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1. OBJECTIVE

The objective of this procedure is to set the guidelines for application to post-doctoral researcher positions and for evaluation, start and end of employment of the post-doctoral researchers at Koç University.

2. SCOPE

The scope includes faculty members working at Koç University.

3. REFERENCES

Labor Act No. 4857, Social Insurance and General Health Insurance Act No. 5510, Higher Education Act No. 2547, and TÜBİTAK BİDEB General Guidelines for Grants, Support and Competitions.

4. RESPONSIBILITIES

4.1. The partition of responsibilities for the preparation and execution of the procedure will be as follows:

4.1.1 The Vice President for Research and Development (VPRD) is responsible for the definition of the basic principles and application thereof within the university.

4.1.2 The faculty members are responsible for the application of the procedure in accordance to the basic principles.

4.1.3 The Human Resources Directorate is responsible for the application of the updated laws and regulations concerning the payment and benefit applications, and informing the units concerned.

4.1.4 The Finance and Accounting Directorate is responsible for the follow-up on laws, updates and application.

4.1.5 The Dormitory Management is responsible for the planning of housing, if offered, for the post-doctoral researchers, and for sharing this information with related departments.

4.1.6 The Administrative Assistant of VPRD is responsible for informing all related departments on the employment decision of and the offered conditions to the post-doctoral researchers.

5. DEFINITIONS

5.1. *Post-doctoral researcher*

A person with a PhD degree assigned to participate in research projects in the University under the supervision of a faculty member.

5.2. *Post-doctoral researcher Support Program*


A program offering post-doctoral researchers a possibility to work on research projects under the supervision of a faculty member.

5.3. *Project Investigator*

A faculty member of Koç University with whom a post-doctoral researcher works on a project.


5.4. *Shared Housing*

An apartment leased by the University to accommodate multiple post-graduate and doctoral students and post-doctoral researchers.

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6. BASIC PRINCIPLES

- 6.1.** A post-doctoral researcher with a PhD degree must work under the supervision of a faculty member and be assigned to a research project of the faculty at Koç University.
- 6.2.** Post-doctoral researchers are classified under the following categories:
- 6.2.1. Post-Doctoral Researchers Funded by KU (PostDoc-Full):** These are post-doctoral researchers whose salary, health insurance, and accommodation are funded by KU;
- 6.2.2. Post-Doctoral researchers Funded on a Restricted Budget from External Sources (PostDoc-Part):** Grants issued by TÜBİTAK, TÜBA and various other public institutions to post-doctoral researchers generally provide the researcher's salary only. Koç University, however, may grant additional benefits to these researchers as per the regulations of the institutions.
- 6.2.3. Post-Doctoral Researchers Funded by External Sources (PostDoc-Ext):** In projects conducted by the European Commission and the private sector, salary, food, health insurance and accommodation support of the post-doctoral researchers are provided by the project budget.
- 6.3.** Approval by the Vice President for Research and Development is necessary for a post-doctoral researcher to work at Koç University.
- 6.4.** The salaries and additional benefits of the post-doctoral researchers are determined by Koç University, based on the evaluation of the credentials of the candidates, in addition to the budgetary constraints of the funds that support post-doctoral researchers.
- 6.4.1. PostDoc-Full:** The salaries of the researchers are decided by Vice President for Research and Development.
- 6.4.2. PostDoc-Part:** The salaries of the post-doctoral researchers working at publically funded projects, such as TÜBİTAK and TÜBA, or receiving grants directly from these institutions are to be determined in accordance with the regulations of the funding institutions.
- 6.4.3. PostDoc-Ext:** The salaries of post-doctoral researchers funded by the private sector/European Commission and other projects are to be determined by the project investigators.
- 6.5.** The entire budget and the benefits offered to post-doctoral researchers are to be specified in the "Proposal Form," in Appendix A.
- 6.6.** The regulations of accommodation provided to post-doctoral researchers are as follows:
- 6.6.1.** For **Single** researchers, the shared housing with other post-doctoral researchers may be provided.
- 6.6.2.** For **Married** post-doctoral researchers, a furnished apartment in nearby KU Rumelifeneri Campus may be allocated, upon availability, with a partial support for its rent if stated in the contract. The partial support for the rent is 500 TL/net for the year 2012, and is funded from the Institutional Budget of the University reserved for post-doctoral researchers as approved by the Vice President for Research and Development. The remainder of the rent and other expenses of the apartment will be covered by the post-doctoral researcher.

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6.6.3. In cases of unavailability of the shared housing, a housing allowance (500 TL net for the year 2012) may be provided if it is stated in the contract. The housing allowance is expected to be funded from the related budget as follows:

6.7.3.a. PostDoc-Full: The housing allowance is funded from the KU Overhead budget.

6.7.3.b. PostDoc-Part: The housing allowance is funded from the KU Overhead budget.

6.7.3.c. PostDoc-Ext: The housing allowance is funded from the project budget.

6.6.4. The standard amount of housing allowance is determined and announced by the President or the Vice President for Research and Development for every academic year. However, the amount of the allowance may vary for special circumstances, for which it is determined by the Vice President for Research and Development for the categories of PostDoc-Full and PostDoc-Part, and, with the recommendation of the project supervisor, for PostDoc-Ext.

6.6.5. All requests beyond those stated above are subject to the approval of the Vice President for Research and Development.

6.6.6. The postdoctoral researchers may also request some furnishing items, depending upon their availability, from the list given in Appendix B.

