

**ALTINBAS UNIVERSITY**  
**PROCEDURES AND PRINCIPLES REGARDING THE ASSIGNMENT OF RESEARCH**  
**ASSISTANTS AND TEACHING ASSISTANTS**

**PART ONE**  
**Purpose, Scope, Basis and Definitions**

**Objective**

**ARTICLE 1-** (1) The purpose of these procedures and principles is to regulate the procedures and principles regarding the assignments of research assistants and lecturers working at Altınbaş University.

**Scope**

**ARTICLE 2-** (1) These procedures and principles cover the issues regarding the assignment of permanent academic staff working at Altınbaş University outside the university.

**Basis**

**ARTICLE 3-** (1) These procedures and principles have been prepared based on Articles 14, 31, 33 and 36 of the Higher Education Law No. 2547.

**Definitions**

**ARTICLE 4-** (1) In these procedures and principles;

- a) University: Altınbaş University,
- c) Rector: Rector of Altınbaş University,
- d) Senate: Altınbaş University Senate,
- g) Dean/Director: Deans and Directors within Altınbaş University,
- h) Department/Program Chair: Department/program chairs within Altınbaş University Faculty/School/MYO,
- i) Faculty Member Prof., Assoc. and Dr. Lecturer working at Altınbaş University. Lecturers with the title of Prof., Assoc,
- j) Lecturer Tenured lecturers working at Altınbaş University,
- k) Research Officer: Altınbaş University Mission who made permanent research assistants,
- l) Academic Staff: Refers to research assistants, faculty members and lecturers working at Altınbaş University.

**PART TWO**  
**Tasks**

**ARTICLE 5-** (1) The main duties of Research Assistants are to conduct research, participate in master's and doctoral programs, assist faculty members in educational activities, as well as the following duties in accordance with the purposes and principles specified in Articles 4 and 5 of the Higher Education Law and Articles 33 and 36:

- a) Participating in the preparation of course and exam programs.
- b) Assisting the faculty member by acting as a proctor in the conduct of exams
- c) Scientific Research and activities in making ready to be found, to assist in their realization.
- d) To carry out student counseling services.
- e) Carrying out scientific research and activities and publishing.

- f) To support the managers in all kinds of academic and administrative activities to be carried out in the Department and Dean's Office,
  - g) Attending meetings and representations related to the Faculty.
  - h) To participate in the preparation stages of applied courses and to assist the instructor in the application processes.
  - i) To perform other duties assigned by the faculty and department management and faculty members of the department.
  - j) Research Assistants who have successfully completed their doctoral studies, who have earned the title of specialty in medicine, dentistry, pharmacy and veterinary medicine, or who have gained proficiency in one of the certain branches of art determined by the Higher Education Council upon the recommendation of the Interuniversity Board may be given courses.
- (2) Legal Duties of Lecturers: According to Law No. 2547, lecturers are obliged to give lectures. However, lecturers who will work in the applied units of higher education institutions are not required to have a course load and they are not paid a course fee. The following duties must also be performed by the lecturers:
- a) Preparation of course and exam programs.
  - b) To be a proctor in the conduct of exams
  - c) To take part in student counseling services. To listen to the problems of the students they advise by accepting them on certain days of the week and to find solutions.
  - d) To provide the necessary guidance in the course registration process of the students he / she advises.
  - e) To submit the exam documents of the courses he / she teaches to the administration in a complete and timely manner.

### **PART THREE**

#### **Assignment**

**ARTICLE 6-** (1) The deans, directors of institutes and colleges, and rectors may grant permission for up to one week and up to fifteen days for faculty members to attend congresses, conferences, seminars and similar scientific meetings and other meetings related to science and professions, to make research and examination trips, and to be in the place required by the research and examination, without receiving travel allowance from their institutions. In cases exceeding fifteen days or requiring travel allowance or in cases where it is necessary to pay the expenses required by the research and examination from the budget of the university and its affiliated units or from revolving capital revenues, the decision of the relevant board of directors and the approval of the rector are required.

(2) Faculty members can be assigned to do postgraduate education in and out of the province without receiving travel allowance from their institutions.

(3) The following conditions are sought for the assignment of faculty members who are studying graduate education outside Altınbaş University.

- a) Verbal permission or verbal assignments cannot be made by the administrator or faculty members.
- b) The lecturer is required to provide an approved syllabus (with the day and time of the course clearly specified) from the Graduate School where he / she receives graduate education.
- c) The advisor must provide the advisor's approved letter of the day and time when the advisor gives the thesis course.
- d) At the end of each semester, an approved course attendance chart must be provided from the Graduate School or Advisor faculty member.
- e) While making assignments, assignments will be made with quarterly planning in line with the information from the institute and the advisor, taking into account the academic year.

- f) These assignments can be made for a maximum of two days a week during the course period and for a maximum of one day a week during the thesis phase after the written opinion of the advisor faculty member.
- g) In the assignments to be made within the province, the assignment will be made by the faculty board of directors after obtaining the consent of the department head.
- h) In out-of-province assignments, after obtaining the consent of the head of the department, the decision of the faculty board of directors will be taken and submitted to the approval of the rectorate.
- i) According to Article 44/c of the Law No. 2547, students who have completed the maximum period are not assigned for graduate education.

(4) In order for in-province and out-of-province assignments to be made, it must be confirmed by the Department/Division/Program Supervisor and the Head of the Department that there will be no disruption in the education, training, clinic, laboratory, exams and other duties of the academic staff in accordance with their position.

#### **PART FOUR Application Period**

**ARTICLE 7-** (1) At least 10 days before the start date of the assignment of the academic staff, and in cases requiring the approval of the Rectorate, at least 15 days in advance (to the Dean's Office / Directorate) with the necessary documents.

(2) All unit supervisors to whom applications are made shall take the necessary measures to finalize the applications in a timely manner.

**PROVISIONAL ARTICLE-** After the adoption of these procedures and principles by the Senate, all kinds of assignments of all lecturers and research assistants will be canceled, and if deemed necessary, they will be redone according to the above principles.

#### **PART FIVE Enforcement and Execution**

##### **Enforcement**

**ARTICLE 8-** (1) These procedures and principles enter into force as of the date of their adoption by the Senate.

##### **Execution**

**ARTICLE 9-** (1) These Procedures and Principles are executed by the Rector.