

BEYKOZ UNIVERSITY
DIRECTIVE ON PRINCIPLES FOR DOMESTIC AND INTERNATIONAL
ASSIGNMENTS

Approval Authority, Date and Number: Senate, 05.09.2019 / 9

Amendments and Revisions: Senate, /

Amendment and Revision Control Date:

Purpose

ARTICLE 1 – (1) The purpose of this directive is to regulate the principles to be applied in the travels of full-time academic staff of Beykoz University for the purpose of attending scientific meetings both domestically and abroad, as well as in long-term academic assignments, including the procedures for advances to be paid and expenditure criteria.

Scope

ARTICLE 2 – (1) This directive covers domestic and international travels and assignments made by academic personnel for the purpose of contributing to their academic development, the university's academic standing, and the scientific community, within the principles outlined below and for participating in all types of scientific events and studies held both within and outside the country.

Legal Basis

ARTICLE 3 – (1) This directive is prepared based on the provisions of the "Regulation on Principles to Be Applied in Domestic and International Assignments" of Law No. 2547.

Assignment Conditions

Conditions for Short-Term Assignments

ARTICLE 4 –

(1) Academic staff may, without receiving per diem, be granted permission for up to one week by the recommendation of the relevant academic unit head and the approval of the Rector to attend congresses, conferences, seminars, and similar scientific meetings or other events related to their academic fields, or to conduct research and investigations both domestically and internationally.

(2) For permissions longer than one week, a decision of the relevant Academic Unit and University Executive Board is required.

(3) Applications for short-term assignments must include: abstract of the presentation, acceptance letter and/or invitation letter, published announcement of the event, proof of registration fee payment, and the Beykoz University Scientific Meeting Participation Request Form. Applications must be submitted by the start date of the assignment:

- a) At least 15 days in advance for domestic assignments (with or without per diem),
- b) At least 30 days in advance for international assignments (with or without per diem),
- c) Assignments without per diem (i.e., without delivering a presentation, paper, or speech) are subject to leave. The annual limit is three for domestic and two for international assignments.

Permissions exceeding this number will be deducted from annual leave.

d) The number of per diem-supported assignments is limited to two domestic and one international per year, subject to budget availability. This limitation does not apply to academic staff whose duties require travel.

(4) If documents required for support cannot be submitted at the time of application due to delays beyond the applicant's control, they must still be provided at the time of reimbursement. If documentation is incomplete, no payment will be made even if support has been approved.

Conditions for Long-Term Assignments

ARTICLE 5 –

(1) For long-term assignments (up to one year) within or outside the country, applications must be submitted to the relevant academic unit at least 30 days before the start date of the assignment, along with the following documents:

- a) A formal justification letter from the academic unit indicating the applicant's suitability for the assignment and that their academic/administrative duties will not be disrupted,
- b) A written preliminary report explaining the purpose of the assignment and its academic contribution to the unit, along with a signed declaration to submit a final report within one month after returning,
- c) An official letter of acceptance from the host institution,
- d) Informative materials about the host institution and the academic to be worked with (e.g., publications, academic activities), and the institution's research affiliations.

(2) Long-term assignments, extensions, or reassignment to the same institution must comply with the conditions stated in Article 5 and be approved by the recommendation of the academic unit head, decision of the academic and university executive boards, and the approval of the Board of Trustees.

(3) Long-term assignments may be unpaid, partially paid, or fully paid, depending on the nature of the assignment. Unpaid assignments require approval by the academic unit head and decisions of the relevant boards. For partially or fully paid assignments, the approval of the Board of Trustees is also required. In paid assignments, the academic staff must have worked at the university for at least one year. Additionally, the academic staff must sign a written commitment to work at the university for at least one year after returning from a partially paid assignment, or at least two years after a fully paid one.

Principles to be Applied in Assignments

ARTICLE 6 –

(1) Assignments for academic staff to attend events/meetings under this directive are made upon the recommendation of the academic unit head, the approval of the Academic and University Executive Boards, and the approval of the Board of Trustees.

(2) For all assignments with per diem, the principles set by the Board of Trustees for the relevant year and accepted as an annex to this directive shall apply.

(3) Support may be granted for scientific activities where the inviting institution does not cover expenses, provided the academic staff member serves as a member of the organizing committee and/or as a session chair.

(4) Only one person may be reimbursed for participation in an event, provided their name appears on the paper and they are the presenter. If multiple individuals apply, the reimbursement allocated for one person will be divided among them.

(5) All expenditures must be made in accordance with proper procedures. For both domestic and international travel, a travel expense form must be completed. In case of advance payment, any unspent amount must be returned to the university. Advances must be settled within one month of receipt; for international assignments, this period begins upon return.

(6) No per diem shall be paid for assignments in the following year if the abstract or full text is not included in the conference proceedings or if the final report is deemed unsatisfactory by the Academic Unit Board.

(7) Participation in meetings, symposiums, fairs, etc., organized by social associations or commercial entities during domestic or international assignments will be evaluated separately by the academic unit head and the Rectorate.

Payment Principles

ARTICLE 7 –

(1) The amount of per diem to be paid to academic staff with assignment permission is determined by the Board of Trustees for each academic year and announced by the Rectorate.

Enforcement

ARTICLE 8 –

(1) This directive enters into force on the date it is approved by the Beykoz University Board of Trustees.

Execution

ARTICLE 9 –

(1) This directive is executed by the Rector of Beykoz University.