

# Academic Travel Directives

BEZMIALEM VAKIF UNIVERSITY

ACADEMIC PURPOSE TRAVEL DIRECTION

Goal

Article 1- Purpose of this regulation; BEZMIALEM All the academic staff (faculty members, faculty and research staff, lecturers), enrollment, dentistry and pharmacy specialists and full associate, undergraduate and graduate students at Vakif University will be able to participate in scientific events / meetings in Turkey and abroad. the principles to be applied in travel and the expenditure criteria.

Scope

Article 2- This Directive In order to contribute to the academic development and the scientific world of the university and its personnel, all academic staff and dentists, dentistry and pharmacy specialists and all associate, undergraduate and graduate students are required to take part in all kinds of scientific activities organized domestically and abroad including domestic and international travel.

Principles to be applied in the assignments

Article 3 - The following principles shall be applied in the assignments.

a- Envy, dentistry and pharmacy expertise with all academic staff

students are required to submit a scholarship

the approval of the dean / institute and the schoolmaster will be sought after the appropriate opinion of the president of the relevant department.

b- Expertise with all academic staff, dentistry and pharmacy expertise

students are required to attend the scientific activities / meetings requested for funding / support within the scope of this directive,

After the approval of the Faculty / Vocational School / Graduate School Administrative Board, approval of the University Administrative Board is sought.

c- Graduate and Ph.D. students are required to attend the scholarship / support seminars in order to participate in the meeting with the approval of the Graduate School and the approval of the Graduate School Administrative Board after the approval of the Graduate School Administrative Board.

d- The rector's approval is sought after the proposal of the relevant Faculty / Vocational Dean / Director and Secretary General in the assignment of associate and undergraduate students to participate in the scientific activity / meeting with support / support request under this directive.

e- Invitation to all the above mentioned delegation requests, scientific event / meeting to be attended, acceptance letter and program,

It is necessary to add the Form and the Chart.

f- All academic staff and enrollment in dental and pharmacy specialization and scholarship attendance of graduate students on request,

☐ National fable oral presentation or \* speaker

☐ International fiduciary oral / international poster notification or \* Speaker.

(\* In case of participating as a speaker, it can be used once a year provided that no support is provided by any institution or organization.)

In the case of requesting the assignment of more than one teaching staff by the joint notification to the same meeting; this grant / support will only be granted to the person who provided the notification.

g- Periods to be followed on the leave:

When the scholarship participation is requested,

☐ If abroad, at least 2 months in advance,

☐ At least 1 month in advance,

An affiliate will be made an application. Requests approved by the Faculty / Institute / Vocational School are notified to the Rector's Office at least 20 days prior to the date of the scientific event / meeting with an upper text. Applications that do not comply with this deadline are not considered.

In participating scientific conferences where the grant is not requested,

☐ If abroad, at least 1 month in advance,

☐ At least 15 days in advance if it is domestic,

An affiliate will be made an application. At least 7 days prior to the date of the scientific event / meeting, the Rectorate will be informed by a superscript. Applications that do not comply with this deadline are not considered.

h- Criteria for Scientific Meeting Support / Grants:

☐ All academic staff (faculty members, teaching and research staff,

lecturers) can make a maximum of 2 appointments within a calendar year, 1 overseas - 1 domestic or 2 domestic.

☒ During the period of specialist / postgraduate training (except for the extended period), provided that they have completed one year of enrollment, dentistry and pharmacy specialization and undergraduate students; international underground scientific events / poster presentations may receive domestic support only once during specialist training, annually in the case of oral presentation, and only once in national field scientific events / meetings.

☒ In order to provide support / payment for poster presentations, international conditions of poster presentations are sought.

i- Permission Dates for Participation in Scientific Meetings:

☒ Short Term:

To be limited within a calendar year; in the case that they are the chairperson, panelist, moderator of the teaching staff, or if they submit verbal declarations, they must submit a maximum of 10 working days posters on administrative leave or up to 15 working days in total without administrative duties may be allowed, except in the case of scientific meeting requests for participation outside of these, but deducted from their annual leave.

☒ Long Term:

A maximum of 1 year 's free attendance can be granted, provided that a commitment to compulsory service is signed when participating in scientific work for 1 month to 1 year. If the undertaking is not signed, the assignment is not valid. In the event that the University Executive Board considers it appropriate, incentive premiums may be granted in the form of the following table in attendance with the scientific work free of charge.

TITLE INCENTIVE PREMIUM (Monthly) - (TL / Net)

Professor 2,500.-TL

Associate Professor 2000-TL

Assistant Professor 1.750.-TL

Instructor - Expert - Instructor 1,500.-TL

Assistant Dr. Res. See. 1.250. TL

☒ In case the instructor leaves the work during the period of his / her leave or during the obligatory service obligation, penalty is charged twice as much as the expenses for the teaching staff during his / her leave.

☒ 9000 km for scientific meeting and going to and from countries

, a total of 2 days can be granted for a total of 1 day before and 1 day after the date of the scientific meeting with the decision of the University Administrative Board.

## Support / Allowance Amount

Article 4- This support fund can be used up to 2 times a year (as specified in Article 3-e)

☒ International participation: can be covered provided that it does not exceed 2000 US Dollars in total.

☒ Domestic participation: can be covered provided that it does not exceed 1000 Turkish liras in total.

☒ Domestic international congresses (Domestic international congress

not covered): allowance can be provided for not exceeding \$ 1000.

☒ Within the scope of the Erasmus Exchange movement, students who are entitled to the Erasmus-internship movement can be paid 2/3 of the salary for each month during the period of 1 month and over.

## Documents to be Submitted for Support / Grant

Article 5- For the payment of the documents to be submitted,

☒ The final report of the certificate / attendance document and the scientific meeting work (scientific meeting / work), flight document / ticket, transportation documents (petrol invoice not accepted), accommodation documents (accommodation documents instead of invoices which are presented with hotel invoice or wet signature) participation form) is presented to the Rectorate within 15 days.

☒ The visa fee belongs to the person concerned.

☒ All invoices except airline ticket, dinner ticket, congress participation fee

It must be organized on behalf of the VAKIF University.

☒ payment of hotel bills; the period of the scientific meeting and the dates of the most scientific meetings 1 day before and 1 day after the date of the stay are paid.

☒ All invoices to be submitted must belong to the scientific meeting dates.

☒ Only invoices belonging to the participant are accepted and bills belonging to persons outside the participant are not paid.

☒ All invoices and documents must be submitted originally.

☒ Submission of all invoices and documents within one month after the date of attendance is required.

## Other Highlights

Article 6-

Students who are enrolled in associate and undergraduate education at our university can be granted a maximum of 1000 TL for oral presentations and a maximum of 750 TL for poster presentations, once every academic year. In case of co-presentation of more than one student; the student who is presenting the oral presentation / poster is considered to be using the right to scientific meeting and the amount of the allowance / support will be shared among the students.

#### Enforcement

Article 7 - BEZMIALEM Vakif University Senate, dated 06/12/2017 and numbered 26 accepted at the meeting and entered into Enforcement.

#### Executive

Article 8- The provisions of this directive are executed by the Rector of the BEZMIALEM VAKIF University.

Annex 1: Academic Purpose Travel Allowance / Support Request Form \*

Annex 2: Charge of the Charge (Commitment) \*

\* Documents in Annex 1 and Annex 2 can be accessed via the internet address given below.

<http://spdevapp01/yonetmelikveyonergeler/forms/allitems.aspx>