

# MIDDLE EAST TECHNICAL UNIVERSITY

## DIRECTIVES ON THE VISITING SCHOLARS, POSTDOCTORAL RESEARCHERS, AND GRADUATE VISITING RESEARCHERS PROGRAM

### CHAPTER ONE

#### Purpose, Scope, Definitions, and Fundamental Principles

##### Purpose and Scope

**ARTICLE 1** – (1) The purpose of these Directives is to regulate the procedures and principles for the implementation of the Postdoctoral Researcher Program, the Visiting Scholar Program, and the Graduate Visiting Researcher Program carried out within the University.

(2) This Directive covers researchers who will conduct their studies at the University under the categories of Postdoctoral Researcher, Visiting Scholar, and Graduate Visiting Researcher as defined below.

These include:

- a) Researchers who will serve as Postdoctoral Researchers in research projects conducted at the University,
- b) Researchers who will conduct research and/or collaboration at the University as Visiting Scholars upon the invitation of a faculty member of the University,
- c) Researchers who will conduct research at the University as Graduate Visiting Researchers.

##### Definitions

**ARTICLE 2** – (1) For the purposes of this Directive:

- a) **Research Coordination Office** means the Middle East Technical University Research Coordination Office that monitors the application, admission, and implementation processes of researchers within the relevant program,
- b) **Advisor** means a faculty member employed on a permanent basis at the University who agrees to provide academic guidance and supervision to researchers visiting the University,
- c) **Postdoctoral Researcher** means a researcher holding a doctoral degree who plans to conduct postdoctoral research at the University under the supervision of a faculty member,
- d) **Visiting Scholar** means a faculty member researcher holding a doctoral degree who will come from any domestic or international university to conduct research at the University upon the invitation of a faculty member of the University,
- e) **Graduate Visiting Researcher** means a researcher who is pursuing graduate education or has completed graduate education at any domestic or international university and does not hold a doctoral degree,
- f) **Program** means the Middle East Technical University Postdoctoral Researcher Program, Visiting Scholar Program, and Graduate Visiting Researcher Program,

- g) President's Office** means the President's Office of Middle East Technical University,  
**h) Senate** means the Senate of Middle East Technical University,  
**i) University** means the Middle East Technical University,

## **Fundamental Principles**

**ARTICLE 3 – (1)** The Program is implemented within the framework of the following fundamental principles:

- a) The Program aims to encourage joint research between postdoctoral researchers, visiting scholars, or graduate visiting researchers and faculty members of the University who are experts in their respective fields, and to enhance scientific interaction.
- b) The Program is based on the principle of temporarily appointing Postdoctoral Researchers, Visiting Scholars, and Graduate Visiting Researchers at the University if they are employed as faculty members at a domestic university or are working/studying at a public or private institution.
- c) Full-time academic or administrative staff employed by the University are not eligible to participate in the Program.

## **CHAPTER TWO Application Process and Responsibilities**

### **Application Process**

**ARTICLE 4 – (1)** Candidates to be appointed as Postdoctoral Researchers may apply within seven (7) years following the date of completion of their doctoral degree. In cases where a female researcher takes maternity leave within this period, one (1) additional year shall be added for each childbirth.

(2) There is no time limitation following the completion of the doctoral degree for candidates to be appointed as Visiting Scholars.

(3) In order for a Postdoctoral Researcher to participate in research activities at the University and benefit from the rights granted to visiting researchers, a faculty member of the University must agree to act as an advisor, invite the researcher to the University, and the postdoctoral research application jointly prepared by the faculty member and the candidate must be approved.

(4) In order for a Graduate Visiting Researcher to participate in research activities at the University and benefit from the rights granted to visiting researchers, a faculty member of the University must agree to act as an advisor, and the graduate research application jointly prepared by the faculty member and the candidate must be approved.

(5) Candidates who receive scholarships under TÜBİTAK BİDEB Domestic Postdoctoral Research Fellowship Program, TÜBİTAK BİDEB Visiting or Sabbatical Scholar Support Program, and TÜBİTAK International Leading Researchers Program, as well as fellows who will work as postdoctoral researchers in projects supported under TÜBİTAK ARDEB/TEYDEB programs and who meet the Program application requirements, may also be appointed under this

Program. For these candidates, the duration of their activities at the University shall be determined based on the duration of the scholarship or project.

**ARTICLE 5** – (1) If the Postdoctoral Researcher or Visiting Scholar is not a faculty member at a domestic university and is not employed by a public or private institution, the Advisor/Inviting Faculty Member shall submit the “Research Proposal Form” related to the research project in which the Postdoctoral Researcher or Visiting Scholar will work to the Research Coordination Office through the relevant Department Chair / Head of Department / Center Director and Dean / Institute Director. In such cases, the Postdoctoral Researcher or Visiting Scholar may commence research activities at the University upon the approval of the Rectorate.

(2) If the Postdoctoral Researcher or Visiting Scholar is a faculty member at a domestic university or is employed by a public or private institution, the Rectorate shall request, through an official letter, the temporary assignment of the Postdoctoral Researcher or Visiting Scholar to the University for the period specified in the application, from the university or institution to which the researcher is affiliated.

