ASSOCIATE PROFESSORSHIP APPLICATION GUIDE MARCH 2026

ATTENTION CANDIDATES!

1) Before starting the application process, it is extremely important for the candidates to carefully examine this guide, the regulations for associate professorship, the terms of application for associate professorship published on www.uak.gov.tr, and the frequently asked questions and answers related to the 2026 March Term associate professorship application. Remember to make your application as stated in the guide and pay the application fee. Failure to pay the application fee within the specified period will result in your application being incomplete, and the application information entered into the system will be considered invalid and will not be processed.

2) Applications will be made through the Associate Professorship Information System (DBS). Since no additions, deletions, or corrections can be made to the information/documents after the "Finish Application" button is hit, all information/documents entered via the system must be carefully checked and the application must be finalized only after making sure that they are correct.

3) Fees paid by the candidates who cannot complete their application within the specified period, who withdraw their application, whose application is deemed invalid or is cancelled, who deposit a fee for a transaction that does not require a fee, or who have made more than one payment for the same transaction, will not be refunded/transferred. Responsibility for the correct/incorrect payment of fees lies with the candidate.

<table>
<tr><th colspan="2">EDUCATION CERTIFICATE</th></tr>
<tr><th>Document Type</th><th>Explanation</th></tr>
<tr><td>Bachelor's Degree
(If the Education Certificate is obtained abroad, it has to be accredited through the relevant institutions.)</td><td rowspan="4">The information/documents that cannot be obtained online from the relevant institutions will be entered manually by the candidates via DBS (Associate Professor Information System) and this information will be accepted as the information declared by the candidate. In addition, the relevant document must be sent to ÜAK (Inter-Universities Council Presidency) by mail/courier or delivered in person within the application period. The physical documents to be sent with notary or official institution approval must have an approval date and the approval date must be within the calendar year of the application to Associate Professorship.</td></tr>
<tr><td>Master’s Degree
(If the Education Certificate is obtained abroad, it has to be accredited by the relevant institutions.)</td></tr>
<tr><td>Doctoral Degree
(If the Education Certificate is obtained abroad, it has to be accredited by the relevant institutions.)</td></tr>
<tr><td>Specialization in Medicine, Dentistry, Pharmacy, and Veterinary Medicine, or Proficiency in Arts
(If the Education Certificate is obtained abroad, it has to be accredited by the relevant institutions.)</td></tr>
<tr><td colspan="2">Exceptions: A Master’s degree will not be required for candidates who are given a Direct Doctorate/Integrated Doctorate equivalency certificate by the Inter-Universities Council Presidency. Bachelor’s and Master’s degree equivalence will not be required from foreign candidates who have completed their Doctoral degree/Specialization in Medicine, Dentistry, Pharmacy, and Veterinary Medicine/ Proficiency in Art training at a university in Türkiye. However, candidates who have a doctorate equivalency certificate before 10 February 2021 and who want to apply for associate professorship by declaring that they have done a direct/integrated doctorate will send “the document that shows the direct or integrated doctorate obtained from the University where the doctorate is done, a copy certified by the foreign representative or notary and its notarized Turkish translation” as a document proving this situation to the Inter-Universities Council by post/courier or deliver them by hand within the application period. The physical documents that will be delivered with a notary or official institution approval must have an approval date that is within the calendar year of the application to Associate Professorship.</td></tr>
<tr><th colspan="2">FOREIGN LANGUAGE CERTIFICATES</th></tr>
<tr><th>Document Type</th><th>Explanation</th></tr>
<tr><td>Central foreign language exam certificate given by YÖK, ÜAK, ÖSYM</td><td>The information/documents that cannot be obtained online from the relevant institutions will be entered manually by the candidates through DBS and this information will be accepted as the information declared by the candidate. In addition, they will send the relevant document to ÜAK by mail/courier or deliver it by hand within the application period. The date of approval on the physical documents to be sent with a notary or official institution approval must be within the year of application for Associate Professorship. The scores in the "PhD/Art Proficiency Center Foreign Language Exam" result documents conducted by the Center for Evaluation, Selection, and Placement (ÖSYM) cannot be used in applications for associate professorship since the aforementioned exam is conducted to measure the beginning level of doctorate/art proficiency.</td></tr>
<tr><td>Document of an international foreign language exam</td><td>The information/documents that cannot be obtained online from the relevant institutions will be entered manually by the candidates via DBS and this information will be accepted as the information declared by the candidate. In addition, they will send the relevant document to ÜAK by mail/courier or deliver it in person within the application period. The date of approval on the physical documents to be sent with a notary or official institution approval must be within the year of application for Associate Professorship. In the event that international foreign language exams, held by institutions and organizations that conduct international foreign language exams and whose equivalence is accepted by the Council of Higher Education, are held in Türkiye, it is required that these exams be held only in facilities belonging to state universities. Candidates who manually enter any of the recognized international foreign language exam results to the DBS must submit the original copy of the language proficiency document they uploaded to the DBS and if they have taken the language exam abroad, documents pertaining to entry/exit in/to the country as well as a document showing that they have been residing abroad for at least six months before the exam date, including the exam date, together with their Turkish translations have to be sent to ÜAK by mail/courier or delivered in person on the last day of the application deadline at the latest.</td></tr>
</table>

