

MEETING DATE	MEETING HOUR	SESSION NUMBER
10 September 2025	13.30	01

Procedures and Principles Regarding The Long-Term Paid Leave Assignment of International Doctoral Students and Post-Doctoral Researchers

Chapter 1

Aim

These procedures and principles aim to encourage faculty members, doctoral students who have passed the qualifying exam, and postdoctoral researchers at Istinye University to engage in research activities at leading international universities and research institutions. This initiative supports their academic development and enhances their contributions to the university through the knowledge, skills, and international collaborations they gain.

The following guidelines outline the application conditions, evaluation procedures, financial support principles, and service obligations for researchers assigned to conduct research abroad.

BASIS

These procedures and principles are based on the provisions of Higher Education Law No. 2547, Article 39 of the Council of Higher Education (CoHE) Higher Education Law, and the Regulation on the Principles for Domestic and International Assignments of the Council of Higher Education.

DEFINITIONS

- Rector: The Rector of Istinye University
- Faculty member: A faculty member of Istinye University
- Doctoral student: A student enrolled in the Istinye University Institute of Graduate Education.
- QS ranking: University rankings based on various academic criteria by the Quacquarelli Symonds company
- THE ranking: University rankings based on various academic criteria by Times Higher Education.

Chapter 2

APPLICATION REQUIREMENTS

Article 1. Applicants must fulfil the following conditions:

- a) They must have been a tenured faculty member at Istinye University for at least one year by the application date.
- b) They must hold a doctorate, medical specialization, dental specialization, pharmacy specialization, veterinary specialization, or proficiency in art degree, or be a doctoral student who has passed the doctoral qualification exam.
- c) The university where the research will be conducted must be ranked in the top 100 in the QS or THE World University Rankings in the year of application.
- d) The non-university institution where the research will be conducted must be ranked in the top 250 in the Scimago rankings under the "all sectors" category.
- e) They must have received an invitation letter relevant to their field of application.
- f) They must demonstrate proficiency in a foreign language, evidenced by a YDS/e-YDS/YÖKDİL score of ≥ 85 or equivalent, or have completed a bachelor's, master's, or doctorate at a university that provides 100% instruction in a foreign language.
- g) They must be under 40 years of age.
- h) They must have submitted three publications in WoS or SCOPUS Q1-Q2 or Q3 journals, along with at least one international project application within the last three years.

ASSIGNMENT TERM

Article 2. The assignment period lasts a maximum of 12 months and may be extended if necessary.

FINANCIAL SUPPORT AND BENEFITS

Article 3.

1. The researcher will retain their salary during the assignment period.
2. Any accrued annual leave will be considered used during the assignment.

COMPULSORY SERVICE OBLIGATION

Article 4.

1. The researcher is required to work at Istinye University for a period twice the length of the assignment. For instance, a 12-month assignment entails a 24-month service obligation.
2. This compulsory service obligation must be secured through a written commitment, surety bond, or letter of guarantee.
3. If the researcher fails to fulfil this obligation, they must repay all financial support provided by the university, including salary and additional allowances, along with applicable legal interest.

APPLICATION PROCESS AND REQUIRED DOCUMENTS

Article 5. The following documents are required for applications:

1. Petition from the researcher,
2. Invitation letter from the host institution,
3. Research plan,
4. Language proficiency certificate,
5. Curriculum vitae and list of publications,
6. Documents demonstrating the host institution's ranking or advisor impact,
7. Surety bond or letter of guarantee.

EVALUATION AND APPROVAL

Article 6. Applications will be evaluated by the Istinye University International Researcher Support Commission. Approved candidates will be appointed with the Rector's approval and a decision from the University Executive Board.

Article 7. Upon completing the research assignment, the researcher must:

1. Submit a research report to the university,
2. Submit an externally supported project within one year following the compulsory service period,
3. List Istinye University as the institutional address in their research output.
4. If the institutional address of Istinye University is not included in publications made during their term, their appointment will be terminated, and the university may seek repayment of all provided support, along with legal interest.

OTHER PROVISIONS

1. Individuals currently assigned abroad are exempt from these procedures and principles.
2. The Rectorate has the authority to assess the appointments of academics not covered by these procedures and principles who can contribute to the university's development focus areas.
3. The total number of appointments under these procedures and principles cannot exceed five in a single year.