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**KARADENİZ TECHNICAL UNIVERSITY
DIRECTIVE FOR THE PROCEDURE APPLICABLE FOR VISITING FELLOWS****SECTION ONE
Objective, Scope, Basis, and Definitions****Objective**

Article 1- (1) The aim of this Directive is to identify the procedures, liabilities, and opportunities related to the acceptance of visiting fellows to Karadeniz Technical University within the authority and the responsibility of the respective departments of Karadeniz Technical University.

Scope

Article 2- (1) This Directive regulates the basis and procedures for fellows whose applications for conducting or involving in a research/project carried out in Karadeniz Technical University in a given period are accepted or who are invited by the academicians/researchers/departments of Karadeniz Technical University; and for the postgraduate students/post-doctorate researchers as scholarship students or attendants to participate in research activities within the supervision of an academic of Karadeniz Technical University.

Basis

Article 3- (1) This Directive is based on Higher Education Law No. 2547, Article 14.

Definitions

Article 4- (1) In this Directive;

a) Senior Visiting Fellows refers to associate professors/professors or equal staffs working as academicians at Higher Education Institutions or any establishments abroad.

b) Visiting Fellows refers to assistant professors/lecturers/postdoctoral researchers or equal staffs working as academicians/instructors at Higher Education Institutions or any establishments abroad.

c) Visiting Postgraduate Students refers to the students who are registered as postgraduate students at Higher Education Institutions or any establishments abroad and could document a student certificate via their institution/university or supervisor.

- d) **Rector** refers to the University Rector.
- e) **University** refers to Karadeniz Technical University.

SECTION TWO

Basics for the Implementation and Liabilities

Acceptance of Visiting Fellows

Article 5- (1) For the acceptance of Visiting Fellows;

- a) The prerequisite for the acceptance of the visiting fellows (stated in the Article 4/a) by the University is to provide an invitation by academicians or the related departments, and for other visiting fellows (stated in 4/b and 4/c) either the individual application or supervising request should be accepted by a fellow working at the University.
- b) The final decision for the acceptance of the Visiting Fellows depends on the Rector's approval who is entitled to define the upper limit of each year for the acceptance of the Visiting Fellows.

Liabilities of the Visiting Fellows

Article 6- (1) The responsibilities and facilities of the Visiting Fellows (stated in Article 4) are:

- a) The visiting fellows are supposed to submit to the rules and legislative regulations of the University,
- b) The visiting fellows are responsible for affording their living expenses, accommodation and transportation,
- c) The visiting fellows are required to document and submit a copy of their health/travel insurance policy which covers the period of their visit, before starting their research activities. In case of any condition requiring a residence permit, they are responsible for adopting the procedures.
- d) In case of any published academic paper at the end of the research activities, the Visiting Fellows are supposed to refer to Karadeniz Technical University as the place of the research. In case of offering any output at the end of the research activities resulting in patentability and intellectual property rights, they depend on the rights and obligations just as the fellows working at the University.

Liabilities of the University

Article 7- (1) The responsibilities of the University are:

- a) To provide "Karadeniz Technical University Identity Card of Visiting Fellows" for visiting fellows. Karadeniz Technical University Identity Card of Visiting Fellows is valid until the end of the research activity, and the researchers are supposed to return it before leaving the University.
- b) The visiting fellows are offered university library, cafeteria, information system and other social facilities as visitors. Regarding the availability of offices, labs, and etc., the decision is made by the executives of the related department.
- c) Informing the visiting fellows about the procedures specified in this Directive and their rights and obligations is the responsibility of the executives of the departments

of the fellows who invite the visiting fellows or approve their request of supervising. In charge of the host fellows, the executives of the related departments are supposed to fill in Annex 2 and Annex 3 in Turkish and English languages to inform the related authorised body.

- d) The executives of the departments of the host fellows who invite the visiting fellows or accept their request of supervising are to grant approval for the invitation of the visiting fellows, and they are also responsible for the decision on providing facilities like office, lab and, etc. for the visiting fellows.
- e) The executives of the departments for which the visiting fellows are accepted are in charge of implementing the required procedures and informing the related departments in terms of providing the visiting fellows university library, cafeteria, information system and social facilities as visitors.
- f) The liabilities of the Office of International Relations are to document information of the visiting fellows whose invitation to the University approved by the Rector, contact the visiting fellows before they visit the university, lead and inform them in terms of the required procedures, health insurance, residence permit (if needed), and documents to be gathered before coming.

SECTION THREE

Procedures, Provisions, and Enforcement

Procedures for Senior Visiting Fellows

Article 8- (1) The followings are the procedure of the senior visiting fellows:

- a) The senior visiting fellows specified in Article 4/a may be invited by academicians or the related departments of the University to carry out research. For the approved visiting fellows to come, the academicians and executives of related departments of the University apply to the authorised institutions regarding the responsibilities specified in Article 7/c and the process of official approval that may be monthlong.
- b) The host fellows of the University who invite senior visiting fellows, apply to the executives of the related departments by petition stating the appropriate title of the fellows specified in Article 4. A copy of visitors' CV, official documents obtained from their departments, information about the duration and the purpose of the invitation in Annex 2, and undertaking in Annex 1 are also offered by petition.
- c) The executives of the related departments are responsible for the preliminary decisions of whether to invite the visiting fellows or not. The decision of the related department's executives is delivered to the Office of International Relations along with the petition and documents specified in Item b of this Article for eligibility check. The applications that are considered eligible regarding the terms of this Directive are delivered to Rector's Office for final approval by the Office of International Relations.
- d) For the visiting fellows approved by the University Rector, the required procedures and liabilities to be carried out by the related departments are identified in Article 7.

