



**FENERBAHÇE UNIVERSITY**  
**DIRECTIVE ON SUPPORTING PARTICIPATION IN ACADEMIC ACTIVITIES**

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

**Purpose**

**Article 1** (1) This directive aims to outline the procedures and principles for supporting the participation of academic and administrative staff and students from Fenerbahçe University in academic activities.

**Scope**

**Article 2** (1) This directive covers the procedures and principles for supporting the participation of Fenerbahçe University's academic and administrative staff and students in academic activities.

**Basis**

**Article 3** (1) This directive is prepared based on Article 15 of the Regulation on Academic Evaluation and Quality Improvement in Higher Education Institutions.

**Definitions**

**Article 4** (1) Definitions of the terms in this Regulation are as follows;

- a) Academic Staff: Permanent lecturers at Fenerbahçe University,
- b) Academic Activity: Scientific, artistic, and sporting activities as defined in this article,
- c) Scientific Activity: Academic activities organized in accordance with the following definitions:
  - i. National Scientific Meeting: An academic gathering where researchers or scientists from at least five different universities and/or institutions at the national level share their original opinions or findings, with papers or abstracts accepted through scientific peer review, a scientific or advisory board including faculty members from at least five different universities, a website or page, and a history of being held at least three times before.
  - ii. International Scientific Meeting: An academic gathering featuring at least five speakers who are researchers or scientists from outside the country where the meeting is held, with papers or abstracts accepted through scientific peer review, a scientific or advisory board composed of faculty members from foreign universities—

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- iii. —at least a quarter of whom are from institutions recognized as equivalent by the Council of Higher Education—a website or page, and a history of being organized at least three times before.
  - iv. A competition organized to advance science and technology, featuring a referee or a selection committee aligned with academic principles, as well as workshops, panels, conferences, or science, technology, and promotional fairs conducted for scientific purposes.
- ç) Unit: Faculties, institutes, colleges, and vocational schools within the structure of Fenerbahçe University,
- d) Unit Board of Directors: The board of directors of faculties, institutes, colleges, and vocational schools within the structure of Fenerbahçe University,
- e) Applicant: Academic and administrative personnel and students who have applied to the university for support in participating in the academic activities defined in this directive,
- f) Directorship: Director of Financial Affairs at Fenerbahçe University,
- g) Administrative Staff: The permanent administrative staff at Fenerbahçe University,
- ğ) Participant: Academic and administrative staff and students whose participation in the academic activities defined in this directive is decided to be supported by the university,
- h) Chairman of Fenerbahçe University: Fenerbahçe University Chairman of the Board of Trustees,
- ı) Student: A registered student of Fenerbahçe University,
- ı) Poster Presentation: A presentation of the text of a paper at a scientific meeting organized at the national or international level, displayed on a wall, panel, screen, etc., at the venue of the event, to be presented as posters or distributed to participants,
- j) Rector: Fenerbahçe University Rector,
- k) Rectorship: The Rectorship of Fenerbahçe University,
- l) Artistic Activity: A biennial, exhibition, screening, fair, competition, workshop, etc., organized in accordance with artistic principles, as well as art or design activities and other academic activities organized based on the following definitions:
- i) "National Art/Design Meeting: An art/design event organized by artists/designers or institutions invited by a national selection committee, where participants showcase their productions based on a defined concept and exhibit their works at the end of the event, or present papers or texts prepared by participants within the concept's context, having a website/page, and a history of being organized at least three times before,
  - ii) International Art/Design Meeting: An art/design event organized by artists/designers or institutions invited by an international selection committee, where participants perform their productions within the framework of a determined concept and exhibit their works at the end of the event, or present papers or texts prepared by participants within the context of the concept, having a website/page, and a history of being organized at least three times before,

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- m) Senate: The Senate of Fenerbahçe University,
- n) Sports Activity: A competition or contest organized at the national or international level, with a referee or selection committee, a website/page, and a history of being organized at least three times before, or an academic activity organized in accordance with the definition of national/international "scientific activity" in the field of sports sciences.
- o) Verbal or Poster Presentation of the Paper: Presentation of the paper's text to participants, either through a verbal presentation or as a poster, at a scientific meeting organized at the national or international level,
- p) University: Fenerbahçe University,
- r) University Administrative Board: The Administrative Board of Fenerbahçe University.

## **PART TWO**

### **General Provisions**

#### **General financial provisions**

**Article 5** (1) The units inform the rector in writing about the requests from academic and administrative staff and students for allowances needed to participate in academic activities during the budget preparation process. In the case that the appropriations allocated to the units for academic activities are exhausted, expenditures may be made by the rectorate, within the limits of the budget.

(2) The upper limits of financial support for participants in academic events are re-determined each year based on the proposal of the University Administrative Board and the approval of the Chairman of the Board of Trustees.

(3) The number of academic and administrative personnel, as well as the number of students in the units, are considered when allocating financial support for participants in academic events.

