

**ANKARA YILDIRIM BEYAZIT UNIVERSITY
REGULATION FOR ADMITTING INTERNATIONAL VISITING SCHOLARS,
VISITING POSTDOCTORAL RESEARCHERS AND VISITING GRADUATE
STUDENTS**

PART I

Aim, Content, Foundation, Definitions

Aim

ARTICLE 1- (1) This regulation regulates basis and procedures as to the admission of international visiting scholars, postgraduate researchers and graduate students to Ankara Yıldırım Beyazıt University (AYBU).

Content

ARTICLE 2- (1) This regulation determines basis and procedures as to the admission of international visiting scholars, postgraduate researchers and graduate students who are going to carry out a research at AYBU for a period of time upon the invitation of a faculty member of Ankara Yıldırım Beyazıt University (AYBU).

Foundation

ARTICLE 3- (1) This regulation has been prepared on the foundation of 14th article of Higher Education Law with Law Number 2547 and “Basis and Procedures as to the Employment of International Academic Staff” and “Application Regulations for Law on Work Permits of Foreigners approved at Executive Board of Head of Higher Education Council dated 15 January 2020.

Definitions

ARTICLE 4- (1) Here are the definitions of some terms that takes place in this regulation:

- a. Visiting Scholar:** The person who works as a faculty member (professor, associate professor, and assistant professor), a lecturer at a higher education institution at home or abroad or those who work at an equal position to those mentioned above in different higher education systems.
- b. Visiting Postdoctoral Researcher:** The researcher who obtained Ph.D. degree maximum 5 years before and works at a higher education institution or public/private sector at home or abroad.
- c. Visiting Graduate Student:** The graduate student who is registered to a higher education institution abroad and able to submit a document that shows that s/he is a graduate student from the advisor, graduate school or university.
- d. Guest:** Visiting Scholar, Visiting Postdoctoral Researcher or Visiting Graduate Student
- e. Rector:** Rector of Ankara Yıldırım Beyazıt University
- f. University:** Ankara Yıldırım Beyazıt University
- g. AYBU:** Ankara Yıldırım Beyazıt University

ARTICLE 5- (1) Main Principles as to the Admission and Possibilities of International Visiting Scholars, Postdoctoral Researchers and Visiting Graduate Students:

- a) The precondition for the admission of an international visiting scholar, visiting postdoctoral researcher or visiting graduate student to AYBU is his/her invitation to AYBU by a faculty member of AYBU. The faculty member who does the invitation has to accept to be an academic consultant of the visiting scholar, postdoctoral researcher or visiting graduate student. In the scope of this consultancy, within the bounds of possibility, hosting academic staff is expected to welcome the guest, and assist her/him in the issues such as the organization of accommodation, getting the residence permit, obtaining the insurance, inner-city transportation, the use of the facilities of AYBU, membership to the library as well as getting permission for course research, organization of student-academic staff relations and taking part in official meetings, group studies, institutional routines and academic issues.
- b) The admission of international guests is subjected to the approval of AYBU Rector. AYBU Rectorate has the right to determine the upper limit of international guest each year.
- c) AYBU International Relations Office is in charge of preparing the letter of invitation for visiting scholars, postdoctoral researchers or visiting graduate students whose invitation to AYBU is approved by the Rectorate. The Office is also responsible for getting in touch with the guests before the arrival and informing her/him as to the documents they need to submit to the university. After the arrival, AYBU Directorate of Personnel Affairs is in charge of recording the documents of visiting scholars, postdoctoral researchers or visiting graduate students, filing their documents and carrying out necessary procedures if the employment of the guest is in question.
- d) Visiting scholar, visiting postdoctoral researcher or visiting graduate student is responsible for obeying all the rules and legal regulations of Ankara Yıldırım Beyazıt University.
- e) The guest is responsible for meeting travel expenses, accommodation and living expenses.
- f) The guest has to have a health/travel insurance for the period of his/her stay at AYBU and submit a copy of insurance policy to AYBU International Relations Office before s/he starts to do their research. The guest is responsible for application for residence permit (when needed), its follow-up procedures and completion.
- g) Visiting scholar, visiting postdoctoral researcher or visiting graduate student may benefit from university libraries, dining halls, social facilities, language courses and information systems in the status of a guest. Whether s/he will be allowed to use offices, laboratories and etc., depends on the decision of the administrative bodies of the academic unit to which s/he is invited (such as director of the graduate school, dean, director of school, director, etc.).

PART II

APPLICATION PROCEDURES AND ENFORCEMENT

Procedures for Visiting Scholar

ARTICLE 6- (1) Visiting Scholar may be invited to AYBU upon the invitation of a faculty member of Ankara Yıldırım Beyazıt University to do academic study and research. AYBU Faculty Member agrees to be a consultant of the visiting scholar who demands to pay a visit to the university or whom s/he invites and applies for the administrator of the related academic unit. The application is done considering the fact that official approval process may take one month.

