

**Istinye University
SENATE MEETING**

Annex-1

MEETING DATE	MEETING HOUR	SESSION NO
26.05.2021	10:30	09

APPROVING AUTHORITY	Board of Trustees
APPROVAL DATE	01.06.2021
DECISION NO	2021/21

**Istinye University
DIRECTIVE FOR POSTDOCTORAL RESEARCH EMPLOYMENT**

**FIRST PART
GENERAL PROVISIONS**

Purpose and scope

Article 1

- (1) This Directive is the procedure and regulation of the doctorate to be used within the University.
(2) This Directive covers related academic units and activities related to the subject of doctoral studies.

Basis

Article 2 – (1) This Directive has been prepared on the basis of Article 34 of the 2547 Law.

Definitions and Abbreviations

Article 3

- (1) In this Directive the followings mean;
- a) R&D: Research and Development,
 - b) Researcher: The person who has completed his/her doctorate/proficiency in art/medical specialization and will be employed as a post-doctoral researcher for a maximum of three years within seven years after this education,
 - c) Supervisor: A faculty member who works at İstinye University on a permanent basis and who will advise the relevant Researcher,
 - d) DOSAP: Postdoctoral Research Program
 - e) Institute: Graduate Education or Research Institutes of the University,
 - f) Center: Application and Research Centers of the University,
 - g) Duration of the Program: Researcher's term of office and additional time, if given,
 - h) Rectorate: Istinye University Rectorate
 - i) Senate: Istinye University Senate,
 - j) University: Istinye University,
 - k) WoS: Web of Science - Science Network,
 - l) YÖK: Higher Education Council,

**SECOND PART
Procedures and Principles**

Basic principles

**Istinye University
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
26.05.2021	10:30	09

Article 4 - (1)

(1) The aim of DOSAP is to ensure that researchers who are in the process of professional development and have high research potential, within the framework of the R&D mission of the University, have the opportunity to research under the supervision of the faculty members of the University and contribute to the R&D targets of the University. In this context, faculty members who are specialized in their own fields are encouraged to conduct joint research with post-doctoral researchers.

(2) The University provides the appropriate environment for the Researcher to obtain scientific outputs within the framework of the relevant research topic, with the infrastructure opportunities it provides, the opportunities it offers, the equipment in the research laboratories and the support it can provide for other needs required by the research.

(3) The researcher can also take part as a researcher in research projects and research grants supported by the University's own resources or outsourced, and can apply for a project as an executive.

(4) The researcher, within the scope of the research subject, may be appointed by the decision of the Board of Directors of the academic unit to which it is affiliated, in order to fulfill the requirements of the relevant research in institutions other than the University, if the Advisor deems it appropriate.

(5) In case the relevant research area overlaps with the graduate programs at the University, the Researcher is expected to support the graduate students regarding their research.

(6) Within the scope of DOSAP, a post-doctoral researcher can be employed at the University's Centers or Institutes on a fixed-term contract for a maximum of three years. Being employed pursuant to this Directive does not entitle you to transfer to academic positions or to one of the other forms of staff employment.

(7) DOSAP Researcher works full time.

Staff recruitment and announcement

Article 5 - (1) In order to determine the demands for DOSAP, the requests of the permanent faculty members of the University and/or the relevant Central Directorates/Institute Directorates are collected by the Rectorate. Requests deemed appropriate by the Rector's Office are evaluated by the University Board of Trustees, and an announcement is made on the web and/or in a newspaper for the requests made.

Application conditions

Article 6 - (1) The researcher must have received a doctorate/proficiency in art/type of specialization from a university recognized by YÖK or accepted as equivalent. Applications of candidates who have a doctorate/proficiency in art/type of specialization from a university that is not recognized by YÖK or whose equivalence has not been accepted can only be evaluated if the Rectorate approves.

(2) The date on which the researcher received his doctorate/proficiency in arts/medical specialization degree must be at most seven years before the application date.

(3) The researcher must have at least one published WoS Q1-3 publication as of the date of application.

(4) The Researcher must submit at least two reference letters at the time of application.

(5) The researcher must propose one of the permanent faculty members of the University as a consultant in his application.

Application and Evaluation

Article 7 - (1) The DOSAP application process of the Researcher is made according to the following procedures and principles:

**Istinye University
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
26.05.2021	10:30	09

- a) The application process starts with the request of the Researcher or the proposal of the Advisor to the Rectorate.
- b) "Istinye University Post-Doctoral Researcher Staff Candidate Application Form" is used for applications; It is essential that the form is filled out completely and that all required documents are provided completely (Annex-1).
- c) In the annex to the application, the applicant's detailed curriculum vitae, list of publications, the full text of the articles (original article" or "review article") for at least one and at most three scientific publications in the WoS Q1-3 category related to the field in which they will be researched, ID / passport copy of doctorate/proficiency in arts/type of specialization diploma and two reference letters.
- c) Applications are made to the Rectorate.
- d) The candidate can add a copy of the elements such as certificate, achievement/participation certificate, award/scholarship that can support his application to his application.
- (2) The evaluation process of DOSAP applications is carried out according to the following procedures and principles:
- a) The forms and documents required to be included in the application are checked by the Rectorate. Incomplete applications will not be considered.
- b) For complete applications, the Rectorate checks whether the application conditions are met. Applications determined not to meet the application conditions will not be evaluated.
- c) For candidates who meet the application requirements, the candidate's file is sent to the proposed/requesting Consultant and the relevant R&D Center/Faculty/Institute. The consultant is requested to submit his written evaluation to the relevant R&D Center/Faculty/Institute within a maximum of two weeks. The consultant's evaluation is expected to include the business plan, possible scientific and technological outputs, and existing and needed opportunities within the scope of the proposed R&D activity.
- D) The relevant Center/Institute Directorate conveys the Advisor's opinion on the employment of the candidate, to whom the positive opinion has been expressed, to the Rectorate within one week at the latest, adding the Advisor's assessment.
- 1) The final decision is taken by the Rectorate.

