

**SULEYMAN DEMIREL UNIVERSITY
POST DOCTORAL RESEARCH PROGRAM (DOSAP)
PRINCIPLES AND PROCEDURE**

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose

Number 1 – The purpose of this program is to organize the principles and procedures of the Post-Doctoral Research Program carried out by faculty members in Süleyman Demirel University or by the faculty members of SDU in other universities, to increase the scientific interaction between researchers by encouraging them to conduct joint research with faculty members who are specialized in their own fields.

Scope

Number 2 – The Postdoctoral Research Program covers the procedures necessary for researchers who have a doctorate degree and not employed in Süleyman Demirel University will be temporarily assigned to Süleyman Demirel University on a full-time or part-time basis, to conduct post-doctoral research under the supervision of a faculty member.

Basis

Number 3 – These Principles and Procedures have been prepared on the basis of Additional Article 34, Article 38 and Article 39 of the Higher Education Law No. 2547 and Article 4 of the Law No. 657.

Definitions

Number 4 – Defined in these Principles and Procedures;

University	: Suleyman Demirel University,
Rector	: Rector of Suleyman Demirel University,
Directorate	: Research and Innovation Directorate at Suleyman Demirel University,
DOSAP	: Postdoctorate programme,
Principles and Procedures	: Suleyman Demirel University Postdoctoral Research Program (DOSAP) Principles and Procedures
Researcher University,	: Researchers with Phd.Senate: Senate of Suleyman Demirel University,
Faculty Member	: Full-time and permanent or contracted faculty members at Suleyman Demirel University
Advisor	: Faculty member who is responsible for the researcher to be employed within the scope of the Post-Doctoral Researcher Program, provides consultancy and carries out joint work.

SECOND PART

Researcher Requirement, Researcher Demand Condition, Researcher Payments, Advisor Requirement

Researcher Requirement

Number 5 – A researcher;

- a. Recruitment of researchers who are active staff at state universities to be assigned to SDU by their universities,
- b. Temporary assignment of researchers, who are active staff at private universities or universities abroad, to SDU by their universities,

- c. Researchers working in domestic or foreign public or private institutions outside the university are temporarily assigned to SDU by the institution they are affiliated with,
- d. Researchers who do not have any staff and meet the conditions of Additional Article 34 of the Law No. 2547, on the condition that they have received their doctorate degree within the last 7 years, with the condition of a contract with the university,

may apply to DOSAP.

Researcher Demand Condition

Number 6 –

- a. Our University's Application and Research Centers and Research Institutes may request researchers within the scope of DOSAP only for the purpose of carrying out R&D activities, and faculty members to assist in the studies or projects within the scope of R&D they carry out with national or international support.

Researcher Payments

Number 7 – The payments for researchers;

- a. Researchers assigned within the scope of item a of article 5 are responsible for meeting their own expenses. They cannot demand any payment from Süleyman Demirel University. The researcher declares this situation written during the application to DOSAP.
- b. Researchers assigned within the scope of clauses b and c of Article 5 are responsible for meeting their own expenses.
- c. Researchers employed within the scope of article 5, subparagraph d, cannot be paid under any name other than the wage specified in the contract, within the ceiling wage determined by HEI, and contracts cannot be made in this regard. In addition, the provisions applicable to the personnel employed in positions related to R&D Project services within the scope of paragraph (B) of Article 4 of Law No. 657, regarding employment other than financial and social rights, shall apply to these researchers.

Advisor Requirement

Number 8 –

- a. The advisor who wants to employ a DOSAP researcher must be a faculty member and must be a manager of at least one research project (excluding BAP and TÜBİTAK 1002), provided that he/she is a full-time, permanent or contracted employee of Süleyman Demirel University. If the advisor does not have a current research project in execution during the request period, Web of Science H index score of ten or above is required.