(4) In calculating the financial support to be provided to participants, the participation fee, accommodation, and travel expenses are considered.

(5) If the academic work to be presented at the event is prepared by multiple individuals, academic support is provided to only one person, provided that all co-authors, including the applicant, consent to the individual chosen to receive the support.

(6) The applicant must submit the application document, invitation letter, or visual materials such as posters, leaflets, catalogues, or websites related to their participation in the relevant event. In publications, such as books or magazines, published within the scope of the event, the applicant must demonstrate that they are an academic or administrative staff member or student of Fenerbahçe University and provide documentation of this status. Participants who do not meet this requirement will not be eligible for any financial support.

(7) If multiple works are submitted for the same academic event, or if an application is made for a competition in more than one category, financial support may only be requested for one of them.

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### **Characteristics that academic activities should possess**

**Article 6** (1) Academic activities for which financial support is requested must align with the definitions of "scientific activity", "artistic activity", and "sporting activity" as outlined in Article 3 of this directive.

(2) The academic portion of the activity program should last at least two days, while workshop activities related to the plastic arts should last a minimum of five days.

(3) It should be stated in the official documents, on the event's webpage, or in the proceedings book that the participant carried out the event on behalf of Fenerbahçe University.

### **Application and evaluation process**

**Article 7** (1) The applicant must be a full-time academic or administrative staff member, or a registered student at the University, on the date of the academic event.

(2) Applicants who are students must be enrolled in at least the third semester and have a GPA of at least 3.50.

(3) If an applicant is both an academic or administrative staff member and a registered student at the university, only one capacity can be chosen to apply, depending on which role will be used to participate in the event.

(4) An individual who is an academic staff member at another university and a registered student at the University can apply only as a "student".

(5) An individual who is an academic or administrative staff member of the University and a registered student at another university can apply only as "academic staff" or "administrative staff".

(6) Applications must be submitted to the secretariat of the academic unit where the academic or administrative staff member is located, or where the student is registered, at least one month before the start of the academic event. Applications submitted late, except in cases of force majeure, will not be processed.

(7) The documents that must be included in the application file are as follows:

a) Application form,

b) Invitation letter,

c) Certificate of admission to the event (the acceptance document should include the type of event, the language, and information indicating that the participant is representing Fenerbahçe University at the event). If the admission document is prepared in a foreign language, the Turkish translation must also be included in the application file)

ç) Event description (written by the organizing committee or an online source, including information such as the event's purpose, subject, content, location, and dates, list of members of the scientific/artistic board, list of members of the organizing committee, draft or finalized program schedule, etc.)

d) A document or an online source indicating that the event was peer-reviewed or selected by a selection committee,

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- e) An abstract of the paper, the presentation text (if it is a poster presentation), a summary of the artistic work/event, or a summary of the catalogue article,

If the participants are students, a student certificate of the student.

(8) The unit secretariat reviews the application for document completeness and accepts for processing if all required documents are provided. If any document is missing, the application is accepted for processing after all required documents are submitted.

(9) Applications that are accepted for processing are discussed and decided upon by the unit's board of directors within two weeks from the application date. The board of directors evaluates the application to ensure that the relevant activity meets the criteria defined for scientific, artistic, or sporting activities in Article 3, the characteristics specified in Article 5, and the conditions outlined in Article 6 of this directive. If the administrative board of the unit makes a positive decision, the application file is forwarded to the rectorate for review by the University Administrative Board.

(10) The application file is reviewed and decided upon by the University Administrative Board within one month of the application date. If the decision is positive, the approval of the Chairman of the Board of Trustees is sent to the Financial Affairs Directorate for final approval.

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## **Transfer of financial support to the participant and the required documents.**

**Article 8** (1) Documents required for the transfer of financial support to the participant after the academic event:

- a) Certificate of participation approved by the academic event organizing committee (the certificate should state that participation was made on behalf of Fenerbahçe University).
- b) The relevant section of the passenger ticket issued in the participant's name,
- c) For international participation, a photocopy of the passport pages stamped by the passport control or a photocopy of the document replacing the passport.
- ç) Invoice or equivalent documents,
- d) The complete text of the declaration or the full text or catalogue article related to the artistic work/event (if this condition is not fulfilled within two months from the date of the event's conclusion, financial support cannot be provided to the participant).

## **PART THREE FINAL PROVISIONS**

### **Temporary Provision**

**Article 9** (1) Academic activities initiated before the adoption of this directive are not covered by the provisions.

### **Effective Date**

**Article 10** (1) This directive takes effect on the date of approval by the Chairman of the Board of Trustees after its adoption in the senate.