Exceptions: Candidates who upload to DBS their TOEFL IBT and Pearson PTE Academic language documents pertaining to the international foreign languages whose equivalence is recognized DO NOT NEED TO mail the original TOEFL IBT and Pearson PTE Academic language documents since ÜAK can access the exam results through the web interfaces of the exam centers with the password given to ÜAK by the TOEFL IBT and Pearson PTE Academic exam centers.

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Documents Required on the Associate Professorship Information System during Associate Professorship Applications		
Document Type	**Document Name**	**Explanation**
Education Certificate	Bachelor's, Master's, or Doctoral degree / Specialization in Medicine, Dentistry, Pharmacy, and Veterinary Medicine / Proficiency in Art. If the Education Certificate is taken abroad, its equivalence must be verified by the relevant institutions. **Exceptions: A** Master's degree is not a requirement for the candidates who are given a Direct Doctorate/Integrated Doctorate equivalency certificate by the Inter-Universities Council Presidency. Bachelor's and Master's degree equivalence will not be required from foreign candidates who have completed their Doctoral degree / Specialization in Medicine, Dentistry, Pharmacy, and Veterinary Medicine/ Proficiency in Art training in a university in Türkiye.	While entering information into the system, it is obligatory that the candidates download all education information from the relevant systems and create secure data, save for exceptional cases. Some of the information will be obtained electronically through the systems of the relevant source institutions (YÖK, ÖSYM, ULAKBİM, TUBİTAK, etc.). The information that can be obtained through the systems of the relevant institutions will be automatically filled in on the application screen and this information will be considered secure information. The information/documents that cannot be obtained from the relevant institutions will be entered manually by the candidates through the application system and this information will be accepted as the information declared by the candidate. Candidates who have a doctorate equivalency certificate before 10 February 2021 and who want to apply for associate professorship by declaring that they have done a direct/integrated doctorate will send "the document that shows the direct or integrated doctorate obtained from the University where the doctorate is done, a copy certified by the foreign representative or notary and its notarized Turkish translation" as a document proving this situation to the Inter-Universities Council by post/courier or deliver them in person within the application period. The physical documents that must be delivered with a notary or official institution's permission must have an approval date within the calendar year of the application to the Associate Professorship. **Exceptional cases:** •Candidates who have attained degrees of Specialization in Medicine, Minor Specialization in Medicine, Specialization in Dentistry, and Specialization in Pharmacy abroad will be able to upload their diplomas by manually entering their information. •Equivalency data of Associate/Bachelor's/Master's degrees from 1996 and earlier periods obtained abroad will not be checked for their original records in the relevant systems (DBYS) and this information does not have to be in electronic form. Therefore, foreign associate/undergraduate/graduate certificate equivalency holders for 1996 and earlier years will be able to upload their diploma/equivalence documents by entering their equivalence information manually. •Records of graduation information from domestic institutions in the years before 1987 do not have to be submitted in electronic form. Therefore, candidates who have domestic graduation information before 1987 will be able to upload their diploma documents by manually entering their information. •The necessary infrastructure works have been completed by the Council of Higher Education to extract the foreign equivalence thesis information from the National Thesis Center database, as in the domestic theses. Those who have received the Equivalency of a Foreign Doctorate and Proficiency in Art from ÜAK can enter the information concerning their theses that they have done abroad by entering the database of the National Thesis Center for their theses to be accessible (ozgecmis.yok.gov.tr). Domestic or international, it is required that all thesis information from the National Thesis Center Database be transferred to our application system, and the relevant information be retrieved from the National Thesis Center Database.
Foreign Language Certificate		