THIRD PART

Researcher Announcement, Application of Researchers, Evaluation of Applications, Initiation of Researcher, Duration

Researcher Announcement

Number 9 –

- a. The DOSAP application process starts with the determination of the DOSAP researcher request within SDU and the announcement.
- b. This advertisement is received at least once a year.
- c. Faculty members who want to collaborate with a DOSAP researcher submit their requests to the directorate by filling out the 'DOSAP Advisor Form'.
- d. Applications are announced on the web (dosap.sdu.edu.tr).

Application of Researchers

Number 10 –

- a. Applications will be accepted after the internet announcement.
- b. Researchers who want to participate in DOSAP make their applications by filling out the DOSAP Candidate Application Form on 'dosap.sdu.edu.tr' within the period specified in the announcement.

Evaluation of Applications

Number 11 –

- a. Applications are evaluated by DOSAP Assessment commissions.
- b. DOSAP Assessment Commission is formed with three faculty members one of which is the requester, with the recommendation of the R&I Directorate and the rector's approval.

Initiation of Researcher

Number 12 –

- a. The faculty member who will act as the advisor of the DOSAP researcher prepares the detailed work plan and schedule related to the research project that the researcher will work, together with the researcher, and provides the office, computer, infrastructure, etc. to the DOSAP researcher. Directorate is responsible for stating these possibilities-
- b. The researcher, who is accepted to be assigned by his/her university or institution, starts his/her studies within the scope of DOSAP. The researcher who does not have a-salaried employment must also start working within 6 months after the unit approval. If he/she does not start the work within 6 months, he/she is deemed to have waived all his rights.

Duration

Number 13 –

- a. The duration of the work to be carried out within the scope of DOSAP is one year. If a the study cannot be completed successfully within one year, the researcher's working period may be extended for a maximum of one year, provided that the advisor's approval does not exceed three years, including additional periods.
- b. The deadline for the work by researchers employed within the scope of Additional Article 34, including time extensions, if any, cannot exceed the maximum period allowed by laws and regulations from the date they received their doctorate degree.

FOURTH PART

Responsibilities of the Advisor, Responsibilities of the Researcher, Opportunities Provided to the Researcher

Responsibilities of the Advisor

Number 14 – Advisor;

- a. In the work plan he prepared during the application, he should specify the project in detail with the postdoctoral researcher.
- b. It will assist the researcher in the coordination of the researcher's work and transactions and will notify the Directorate of any requests regarding DOSAP.
- c. He is responsible for the academic curriculum of the researcher and will report to the Directorate on a semi-annual basis.
- d. It is the responsibility of the advisor to use the laboratories and consumables that the researcher needs during his research.
- e. Advisor; may not demand any tuition fee, consultancy fee or any other fee related to the researcher he will employ.

Responsibilities of the Researcher

Number 15 – Researcher,

- a. He/She is obliged to continue his research according to the business plan he prepared with his advisor during his research.
- b. Whether they will work full-time or part-time must be specified in the work plan and assignment. Type of the employment (part-time or full-time) should be specified in the work plan by the researcher.
- c. He/She is responsible to prepares a progress report on its work every six months and submits it to the Directorate.
- d. In the academic publications that may appear as a result of the study carried out within the scope of DOSAP, the researcher must specify the address of his/her institution/university and Süleyman Demirel University as the institution where the study was conducted as well.
- e. In the event that products that may constitute the subject of an intellectual right such as patent, utility model, industrial design emerge as a result of the study, the conditions of "Industrial Property Rights, Management and Commercialization of Inventions", which are valid for SDU academic staff, are also valid for DOSAP researchers.
- f. If the DOSAP researcher has to leave the DOSAP assignment, he/she is obliged to make the necessary notifications in due time. Sanctions and loss of rights that may arise due to the notifications which are not made on time
- g. He/she should write, sign aand submit a statement that he/she will not use the data and materials obtained from the project independently of the advisor and except for the address of Süleyman Demirel University, and that all software, devices and similar fixtures obtained will be delivered to Süleyman Demirel University in the event of the termination of the assignment
- h. He/she has to comply with the directives and decisions of the university that are valid for the current teaching staff.
- i. In order for the researchers who worked as DOSAP researchers at our university in the last 5 years to be accepted as researchers again, 1 SSCI/AHCI/SCI-Exp publication with the address of SDU has to be published for the period from their previous studies as DOSAP researchers for every two years they worked (DOI number sufficient) and have successfully completed the previous DOSAP studies.
- j. In order for the Faculty Members who have worked as a researcher advisor within the scope of DOSAP in our university in the last 5 years, can request a researcher for a different R&D study or project, 1 SSCI/AHCI/SCI-Exp publication with the address of SDU has to be published for the period from their previous studies as DOSAP researchers for every two years they worked (DOI number is sufficient) and have successfully completed the previous DOSAP studies.

