

KHOCA AKHMET YASSAWI INTERNATIONAL KAZAKH-TURKISH UNIVERSITY

EURASIAN RESEARCH INSTITUTE PRINCIPLES AND PROCEDURES FOR ACCEPTANCE OF VISITING RESEARCH FELLOWS

PART ONE

Purpose, Scope, Cause and Definitions

Purpose and Scope

Clause 1. (1) The purpose of these principles and procedures is to design the process of the fellowships for visiting research fellows who are currently enrolled in a PhD program or who have a doctoral degree and who will conduct a research at the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University, Kazakhstan.

Cause

Clause 2. (1) These procedures and principles are prepared on the basis of the clause 11 (f) of the Regulations of the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University.

Definitions

Clause 3. (1) Definitions in this document involve the following concepts;

a) Fellowships: The fellowship is allocated to visiting research fellows in order to conduct national and international projects in the fields such as economics, finance, energy, international relations, security, transportation, technology, education, culture, art, language, religion, philosophy, sociology, political science, history, archeology and environmental protection,

b) Institute: The Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University,

c) Director of the Institute: The Director of the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University,

d) Visiting Research Fellow: The visiting research fellow who is currently enrolled in or who have a doctoral degree and who will conduct a research at the Eurasian Research Institute of the Khoca Akhmet Yassawi International Kazakh-Turkish University,

e) Chairman of the Board of Trustees: The Chairman of the Board of Trustees of the Khoca Akhmet Yassawi International Kazakh-Turkish University,

f) University: The Khoca Akhmet Yassawi International Kazakh-Turkish University,

g) Management Board: The Management Board of the Eurasian Research Institute that consists of the Director of the Institute and four members appointed by the mutual decision of the Rector and the Co-Rector of the Khoca Akhmet Yassawi International Kazakh-Turkish University.

h) Higher Education Council: The Higher Education Council of the Republic of Turkey.

PART TWO

Application, Assessment and Acceptance

Terms of Application

Clause 4. (1) The provisions for acceptance of Visiting Research Fellows:

a) The visiting research fellow should have a degree as a professor, lecturer, associate professor, doctor or should be a doctoral student at a university outside the Republic of Kazakhstan,

b) The visiting research fellow should submit an interdisciplinary project which is related to historical, socio-cultural, political and economic structures of the Eurasian countries and/or the Turkic-speaking countries. The submitted project should also have the ability to make a significant contribution to the Kazakh-Turkish relations in both regional and global scale,

c) The visiting research fellow should have an official permission from his/her institute/university,

d) The visiting research fellow should not receive a fellowship from any other institution to conduct his/her project,

e) For male visiting research fellows - all issues related to the military duty should be resolved,

f) The visiting research fellow should not be living in Kazakhstan at the time of application,

g) The visiting research fellow should send an application to the Institute by an e-mail or apply on the website of the Institute between the dates specified in the website. The following documents should be attached to the application:

- 1) Application form,
- 2) A copy of ID or passport,
- 3) A copy of the PhD diploma or a document confirming that the applicant is a doctoral student,
- 4) Information on military duty,
- 5) Certificate of employment (for the applicants who are employed in an institute/university),
- 6) Brief biography and an information regarding scientific studies,
- 7) Two letters of recommendation,
- 8) A project proposal for the research project (in accordance with the form established by the Institute).
- h) Project proposals should be provided in two printed copies and on a CD-ROM.türkçede yok!!!

Assessment and Acceptance

Clause 5. (1) Selection process for the applicants are carried out as follows:

a) The application and other submitted documents are evaluated by the Management Board. Applications that do not meet the requirements or do not include a complete set of documents are not accepted.

b) Accepted applications are subjected to a peer review assigned by the Management Board for compliance with the requirements and goals, and for compliance with the required academic level. After this process, the Evaluation Report (Appendix 1) is filled in.

c) Blind peer review process is applied to the evaluation process.

d) Visiting research fellows are determined by the Management Board on the basis of the Evaluation Report. The final decision of the Management Board is made after the approval of the Chairman of the Board of Trustees.

e) The Contract (Appendix 2) is signed between the accepted visiting research fellow and the Director of the Institute.

