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**TED UNIVERSITY REGULATIONS FOR
LONG-TERM PAID ACADEMIC LEAVES OF ABSENCE**

ARTICLE 1: GENERAL

TED University supports research and therefore provides full-time research, academic development and success opportunities for faculty members. In this regard, research-oriented long-term academic leave of absence is an opportunity offered by TED University to its academic staff members.

ARTICLE 2: BASIS and AIM

This document is based on the principles of temporary long-term assignment abroad as delineated in the Article 39 of the *Higher Education Law No. 2547*.

The aim of this directive is to regulate the rules and principles of the long-term paid academic leaves within TEDU.

ARTICLE 3: SCOPE

This directive comprises full-time faculty members working at TEDU and applying for long-term paid academic leave.

ARTICLE 4: DEFINITIONS

TEDU : TED University

BOARD OF TRUSTEES : TED University Board of Trustees

RECTOR : TED University Rector


SENATE : TED University Senate

DEAN : TED University Dean of the respective faculty.

FACULTY MEMBERS : Full-time professors, associate professors and assistant professors working at TED University.

LONG-TERM PAID ACADEMIC LEAVE: *Sabbatical Leave* or *Research Leave* granted to younger faculty members.

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ARTICLE 5: GENERAL AND SPECIAL RULES FOR LONG-TERM ACADEMIC LEAVES.

Two different types of leave are defined as long-term academic leave: *The Sabbatical Leave* that can be taken by faculty members who have completed their 6th year at the University and the *Research Leave* for those young scholars with high research capacity at the beginning of their careers. The following **general rules** apply to both of these leaves:

5.1. Long-Term Academic Leaves are not vested rights and are therefore not automatically granted to individuals.

5.2. Since one purpose of long-term academic leave is to increase the research performance of the faculty member, the leave can only be used at a reputable foreign university or research center.

5.3. Long-term paid academic leave cannot be spent in Turkey.

5.4. The start and end dates of the Long-Term Academic Leave should be determined in accordance with the TED University academic calendar. The first day of the academic term is considered the day the classes start, and the last day of the academic term is considered the day when the 'Incomplete' grades are converted into letter grades.

5.5. The faculty members continue to be subject to the TED University intellectual / industrial property rights and other relevant regulations and directives, without any change, in terms of evaluation and sharing the material rights of all kinds of inventions, utility models, industrial designs, software, trademarks, patents and other intellectual and industrial property subjects within the scope of protection not limited to those mentioned above which are produced during the long-term academic leave period or as a result of the studies and researches conducted in the meantime.


The following **special rules** apply to these mentioned leaves respectively:

Sabbatical Leave: It is a type of paid and long-term academic leave granted to faculty members for one academic year to carry out academic studies independently of their teaching and administrative responsibilities at TED University, also considering the availability of university resources.

5.6. In order to apply for this leave, faculty members must have achieved at least 3 times above the average performance in faculty performance assessment in the past five years.

5.7 Faculty members are entitled to one academic year of *Sabbatical Leave* at the end of twelve academic semesters (six academic years) of full-time service (excluding summer schools).

5.8. Faculty members cannot take paid *Sabbatical Leave* for more than one year. Faculty members can extend their *Sabbatical Leave* for another year as an unpaid leave with the approval of the Office of the Rector upon proposal by the Dean's Office.

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5.9. Faculty members cannot take long-term academic leave during their administrative duties such as Rector, Vice-Rector, Dean and Deputy Dean. These members must have stepped down from their administrative posts in order to take a long-term academic leave.

5.10. Faculty Members cannot take *Sabbatical Leave* for the first six academic years after they have started working at TED University. During this period, an exception may be granted with the permission of the Rector in case of special circumstances that require the use of *Sabbatical Leave*.

5.11. Faculty members are not eligible for a prospective *Sabbatical Leave* right while on sick leave, maternity leave, academic leave, or unpaid leave.

5.12. *Sabbatical Leave* entitlement cannot be accumulated.

5.13. Faculty members can divide their *Sabbatical Leave* into two at most if they wish.

5.14. Faculty members can give a maximum of 2 courses in 1 year in the institution in which they spend their *Sabbatical Leave*.