6.7. Additional benefits to be given to the post-doctoral researchers are to be funded from the related budget as follows:

6.7.1. PostDoc-Full: All benefits (rent/health-insurance/food) are to be funded from the KU Overhead budget.

6.7.2. PostDoc-Part: All benefits (rent/health-insurance/food) are to be funded from the KU Overhead budget.

6.7.3. PostDoc-Ext.: All benefits are funded from the budget of the related project.


7. METHOD

7.1. Process of Application

7.1.1. A research-track faculty member of Koç University, who wishes to recruit a post-doctoral researcher for his/her research project, applies to the Office of Vice President for Research and Development with the curriculum vitae and references of the nominee. In addition, information on the duration of employment, suggested range of salary, and the budget to be used for financing of the salary and the other benefits are to be provided.

7.2. Evaluation of Application and Declaration of Employment

7.2.1. The application files are examined by the Vice President for Research and Development, and evaluated after a consultation with the nominating faculty. For nominees to be funded by the University, the acceptance, salary and benefits are decided by the Vice President for Research and Development after a consultation with two faculty members specializing on the subject of the research (not necessarily from Koç University). For the

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nominees expected to be supported by the externally funded research projects, no consultation may be needed.

The administrative assistant to the Vice President for Research and Development prepares the “Proposal Form” based on the information received from the Vice President for Research and Development, and shares it with the Human Resources Directorate.

- 7.2.2.** The Proposal Form shall include the name of the post-doctoral researcher, the name of the project he or she will be working on, duration of the employment, the faculty member he or she will be working with, benefits and the budget(s) to be used to support the post-doctoral researcher at Koç University.
- 7.2.3.** For the Proposal Form to be issued, the salary information has to be noted on the form by hand, and the form be signed by the Vice President for Research and Development, and forwarded to the office of Human Resources Directorate in a sealed envelope.
- 7.2.4.** The project investigator is informed by the Administrative Assistant of the Vice Presidency for Research and Development on the employment status of the post-doctoral researcher by e-mail.
- 7.2.5.** The office of Human Resources Directorate prepares the job offer in accordance with the Proposal Form and shares it with the post-doctoral researcher. The office of Human Resources Directorate, upon receiving the acceptance of the offer of employment, starts the employment process and informs the related departments.

7.3. Employment Processes

- 7.3.1.** Topics such as arrival at the campus, information about housing planning, office planning, laptop planning, and issues regarding e-mail accounts and the health insurance of a post-doctoral researcher who has signed his or her contract are under the responsibility and administration of the Human Resources Directorate.

7.4. Completion of the Program


- 7.4.1.** As the usual duration of the program is two years, though special circumstances may occur, it is under the responsibility of the project investigator and Human Resources Directorate to follow up on the completion of a post-doctoral researcher’s program.

8. RECORDS

- All application documents and the related correspondence of the post-doctoral researcher are filed by the Administrative Assistant of the Vice President for Research and Development.

9. SUPERVISION


The overview and update of this procedure is under the responsibility of the Vice President for Research and Development. The supervision is conducted in September every year.

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10. TABLE OF MODIFICATIONS/DISTRIBUTION/APPROVAL

Page modified	Date	Modification	Modified By
	10.08.2012	New Print	

Distribution (Related Departments)	
All Academic Departments, the Department Of Human Resources, the Department of Financial Operations, and the Department Of The Dormitory	
Approval Of Conformity (Vice President):	Approval Of Execution (President):

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APPENDIX A – SUGGESTION FORM FOR POST-DOCTORAL RESEARCHERS

Date:

KOÇ UNIVERSITY
Human Resources Directorate

Subject: Employment of Dr.... as a post-doctoral researcher in the institution

We hereby request that the employment process of Dr..... as a post-doctoral researcher be started to work on project number entitled with Assistant Prof. Dr.

- ☞ Dr. shall work at Koç University on the project between 15 May 2011–01 April 2013 and be provided with an office space.
- ☞ He/She shall receive her salary from the budget of the.....project.
- ☞TL of rent aid shall be provided to him/her from the University Overhead Post-Doc Budget.
- ☞ He/She will receive fellowship-type health insurance support.
- ☞ He/She will be provided a SETCARD for food support.
- ☞ The expenses for the rent aid health insurance, and SETCARD will be paid from the University Overhead Post-Doc Budget.

Yours Faithfully,

Prof. Dr. M. İrşadi Aksun
Vice President



EK B – Furniture Form

List of Inventory for the Assistants' lodgings

Public Space

1	Armchair	2 Items
2	Sofa	1 Item
3	Coffee Table	1 Item
4	Side Table	1 Item
5	Dinner Table	1 Item
6	Chair	4 Items
7	Iron	1 Item
8	Ironing Board	1 Item
9	Laundry Basket	1 Item
10	Washing Machine	1 Item
11	Vacuum Cleaner	1 Item
12	Dishwasher	1 Item
13	Kitchen Table	1 Item
14	Kitchen Chair	4 Items
15	Refrigerator	1 Item
16	*Cooking Oven	1 Item
17	Curtains Matching All Windows	

Rooms

1	Single Bed	1 Item
2	Double Bed	1 Item
3	Nightstand	1 Item
4	Wardrobe	1 Item
5	Desk	1 Item
6	Bookshelf	1 Item
7	Office Chair	1 Item

Stove and microwave oven may be provided instead, depending on the design of the
* lodging.