PART THREE Fellowship and The Other Issues

The Amount of Fellowship and Terms of Payment

Clause 6. (1) The amount of fellowship appointed to visiting research fellows in the course of the project can not exceed the amount determined by the Board of Higher Education of the Republic of Turkey according to the regulation “Principles and Procedures for Support to

Lecturers and Researchers Sent Abroad For Training Purposes and the Other Issues’’. The Management Board has a right to increase the amount of payment per diem by 20% percent by taking into account specific features of the project such as personal dignity, unique contribution to the field of research, etc. or to decrease the amount for some other reasons.

(2) The Institute’s fellowship is gratuitous provided that these principles and procedures are abided.

(3) The fellowship payment period starts with the implementation the project and ends with the finalizing of the project. The payment period cannot be less than 1 month and more than 12 months.

(4) The initial payment is made as an advance. The following payments are made at the end of each month.

(5) Travel expenses of visiting research fellow (economy class tickets) for the first visit to Almaty and the final departure to Turkey are reimbursed, provided that the cost does not exceed the amount indicated in the “Principles and Procedures for Support to Lecturers and Researchers Sent Abroad For Training Purposes and the Other Issues” and upon presentation of documents confirming travel expenses.

(6) The visiting research fellowship is valid for the current academic year and it cannot be transferred to another academic year.

(7) No copyright fees are paid out for the project carried out in the framework of the visiting research fellowship program. This issue is decreed with the Contract.

(8) Visiting research fellow may be granted additional payments for participation in research activities, the supply of academic sources, the acquisition of necessary materials, field, ground and other similar expenses only with the amount indicated in the research project and project budget according to the proposal of the Director of the Institute and the approval of the Management Board.

(9) A financial support can be given for a participation to a scientific activity in/outside Kazakhstan. In order to have this financial support, the scientific activity should be directly related to the topic of the project and the application to the activity should be is submitted not later than one month before the date of the activity. In these circumstances, travel costs and costs of participation may be covered by the Institute.

(10) The health insurance expenses of visiting research fellow are covered by the Institute, given that the costs do not exceed the amount indicated in the “Principles and Procedures for Support to Lecturers and Researchers Sent Abroad For Training Purposes and the Other Issues” and upon presentation of relevant documents.

Obligations for the Visiting Research Fellow

Clause 7. (1) The fellow is required to complete the project between the dates indicated in the project and submit it to the Institute.

(2) After the peer review, the project is published by the Institute in either electronic or printout version as a publication of the Institute.

(3) If the project is published in any other way, it is necessary to specify that the project has been prepared with the visiting research fellowship from the Institute.

(4) Upon a request from the Institute, the research fellow may be appointed to participate in the preparation process for scientific conferences, congresses, symposiums and other activities without an extra payment.

(5) For the activities not defined according to these principles and procedures, the research fellow is required to act according to the decisions of the Management Board.

The Withdrawal of Fellowship and Provisions for Refund

Clause 8 (1) The fellowship can be withdrawn by the Institute according to the decision of the Management Board in following circumstances:

- a) When the visiting research fellow receives either a fellowship or a salary from any other organization,
- b) When the information or the documents provided by the visiting research fellow is found to be false or invalid,
- c) When the visiting research fellow changes his/her research field/topic without any reason (except the reasons that can be accepted as excusable by the Management Board),
- d) When the visiting research fellow leaves the country without completing the research project without any reason (except the reasons that can be accepted as excusable by the Management Board),
- e) When the visiting research fellow can not meet the required criteria determined by the Management Board,
- f) When the visiting fellow involves in a serious violation of law except for violations of negligence,
- g) When the visiting fellow fails to deliver his/her research project to the Institute between the dates indicated in the official documents .

(2) In the event of occurrence of reasons stated in the Article 1 of the Clause 8 of these principles and procedures, all fellowship expenses and payments, taking into account legal interest and accrual, are returned to the budget of the Institute.

PART FOUR Other Provisions

Inurement

Clause 9 (1) These principles and procedures are enacted after the approval of the Management Board of the Institute.

Implementation

Clause 10 (1) An implementation of these principles and procedures is carried out by the Director of the Eurasian Research Institute.