



Date of Senate Resolution: 26.07.2024

Meeting No: 07

CYPRUS AYDIN UNIVERSITY
DIRECTIVE ON THE PRINCIPLES TO BE FOLLOWED IN DOMESTIC AND
INTERNATIONAL ASSIGNMENTS

Article 1 - The purpose of this Directive is to regulate the principles governing the temporary domestic and international assignments of the academic staff of Cyprus Aydin University.

Article 2 - Assignments shall be categorized as follows:

a) Short-term assignment:

These are assignments of academic staff for a period of up to three months (including three months) for the purposes of attending scientific meetings, conducting examinations, research, and practical applications.

For assignments related to examination, research, and practical applications, it is required that a preliminary report on the relevant subject be approved by the Faculty Administrative Board. Participation in congresses is principally expected to involve the presentation of a scientific paper.

b) Long-term assignment:

These are assignments of academic staff for a period exceeding three months for the purposes of conducting examinations, research, and practical applications, based on a work programme approved by the relevant administrative boards.

Article 3 - Academic staff may be granted permission by the Rector and the Chair of the Board of Trustees to participate, without receiving travel allowances from their institution, in domestic and international congresses, conferences, seminars, and similar scientific meetings, as well as other meetings related to their academic disciplines and professions; to undertake research and examination visits; and to remain in locations required by their research and examination activities. In cases where such assignments exceed fifteen days, require the payment of travel allowances, or involve expenses arising from research and examination that must be covered by the university's revenues, the decision of the relevant administrative board, the recommendation of the Rector, and the approval of the Chair of the Board of Trustees shall be required.

For both short-term and long-term assignments, the opinion of the Scientific Research Projects (BAP) Commission shall also be obtained.

Temporary duty travel allowances shall be paid from the institutional budget for those assigned on behalf of the higher education institution, and from the budget of the relevant external institution for those assigned on behalf of an institution outside the university.

All academic staff who participate in domestic or international congresses, conferences, seminars, and similar scientific meetings, as well as other meetings related to their academic



disciplines and professions, or who undertake research and examination visits, are obliged to submit detailed activity reports concerning the scientific meeting or research/examination visit they attended to their affiliated Dean's Office and the Rectorate upon their return to the University.

Article 4 - For domestic and international assignments to be approved, it is required that the Faculty Administrative Boards determine, upon the recommendation of the Head of Department, that the educational and instructional programmes of the relevant unit will not be disrupted.

Article 5 - The following conditions shall apply for long-term assignments:

- a) If academic staff assigned abroad are provided with scholarships or remuneration by foreign institutions, they may be considered on paid or unpaid leave for the duration of their assignment by decision of the University Administrative Board.

The decision as to whether the relevant staff members shall be considered on paid or unpaid leave shall be based on whether the scholarship or remuneration obtained in the foreign country is sufficient to cover their living expenses.

The duration of paid international assignments for faculty members shall not exceed one year. At the end of one year, if deemed necessary upon the staff member's request, this period may be extended for up to one additional year on an unpaid basis.

- b) Professors and associate professors employed on a part-time basis who participate in activities abroad to enhance their knowledge and experience or to conduct scientific research shall not have their expenses covered by the university budget. Such staff may initially be granted unpaid leave for up to one year, and, if deemed necessary, for up to one additional year. In short-term assignments, they may not benefit from university budgetary resources other than their salaries.
- c) Instructors may only be assigned abroad for short-term assignments.
- d) Research assistants or academic staff appointed to such positions may be assigned abroad for up to two years, provided that they have served at the university for at least one year and undertake compulsory service obligations in accordance with the general provisions.

Article 6 - Long-term assignments and extensions of assignment periods shall be decided upon with the approval of the Rector and the Board of Trustees, based on the recommendation of the relevant administrative board.

Article 7 - Academic staff assigned abroad are obliged to submit a detailed activity report prepared in accordance with their approved work programme to the Rectorate within one month of their return to the country.

Article 8 - This Directive shall apply to international assignments carried out in accordance with intergovernmental cultural agreements, agreements concluded between universities and foreign universities approved by the Council of Higher Education, and international assignments made pursuant to the relevant provisions of the Higher Education Law No. 2547 of the Council of Higher Education (YÖK).



Article 9 - This Directive shall enter into force on the date of its publication.

Article 10 - The Rector of Cyprus University of Science shall be responsible for the implementation of this Directive.