Procedure for Visiting Fellows and Postgraduate Students

Article 9- (1) The followings are the procedure for visiting fellows and postgraduate

students;

- a) Providing the supervising of an academican, the visiting fellows and postgraduate students specified in Article/b,c (postgraduate/postdoctoral students) may be invited by the fellows of the University as attendants or scholarship students to participate in the researches/projects carried out at the University. The host fellows are supposed to apply to the executives of the related departments for the coming visiting fellows and postgraduate students as it is stated in Article 7/c. The applications are completed considering the process of official approval that may be month-long.
- b) The host fellows who accept the visiting fellows/postgraduate students apply to the related departments by petition informing about their claims on the status of the visitors as specified in Article 4. A copy of visitors' CV, official documents obtained from the departments they are employed, letter of reference, information about the duration and the purpose of the invitation in Annex 3, detailed work plan in Annex 4, and undertaking in Annex 1 are offered by petition.
- c) The executive board of the related departments is responsible for the preliminary decisions of whether to invite the visiting fellows/postgraduate students or not. The assize of the executive board of the related departments is delivered to the Office of International Relations along with the documents specified in Article 9/b added to the petition for the chack and final approval. The applications that are considered eligible regarding the terms of this Directive are delivered to the Rector's Office for final approval.
- d) For the visiting fellows and postgraduate students approved by the University, the procedures are carried out regarding the liabilities specified in Article 7.

Visiting Fellows via Exchange Programs

Article 10- (1) For the visiting fellows coming via exchange programs as Erasmus+, Mevlana and, etc., the directives and regulations of these programs are conducted for the procedures.

Legal Clauses

Article 11- For the legal clauses in this Directive, the decisions of the University Senate, the Office of International Relations, and other legal provisions are implemented.

Enforcement

Article 12- (1) This Directive comes into force with the approval of the University Senate.

Executive

Article 13- (1) The provisions of this Directive shall be executed by the Rector of Karadeniz Technical University.

ANNEX-1
UNDERTAKING
TO THE RECTORATE OF KARADENIZ TECHNICAL UNIVERSITY

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I, hereby, acknowledge that I am subject to the same rights and obligations as any other scholar of Karadeniz Technical University, stemming from the publications, products and/or outputs whatsoever that might result from the research activities I will conduct in my capacity as “[Senior] Visiting Fellow/Student” at Karadeniz Technical University and which fall within the framework of patent and intellectual property rights. I undertake that I will observe the applicable legal arrangements in this regard.

Signature
Name-Surname
Title

ANNEX-2
INFORMATION FORM FOR SENIOR VISITING FELLOWS

This form is prepared for the purpose of facilitating the implementation of the “Karadeniz Technical University Directive for the Procedure Applicable for Visiting Fellows” regarding the invitation of Senior Visiting Fellows to Karadeniz Technical University. This form will, exclusively, be used to receive the required approvals and permits and to inform the relevant University Departments regarding the prospective visits of senior visiting fellows.

Name-Surname	
Title	
Passport Number	
Home Institution/University	
Contact Information	Address: Phone: E-mail:
Planned Start Date of the Visit	
Planned End Date of the Visit	
Name of the Inviter from KTU	
Aim of the visit	
Planned Contribution/Output	

ANNEX-3
INFORMATION FORM FOR VISITING FELLOWS AND VISITING POSTGRADUATE STUDENTS

This form is prepared for the purpose of facilitating the implementation of the “Karadeniz Technical University Directive for the Procedure Applicable for Visiting Fellows” regarding the invitation of visiting fellows and visiting postgraduate students to Karadeniz Technical University. This form will, exclusively, be used to receive the required approvals and permits and to inform the relevant University Departments regarding the prospective visits of visiting fellows and visiting postgraduate students.

Name-Surname	
Title	
Passport Number	
Home Institution/University	
Contact Information	Address: Phone: E-mail:
Planned Start Date of the Visit	
Planned End Date of the Visit	
Name of the Inviter from KTU	
Aim of the visit	
Planned Contribution/Output	

ANNEX-4
DETAILED WORK PLAN FOR VISITING FELLOWS AND VISITING POSTGRADUATE
STUDENTS

GENERAL INFORMATION

RESEARCH ACTIVITY/PROJECT	
Source (EU, TÜBİTAK, etc.),	
Project No (if applicable)	
Title	
Budget	
Duration	
Starting date	
Ending date	

EXPECTED CONTRIBUTION FROM KARADENİZ TECHNICAL UNIVERSITY

		Please explain in detail (name of laboratory, the quality and quantity of the office equipments/materials, etc.)	Authorization of the relevant departmental head
Office space			
Office equipment/materials			
Computer			
Laboratory			
Other (Please define)			

SHORT SUMMARY OF THE PROJECT/RESEARCH ACTIVITY

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EXPECTED OUTCOMES/OUTPUTS OF THE PROJECT/RESEARCH ACTIVITY

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PLANNED WORK SCHEDULE

		Supervisor	Visiting Fellow/Visiting Postgraduate Student
PLANNED WORK	1 month period[†]		
	2 month period		
	3 month period		

* The first day of the research activity or project work must be allocated for the orientation programme, which includes a briefing about occupational health and safety.