

**Istinye University
SENATE MEETING**

MEETING DATE	MEETING HOUR	SESSION NO
05.05.2021	10:30	08

APPROVING AUTHORITY	Board of Trustees
APPROVAL DATE	05.05.2021
DECISION NO	2021/15

**İSTİNYE UNIVERSITY
GUEST INSTRUCTOR/RESEARCHER IMPLEMENTATION DIRECTIVE****Purpose and scope**

ARTICLE 1 - (1) The purpose of this Directive is to regulate the procedures and principles of the application regarding the lecturers or researchers who will work as a guest at Istinye University for a certain period of time.

Scope

ARTICLE 2 - (1) This Directive covers the provisions regarding the admission to Istinye University and the duties and responsibilities of those who will carry out academic research and activities within the Faculty, Institute or Department Heads for a certain period as a visiting lecturer or researcher at Istinye University.

Basis

ARTICLE 3 – (1) These Procedures and Principles have been put into effect in accordance with Article 14 of the Higher Education Law No. 2547 dated 4/11/1981.

Definitions

ARTICLE 4-(1) In this Directive the followings mean;

- a) Host Lecturer: The full-time lecturer of Istinye University, who is determined to coordinate the process of communicating with the University, upon the invitation of the guest lecturer or researcher accepted from abroad, during his/her visit to the University and during his/her work at the University,
- b) Visiting Lecturer: A guest lecturer coming from home or abroad who has a doctorate degree, proficiency in art or expertise in medicine.
- c) Visiting Researcher: Visiting researchers from home or abroad who have an academic title, doctorate degree, proficiency in art or expertise in medicine,
- d) Rector: Rector of Istinye University,
- e) University: Istinye University,
- f) Dean's Office: Dean's Office of the relevant Faculties of Istinye University,
- 1) Directive: Istinye University Visiting Academic Staff and Researcher Application Directive,

Acceptance of Visiting Lecturers and Researchers

ARTICLE 5 - (1) The admissions of guest lecturers or researchers within the scope of this Directive to academic activities at the relevant Dean's Offices of the University are carried out within the framework of one of the application or invitation methods.

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(2) The evaluation regarding the applicant is made by the Dean's Office and the relevant Vice Rector. If the evaluation is positive, the relevant Dean recommends the admission of the visiting lecturer or researcher to the Rectorate.

(3) In the letter sent by the Dean's Office to the Rectorate, information about the start and end dates of the assignment period of the visiting lecturer or researcher, what activities he will do between the dates he is in charge, the contributions of these activities to the University, and who the host lecturer is should be included in the appendix. The application letter and current CV of the staff member or researcher should be attached.

(4) Visiting lecturers or researchers are accepted for a maximum of one year. However, this period may be extended upon the recommendation of the relevant Dean's Office and if approved by the Rector.

Evaluation of Visiting Lecturers or Researchers

ARTICLE 6 - (1) Persons who will be accepted as guest lecturers or researchers, contribute to the development of their fields, academic and business life with their positions and expertise, and have the potential to develop the academic, scientific and research activities of the University.

(2) Those who have an academic title as an employee of another university or institution in the country or abroad, those who contribute to their fields at a high level with their studies, those who carry out national and international research and scientific activities in the fields or areas of expertise determined by the University; is accepted as a visiting lecturer or researcher.

(3) Visiting lecturers or researchers are accepted to engage in academic activities, either alone or together with the University's lecturers, within the framework of a specific purpose and program, under the coordination of the host lecturer at the University.

Rights and Responsibilities of Visiting Lecturers and Researchers

ARTICLE 7 - (1) Guest lecturers and/or researchers; It is essential that they produce at least one scientific publication presented or published under the name of the University to be published as an article in the journals within the scope of Q1, Q2 and Q3, which are scanned in "Web of Science" during their stay at the University.

(2) Guest lecturers and researchers are expected to engage in academic activities such as lecturing at the University, creating a curriculum, participating in meetings and speeches in the department, attending conferences, and seminars.

(3) Guest lecturers and researchers are expected to engage in scientific activities together or alone with one or more lecturers hosted by a lecturer at the University, and work in a joint project created with the University.

(4) The provisions of the relevant legislation are applied regarding the right ownership and use of all kinds of intellectual and industrial rights such as patents, copyrights, industrial designs, and utility models, related to or within the scope of their research at the University.

(5) Guest lecturers or researchers must use the name of Istinye University by specifying the Academic Unit/Department/ Main Department in their academic and scientific studies and activities during their stay at the University.

(6) Guest lecturers or researchers deliver the scientific publication presented or published at least one week before leaving the University to the Host Lecturer.

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(7) During their stay at the University, guest lecturers or researchers appear as "Guest Lecturer" or "Guest Researcher" on the University's website and all kinds of publications and are given a temporary University ID.

(8) Facilities such as the use of libraries and laboratories provided to full-time faculty members of the University, access to the data produced, and the e-mail address provided by the University are also provided to visiting lecturers or researchers as much as possible. If the activities require, guest lecturers or researchers are provided with a place that they can use during office hours.

General Principles

ARTICLE 8 – (1) Expectations from visiting lecturers or researchers are clearly communicated to them from the first contact.

(2) The host lecturer provides the communication with the visiting lecturer or researcher who is decided to be invited to the University from abroad. All communications/interactions are primarily carried out through the host lecturer. The host lecturer personally deals with the adaptation of the visiting lecturer or researcher to the University for one week. It informs the host lecturer, guest lecturer or researcher about the institutional procedures to be followed and provides the referral to the relevant units.

(3) The relevant Dean's Office is responsible for the execution of the guest lecturer or researcher's Program. The services required by the guest lecturer or researcher, who is decided to be invited to the University from abroad, during their stay at the University, such as visa, official permission, logistics, guidance, are carried out under the coordination of the relevant Dean's Office.

(4) When visiting academic staff or researchers end their activities at the University, they must perform the dismissal process like other staff of the University. In this regard, the host lecturer follows the necessary process.

(5) It is preferable to try to meet the expenses of visiting lecturers or researchers primarily from non-university sources. In this regard, resources such as TÜBİTAK 2221 and 2216 guest scientist support programs and EU Framework Programs can be consulted. When necessary, University funds can be made available within the framework of legislation, with the recommendation of the Rectorate and the decision of the Board of Trustees.

(6) For visiting lecturers and researchers coming within the framework of national and international exchange programs (such as Erasmus+, Mevlana), the respective regulations of the respective programs are valid.

Cases where there is no provision

ARTICLE 7 – (1) In cases where there is no provision in this Directive, the decisions of the Rectorate of İstinye University will be taken as basis.

Force

ARTICLE 8 – (1) This Directive enters into force after it is approved by the Istinye University Board of Trustees.

Execution

ARTICLE 9 – (1) This Directive is executed by the Rector of Istinye University.