GEBZE TECHNICAL UNIVERSITY

DIRECTIVE FOR VISITING AND POSTDOCTORAL RESEARCHERS

PART I

Purpose, Scope and Definitions

Purpose

 ARTICLE 1 -

 1) The purpose of this Directive is to regulate the acceptance and implementation principles regarding the Visiting and Postdoctoral Researchers at Gebze Technical University.

Scope

ARTICLE 2 -

1. This Directive covers the procedures and principles that regulate the application, acceptance of researchers that come from outside Gebze Technical University to conduct research activity, and their responsibilities and operations for the period of time they are at Gebze Technical University.

Definitions

 ARTICLE 3- In this Directive, the following terms refer to the following definitions:

* **Postdoctoral Researcher:** Researchers that are not on the permanent staff of Gebze Technical University and have completed their PhD in the last 7 years
* **Visiting Researcher:** Researchers coming from outside Gebze Technical University to conduct research activity
* **Rector:** Rector of Gebze Technical University
* **Rectorate:** Rectorate of Gebze Technical University
* **University / GTU:** Gebze Technical University

PART II

Responsibilities

ARTICLE 4- Responsibilities of Visiting / Postdoctoral Researchers are as follows:

1. For the acceptance of Visiting / Postdoctoral Researchers to GTU, a faculty member working at GTU is to have invited the Researcher and / or have agreed to act as a supervisor for them.
2. Visiting / Postdoctoral Researcher is obliged to abide by the rules governing GTU.
3. Visiting / Postdoctoral Researchers are responsible for any procedures and expenses related to their visas, residence permits, insurance, accommodation, and transportation.

 4) If any academic publication / output is produced within the scope of the conducted research activity, the Visiting / Postdoctoral Researcher is to specify GTU as the place where the research has been conducted. If the research results in a product that falls within the scope of intellectual property rights, the Researcher is subject to the rights and obligations that apply to GTU’s own academic staff members.

5) The Visiting / Postdoctoral Researcher can benefit from the academic and social resources in accordance with the relevant legislation of GTU.

6) The Visiting / Postdoctoral Researcher that comes to GTU for a period of 3 months or more may request their temporary e-mail address with the extension “gtu.edu.tr” and the upload of their information on the related division’s webpage from the Rectorate through the division they are visiting.

 7) The Visiting / Postdoctoral Researcher is obliged to return the *GTU Visiting / Postdoctoral Researcher ID Card* provided to them before leaving the University at the end of their research period.

ARTICLE 5- Responsibilities of the division to which the Visiting Researcher has been accepted are as follows:

1. The GTU faculty member that invites the Visiting / Postdoctoral Researcher and / or agrees to act as their supervisor is to apply to the division they are affiliated with along with the resume of the Visiting / Postdoctoral Researcher, filling out the forms in Annex-1 and Annex-2 and submitting a letter of intention.
2. The application is submitted to the Rector's approval in accordance with the approval of the Head of Department / Program and the decision of the Faculty / Institute Administrative Board.
3. The Visiting / Postdoctoral Researcher is informed by the GTU faculty member that has invited them or agreed to act as their supervisor of the resources to be provided by the academic division to the Visiting / Postdoctoral Researcher has been accepted.
4. It is the responsibility of the GTU faculty member that has invited and / or agreed to act as the supervisor for the Visiting / Postdoctoral Researcher and of GTU International Relations Coordination Office to provide information for, meet the needs and conduct the follow-up of the Visiting / Postdoctoral Researcher.

ARTICLE 6- The University’s responsibilities are as follows:

1. The Rector's approval is required for the acceptance of the Visiting / Postdoctoral Researcher to the University.
2. The approval of the acceptance of the Visiting / Postdoctoral Researcher to the University is communicated to GTU International Relations Coordination Office along with the hosting division of the university.
3. All documents related to the Visiting / Postdoctoral Researcher are archived by GTU International Relations Coordination Office.
4. The Visiting / Postdoctoral Researcher is made to benefit from GTU library, dining hall and information system under visitor status.
5. With the approval of the Rectorate, a GTU Visiting / Postdoctoral Researcher Identity Card is provided to the Visiting / Postdoctoral Researcher by the Directorate of Personnel Affairs.
6. With the approval of the Rectorate, a temporary e-mail address with the extension “@gtu.edu.tr” may be provided to the Visiting / Postdoctoral Researcher that comes to GTU for a period of 3 months or more.
7. If he deems necessary, the Rector may take back the resources provided by this article without giving any reason.

PART III

General Provisions, Enforcement and Execution

General Provisions

ARTICLE 7-

1. All procedures of the academic and / or administrative staff that come to GTU within the framework of Erasmus, Mevlana and similar international exchange programs are determined and executed by GTU International Relations Coordination Office taking into consideration the regulations and directives of the relevant program.
2. In cases where there is no related provision in this directive, decisions of the GTU Senate, decisions of the International Relations Coordination Office and / or the provisions of the legislation in force are applied.
3. For protocols with various institutions or researchers within the scope of different national / international support programs, the provisions of relevant protocols or the legislations of relevant support programs apply on the condition that they adhere to the principles of this Directive.

 Enforcement

ARTICLE 8 –

1. This Directive shall enter into force on the date of its adoption by the GTU Senate.
2. After the entry into force of this Directive, Gebze Technical University Postdoctoral Research Program (DOSAP) Implementation Directive adopted at the session of the Senate of Gebze Technical University dated 05/09/2012 and numbered 2012/27 shall cease to have effect.

Execution

ARTICLE 9- The provisions of this Directive are executed by the Rector of GTU.

 **ANNEX-1**

|  |
| --- |
|  **INFORMATION FORM FOR VISITING RESEARCHERS** |
| Full Name  |  |
| Title  |  |
| TR ID No / Passport Number |  |
| Institution/University of Employment (if any)  |  |
|  Contact Information | Address:Telephone:E-mail: |
| Academic Division |  |
| Inviting Academic/Advisor |  |
| Reference Letters (min. 2) |  |
| Duration of Research  | Start: / / End: ………. / …. /………. |
| Purpose of Visit |  |
| Planned Contributions/Outputs |  |

ANNEX-2

LETTER OF COMMITMENT

 TO GEBZE TECHNICAL UNIVERSITY RECTORATE

I hereby acknowledge that I am subject to the rights and obligations that apply to Gebze Technical University’s own academic staff regarding all kinds of products and / or outcomes that may arise from the academic studies I will carry out at Gebze Technical University and undertake that I will abide by the relevant legal regulations.

…/…./….

Signature:

Full Name:

Title: