

**ALTINBAŞ UNIVERSITY**  
**PROCEDURES AND PRINCIPLES TO BE APPLIED IN THE REAPPOINTMENT OF RESEARCH ASSISTANTS**

**CHAPTER ONE**

**Purpose, Scope, Basis, and Definitions**

**Article 1 – Purpose**

The purpose of these Procedures and Principles is to regulate the methods to be applied in the reappointment of research assistants working at Altınbaş University.

**Article 2 – Scope**

These Procedures and Principles cover the tasks and processes related to the reappointment procedures of research assistants working at Altınbaş University under Articles 50/d and 33/a of the Higher Education Law No. 2547.

**Article 3 – Basis**

These Procedures and Principles have been prepared based on Articles 33/a and 50/d of the Higher Education Law No. 2547.

**Article 4 – Definitions**

In these Procedures and Principles,

- a) University: Altınbaş University,
- b) Rector: The Rector of Altınbaş University,
- c) Senate: The Senate of Altınbaş University,
- d) Board of Directors: The Board of Directors of Altınbaş University,
- e) Faculty Board of Directors: The Faculty Board of Directors of the academic units of Altınbaş University,
- f) Dean/Director: The Deans and Directors serving at Altınbaş University,
- g) Human Resources Directorate: The Human Resources Directorate of Altınbaş University,
- h) Research Assistant: Refers to research assistants employed at Altınbaş University,

are defined.

**SECTION TWO**

**RESEARCH ASSISTANT REAPPOINTMENT PROCEDURES**

**Article 5 – General Conditions**

- a) The relationship of those appointed to the research assistant position under Article 50/d of Law No. 2547 and who have completed their thesis-based master's degree education with the research assistant position shall continue for a maximum period of six months. The relationship of those who do not commence doctoral or artistic proficiency education related to their field at state higher education institutions within the six-month period with their research assistant positions shall be automatically terminated. Within the six-month

period, it is mandatory to send the document regarding their registration for doctoral or artistic proficiency education related to their field at state higher education institutions to the Directorate of Human Resources within 5 working days from the date of registration.

- b) Under Article 50/d of Law No. 2547, the relationship of those working in research assistant positions may be extended for one more year after they complete their doctoral education. At the end of the one-year period, the positions of research assistants who meet the performance-based criteria determined by our University may be extended for a maximum of one more year. At the end of these periods, the relationship of research assistants with their positions shall automatically terminate.

## **Article 6 - Conditions for Reappointment**

**Research assistants must meet the following conditions for reappointment. Appointments will not be made for research assistants who do not meet these conditions.**

- a) The total duration of service in the positions of research assistants appointed to these positions must not exceed the maximum periods defined in the Graduate Education and Training Regulations. These periods are, excluding scientific preparation periods, a maximum of six semesters for a thesis-based master's degree; a maximum of twelve semesters for a doctoral program; and a maximum of fourteen semesters for an integrated doctoral program. The positions of research assistants who fail to graduate from their registered program within these periods shall be terminated. The suspension of registration does not suspend the aforementioned periods.
- b) As decided at the Senate meeting dated 23.08.2024 and numbered 2022/06, for graduate programs in the fields of Social Sciences, Natural Sciences, and Health Sciences at the Graduate Education Institute, graduation publication requirements must be met at least once every two contract renewal periods.
- c) For those in the course phase of their master's or doctoral education, the cumulative GPA must be at least 3.0 out of 4.0 during the reappointment period.
- d) Term lengths are limited to the periods specified in the Law.
- e) Reappointment is subject to the current staffing situation and university needs.

## **Article 7- Reappointment Procedure**

- a) The term of appointment for research assistants automatically expires at the end of their appointment period. Following the procedures outlined in these Rules and Regulations, appointments may be made in accordance with the provisions specified in the relevant legislation.
- b) Research assistants who request reappointment at the end of their term may be reappointed for a maximum period of one year with the "favorable" opinion of the

department or division council, the recommendation of the faculty, institute, or college administrative board, and the approval of the Rector.

- c) The evaluation of research assistants proposed for reappointment in accordance with the conditions set out in Article 6 is carried out by the "Dean's Office/Directorate".
- d) In the reappointment proposals for research assistants, the proposal of the faculty, institute, or college administrative board must be accompanied by a current student certificate and information and documents confirming that the conditions specified in Article 6 are met.
- e) As a result of the evaluations conducted by the Dean's Office/Directorate, research assistants deemed suitable for reappointment are reported to the Rector's Office via EBYS with the decision of the administrative board. For research assistants who do not meet the criteria as a result of the evaluation, the reasons why they do not meet the criteria and the relevant documents are submitted to the Rector's Office.
- f) The Rector's Office notifies the Human Resources Department of the research assistants deemed suitable for appointment via EBYS. The Human Resources Department prepares the "Appointment Decree."
- g) Approved appointments are notified to the Dean's/Director's Office via EBYS. The Dean's/Director's Office then informs the relevant research assistants.
- h) Appointment Decrees are kept in the personnel's personal files.

#### **Article 8 – General Provisions:**

1. These Procedures and Principles have been prepared for the reappointment of research assistants within the scope of Articles 50/d and 33/a of Law No. 2547.
2. The working rights and obligations of research assistants during their appointment period are determined by Laws No. 2547 and 4857 and the relevant Regulations.

### **SECTION THREE**

#### **Enforcement and Implementation**

##### **Article 9 – Entry into Force**

These Procedures and Principles shall enter into force on the date they are approved by the Altınbaş University Senate.

##### **Article 10 – Implementation**

These Procedures and Principles shall be implemented by the Rector of Altınbaş University.

**Decisions on the Entry into Force of the Directive**

<b>Relevant Committee</b>	<b>Decision Date</b>	<b>Decision Number</b>
Senate	November 28, 2025	2025/12
Board of Trustees	November 28, 2025	2025/28
<b>Decisions Taken Regarding Amendments to the Directive</b>		
<b>Relevant Committee</b>	<b>Date of Decision</b>	<b>Decision Number</b>