

ANKARA UNIVERSITY
POST-DOCTORATE RESEARCH DIRECTIVE*
(DOSAY)

PART ONE

Aim, Scope, Base and Definitions

Aim

ARTICLE 1- (1) This Directive's aim; is to organize the rules and procedures about the departure of university instructors abroad to conduct research post doctorate/ doctorate equivalent education and the arrival of researchers' from within the country or abroad to conduct research post doctorate/ doctorate equivalent education.

Scope

ARTICLE 2- (1) This Directive; involves the rules and procedures about the application, admission, and implementation related to the instructors who conduct research abroad after doctorate/ doctorate equivalent education and researchers who conduct research completing their doctorate/ doctorate equivalent education within the country or abroad.

Base

ARTICLE 3- (1) This Directive; was organized based on 4/11/1981 dated and 2547 numbered Higher Education Law's Articles 10 and 39 and additional 33th and 46th articles; 7/11/1983 dated and 18214 numbered Directive Regarding the Rules of Compliance in Domestic and Foreign Assignments; Rules and Procedures Regarding the Employment of Contracted Post Doctorate Researchers in Government Higher Education Institutions; and Rules and Procedures Regarding the Part-Time Assigning of Qualified Researchers Employed Out of Higher Education Institutions with Doctorate Degrees of Turkish or Foreign Origin.

**This text is an English translation of the Turkish legislation. The researchers are responsible from the Turkish version of this directive.*

Definitions

ARTICLE 4- (1) Mentioned in this Directive;

- a) **Research Deaconate:** The Ankara University Research Deaconate, which monitors the procedures regarding the application, admission and implementation of post doctorate researchers,
- b) **Researcher:** The instructor, who conducts research abroad for at least three months after doctorate, proficiency in the arts, and specialty in medicine, dentistry, veterinary medicine, and pharmacy, and the scientist, who came to the University post doctorate/ doctorate equivalent education for at least six months from within the country or abroad to conduct research,
- c) **The Department:** Deaconate and institute/college/center directorate,
- ç) **Advisor:** The academic member who is a permanent staff member at the university, accepts doing the execution of consultancy and guidance service to the researchers that come to the university from within the country or abroad and who within the last five years has at least one article published at the journals in the scope of Q1, Q2, Q3, and Q4, scanned by the Web of Science (that are not in the category of predatory publishing specified by COHE) or at least two articles published at the journals in the scope of Scopus, or at least four articles published at the journals within the scope of TR-Dizin,
- d) **Doctorate Equivalent Education:** The education for proficiency in arts, and specialty in medicine, dentistry, veterinary medicine and pharmacy, and the education programs abroad whose the equivalence is accepted by COHE,
- e) **DOSAY:** Ankara University Post Doctorate Research Directorate,
- f) **Development Report:** The report that the university instructor that conducts research abroad has to prepare in the format designated by the Research Deaconate and submit to this Deaconate in three month periods,
- g) **Referee:** The University academic member who evaluates the Development and Final Reports, the applications of candidate researchers,
- ğ) **Rectorate:** The Rectorate of Ankara University,
- h) **Senate:** The Senate of Ankara University,
- ı) **Final Report:** The final report that the University academic member who

conducts research abroad, having been prepared in the format that the Research Deaconate designated at the end of his or her research, has to deliver to this Deaconate,

- i) **TÖMER:** Ankara University Turkish and Foreign Languages Application and Research Center,
- j) **University:** Ankara University,
- k) **COHE:** Council of Higher Education,

PART TWO

Assignment to Conduct Research Abroad Post-Doctorate

Application Terms

ARTICLE 5- (1) Post Doctorate Application Terms to be assigned to conduct research abroad for a duration of at least three months after doctorate training are as stated below:

- a) To have a Doctorate, proficiency in the arts, and a specialty in medicine, dentistry, veterinary medicine, or pharmacy,
- b) To be working as a permanent instructor at the University,
- c) To have taken at least 70 points or equivalent points from one of the central foreign language examinations that are accepted as valid by COHE,
- ç) To update AVESİS University Research Information System registry, at least one month prior to the application,
- d) For Science and Health Sciences Fields; to have within the last five years as a first or second name at least two articles published at the journals within the scope of Q1, Q2, Q3, and Q4, scanned by the Web of Science (that are not in the category of predatory publishing specified by COHE), or at least three articles published at the journals within the scope of Scopus, or at least four articles published at the journals within the scope of TR-Dizin,
- e) For the Social Sciences; to have within the last five years as a first or second name at least one article published at the journals within the scope of Q1, Q2,