(2) AYBU Faculty Member who would like to invite an international visiting scholar to the university submits curriculum vitae, an official document from the home institution of the prospective visiting scholar in addition to an information form that includes how long the prospective visiting scholar will stay at AYBU and the reason behind s/he is invited to the administrator of the related academic unit (graduate school/faculty/school/vocational school/research centre) and a letter of request.

(3) The administrator of the related academic unit gives preliminary decision as to whether the visiting scholar will be invited or not. In addition to the documents indicated on the annex, board decision of this unit is submitted to AYBU International Relations Office for eligibility check of the documents indicated on the second paragraph of this article by the authority of the academic unit. The applications that are eligible in accordance with the provisions of this regulation are submitted to Rector's Office for the final approval.

(4) Required procedures are carried out by the related units in accordance with the responsibilities indicated on 5th article of this regulation for visiting scholars whose invitation is approved by Rectorate of Ankara Yıldırım Beyazıt University.

Procedures for Visiting Postdoctoral Researchers and Visiting Graduate Students

ARTICLE 7- (1) Visiting Postdoctoral Researchers and Visiting Graduate Students may be invited to AYBU in the status of a graduate student or a postdoctoral researcher under the supervision/observation of a faculty member of AYBU by taking position in a research project carried out at Ankara Yıldırım Beyazıt University. AYBU Faculty Member agrees to be a consultant of a visiting postdoctoral researcher or a visiting graduate student who demands to pay a visit to the university or whom s/he invites and applies for the administrator of the related academic unit (graduate school/faculty/school/vocational school/research centre). The application is done considering the fact that official approval process may take one month.

(2) AYBU Faculty Member who would like to invite a visiting postdoctoral researcher or a visiting graduate student to the university submits curriculum vitae an official document that show s/he is the staff of the institution or a letter of recommendation of the advisor (for visiting graduate students) from the home institution of the prospective visiting postdoctoral researcher or visiting graduate student in addition to an information form that includes how long the prospective visiting postdoctoral researcher or visiting graduate student will stay at AYBU and the reason behind s/he is invited to the administrator of the related academic unit (graduate school/faculty/school/vocational school/research centre) and a letter of request.

(3) The administrator of the related academic unit gives preliminary decision as to whether the visiting researcher or visiting graduate student will be invited or not. In addition to the documents indicated on the annex, board decision of this unit is submitted to AYBU

International Relations Office for eligibility check of the documents indicated on the second paragraph of this article by the authority of the academic unit. The applications that are eligible in accordance with the provisions of this regulation are submitted to Rector's Office for the final approval. After the approval of Rector's Office, AYBU International Relations Office is in charge of preparing and sending the letter of invitation to the guest. After the arrival of the guest, AYBU Directorate of Personnel Affairs is in charge of recording and filing of the guest's documents.

(4) Required procedures are carried out by the related units in accordance with the responsibilities indicated on 5th article of this regulation for visiting researchers or visiting graduate students whose invitation is approved by Rectorate of Ankara Yıldırım Beyazıt University.

Visiting Scholars who pay a visit to AYBU within the frame of Mobility Programs

ARTICLE 8- (1) Regulations and directives of the related programs are applied for the visiting scholars who pay a visit to AYBU within the scope of International Mobility Programs such as Erasmus+ and Mevlana.

Patent and Intellectual Property Rights

ARTICLE 9- (1) Visiting Scholars, Visiting Postdoctoral Researchers and Visiting Graduate Students are liable to the rights and responsibilities that are applied to the academic staff and students of the university for the publications or any kind of product and/or output in the frame of patent and intellectual property right as a result of academic studies carried out in the status of "International Visiting Scholar, Visiting Postdoctoral Researcher and Visiting Graduate Student at Ankara Yıldırım Beyazıt University. Visiting Scholars, Visiting Postdoctoral Researchers and Visiting Graduate Students agrees to present intellectual outputs produced as a result of the research carried out at the university as an article and paper on condition that they indicate that these studies have been carried out with the support of Ankara Yıldırım Beyazıt University.

Compelling Reasons

ARTICLE 10- (1) On condition that a visiting scholar, visiting postdoctoral researcher or a visiting graduate student has to start to work at his position at AYBU late or leave early for compelling reasons, s/he has to inform the situation to the administrator of the related academic unit. Related academic unit is in charge of the assessment of the modifications that are claimed to be done thanks to the compelling reasons and giving the final decision. The compelling reasons in question have to be the ones which are not caused by the negligence or mismanagement of both parties. Although not limited with these, fires, flood, earthquakes and other natural disasters, epidemics, quarantine precautions, war, revolt, terrorist attacks, civil unrest, revolution, state of siege, sabotage, national actions, and actions of local government or military authorities can be listed among the compelling reasons. If the guest has to start to work at his position at AYBU late or leave early without compelling reason, s/he has to inform the administrator of the related academic unit. Related academic unit is in charge of the assessment of this case and giving final decision.