### **Implementation**

**Article 11** (1) The provisions of this Regulation are implemented by the Rector.

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**Oct 1: APPLICATION FORM FOR PARTICIPATION IN ACADEMIC EVENTS**

<b>The Applicant (Academic Staff/Administrative Staff/Student)</b>			
First Name - Last Name	Title	Department (Faculty, Institute, College, Vocational School)	
	<input type="checkbox"/> Prof. Dr. <input type="checkbox"/> Assoc. Dr. <input type="checkbox"/> Dr. Lecturer <input type="checkbox"/> Lecturer <input type="checkbox"/> Research Assoc. <input type="checkbox"/> Student <input type="checkbox"/> Administrative (Role.....)		
Field / Department Branch / Program	Institution Registration No. / Student No.	Class	GPA
T.R. Identity No	E-mail address	GSM Number	
Event Name			
Event Type	<input type="checkbox"/> Congress-Symposium      Panel <input type="checkbox"/> Workshop-Atelier <input type="checkbox"/> Fair-Exhibition <input type="checkbox"/> Contest- Competition <input type="checkbox"/> Other: .....		
The Institution Organizing the Event and the Country Hosting the Event	Institution:	Country:	
Language and Time Frame of the Event	Language: ..... Time Frame: .../.../20..... and ...../.../20.....		
Purpose of Participation in the Event	<input type="checkbox"/> Verbal Presentation of the Paper <input type="checkbox"/> Poster Presentation of the Paper <input type="checkbox"/> Participation in a Sports Event <input type="checkbox"/> Participation in an Artistic Event <input type="checkbox"/> Invited Speaker		
Project Support	<input type="checkbox"/> Support Provided for Project (Project No. ) <input type="checkbox"/> Project Support included in the Expenditure item <input type="checkbox"/> Project Support not included in the Expenditure item <input type="checkbox"/> Support not Provided for Project		
Application Date, Signature	...../...../20.....      Signature:		
<b>Participants Providing Consent in Collaborative Works</b>			
Title, First Name-Last Name	Unit	Signature	

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<b>The Head of the Department in Faculties and Colleges, the Head of the Department in Institutes, the Head of the Department / Program in Vocational Schools, The Opinion of the Head of the Department / Directorate for Administrative Personnel</b>	
<input type="checkbox"/> Positive; justification:	
<input type="checkbox"/> Negative; justification:	
Date: ..... / ..... / 20.....	Signature:

**Oct. 2: EVALUATION FORM FOR THE ACADEMIC ACTIVITY PARTICIPATION APPLICATION**

<b>The Applicant</b> (Academic Staff / Administrative Staff / Student)	
First Name - Last Name	
Title	<input type="checkbox"/> Prof. Dr. <input type="checkbox"/> Assoc. Dr. <input type="checkbox"/> Dr. Lecturer <input type="checkbox"/> Lecturer <input type="checkbox"/> Research Assoc. <input type="checkbox"/> Student <input type="checkbox"/> Administrative (Role      )
GSM Number	
E-mail address	
Event Name	
Title of the Study (Name)	
Type of Study	<input type="checkbox"/> Full Text Statement <input type="checkbox"/> Summary Statement • Poster Information <input type="checkbox"/> The Work of Art: ..... .... <input type="checkbox"/> Sport Branch: ..... .....
Departure and Return Dates	Departure: ..... / ..... / 20....., Return: ..... / ..... / 20.....
Whether the Applicant Has Any Role Other Than "Participation" in the Event	<input type="checkbox"/> Yes (Role: .....) <input type="checkbox"/> No

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Books, Magazines, CDs About the Event etc. If Printed, Printing Information (Specify in the Evaluation Form Addendum.)	Title: Editor: Publisher: Date of Publication: ISBN / ISSN No:
A Registration Fee for the Event Has Been Paid or Not (If the payment has been made, the payment document must be submitted)	<input type="checkbox"/> Yes (Amount: .....) <input type="checkbox"/> No
Whether Support was Received from Any Other Institution During Participation in the Event	<input type="checkbox"/> Yes (Amount: . ) <input type="checkbox"/> No

**ADDENDUM 3: UPPER LIMITS OF FINANCIAL SUPPORT (ACADEMIC YEAR : 20.../-20...)**

Domestic Congress Within Istanbul	Domestic Congress Outside Istanbul	International Congress First Group (Countries whose capital is located less than 4,000 km from Istanbul: Countries in Europe, Central Asian Republics, Pakistan, Afghanistan, countries in the Middle East and the Caucasus, North African Countries, Chad, Niger, Mali, Sudan, Eritrea, Djibouti, Ethiopia.) (US Dollar)	International Congress Second Group Countries whose capital is located more than 4,000 km from Istanbul: Other countries in Africa, other countries in Asia, countries in Oceania, and countries in the Americas. (US Dollar)
7.500 TL	10.000 TL	\$1500	\$2000

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## COMMENTS

- 1) The upper limits listed in this table are re-determined annually based on the proposal of the University Senate and the approval of the Chairman of the Board of Trustees.
- 2) The amounts specified in the table cannot be exceeded. Therefore, it is advisable to make travel and accommodation reservations well in advance.

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