendance

ARTICLE 8- (1) Meetings to be attended as an observer/audience: Teaching staff can attend the meetings held in-country or abroad off the University as observer/audience for at most 15 days in an academic year. For the meetings to be attended as an observer/audience, no travel expense is paid. (2) Meetings to be attended as a presenter/on duty: The teaching staff can attend the meetings off the University on duty (as speaker, proceeding, oral or poster presentation, artistic works, or moderator) during the academic year. Appointments such these cannot exceed 30 days.

(3) For the appointments to be made during the academic holidays, the limitations of time and frequency are not applied.

Departure and arrival procedure

ARTICLE 9- (1) The teaching staff appointed cannot depart from his/her work at the University till s/he is officially informed by the unit s/he is affiliated with.

(2) Departure and arrival procedures are conducted by the unit the teaching staff is affiliated with.

(3) Leave and duty periods are calculated according to the departure and arrival dates. For the overseas (except for England) and far east countries (including China) two days before and after the event dates; for domestic, Turkish Republic of Northern Cyprus or other countries one day before and after the event are accounted for travel permission. If the teaching staff asks for extra days, the Rectorate will decide according to the reason for the need for extra days.

Travel, allowance and accommodation expenses

ARTICLE 10- (1) Appointment applications with travel and allowance expenses are accepted for two domestic appointments and one appointment abroad, only if the applications are in accordance with the appointment principles and procedures and the University budget. The applications above these quotas are accepted with no travel or allowance payments.

(2) The maximum limits for the travel, allowance, participation and accommodation expenses and other principles for each year are determined by the Senate in accordance with the contemporary legislation and budget conditions until the end of December at the latest. If no decision is made for the upcoming year, decisions taken for the previous year are applied.

(3) For the appointments the teaching staff is supposed to inform the Rectorate about any financial support they get from other institutions and organizations. Payments are taken back from the teaching staff, if they don't inform the Rectorate about other financial support. And those who don't inform the Rectorate are treated in accordance with the "Regulation of Higher Education Disciplinary Council". According to the amount of the support from other sources, there might be a decrease in the expense payments or there might be no payment at all.

(4) In multi-author proceedings accepted as oral presentation at national or international congresses, conferences or symposium organized in-country or abroad, only the corresponding author expenses is paid.

(5) No matter under which title is used for the scientific or occupational events, participation or course costs are not paid.

(6) The payments cannot exceed the allowance, travel, accommodation and participation expense amounts to be given to public officers determined for that specific year. Documents about the travel allowances, accommodation, and participation are submitted to the expenditure unit.

PART THREE

Long Term Appointments

Long Term Appointment Terms and Conditions

ARTICLE 11- (1) Long term appointments are appointments of teaching staff more than 3 months at least for the aim of meeting attendance, analysis, research and application.

(2) With the assent of the administrative board and measures taken for a continuous solid service given at the unit, one year paid time off can be given to the teaching staff who has actively worked at a public university in a full time staff position for more than 6 years, in order for research-development studies in-country or abroad. For a second paid time off the teaching staff is supposed to work at a public university for 6 years starting with the end of the previous paid time off period.

(3) If a scholarship or wage is granted to the teaching staff appointed abroad, the administrative board can decide to give either a paid or unpaid time off. Paid or unpaid time off decision is taken according to the amount of scholarship or wage granted from the other institution.

(4) The non-permanent teaching staff can only be appointed to short term appointments in-country or abroad. Permanent lecturers are appointed in the same way how the teaching staff is appointed.

(5) Research assistants can be appointed abroad up to 1 year, only after they work for a year at the university.

(6) Long term appointment and extension decisions are given on an administrative board proposal and Rector consent.

(7) After the end of the appointment abroad, the teaching staff appointed abroad is supposed to submit an activity report in accordance with the work plan they submit.

(8) The teaching staff appointed abroad for a long term is to fill in a bill of loading and bail.

Application Period

ARTICLE 12- (1) For the long term appointments, the teaching staff is supposed to officially apply to the unit they are affiliated with 45 before at least.

PART FOUR

Miscellaneous and Final Clauses

Exemptions and Exceptions

ARTICLE 13- (1) The appointments to be made according to intergovernmental culture agreements or international university agreements and agreements approved by the Higher Education Council and the appointments to be made under the relevant clauses of 2547 numbered Higher Education Law are not subject to the conditions set by this directive.

(2) The appointments made within the framework of the projects such as TÜBİTAK, SANTEZ and EU are not subject to the conditions set in the 8. and 10. article of this directive.

However, travel and allowance payments are not granted to the appointments made within these project frames.

(3) The compulsory appointments by the Rectorate, the appointments for lecturing in a different academic unit, the appointments as a full member or substitute member at associate professorship exams and for master's thesis or doctoral dissertations are not subject to the articles above.

(4) The appointments for congress, meeting, symposium within the framework of the BAP (scientific research projects) are subject to the 8. and 10. articles of this directive. However, the appointments made for the implementation of the project are not subject to these conditions. No extra payments for travel and allowance expenses are made for the BAP projects supported by the BAP commission.

(5) The appointments made within the frame of Mevlana and Erasmus programs are not subject to the limitations in the 8. and 10. article but are subject to the conditions of the 9. article. No extra payments for travel and allowance expenses are made.

(6) Up to 15 days inland and abroad, the appointments of the research assistant working within the Training of the Teaching Staff Program and their advisors are made with the budget provided by the Higher Education Council Directorate. These appointments are not subject to the conditions in the 8. or 10. articles.

Final Clauses

ARTICLE 14- (1) Under the situations which have no provisions in this directive, the articles in the most relevant legislation.

Validity

ARTICLE 15- (1) This directive goes into effect as approved by Nevşehir Hacı Bektaş Veli University Senate.

Implementation

ARTICLE 16- (1) The articles in this directive are implemented by Nevşehir Hacı Bektaş Veli University Rector.