

**ESKİŞEHİR OSMANGAZİ UNIVERSITY**  
**DIRECTIVE ON THE ADMISSION AND IMPLEMENTATION OF**  
**VISITING RESEARCHERS PROGRAM**

**PART ONE**

**Aim, Scope, Basis and Definitions of Terms**

**Aim**

**ARTICLE 1- (1)** The purpose of this Directive is to define the procedures, responsibilities, and opportunities related to the admission of visiting researchers to Eskişehir Osmangazi University and to determine the authority and responsibilities of the relevant units of Eskişehir Osmangazi University within the scope of these defined procedures.

**Scope**

**ARTICLE 2- (1)** This Directive regulates the principles and implementation procedures regarding the visit of the postdoctoral researchers who are admitted to Eskişehir Osmangazi University for a specified period to participate in educational, instructional, or research activities, either upon the invitation of Eskişehir Osmangazi University faculty members or relevant units or through the personal application of the visiting researcher.

**Basis**

**ARTICLE 3- (1)** This Directive has been prepared based on Article 14 of the Higher Education Law No. 2547.

**Definitions**

**ARTICLE 4- (1)** In this Directive, the following terms refer to:

**a)Unit:** Academic units of Eskişehir Osmangazi University

**b) Senior Visiting Researcher:** Visiting researchers who are employed as professors or associate professors (or in equivalent positions) at an institution or higher education institution abroad.

**c) Visiting Researcher:** Visiting researchers who are employed as Assistant Professor, Postdoctoral Researcher, Lecturer (or in equivalent positions) or researchers who have completed their doctorate degree at any institution or higher education institution abroad,

**ç) Rector:** Rector of Eskişehir Osmangazi University,

**d) University:** Eskişehir Osmangazi University

## **PART TWO**

### **Principles on Implementation and Responsibilities**

#### **Admission of Researchers**

##### **ARTICLE 5- (1)**

**a)** The prerequisite for admitting visiting researchers to the University is as follows:

- For visiting researchers defined in Article 4(b), an invitation from a faculty member of the University or the relevant University units is required.
- For visiting researchers defined in Article 4(c), a faculty member of the University must agree to act as their advisor, or their individual applications must be accepted.

**b)** The final acceptance of visiting researchers is subject to the approval of the University Rectorate. The Rectorate may set an upper limit on the number of visiting researchers each year.

#### **Responsibilities of Researchers**

**ARTICLE 6- (1)** The responsibilities of visiting researchers, as defined in Article 4, and the facilities they may benefit from are as follows:

**a)** Visiting researchers are required to comply with the University's rules and legal regulations.

**b)** Travel, accommodation, and living expenses are the sole responsibility of the visiting researchers and must be covered by them. Eskişehir Osmangazi University does not commit to providing any financial support under this program.

**c)** Visiting researchers must obtain their own health/travel insurance covering their visit duration and submit a valid copy of their insurance policy before beginning their research. If a residence permit is required, the related procedures is the responsibility of the visiting researchers. If an academic publication results from the research activity, the researcher must acknowledge Eskişehir Osmangazi University as the institution where the research was conducted. If the research leads to a product falling under patent or intellectual property rights, the researcher is subject to the same rights and obligations applicable to the University's own faculty members.

#### **Responsibilities of University Units**

**ARTICLE 7- (1)** The responsibilities of University units are as follows:

**a)** Visiting researchers are issued an "Eskişehir Osmangazi University Visiting Researcher Identity Card." The validity of this card is limited to the research period. Before leaving the University, the visiting researcher must return the identity card.

**b)** Visiting researchers may use the University's library, dining hall, IT system, and social facilities as visitors. The competent bodies of the hosting unit determine the availability of office space, laboratory access, or similar facilities.

**c)** The administrative authority of the unit to which the supervising faculty member belongs is responsible for informing the researchers about the procedures regulated in this Directive and the rights and obligations they will have. The relevant unit administrator, under the supervision of the respective faculty member, completes ANNEX-1 in both English and Turkish, and ANNEX-2 and ANNEX-3 in English, and submits them to the competent bodies of the affiliated unit.