	A central foreign language exam determined by YÖK or a foreign language exam whose international validity is recognized by YÖK. Foreign languages accepted for all fields in associate professorship applications are English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, Greek, and Persian. If the field of associate professorship is related to a certain foreign language, a foreign language exam must be taken in another foreign language. There is no time limit for central foreign language exams conducted by YÖK, ÖSYM, and ÜAK, and the validity period of international foreign language exams that are accepted as equivalent is limited to five years from the date of the exam. It has been decided that the validity period of TOEFL Foreign Language Documents will be two years. **Exceptions:** The scores in the "PhD/Art Proficiency Center Foreign Language Exam" result documents conducted by the Center for Evaluation, Selection, and Placement (ÖSYM) cannot be used in applications for associate professorship since the aforementioned exam is conducted to measure aptitude at the beginning level of doctorate/art proficiency. In the event that international foreign language exams, which are held by institutions and organizations that organize international foreign language exams and whose equivalence is recognized by the Council of Higher Education, are held in Türkiye, it is required that these exams be held only in facilities belonging to state universities.	Information that can be obtained through the systems of the relevant institutions will be automatically filled in on the application screen and this information will be accepted as secure information. Entry of information/documents that cannot be obtained from the relevant institutions will be done manually by the candidates through the application system and this information will be accepted as the information declared by the candidate. Candidates who do not have a foreign language exam result document (International Foreign Language Exams or foreign language exams conducted by ÖSYM in 2002 and before) from YÖK and ÖSYM will manually enter the relevant document via the system. In addition, a hardcopy of the foreign language document (the original document of International Foreign Language Exams, a notary or official institution-approved copy of the foreign language exams held by ÖSYM in 2002 and before with the approval date within the year of application to associate professorship) will be sent to the Presidency of Inter-Universities Council by mail/courier or hand-delivered as an appendix of the application petition within the application period. Candidates who manually upload any of the international foreign languages documents accepted as equivalent to the DBS must submit the original copy of the document they uploaded to the DBS if they have taken the language exam abroad, they shall also submit the entry-exit document as well as the document showing that they have been residing abroad for at least six months before the exam date, including the exam date, together with their Turkish translation, to ÜAK by mail/courier or in person on the last day of the application deadline at the latest. **Exceptions:** Candidates who upload TOEFL IBT and Pearson PTE Academic language documents pertaining to the international foreign languages whose equivalence is recognised by DBS DO NOT NEED TO mail the original TOEFL IBT and Pearson PTE Academic language documents, since ÜAK can access the exam results through the web interfaces of the exam centers with the password given to ÜAK by the TOEFL IBT and Pearson PTE Academic exam centers.
Other Documents	Curriculum Vitae and List of Works of candidates who have previously received the title of associate professor from a different field of science/art (including foreign equivalence) for the application period in which they became an associate professor. A CD, DVD, or USB Memory with the relevant Works of the candidates who will apply to the Basic Field of Fine Arts for candidates who cannot upload their works (audio/visual recordings, etc.) to the Associate Professorship Information System due to their size exceeding 50 MB.	Candidates who have previously received the title of associate professor from a different science/art field (including foreign equivalence) need to send a hardcopy of their CVs and the List of Works pertaining to the application period within which they became associate professors to the Inter-Universities Council by mail/courier or submit them in person within the application period as an appendix to the application petition. They will also send their relevant CVs and a List of Works to the jury members after the associate professorship jury is announced. Applications of candidates who fail to do so within the deadline will be cancelled. Among the candidates who have completed their applications through the Associate Professorship Information System (DBS), for those who need to send the hardcopy of documents to our Council, it has been decided that the allowed interim for the documents sent by mail or courier to arrive will be 15 days for domestic applicants and 30 days for applicants applying from abroad as the deadline for postal/courier or in-person delivery of the documents (except for those who have created secure data on DBS whose Education Information is obtained electronically from the systems of the relevant institutions and those who

		need to send documents and those whose Education Information is Associate Degree, Undergraduate Minor, Undergraduate-Double Major, Master-Non-Thesis, Post-Master's-Secondary Education Non-Thesis, Minor in Medicine Specialization, Post Doctorate) is the last day of the relevant application period, Candidates who will apply to the Field of Fine Arts and cannot upload their works (audio/visual recordings, etc.) to the Associate Professorship Information System due to their size exceeding 50 MB will physically send their related works in CD, DVD, or USB format as an appendix of the application petition, to the Inter-Universities Council by mail/courier or deliver them by hand within the application period. Related work will be delivered to the jury members by ÜAK in CD, DVD, or USB format after the associate professorship jury is announced.

In accordance with Article 24 of Law No. 2547 and the provisions of other relevant legislation, the execution of the associate professorship process is carried out by the Inter-Universities Council (ÜAK). Candidates applying for an associate professorship are deemed to have accepted the regulations in the guide and the relevant legislation.

Application Dates for 2026 March Term	**:**	**March 20 – March 31, 2026**
Application Withdrawal Dates for 2026 March Term	**:**	**April 01 – April 10, 2026 (23:59)**
Application Fee	**:**	**7910,86 Turkish Liras**
Deadline for mail/ courier or in-person delivery (17:30) for candidates who have completed their application through the Associate Professorship Information System (DBS) and need to send documents to ÜAK	**:**	**March 31, 2026 (17:30)**

The Associate Professorship Information System Website
https://dbs.yok.gov.tr/

ADDRESS:

(ÜAK)

Üniversitelerarası Kurul Başkanlığı

Üniversiteler Mahallesi 1600. Cadde No:10 06800 Çankaya/ ANKARA

TÜRKİYE

Call Centre: 0850 470 0 965

Phone Number: +90(312) 291 8200 (Pbx)

Fax: +90(312) 291 8299

e-mail: dbsdestek@yok.gov.tr

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Who Can Get an E-Government Password?

1. GENERAL INFORMATION, BASIC PRINCIPLES AND RULES

1.1 In accordance with the relevant provisions of the Higher Education Law No. 2547, in the applications for associate professorship, the publications and works of the candidates are evaluated by juries formed by the Inter-Universities Council in the relevant fields of science or arts within the scope of the principles and procedures determined by the Council of Higher Education. The title of associate professorship is given by the Inter-Universities Council to candidates who have fulfilled the minimum number of publications and works, and this process is carried out by the Presidency of the Inter-Universities Council.

1.2 Unless another date is announced by the Inter-Universities Council, the applications for associate professorship open **twice a year, on the twentieth day of March and October, and close at the end of the working hours (17:30) on the last working day of the relevant month.**

1.3 The evaluation of associate professorship is carried out within the framework of the examination of the academic publications and studies of the candidates in the fields of science/art determined by the Council of Higher Education, as determined by the Inter-Universities Council.

1.4 This guide covers the conditions, time, procedures, and evaluation process of the associate professorship applications in accordance with the relevant legislation.

1.5 Candidates applying for an associate professorship are deemed to have accepted the regulations in this guide and the relevant legislation.

1.6 Based on the evaluation of the candidate's publications and academic work in their field of science/art, the successful candidate is given by the Board of Directors the title of "Associate Professor" in the relevant field, and an "Associate Professorship Certificate" is issued; necessary procedures are carried out in other cases.

2. APPLYING FOR ASSOCIATE PROFESSORSHIP AND THE NECESSARY PROCEDURES

LETTER OF UNDERTAKING AND DECLARATION OF EXPLICIT CONSENT

1) I hereby accept and declare that all responsibility lies with me if the information and documents I have uploaded to the Associate Professorship Information System (DBS) are found to be incorrect and/or incomplete; if I do not complete the registration process electronically by clicking the "Finish Application" button until the end of working hours (17:30) on the deadline announced as 31/3/2026 in the application process for associate professorship, and if I do not send the documents that I need to send to the Interuniversity Board Presidency (ÜAK) during the application, until the end of working hours (17:30) on the application deadline announced as 31/3/2026; or if I do not deliver them by hand after uploading my information to DBS.