Opportunities Provided to the Researcher

Number 16 –

- a. Visiting Academic Staff Identity Card is given to researchers who have teaching staff at another university, and Visitor Researcher Identity Card is given to researchers who work or do not have a salaried employment in an institution other than the university.
- b. Full-time DOSAP researchers benefit from academic and social opportunities. The opportunities (guesthouses, etc.) to be offered to the DOSAP researcher are limited to the facilities of the university.
- c. If needed, with the approval of the advisor, the DOSAP researcher can attend the courses as a guest at the School of Foreign Languages and graduate programs.

FIFTH PART

Dismissal, Termination of Contract

Dismissal

Number 17 –

- a. If the researcher wishes to leave before the end of the assignment period, he/she notifies the relevant unit, advisor and Directorate in writing at least 1 month in advance.
- b. In order to ensure the continuation of the project, the researcher returns all research materials to his/her advisor and fulfills his/her dismissal and other personal or institutional obligations, if any.
- c. It has to written declared that the transfer of access to the data and materials obtained from the project to the new assignees or their advisors and that they will not use the scientific data obtained elsewhere.

Termination of Contract

Number 18 –

- a. It may also be suggested by the advisor to terminate the researcher contract before the end of the assignment period. This situation is notified to the Directorate at least 1 month in advance with its justification and approval is obtained. After the approval of the Directorate, the situation is notified to the researcher.

SIXTH PART

Assignment to Another University, Responsibilities of Researchers Assigned to Another University, Termination of Research by Researchers Assigned to Another University

Assignment to Another University

Number 19 –

- a. Instructors who are working at Süleyman Demirel University and who are deemed appropriate to be assigned as DOSAP Researcher of another institution within the scope of Law No. 2547 are also obliged to notify the Directorate in-written of their assignment period.
- b. Likewise, extensions to the terms of office must also be notified to the Directorate.

Responsibilities of Researchers Assigned to Another University

Number 20 –

- a. Faculty members who are working at Süleyman Demirel University and who are assigned to another institution as a DOSAP Researcher should also indicate their addresses at Süleyman Demirel University in their studies.
- b. In the event that products that may constitute the subject of an intellectual right such as patents, utility models, and industrial designs emerge as a result of the studies, the provisions of the "SDU Industrial Property Rights, Management and Commercialization of Inventions" provisions are applied and the researcher is obliged to inform Süleyman Demirel University of this situation.

Termination of Research by Researchers Assigned to Another University

Number 21 – Faculty members, who are working at Süleyman Demirel University and who are assigned as DOSAP Researcher of another institution, are obliged to submit a detailed report to the Directorate when their assignment period is completed.

SEVENTH PART

Miscellaneous and Final Provisions

Special Provisions

Number 22 – Being employed within the scope of DOSAP does not give direct access to one of

the civil service or other personnel employment forms.

Circumstances not found in the Principles and Procedures

Number 23 – In cases where there is no provision in these principles and procedures, the provisions of the relevant legislation and the decisions of the Senate are applied.

Force

Number 24 – This principle and procedure was approved by the SDU Senate on 15.06.2021 and entered into force.

Executive

Number 25 – These principles and procedural provisions are executed by the Rector.