**ç)** The initial approval for inviting a visiting researcher is granted by the competent bodies of the unit to which the supervising faculty member belongs. The facilities to be provided for the visiting researcher within the unit (such as workspace, laboratory access, etc.) also falls under the responsibility of the relevant unit's competent bodies.

**d)** Providing Occupational Health and Safety (OHS) training to visiting researchers is the responsibility of the competent body of the relevant unit.

**e)** The International Relations Office is responsible for ensuring that visiting researchers can benefit from the University library, dining hall, social facilities, and IT system as visitors and for informing the relevant units about these arrangements.

**f)** The International Relations Office is responsible for maintaining the records of visiting researchers approved by the Rectorate, guiding them regarding required documents before their arrival, filling the necessary documents upon their arrival, and providing information on residence permits and health insurance if needed.

## **PART THREE**

### **Procedural Actions, Miscellaneous Provisions, and Enforcement**

#### **Procedures for Senior Visiting Researchers**

**ARTICLE 8-** (1) The procedures for senior visiting researchers are as follows:

**a)** Senior visiting researchers, as defined in Article 4(b), may be invited for academic studies upon the recommendation of University faculty members or relevant units. Faculty members or administrative authority of the unit must apply to the competent bodies of their unit within the framework of the responsibilities defined in Article 7(c) for senior visiting researchers. Applications should be submitted considering that the official approval process may take up to one month.

**b)** Faculty members who wish to invite senior visiting researchers must submit a petition specifying the researcher's status as defined in Article 4, along with the candidate's CV, an

official letter from their affiliated institution, and forms ANNEX-1, ANNEX-2, and ANNEX-3, to the competent body of their unit.

c) The competent body of the unit makes the preliminary decision regarding the invitation of the senior visiting researcher. The unit's administrative board decision, along with the attached documents, is forwarded by the unit administrator to the International Relations Office for compliance verification with the provisions of this Directive. Applications, which comply with the Directive, are forwarded by the International Relations Office to the Rectorate for final approval.

ç) Necessary actions and procedures for senior visiting researchers approved by the University Rectorate are carried out by the relevant units within the framework of the responsibilities defined in Article 7.

### **Procedures for Visiting Researchers**

**ARTICLE 9- (1)** The procedures for visiting researchers are as follows:

a) Visiting researchers, as defined in Article 4(c), may be invited to participate in research projects conducted at the University or to conduct postdoctoral research under the supervision of a University faculty member, using their own financial resources or scholarships. Faculty members must apply to the competent bodies of their unit within the framework of the responsibilities defined in Article 7(c) for visiting researchers. Applications should be submitted considering that the official approval process may take up to one month.

b) Faculty members who accept visiting researchers must submit a petition specifying the researcher's status as defined in Article 4, along with the candidate's CV, an official letter from their affiliated institution, and forms ANNEX-1, ANNEX-2, and ANNEX-3, to the competent body of their unit.

c) The competent body of the unit makes the preliminary decision regarding the invitation of the visiting researcher. The unit's administrative board decision, along with the attached documents, is forwarded by the unit administrator to the International Relations Office for compliance verification with the provisions of this Directive. Applications which comply with the Directive are forwarded by the International Relations Office to the Rectorate for final approval.

ç) Necessary actions and procedures for visiting researchers approved by the University Rectorate are carried out by the relevant units within the framework of the responsibilities defined in Article 7.

### **Visiting Researchers under Exchange Programs**

**ARTICLE 10- (1)** Visiting researchers arriving under international exchange programs such as Erasmus+ and Mevlana are subject to the regulations and guidelines of the respective programs.

### **Cases Not Covered by the Directive**

**ARTICLE 11-** (1) Decisions of the University Senate, and International Relations Office, and/or relevant legislation shall apply in cases not covered by this Directive,

### **Enforcement**

**ARTICLE 12-** (1) This Directive shall enter into force as of the date it is approved by the University Senate.

### **Execution**

**ARTICLE 13-** (1) The provisions of this Directive shall be executed by the University Rector.