2) I hereby undertake that I am going to add my articles published in predatory/shady journals whose features are specified in the decision of the General Assembly of the Higher Education Council dated 30/12/2021, to the list of resumes and works, regardless of the publication date, and that I will not use them in the declaration.

3) I hereby give consent for the use and sharing of the information and documents I have declared in my application for associate professorship, and my personal information, between UAK and other relevant parties.

2.1. APPLICATION REQUIREMENTS FOR ASSOCIATE PROFESSORSHIP

2.1.1 Under Article 24 of the Law No. 2547 and the provisions of the relevant legislation, the following conditions are sought to apply for associate professorship:

- After obtaining a bachelor's degree, to have received the title of specialization in Medicine, Dentistry, Pharmacy, and Veterinary Medicine through a doctorate, or to attain proficiency in one of the specific branches of art determined by the Council of Higher Education upon the recommendation of the Inter-Universities Council.
- To have received at least fifty-five points from a centralized foreign language exam specified by the Council of Higher Education or an equivalent score from a foreign language exam that is recognized by the Council of Higher Education; if the associate professorship is related to a certain foreign language, to have this score in another foreign language.
- To have made original scientific publications and studies in the number and quality determined sufficient by the Council of Higher Education, upon the opinion of the Inter-Universities Council, taking into account the characteristics of each science or art discipline. Moreover, based on the unit scores given to the studies related to the associate professorship field applied for, the candidate must have participated in scientific activities worth at least 100 points, at least 90 points of which must have been carried out after receiving the doctoral degree. Click on the link 2026 Mart Dönemi Doçentlik Başvuru Şartları for conditions specific to your field of science.

2.1.2 In accordance with the resolutions of the Inter-Universities Council, candidates cannot apply for an associate professorship in two different fields of science in the same term.

2.1.3 In accordance with paragraph 3 of Article 4 of the Associate Professorship Regulations, Article 6 of the Inter-Universities Council Scientific Research and Publication Ethics Directive, and the decisions of the Inter-Universities Council, all the works related to the candidate's academic works must be specified in 'Curriculum Vitae and the List of Works' and need to be uploaded electronically. Candidates who applied for associate professorship in the previous terms and were found by the Ethics Commission as per the Inter-Universities Council Scientific Research and Publication Ethics Directive **to have committed an ethical violation must specify their publications causing ethical violations in 'Curriculum Vitae and the List of Works' in accordance with the paragraph 7 of Article 7 of the relevant directive and the Associate Professorship Regulations.** If the information regarding the penalty imposed as a result of the relevant publication and ethical examination is not specified in the 'Curriculum Vitae and the List of Works,' the legal responsibility for any loss of rights that may incur lies with the candidate.

2.1.4 The works/publications belonging to an earlier application through which the candidates attained the degree of associate professorship **for those candidates who have already received the title of associate professor from a different field of science** (including foreign equivalencies) **shall not be included** in the statement to be prepared for this period. Applications of the candidates found to be in violation of this article **will be in accordance with paragraph 5 of Article 4 of the Associate Professorship Regulations.** The applications of candidates who apply for associate professorship in a different field of science/art by using works that have previously been used to obtain the title of associate professor shall be rejected by the Associate Professorship Commission.

2.1.5 If the Bachelor's, Master's, or Doctoral Degree/Specialization in Medicine, Dentistry, Pharmacy, and Veterinary Medicine/Proficiency in Art is obtained abroad, **it has to be accredited through relevant institutions**. Candidates who need to send their Foreign Equivalency Certificate to the Inter-Universities Council **will upload their foreign graduation certificate together with the relevant equivalence certificate to the system, and also submit relevant notary or official institution-approved documents (the notary or official institution-approved document must have the approval date on which must fall within the year in which the application for associate professorship is made) within the application period. Candidates will send the application petition to the Inter-Universities Council by mail/courier or submit it in person.** In accordance with the Associate Professorship Commission Decision, **among the foreign candidates applying for associate professorship, those who have completed their Doctoral degree/Specialization in Medicine, Dentistry, Pharmacy, and Veterinary Medicine/ Proficiency in Art training at a university in Türkiye will not be asked to submit foreign equivalency certificates for their undergraduate and graduate degrees.**

2.1.6 **A master's degree is not a requirement for the candidates who are given a Direct Doctorate/Integrated Doctorate equivalency certificate** by the Inter-Universities Council Presidency.