(3) The faculty member advising the Graduate Visiting Researcher shall submit the “Research Proposal Form” related to the research project in which the researcher will work to the Research Coordination Office through the relevant Department Chair / Head of Department / Center Director and Dean / Institute Director.

## **Responsibilities**

**ARTICLE 6** – (1) The responsibilities of the Advisor/Inviting Faculty Member within the scope of the Program are as follows:

- a) To initiate and follow up the application process for participation in the Program.
- b) To ensure that Postdoctoral Researchers, Visiting Scholars, and Graduate Visiting Researchers who are required to work in laboratory environments receive Laboratory Safety Training and sign a declaration confirming completion of such training.
- c) To communicate all requests related to the Program to the Research Coordination Office through the relevant Department / Institute / Department / Center.
- d) To ensure the provision of the laboratory infrastructure and consumable materials required by the Postdoctoral Researcher, Visiting Scholar, or Graduate Visiting Researcher during their research activities. The execution of project expenditures and fixed asset registrations for researchers funded through research grants under the Program is also the responsibility of the Advisor/Inviting Faculty Member.
- e) To inform the Research Coordination Office through the relevant unit in the event that the Postdoctoral Researcher, Visiting Scholar, or Graduate Visiting Researcher leaves prior to the end of the appointment period.

(2) The responsibilities of the Postdoctoral Researcher, Visiting Scholar, or Graduate Visiting Researcher are as follows:

- a) To comply with the rules and regulations of the University.

b) To carry out research activities in accordance with the work plan jointly prepared with the Advisor/Inviting Faculty Member.

c) In academic publications resulting from the research, the researcher must indicate the University as the institution where the research was conducted. Upon request, the researcher may also include their home institution or university.

d) In the event that the research results in products that may constitute the subject of intellectual property rights such as patents, utility models, industrial designs, or know-how, the obligations applicable to University faculty members shall also apply to Postdoctoral Researchers, Visiting Scholars, and Graduate Visiting Researchers.

### **CHAPTER THREE** **Miscellaneous Provisions**

**ARTICLE 7** – (1) In cases where a researcher requests a change of advisor, the request shall be submitted in writing, together with justification, to the Research Coordination Office through the affiliated unit (Department / Institute / Department / Center). If the Advisor also does not wish to continue working with the researcher, a written request shall be obtained from the Advisor and the necessary procedures shall be initiated to terminate the appointment under the Program. If the researcher requests to work with another advisor, the application and evaluation processes related to the Program shall be re-initiated.

**ARTICLE 8** – (1) Postdoctoral Researchers, Visiting Scholars, and Graduate Visiting Researchers shall be issued a **Visiting Researcher Personnel Identity Card**. They may benefit from dining hall, library, e-mail, METU-Pass, vehicle sticker, and sports services under the Visiting Researcher category.

(2) Postdoctoral Researchers, Visiting Scholars, and Graduate Visiting Researchers coming from abroad are required to have a Health Insurance Certificate.

(3) Guesthouse and dormitory facilities to be provided to Postdoctoral Researchers, Visiting Scholars, and Graduate Visiting Researchers are limited to the available capacity of the University. Applications for guesthouse and dormitory accommodation shall be submitted through the relevant Department / Institute / Department / Center.

(4) Upon completion of their assignment period, Postdoctoral Researchers, Visiting Scholars, and Graduate Visiting Researchers must return their Visiting Researcher Personnel Identity Card to the Research Coordination Office through their department.

**ARTICLE 9** – (1) Appointments made within the scope of the Program are limited to the duration of the project specified in the research proposal. If the research is not completed within three (3) years, the appointment period may be extended by one (1) additional year at the end of the three-year period.

**ARTICLE 10** – (1) Foreign national Postdoctoral Researchers, Visiting Scholars, or Graduate Visiting Researchers who fall within the scope of the Program and who will not teach courses or whose appointment period will not exceed two (2) years shall personally apply for residence permits through the Ministry of Labor and Social Security's E-Exemption System. An officially

approved document containing information such as the scope of the research, the faculty member with whom the researcher will work, and the start and end dates of the research shall be prepared by the Research Coordination Office for the application. Foreign national Postdoctoral Researchers or Visiting Scholars who will teach courses or whose appointment period will exceed two (2) years (Foreign Guest Faculty Members) must be notified to the Council of Higher Education through the Personnel Department.

**ARTICLE 11** – (1) **Identity procedures** for Visiting Scholars and Graduate Visiting Researchers who will visit the University **for a period shorter than three (3) months** shall be carried out by the General Secretariat.

#### **CHAPTER FOUR** **Entry into Force and Enforcement**

**ARTICLE 12** – (1) The “Middle East Technical University Postdoctoral Researcher Directives (DOSAP-B)” and “Middle East Technical University Postdoctoral Researcher Directives (DOSAP-C)” dated 06/04/2023 have been repealed.

**ARTICLE 13** – (1) This Directive was approved and entered into force by the METU Senate on 11/11/2025.

**ARTICLE 14** – (1) The provisions of this Directive shall be enforced by the President of Middle East Technical University.