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**TED UNIVERSITY
REGULATIONS FOR VISITING SCHOLARS
AND POSTDOCTORAL RESEARCHERS**

SECTION ONE

Objective, Scope and Definitions

Objective

ARTICLE 1 – (1) This regulation sets out the principles and procedures for persons who will be employed at TED University as a visiting scholar or postdoctoral researcher for a specified period of time.


Scope

ARTICLE 2 – (1) This regulation covers doctoral degree researchers who will participate in research activities with a faculty member at TED University as a visiting scholar or postdoctoral researcher for a specified period of time.

Definitions

ARTICLE 3 – (1) Definition of certain terms used in this document;

- a) Faculty: TED University faculties
- b) Graduate School: TED University Graduate School
- c) Academic Unit: Offices of the Department Heads in TED University faculties or Program Directors in the Graduate School.
- d) Postdoctoral Researcher: A researcher who has not passed 8 years from the date of obtaining his/her PhD degree and who will participate in research activities with the invitation of a faculty member at TED University,
- e) Visiting Scholar: The researcher who will participate in research activities upon invitation of a faculty member working at TED University
- f) Faculty Member: TED University faculty members
- g) Senate: TED University Senate,
- h) Rector: TED University Rector,
- i) University: TED University
- j) UAB: University Administrative Board

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SECTION TWO

Application and Implementation

Application

ARTICLE 4 – (1) Within the scope of this regulation, application to participate in research activities at the University as a Visiting Scholar or Postdoctoral Researcher is subject to the condition that a faculty member at the University agrees to conduct collaborative research with the researcher.

(2) Provided that the faculty member of the university agrees to conduct joint research, the application file of the Visiting Scholar or Postdoctoral Researcher is to be evaluated by the relevant Academic Unit and the Faculty Dean's Office or Graduate School Directorate, and the result is submitted to the Office of the Rector with a letter. The Application file must contain the following information:


- a) Research proposal
- b) Curriculum vitae
- c) Application letter (a cover letter briefly explaining why the applicant is applying for the program),
- d) Examples of publications, if any
- e) Work schedule,
- f) Passport and ID copies of foreign nationals, and the names and addresses of the institutions they work for in their country of origin.

(3) The Visiting Scholar or Postdoctoral Researcher starts research activities at the University upon approval by the UAB.

Implementation

ARTICLE 5 – (1) The University does not pay any fees, scholarships, etc. to Visiting Scholars and Postdoctoral Researchers. Visiting Scholars and Postdoctoral Researchers are requested to submit their visa and health insurance documents covering the period of their stay in the university as well as other documents in line with the requirements of their field of study. The researcher assumes all kinds of responsibility in this regard.

(2) Following the preliminary permission to be granted by the Council of Higher Education, a work permit is obtained from the Ministry of Labor and Social Security for foreign national Visiting Scholars or Postdoctoral Researchers.

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(3) TED University issues a "Visiting Scholar Identity Card" for the visiting scholars and postdoctoral researchers so that they can benefit from cafeteria, library, accommodation and IT services as guest researchers. If required by their activities, the visiting academic is provided with a space to use during office hours. The facilities to be offered to the visiting scholars and postdoctoral researchers are clearly stated in their letter of acceptance.

(4) Provided that the relevant conditions are met, the Postdoctoral Researcher can take part as a scholar in a non-university funded project carried out or to be carried out by the faculty member working at the University who agrees to conduct joint research with the researcher. In this case, the faculty member who is the project coordinator is responsible for all procedures related to determining the duties and responsibilities of the postdoctoral researcher in the project.

(5) The faculty member who accepts to conduct joint research as well as the relevant dean's office are responsible for providing the tools, equipment and facilities needed by the Visiting Scholars and Postdoctoral Researchers during their studies.


(6) Postdoctoral Researchers who will carry out activities at the University with TÜBİTAK Domestic Postdoctoral Research Fellowship are also covered by this regulation. The faculty member who will conduct joint research with those who are entitled to receive this scholarship should indicate this situation at the application stage.

(7) The period of activity at the University for each person as either a Visiting Scholar or Postdoctoral Researcher cannot exceed 12 months as of the start date. The period may be extended upon the request of the responsible faculty member, cannot exceed 24 months in total. For the Visiting Scholar or Postdoctoral Researcher who arrived within the scope of a project or scholarship, the duration of that project or scholarship is to be taken into consideration.

(8) Intellectual property rights such as patents, utility models, etc. obtained by the Visiting Scholar during their studies at the University are subject to *TED University Directive on Intellectual Property Rights*. The Visiting Scholar has the status of *Invention Owner* according to Article 2.e of the relevant directive and is responsible for the obligations of the *Invention Owner* as described in the relevant directive.

(9) All records and correspondence related to visiting scholars or postdoctoral fellows are to be carried out and maintained by the academic unit to which the responsible faculty member is affiliated.

(10) The Postdoctoral Researcher working at a higher education institution in Turkey must be assigned to the University with an official letter by the employing institution in accordance with Article 39 of the Law No. 2547.

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(11) The Visiting Scholar or Postdoctoral Researcher is liable to comply with the rules and legal regulations of the University.

(12) Visiting lecturers of Turkish nationality who will teach at the University for a period of less than six months or who will conduct research in addition to lecturing are subject to the procedures and principles regarding the salary of hourly paid lecturers by TED University upon the approval of the Office of the Rector.

SECTION THREE

Miscellaneous and Final Provisions

Enforcement

ARTICLE 6 – (1) This regulation has entered into force on October, 20th, 2022 upon approval by the University Senate.

Execution

ARTICLE 7 – (1) The provisions of this regulation are to be executed by the TED University Rector.

SENATE SESSIONS WHERE REGULATIONS OR AMENDMENTS ARE ADOPTED

DATE	DECREE NO.	EXPLANATION
20.10.2022	2022-22	Adoption of the regulation (first publication)