The Protection of Personal Data

ARTICLE 11- (1) Visiting Scholars, Visiting Postdoctoral Researchers and Visiting Graduate Students are liable to the rights and responsibilities that are applied to the academic staff and graduate students of Ankara Yıldırım Beyazıt University in accordance with The Law on The Protection of Personal Data dated 24 March 2016 and with law number 6698.

Enforcement

ARTICLE 12- (1) Hereby, all activities that will be carried out in the frame of this regulation will be carried out by the related academic and administrative unit under the coordination of AYBU International Relations Office.

Validity

ARTICLE 13- (1) This regulation becomes valid since the date it is accepted by the senate of Ankara Yıldırım Beyazıt University.

**ANNEX
UNDERTAKING**

TO THE RECTORATE OF ANKARA YILDIRIM BEYAZIT UNIVERSITY

...../...../.....

I, hereby, acknowledge that I am subject to the same rights and obligations as any other scholar and graduate student of Ankara Yıldırım Beyazıt University, stemming from the publications, products and/or outputs whatsoever which might result from the research activities I will conduct in my capacity as “International Visiting Scholar” at Ankara Yıldırım Beyazıt University and which fall within the framework of patent and intellectual property rights. I undertake that I will observe the applicable legal arrangements in this regard.

Signature
Name-Surname
Title

ANNEX-2

INFORMATION FORM FOR VISITING SCHOLARS

<p>This form is prepared for the purpose of facilitating the implementation of the “Ankara Yıldırım Beyazıt University Directive for the Procedure Applicable for Visiting Scholars” regarding the invitation of visiting scholars to Ankara Yıldırım Beyazıt University. This form will, exclusively, be used to receive the required approvals and permits and to inform the relevant University Departments regarding the prospective visits of foreign scholars.</p>	
Name-Surname	
Title	
Passport No	
Home Institution/University	
Contact Information	Address: Phone Number: E-mail address:
Planned Start Date of the Visit	
Planned End Date of the Visit	
Inviting Academician(s) from Ankara Yıldırım Beyazıt University	
Purpose of the Visit	
Planned Contribution/Output	

ANNEX-3

**INFORMATION FORM FOR VISITING POSTDOCTORAL RESEARCHERS
AND VISITING GRADUATE STUDENTS**

<p>This form is prepared for the purpose of facilitating the implementation of the “Ankara Yıldırım Beyazıt University Directive for the Procedure Applicable for Visiting Scholars, Visiting Postdoctoral Researchers and Visiting Graduate Students” regarding the invitation of visiting postdoctoral researchers and visiting graduate students to Ankara Yıldırım Beyazıt University. This form will, exclusively, be used to receive the required approvals and permits and to inform the relevant University Departments regarding the prospective visits of postdoctoral researchers and visiting graduate students</p>	
Name-Surname	
Title	
Passport No	
Home Institution/University	
Contact Information	Address: Phone Number: E-mail address:
Planned Start Date of the Visit	
Planned End Date of the Visit	
Inviting Academician(s) from AYBU	
Purpose of the Visit	
Planned Contribution/Output	

ANNEX-4

**DETAILED WORK PLAN FOR VISITING SCHOLARS, VISITING
POSTDOCTORAL RESEARCHERS AND VISITING GRADUATE STUDENTS
GENERAL INFORMATION**

RESEARCH ACTIVITY/PROJECT'S	
Source	
Project No (If applicable)	
Title	
Budget	
Duration	
Start Date	
End Date	

**EXPECTED CONTRIBUTION FROM ANKARA YILDIRIM BEYAZIT
UNIVERSITY**

		Please explain in detail (name of laboratory, the quality and quantity of the office equipment/materials, etc.)	Authorization of the relevant departmental head
Office space	<input type="checkbox"/>		
Office equipment/materials	<input type="checkbox"/>		
PC	<input type="checkbox"/>		
Laboratory	<input type="checkbox"/>		
Other (Please define)	<input type="checkbox"/>		

RESEARCH ACTIVITY/PROJECT'S SHORT SUMMARY

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RESEARCH ACTIVITY/PROJECT'S EXPECTED OUTCOMES/OUTPUTS

A large, empty rectangular box with a thin black border, intended for the user to write the expected outcomes and outputs of their research activity or project. The box is currently blank.

PLANNED WORK SCHEDULE

		Supervisor	Visiting Fellow/Visiting Postgraduate Candidate
PLANNED WORK	1. - month period[†]		
	2. - month period		
	3. - month period		

[†] The first day of the research activity or project work must be allocated for the orientation programme, which includes a briefing about occupational health and safety.