

# VISITING SCHOLARS ACCEPTANCE AND IMPLEMENTATION DIRECTIVE

## CHAPTER I

### Purpose, Scope, Basis, and Definitions

#### Purpose and Scope

Article 1 - (1) The purpose of this directive is to define the procedures, responsibilities, and opportunities related to the acceptance of visiting scholars at Sakarya University of Applied Sciences and the units of Sakarya University of Applied Sciences that will be utilized; and to determine the authority and responsibilities of the relevant units of Sakarya University of Applied Sciences within the defined procedures.

#### Basis

Article 2 - (1) This directive has been prepared based on Article 14 of Law No. 2547 on Higher Education.

#### Definitions

Article 3 - (1) In this Directive;

- a) Rectorate: Refers to the Rectorate of Sakarya University of Applied Sciences,
- b) Senate: Refers to the Senate of Sakarya University of Applied Sciences,
- c) University: Refers to Sakarya University of Applied Sciences,
- d) Visiting Researchers: Refers to foreign visiting scholars who are postgraduate students at an institution/organization in Turkey or abroad and come to Sakarya University of Applied Sciences to conduct research.
- e) Visiting Scholars: Refers to foreign academics who work at an institution/organization in Turkey or abroad or at a higher education institution and are accepted by Sakarya University of Applied Sciences to give lectures, conduct research, or both purposes.

## CHAPTER II

### General Provisions Application and Acceptance for Visiting Scholars

Article 4 - (1) The application for participation in research activities as a Visiting Scholar at the University is subject to the condition that a faculty member of the University agrees to conduct joint research with the applicant.

(2) If a faculty member agrees to conduct joint research, the Visiting Scholar shall submit an application consisting of a commitment form (Annex-1), information form (Annex-2), passport, copies of identification documents, official letter from their affiliated institution, educational documents, curriculum vitae, and information about the institutions they work for in their country, to the relevant Department/Program Chairmanship and Faculty Dean/College or

Vocational School Directorate for evaluation. Upon approval by the Rectorate, Visiting Scholars may commence their activities at the University.

(3) Visiting Scholars may be accepted for teaching, research, or both at the University. Applications should be made, taking into account that the official approval process may take at least 2 months.

(4) Visiting Researchers may be accepted for research in their field of study. Applications should be made, taking into account that the official approval process may take at least 2 months.

(5) Visiting Scholars are accepted for a maximum period of six months, which may be extended upon the request of the relevant department/program and the approval of the Rectorate.

(6) After obtaining preliminary approval from the Higher Education Council, Visiting Scholars must obtain a work permit from the Ministry of Labor and Social Security.

(7) All records and correspondence related to Visiting Scholars shall be kept through the unit to which the responsible faculty member is affiliated.

### **Rights and Responsibilities of Visiting Scholars**

Article 5 - (1) Visiting Scholars are required to use the name Sakarya University of Applied Sciences in their academic, scientific, artistic, and other activities during their stay at the University.

(2) Visiting Scholars shall be referred to as "Visiting Teaching Staff" or "Visiting Researchers" in the University's website and all kinds of University publications during their status, and they shall be provided with a temporary University identification card by the Information Technology Directorate.

(3) Visiting Scholars shall be provided with the facilities available to full-time faculty members to the extent possible. These facilities may include the use of libraries and laboratories, postal services, access to the information center, and the provision of a University email address, among others. If necessary for their activities, Visiting Scholars shall be provided with a space to use during office hours.

(4) Since Visiting Scholars are not employed by the University, no health insurance coverage will be provided by the University. Therefore, they shall be responsible for all health insurance matters. Prior to commencing their activities, they shall be required to submit valid visa or health insurance documents, as well as other policies and certificates specific to their field of work.

(5) Visiting Scholars have the right to engage in academic activities such as teaching courses, developing curriculum, participating in departmental meetings and conferences, delivering seminars and speeches, and participating in research and development activities.

(6) No payment shall be made to Visiting Scholars under any circumstances.

(7) Visiting Scholars are obliged to comply with the rules and regulations of the University and other applicable legal provisions.

(8) Visiting Scholars whose activities have been approved within the scope of this directive are deemed to have accepted the provisions stated herein.

(9) Visiting Scholars whose activities have been approved within the scope of this directive may have their activities terminated by the Rectorate if deemed necessary. Visiting Scholars whose

activities are terminated shall be notified accordingly, both personally and through their respective institutions.

### CHAPTER III

#### Enactment and Execution

##### Directive Amendments

Article 6 - (1) This directive can be amended by the decision of the Sakarya University of Applied Sciences Senate.

Enactment

ARTICLE 7- (1) This Directive enters into force on the date of approval by the Sakarya University of Applied Sciences Senate.

Execution

ARTICLE 8 - (1) The provisions of this Directive are executed by the Rector of Sakarya University of Applied Sciences.

<b>Yönergenin Yayınlandığı / Directive Published</b>	
<b>Tarihi Date</b>	<b>Sayısı /Number</b>
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<b>Yönergede Değişiklik Yapılan /Amended Directive</b>	
<b>Tarihi</b>	<b>Sayısı/Number</b>
1.	
2.	
3.	

*ANNEX -1*  
**COMMITMENT**

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

**TO THE RECTORATE OF SAKARYA UNIVERSITY OF APPLIED SCIENCES**

I accept that I am subject to the rights and obligations applicable to Sakarya University of Applied Sciences' own academic staff regarding the publications to be produced as a result of the activities and academic studies I will carry out as a "Visiting Scholar or Researcher" at Sakarya University of Applied Sciences, or any products and outputs that fall within the scope of patents and intellectual property rights, and I undertake to comply with the relevant legal regulations.

Signature  
Name-Surname Title

**ANNEX-2**

**INFORMATION FORM**

This form has been prepared for the guest scholars and researchers who will visit Sakarya University of Applied Sciences (SUBU) in order to initiate the necessary procedures within the framework of "Sakarya University of Applied Sciences Admission and Application Policy on Visiting Scholars and Researchers", to obtain approvals and permissions, and to inform the relevant units about the visiting scholars and lecturers and researchers.	
Name-Surname	
Title	
Category	<input type="checkbox"/> Visiting Scholar <input type="checkbox"/> Visiting Researcher
Passport Number	
Institution/University	
Contact Information	Address:
	Phone and e-mail:
Start-End of Visit Dates	...../...../..... - ...../...../.....
Inviting SUBU Scholar	
Purpose of the Visit	
Projected Outputs	
Expectations of the Inviting Faculty Member	