Q3, and Q4, scanned by the Web of Science (that are not in the category of predatory publishing specified by COHE), or at least two articles published at the journals within the scope of Scopus, or at least three articles published at the journals within the scope of TR-Dizin,

- f) For the Field of Art; to have within the last five years as a first or second name at least one article published at the journals within the scope of Q1, Q2, Q3, and Q4, scanned by the Web of Science (that are not in the category of predatory publishing specified by COHE), and published at the journals within the scope of Scopus, or at least two articles published at the journals within the scope of TR-Dizin,
- g) For the instructors who completed their doctorate within the last 10 years and more, in addition to the terms above, being assigned to national or international projects as (executive, researcher, specialist, advisor, etc.).

Submission and evaluation of the application

ARTICLE 6- (1) The submission and evaluation process of the application for assignment to conduct research abroad after doctorate education is as stated below:

- a) The researcher submits his or her application to the related unit to be assigned in the scope of the 39th article of Higher Education Law numbered 2547, having added the necessary documents (doctorate/ doctorate equivalent education diploma/ graduation document, foreign language document, resume and list of publications, admission letter, project assignment document, etc.) to his or her application letter.
- b) The application is transmitted to the Research Deaconate for preliminary evaluation by the related unit on the header attachment.
- c) The preliminary evaluation report regarding the applications is prepared by a referee that the Research Deaconate will decide on.
- ç) The preliminary evaluation report that was prepared regarding the application is again transmitted to the related unit by this Deaconate.
- d) The decision that will be taken by the related unit's Board of Management regarding the preliminary evaluation report is transmitted to the Rectorate to be evaluated by the University Board of Management.
- e) The applications are evaluated and decided upon after being examined in terms of the conditions stated in this directive's 5th article. While a shortcoming exists

at the conditions of the 5th Article's subparagraphs (c), (ç), (e), (f), or (g), considering the condition of the researcher who documented that he or she earned a scholarship/support from an institution domestic or abroad, an assignment abroad is possible.

Rights and Obligations

ARTICLE 7-(1) The rights and obligations of the researcher whose application is accepted are as stated below:

- a)** At the assignments, provisions of the Directive Regarding the Rules of Compliance in Domestic and Foreign Assignments, which was made public in the Official Gazette dated 7/11/1983 and numbered 18214, are applied.
- b)** The researcher earns the right to be assigned abroad to do research within 12 months at the latest from the acceptance of his application onward. If there is, no right can be demanded for the supports that have not been used within the given time.
- c)** The researcher delivers the Development Reports concerning the research project in periods of three months to the Research Deaconate. The reports are transmitted to the relevant referee by the Research Deaconate to be evaluated.
- ç)** The researcher delivers the Final Report to the Research Deaconate, within the two months following the end date of the research calendar. The report is transmitted to the relevant referee by the Research Deaconate to be evaluated.
- d)** The correction of Development and Final Reports that are found unfit by the referee is demanded from the researcher.
- e)** In the event that the Development Reports are not delivered without stating a justifiable reason, the present assignment of the researcher will be ended and no assignments abroad will be made for five years.
- f)** In the event that the Final Reports are not delivered without stating a justifiable reason or the requested changes in the delivered report are not made no assignments abroad will be made for five years for the researcher.

PART 3

Post-Doctorate Admission of Researchers from Abroad or Domestic

Application conditions

ARTICLE 8- (1) The application conditions to be admitted to the University to conduct research for a duration of at least six months after doctorate education from abroad or domestic are as stated below:

- a) To have a Doctorate, proficiency in the arts, and specialty training degree in medicine, dentistry, veterinary medicine, or pharmacy,
- b) Passing of at most seven years from the date that doctorate, proficiency in arts, and specialty training degree in medicine, dentistry, veterinary medicine, or pharmacy,
- c) To have at least two articles that were published in international indexes (DOI number is taken).
- ç) To have prepared post-doctorate research project proposal,
- d) To have received a letter of admission from an advisor qualified according to this directive's 4th article's first paragraph's (ç) subparagraph,
- e) To have received reference letters from two academics who are carrying out activities related to the field,
- f) If there are any that meet the particular application conditions that the unit conducting the research designated (foreign language document, etc.)