2.1.7 In case of an investigation due to a lawsuit whatsoever, the information/documents submitted by the candidate to the Inter-Universities Council during the application will be accepted as legal documents.

2.1.8 In accordance with the decision of the Associate Professorship Commission, **applications by candidates whose applications in the previous terms were cancelled due to their failure to meet the minimum application requirements or whose applications were unsuccessful in the examination process of their academic works** and who thereby have objected to the cancellation of their application or the results of the examination will not be processed until the objection procedures are complete as long as the objection procedure is underway.

2.1.9 **If a candidate is found to have committed ethical violations** as a result of the investigations regarding charges of scientific research and publication ethics violations**,** their application will be cancelled. Candidates whose applications have been declined can reapply **at the earliest, only in the third term** following the term of the application. The jury report(s) containing a determination of an ethical violation shall be made accessible to the candidate. Candidates who reapply for an associate professorship are obliged to indicate their publications that were found to violate ethics as such. Except in cases of false declaration, the candidate may not use in the declaration the publications that constitute the basis for the determination of an ethical violation; if it is determined that such publications have been used, **the application shall be rejected by the Associate Professorship Commission**. Provisions regarding the administrative, criminal, and legal liability of the candidate are reserved. Candidates whose applications have been annulled due to plagiarism or falsification in their graduate theses may not reapply for associate professorship by using such theses. If it is determined that a candidate has applied in violation of this provision, the application shall be rejected by the Inter-universities Council Presidency.

2.1.10 Candidates whose applications for associate professorship have not been finalized cannot reapply for associate professorship in the same or different fields of science/art.

2.1.11 For candidates who want to apply for an associate professorship again according to the results of their application, the term requirement in the table below is taken as the basis:

APPLICATION RESULT	THE EARLIEST TERM FOR REAPPLICATION
Examination of the academic works is completed: Unsuccessful	Regardless of the same/different science/art field, in the third term following the term of application, *e.g., Candidates whose applications of March 2026 are deemed unsuccessful can reapply at the earliest in the October 2027 application period.*
The application is declined due to an "ethical violation."	In the third term following the term of application *e.g.: Candidates whose applications for the associate professorship in March 2026 were declined due to ethical violations can reapply to the associate professorship at the earliest in the application period of October 2027.*
The application was declined for "not meeting the minimum application requirements."	The earliest period following the application, based on the application period, provided that the minimum application conditions are met. *e.g.: Candidates whose applications to the March 2026 associate professorship are declined for failing to meet the minimum application requirements can reapply to the associate professorship at the earliest in the application period of October 2026.*

2.2. APPLICATION PROCEDURES FOR ASSOCIATE PROFESSORSHIP

2.2.1 Applications for Associate Professorship for the March 2026 Term will start on March 20, 2026 and end on March 31, 2026 at the end of working hours (17.30).

Application Dates for March 2026 Term	**:**	**March 20 – March 31, 2026**
Application Withdrawal Dates for March 2026 Term	**:**	**April 01 – April 10, 2025 (23:59)**
Application Fee:	**:**	**7.910,86 Turkish Liras**
Deadline for candidates who have completed their application through the online Associate Professorship Information System (DBS) and who need to deliver documents to the Inter-Universities Council (ÜAK) through postal/courier or in-person delivery:	**:**	**March 31, 2025 (17:30)**

2.2.2 Applications for associate professorships are to be made to the Inter-Universities Council electronically (via https://dbs.yok.gov.tr) by uploading documents and all academic studies. In cases where the original or certified copies of the documents are required to be submitted, the candidates should deliver these documents in person or send them to the Inter-Universities Council by courier. If it is determined that the diploma, thesis, foreign language certificate, or any other documents required for the application are missing or erroneous, and/or that the application has been submitted in a manner contrary to the procedures set out in the Associate Professorship Application Guide, the candidate's application for associate professorship shall be rejected by the Inter-Universities Council Presidency. A candidate whose application has been rejected may reapply for an associate professorship in subsequent application periods.

