

**BEYKOZ UNIVERSITY**  
**DIRECTIVE ON DOMESTIC AND INTERNATIONAL ASSIGNMENT PRINCIPLES**

*Approving Authority, Date and Number* : Senate, 05.09.2019 / 9  
*Annexes and Amendments* : Senate, 26.09.2025 / 14  
*Date of Annex and Amendment Control* : 26.09.2025

**Purpose**

**ARTICLE 1-** (1) **(Amended: STK-26/09/2025-14)** The purpose of this Directive is to determine the principles and procedures to be applied to the travels and long-term academic assignments to be undertaken by full-time academic staff members of Beykoz University, administrative staff subject to the approval of the Research Committee, and students, for the purpose of participating in scientific meetings organized domestically and abroad; and, within this scope, to regulate the criteria regarding the advances to be granted and expenditures to be incurred in such assignments.

**Scope**

**ARTICLE 2-** (1) This Directive covers the domestic and international travels and assignments of personnel to take part in all kinds of scientific activities and studies organized domestically and abroad, within the framework of the principles specified below, in order to contribute to the academic development of the staff, the academic standing of the University, and the scientific community.

**Legal Basis**

**ARTICLE 3-** (1) This Directive has been prepared based on the provisions of the Regulation on the Principles to Be Applied in Domestic and International Assignments, issued pursuant to Law No. 2547 on Higher Education.

**Conditions for Assignment**

**Conditions for Short-Term Assignments**

**ARTICLE 4-** (1) Faculty members may be granted leave, without entitlement to per diem, to attend congresses, conferences, seminars, and similar scientific meetings, other meetings related to their scientific and professional fields, research and study visits, and to be present at locations required by research and examination, domestically and abroad, for a period of up to one week, upon the proposal of the relevant academic unit administrator and with the approval of the Rector.

(2) For leaves exceeding one week, the decision of the relevant Academic Unit and the University Administrative Board is required.

(2) **(Amended: STK-26/09/2025-14)** Applications for short-term assignment requests shall be submitted together with the abstract of the paper, a document indicating acceptance of the paper and/or an invitation letter, the published announcement regarding the meeting, the participation fee receipt, and the Beykoz University Scientific Meeting Participation Request Form. With the proposal of the relevant academic unit, applications must be submitted to the relevant academic unit prior to the assignment start date as follows:

a) At least 5 days in advance for domestic assignments with or without per diem,  
b) At least 10 days in advance for international assignments with or without per diem,  
c) Assignments without per diem (without delivering a speech, paper, presentation, etc.) are subject to leave approval. The annual number of such assignments may not exceed three for domestic and two for international assignments. Permissions granted beyond this limit shall be deducted from the annual leave entitlement.

ç) The number of assignments with per diem support is limited to two per year for domestic and international assignments, within the scope of budgetary possibilities. This number may be increased if deemed appropriate by the Research Committee and if the budget allows. However, this limitation shall not apply to academic staff who are required to travel due to the nature of their duties.

(3) (**Amended: STK-26/09/2025-14**) Documents that could not be submitted at the time of application due to delays not attributable to the faculty member requesting Short-Term Assignment Support must be submitted at the time of payment. Even if a support decision has been issued, no payment shall be made in the event of missing documents. If all documents are not submitted to the accounting office within ten days following participation in the congress, no payment shall be made.

### **Conditions for Long-Term Assignments**

**ARTICLE 5-** (1) For long-term domestic and international assignments (up to one year), applications must be submitted in full to the relevant academic unit at least 30 days prior to the assignment date, together with the following documents.

- a) A reasoned letter from the academic unit stating that the candidate's academic and/or administrative duties will not be disrupted during their time abroad and that the candidate is suitable for such assignment,
- b) A written preliminary report explaining the purpose of the requested assignment and its relevance to the scientific contribution to the academic unit, together with a document undertaking to submit a post-assignment report within one month,
- c) A letter of acceptance from the institution to which the candidate will go,
- ç) Explanatory information regarding the scientist and institution with whom the candidate will work (publications, scientific activities, etc.), and information about the research links of the host institution.

(2) Long-term assignments, extensions of their duration, or reassignments to the same institution shall be carried out in accordance with the conditions set forth in Article 5, upon the proposal of the relevant academic unit administrator, the favorable decision of the relevant academic unit board and the University Administrative Board, and with the approval of the Chair of the Board of Trustees.

(3) Long-term assignments may be implemented in three forms, depending on their nature: unpaid, partially paid, and fully paid. Unpaid assignments require the proposal of the relevant academic unit administrator and the decisions of the relevant academic unit board and the University Administrative Board, while partially and fully paid assignments additionally require the approval of the Board of Trustees. For paid assignments, it is required that the faculty member has been employed at the University for at least one year. Furthermore, upon returning to duty at the University, the faculty member must submit a written undertaking

declaring that they will work at the University for at least one year in the case of partial remuneration, and at least two years in the case of full remuneration.

### **Principles to Be Applied in Assignments**

**ARTICLE 6-** (1) The assignment of academic staff to participate in activities/meetings within the scope of this Directive shall be carried out upon the proposal of the relevant academic unit administrator, the favorable decisions of the Academic Unit Board and the University Administrative Board, and the approval of the Chair of the Board of Trustees.

(2) In all assignments involving per diem, the principles determined by the Board of Trustees for the relevant year and accepted as an annex to this Directive shall apply.

(3) Support may be provided to those who document that they will serve as members of the organizing committee and/or session chairs in scientific events whose expenses are not covered by the inviting institution/organization.

(4) Payment shall be made for a maximum of one person, provided that the person's name appears on the paper and that they attend the event to present the paper, or in the case of a poster or oral presentation. In the event that more than one person requests participation, the amount payable to one person shall be shared among the participants.

(5) All expenditures must be made in accordance with proper procedures. For expenditures, the domestic and international temporary duty travel allowance declaration shall be completed. In the event that an advance is received, the remaining amount after deducting expenditures must be refunded to the University. Advances shall be settled within one month from the date of receipt. For international assignments, this period shall be one month from the date of return.

(6) No per diem shall be paid for assignments in the following year to a faculty member whose paper abstract or full text does not appear in the proceedings of the event or whose final report is found unfavorable by the Executive Board of the relevant academic unit.

(7) Participation in and assignments for meetings, symposia, fairs, and similar events related to social associations and commercial organizations in domestic and international assignments shall be subject to separate evaluation by the relevant academic unit administrator and the Rectorate.

### **Principles of Payment**

**ARTICLE 7-** (1) The amount of per diem to be paid to faculty members granted assignment leave shall be determined by the Board of Trustees for each academic year and announced by the Rectorate.

### **Entry into Force**

**ARTICLE 8-** (1) This Directive shall enter into force on the date of its approval by the Board of Trustees of Beykoz University.

### **Execution**

**ARTICLE 9 -** (1) The provisions of this Directive shall be executed by the Rector of Beykoz University.