Submission and evaluation of the application

ARTICLE 9- (1) The process of application and evaluation to be admitted to the University to conduct research after doctorate education from abroad or domestic is as stated below:

- a) The application is done to the Research Deaconate directly online on the dates January 1st to 31st and July 1st to 31st. Applications that are not done within the stated dates are not taken into consideration.
- b) The researcher presents these documents during the application process:

- Online application form
 - Resume (in the format designated by the Research Deaconate)
 - List of publications (in the format designated by the Research Deaconate)
 - Post-doctorate research project proposal (in the format designated by the Research Deaconate)
 - Doctorate/doctorate equivalent education diploma/graduation document
 - Foreign language document (in sufficiency designated by the Research Deaconate)
 - Admission letter given by the advisor (in the format designated by the Research Deaconate)
 - Two reference letters
- c)** The researcher is entitled to submit all of these documents in full. Applications that are based on missing or false documents are not taken into the process of evaluation.
- ç)** The application is evaluated by the Research Deaconate Board of Management with regards to the conditions stated in this directive's 8th article and 9th article's first paragraph's (b) subparagraph.
- d)** The application evaluated by the Research Deaconate Board of Management is decided by the University Board of Management. According to the related directive, for the conditions that require COHE's approval the application is transmitted to COHE.

Rights and Obligations

ARTICLE 10-(1) The rights and obligations of the researcher whose application is, are accepted as stated below:

- a)** According to 2547 numbered Law's additional 34th article, the researcher whose application is accepted earns the right to take part in the researches/projects that his or her advisor conducts with an advisor at the University for up to three years. Within this context, in the contract processes of the accepted researcher; "Rules and Procedures Regarding the Employment of Contracted Post Doctorate Researchers in Government Higher Education Institutions" that was accepted at the Higher Education General Board Meeting dated 6/10/2022 and entered into

force on 19/12/2022 , is followed.

- b)** According to 2547 numbered Law's additional 46th article, the researcher whose application is accepted has the rights, authority, assignments, and responsibilities that were stated in "Rules and Procedures Regarding the Part-Time Assigning of Qualified Researchers Employed Out of Higher Education Institutions with Doctorate Degrees of Turkish or Foreign Origin".
- c)** A study room and computer are provided to the researcher by the related unit.
- ç)** "Guest Researcher" id is given to the researcher by the University.
- d)** The institutional email address is provided to the researcher by the University.
- e)** The academic and social means that are provided to the University academic members are provided to the researcher.
- f)** The short biography and research project summary of the researcher are published on Research Deaconate's official website.
- g)** The researcher cannot change the research topic or the advisor.
- h)** The researcher accepted from abroad, if he or she demands as much as possible, receives Turkish Language education; additionally joins the classes that are at the postgraduate programs as a guest. The researcher attends the academic activities that his or her unit organizes.
- i)** The researcher attends intercity scientific activities like congresses, seminars, or symposiums with his or her own means and with the approval of the unit to which he or she is attached.
- j)** The researcher, during the process of research, complies with the principles of ethical research and COHE's and the University's related legislation.
- k)** The researcher, within the time that he or she is at the University presents the findings of his or her research within the scope of a seminar that he or she organized with the related units of the Research Deaconate.
- l)** The researcher, during the time of research, denotes "Ankara University" as his or her institution address in every scientific activity and publication about his or her field of research; he or she sends the imprint information and a copy of the relevant publication to the University.
- m)** The researcher presents the Final Report of the work he or she conducted at the

university within the scope of his or her research to the Research Deaconate at the end of the research term with the approval of his or her advisor.

- n) After the research is complete, a “Post-Doctorate Research Participation Certificate”, which is arranged in Turkish and English, is given to the researcher by the Research Deaconate.

PART FOUR

Final Provisions

Transitional Provisions

TEMPORARY ARTICLE 1- (1) This Directive’s provisions are applied in relation to applications and assignments that will take place after the Directive enters into force.

Enforcement

ARTICLE 11- (1) This Directive enters into force when it is made public on the University website after being approved by the Senate.

Execution

ARTICLE 12- (1) This Directive’s provisions are executed by the Rector of the Ankara University.