Research Leave to be granted to Young Faculty Members with Promising Research Capabilities:

This is a paid leave to be granted to young scholars with high research performance at the beginning of their careers in order to promote their research studies.

5.15. In order to take this leave, faculty members must be under the age of 40 and have spent one year at TEDU.


5.16. In order to apply for this leave, it is required to achieve success well above the average performance based on the last performance assessment of the faculty members. If the faculty member has not yet taken any performance assessment, an assessment letter about the faculty member is to be submitted to the Office of the Rector in addition to the positive opinion of the relevant Faculty Administrative Board regarding the application.

5.17. The paid portion of this leave cannot exceed one academic semester.

5.18. Faculty members who have taken a *Research Leave for Young Faculty Members* cannot teach in the target foreign institution.

ARTICLE 6: LONG-TERM ACADEMIC LEAVE APPLICATION PROCEDURES

6.1. In order to apply for a long-term academic leave, a detailed *Application File* should be prepared describing the purpose of the requested academic leave, the research activities to be carried out during the leave, the benefit it will provide to TED University, and the expected contribution to the academic development of the faculty member. The *Application File* should contain how the teaching responsibilities, thesis advisory and other administrative responsibilities of the faculty member will be

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carried out during the leave. These adjustments to be made during the leave should be explained in detail, including those who will take over all responsibilities. Faculty members are required to notify the relevant Head of Department and the Dean of the Faculty before submitting their leave request files.

6.2. Faculty members must submit their academic leave requests to the Human Resources Department for the necessary allowance checks, taking into account the academic leave application periods. The request is to be sent to the relevant Dean of the Faculty by the Human Resources after necessary corrections are made, if any.

6.3. The application for leave is brought to the relevant faculty administrative board by the Dean, where the request and the distribution of assignments during the leave of the related faculty member are to be evaluated. In case the decision is positive, the request is then submitted to the approval of the Rector.

6.4. Long-term academic leaves may not be approved if it is not possible to substitute the related faculty member during their leave and the quality of education at the University will be adversely affected.

6.5. Long-term academic leave requests should be submitted to the Human Resources Department in the last week of June if the leave will start in the Fall Semester, or in the last week of December if it will start in the Spring Semester.

6.6. In addition to their long-term academic leave, faculty members should also plan their annual leave for the year in question. The relevant leave application must be submitted along with the *Long-Term Academic Leave Request Form*.

ARTICLE 7: WAGES AND SIDE BENEFITS DURING THE LONG-TERM ACADEMIC LEAVE


7.1. Periodic wage increases applied to academic staff are not affected by the academic leave process.

7.2. The annual leave of the faculty members who are on long-term academic leave will accrue within the calendar year. Faculty members should also plan their annual leave during the process of submitting their long-term academic leave requests to the Dean.

7.3. Social security payments, private pension and private health insurances continue during the long-term academic leave.

ARTICLE 8: RESPONSIBILITIES OF ACADEMIC LEAVE RETURNERS

8.1. Faculty members who have taken any long-term academic leave are required to work full-time at TED University at least equal to the duration of leave abroad. If the faculty member using one of these leaves does not return to TED University after the leave or does not complete the required period of service, they will be liable to reimburse the entire net salary paid to them for the duration of the academic leave in compensation. In this regard, the faculty member will be requested to fill in and sign the

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Academic Leave Commitment Form and submit it to the Human Resources Department along with the *Academic Leave Request Form*.

8.2. A detailed activity report must be submitted to the dean of the relevant faculty within 30 days as of the end of the long-term academic leave. The report must comprise of a general evaluation of the long-term academic leave and the achievements made in line with the plan presented before. The abovementioned activity report and the academic achievements during the leave period will constitute the criteria for the next periodic review of the relevant faculty member following the leave.

8.3. Faculty members are expected to give seminar(s) on the research they have conducted during their leave, upon their return from the long-term academic leave.

ARTICLE 9: ENFORCEMENT AND EXECUTION

9.1. These regulations have entered into force on 22.02.2022 as they were accepted by the Board of Trustees.

9.2. The regulations stated herein shall be executed by the Rector of TED University.

SENATE MEETINGS THAT REGULATIONS OR AMENDMENTS ARE ACCEPTED

DATE	DECREE NO.	EXPLANATION
20.01.2022	2022-02	Regulations accepted.