2.2.3 Candidates will complete their applications by depositing the application fee after registering their application information in the system. **Application fee payments** will be carried out over the application completion screen at **https://dbs.yok.gov.tr/ with a credit/debit card until the end of working hours (17:30) on March 31, 2026**. **Fees are not to be paid from bank branches and ATMs.**

• Associate professorship applications will be made within the application period. **Application requests after the deadline will NOT be accepted.**

• If the application fee is not paid in due time, the application information entered in the system **will be deemed invalid** and **will not be processed**, as the application will not be completed.

• Fees paid by candidates who cannot make or complete their application within the deadline, withdraw their application, whose application is deemed invalid or cancelled, who deposit a fee for a transaction that does not require a fee, or who have made more than one payment for the same transaction **will not be refunded/transferred**. Responsibility for the correct/incorrect payment of fees lies with the candidate.

• The application fee will be carried out over the application completion screen through the virtual pos application, and **fees shall not be paid from banks or ATMs.**

• Applications for associate professorships will be made electronically via the Associate Professorship Information System. **A hardcopy of the application file will not be sent** to the Presidency of the Inter-Universities Council. TOEFL IBT and PTE Academic Exam results can be accessed and checked through the password given to our Board by the centers that hold the TOEFL IBT and PTE Academic, or through the query made on the Web interfaces of the relevant exam centers. Therefore, candidates who upload their TOEFL IBT and PTE Academic exam results to the Associate Professorship Information System are not required to send the original TOEFL IBT and PTE Academic language documents to our Presidency. **However, for candidates who have Education Information or Foreign Language Knowledge (the original document of the International Foreign Language Exams) that cannot be obtained electronically from the systems of the relevant institutions, the original or certified copy of the relevant printed documents (notarized or official institution approved document must include the date of approval which must be a date within the year of application to associate professorship) also have to be sent to ÜAK by post/courier or hand delivered within the application period.** The relevant physical document submitted to the Inter-Universities Council (ÜAK) must be the same as the information/document entered through the system. If the relevant document is incomplete, incorrect, inconsistent or different, **the application of the candidate will be.**

• **The approval date** on the physical documents to be sent with the **notary or official institution** approval must be **a date within the year of application** to the Associate Professorship.

• The information/documents to be declared in the associate professorship application will be uploaded and the application process will be completed via the ***"Finish Application"*** procedure in the Associate Professorship Information System. The applications of candidates who do not complete the "Finish Application" process through the Associate Professorship Information System within the application period **will be deemed invalid**. **After the application process is completed** through the Associate Professorship Information System, **no additions, deletions or corrections can be made to the application information/documents** on the system in any way.

• Applications for the associate professorship of the candidates whose education certificate, thesis and foreign language document are found to be incomplete/incorrect will be cancelled by the Inter-Universities Council.

• The applications of candidates who have missing or incorrect information/documents in the Associate Professorship Information System **will be declined.**

ATTENTION! Information obtained from the relevant institution, which is transferred to the application screen, cannot be changed. Therefore, candidates who have to change/correct the information for any reason are supposed to apply to the relevant institution **within the application period** and ensure that this information is corrected.

2.2.4 Certain information concerning the candidates will be obtained electronically through the systems of the relevant institutions (YÖK, ÖSYM, ULAKBİM, TUBİTAK, etc.), which are the source of the information. The information that can be obtained through the systems of the relevant institutions will be automatically filled in on the application screen and this information will be considered **secure information**. The information/documents that cannot be obtained from the relevant institutions will be entered manually by the candidates through the application system and this information will be accepted as the **information declared by the candidate.** Candidates who do not have foreign language exam results (International Foreign Language Exams or foreign language exams conducted by ÖSYM in 2002 and before) from exams conducted by YÖK and ÖSYM will fill in the relevant foreign language information/document on the system. In addition, the hardcopy of the foreign language exam (**the original copy of International Foreign Language Exams, a notary or official institution-approved copy of the foreign language exams held by ÖSYM** in 2002 and before, with the **approval date which must fall within the year of application to associate professorship**) will be mailed to the Presidency of Inter-Universities Council by mail/courier or hand-delivered in the appendix of the application petition within the application period.