Consultant's responsibilities

Article 8 - (1) The consultant is primarily responsible for the follow-up of the entire process.

(2) The Consultant guides the Researcher in meeting the needs of the Researcher. The Consultant notifies the Researcher's requests to the relevant Unit Management. It is the Consultant's responsibility to provide the laboratory infrastructure needed by the Researcher, to supply consumables, and to monitor the provision of a suitable environment for the Researcher to advance his career.

(3) The consultant specifies in detail how the necessary opportunities will be met in the work plan he has prepared about the relevant R&D activity. The Consultant guides the Researcher in his academic studies, in writing the interim report and final report, and in writing the evaluation report and the justification for the extension if an extension is requested. The reason for the extension and the evaluation report approved by the Consultant are submitted to the Rectorate by the relevant Central Directorate/Institute Directorate at least one month before the end of the researcher's contract period.

Researcher's responsibilities

Article 9 - (1) The researcher is obliged to comply with the rules and regulations of the University.

(2) During the relevant R&D activity, the researcher continues to work in accordance with the business plan that he and his Consultant prepared beforehand.

**Istinye University
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
26.05.2021	10:30	09

(3) The researcher prepares annual progress reports with the studies he has carried out and the outputs he has obtained and submits them to the relevant Central Directorate/Institute Directorate for the approval of the Consultant.

(4) The researcher specifies the University as the institution where the study is conducted in all kinds of scientific publications, papers, patents and similar applications to be made as a result of the R&D activities he has carried out. In case of the emergence of products that may constitute the subject of an intellectual right such as patents, utility models, industrial design and expertise, the rights and obligations valid for the University's academic staff also apply to the Researcher.

(5) To carry out the determined R&D activity by adhering to ethical principles; hazardous material, waste disposal, etc. comply with the University's rules on matters; It is among the responsibilities of the Researcher to properly record and document the results of R&D activities and to present them to the relevant authorities when necessary.

(6) During the contract period the Researcher, together with his/her Supervisor, must have published at least one article per year in the Q1-3 class journals scanned in WoS or applied for at least one article in the Q1-3 class journals scanned in WoS.

DOSAP duration

Article 10 - (1) The duration of the fixed-term contract to be made with Researchers employed within DOSAP can be at least twelve, at most thirty-six months, with the recommendation of the Consultant, the approval of the relevant R&D Center/Faculty/Institute and the decision of the Rectorate.

(2) In case an additional time is requested due to the fact that a successfully carried out study cannot be completed within the contract period, or that the Consultant has R&D activities that he wishes to continue with the Researcher, with the approval of the relevant Central Directorate/Institute Directorate and the decision of the Rectorate, an additional period of up to twelve months, contract can be drawn up, Researcher's R&D performance (publications, etc.) is taken into account in requests for additional time. The reason for the additional period approved by the Consultant and the evaluation report are submitted to the Rectorate by the relevant R&D Center/Faculty/Institute at least one month before the end of the researcher's contract period.

Termination of contract

Article 11 - (1) The relationship of the Researcher employed within the scope of DOSAP with the University is terminated at the end of the contract that has been drawn up or, if extended, of the additional contract made.

(2) As a result of the evaluation of the Researcher's interim reports by the Consultant, or in the light of the Consultant's evaluation outside the interim report period, the University may rightfully terminate the contract in case it is determined that the Researcher does not fulfill his responsibilities under this Directive or violates the relevant rules.

THIRD PART

Miscellaneous and Final Provisions

Force

Article 12 - (1) This Directive enters into force on the date it is accepted by the İstinye University Board of Trustees.

Execution

Article 13 - (1) The provisions of this Directive are executed by the Rector of İstinye University.

**Istinye University
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
26.05.2021	10:30	09

ATTACHMENTS:

Appendix-1 - Istinye University Postdoctoral Researcher Candidate Application Form

Annex-1

POSTDOCTORAL RESEARCH EMPLOYMENT APPLICATION FORM	
Date	
Applicant's Name and Surname	
Applicant's Nationality	
Applicant's Employment Institution	
Institution from which the applicant received his/her PhD	
Date Applicant Received Ph.D. (d/m/y)	
Ph.D./Related Science/Discipline	
Applicant's Phone Number	
Applicant's Email Address	
Supervisor's Title Name Surname	
Supervisor's Phone Number and Email Address	
Faculty and Department of the Supervisor's Staff	
Requested Work period (months)	
Recommended Start Date	
Coming to Participate in an Already Running Project?	Yes / No
Is There A Project Application Already Submitted?	Yes / No
Has any scholarship application been made to be used during the project?	Yes / No

Applicant's Name and Surname:

Signature :