2.2.5 Exam results of the candidates who took the foreign language exams abroad, whose international validity and equivalence are accepted by the Council of Higher Education, will be accepted in applications for associate professorship provided that they provide **official documentation which certifies that they have resided in that country for at least six months before the exam date, including the date of the exam** from the Turkish General Directorate of Security **showing their entry and exit dates to and from the country regarding this period**, and with a **Turkish translation** **of their residence documents issued by the authorities of the country where they took the exam**. Candidates are **required to mail the original document of the International Foreign Language Exams** (except for TOEFL IBT and Pearson PTE Academic) **and aforementioned documents to our Presidency in due time**.

2.2.6 Within the framework of the relevant legislation, ÖSYM (Center for Evaluation, Selection and Placement) Presidency has decided to take the Current International Foreign Language Equivalence Tables as a basis, and among these exams that do not have 55 (fifty-five) points in the OSYM equivalence tables, English CPE (C), CAE (C); from German TestDaF (TDN 3), DSD Stufe II (B2); from French DELF & DALF (DALF B2); from Italian CELI (CELI 3); from Spanish DELE (Nivel B2) will be accepted for the applications of those who certify that they have one of the levels indicated.

ATTENTION! In accordance with subparagraph (d) of the second paragraph of Article 6 of the Directive for Determining the Equivalence of International Foreign Language Exams, if the international foreign language exams, held by institutions and organizations that organize international foreign language exams whose equivalence is recognized by YÖK, **are held in Türkiye, it is required that these exams are held only in facilities belonging to state universities**.

2.3. FOREIGN LANGUAGES RECOGNIZED BY THE INTER-UNIVERSITIES COUNCIL

2.3.1 Foreign languages accepted for all fields in associate professorship applications are English, German, French, Italian, Spanish, Russian, Arabic, Chinese, Japanese, Greek, and Persian. Article 24 of Law No. 2547 (To have received at least fifty-five points from a central foreign language exam determined by the Council of Higher Education or an equivalent score from a foreign language exam whose international validity has been accepted by the Council of Higher Education; if the associate professorship is related to a certain foreign language, to take this exam in another foreign language.) has been rearranged with the "Law on the Amendment of the Higher Education Law and Law on Amending Certain Laws and Statutory Decrees" numbered 7100, which was published in the Official Gazette dated 6 March 2018 and numbered 30352. The matters as to which central and international foreign language exams are accepted in associate professorship applications, which foreign languages will be valid if the associate professorship is related to a certain foreign language, which languages will be accepted for foreign candidates in associate professorship applications, and what will be the equivalence of the accepted international foreign language exams out of 100 points will be taken as a basis.

2.3.2 For as long as the aforementioned Law Amendment stands:

It has been decided that;

a) the central foreign language exams and exam documents acknowledged in accordance with the relevant legislation will be implemented and their validity will continue.

b) the foreign languages recognized by the Council of Higher Education or the Inter-Universities Council will also be accepted in the ensuing associate professorship applications.

c) the international foreign language exams recognized by the Council of Higher Education will be accepted in the following associate professorship applications.

2.3.3. Foreign candidates are supposed to be successful in one of the international foreign languages whose equivalence is acknowledged for the application for associate professorship,

2.3.4. During the validity period of the foreign language exams acknowledged in the associate professorship exams, it has been decided that;

a) No expiry date for the validity is set for the central foreign language exams held by the Council of Higher Education and the Center for Evaluation, Selection, and Placement (ÖSYM) Presidency.

b) The validity period of international foreign language exams accepted as equivalent is to be determined in accordance with the date of validity written on the document, if any, but in any case, this period is limited to 5 years from the date the exam is held. Moreover, regarding the validity period of TOEFL foreign language exam results, the principles accepted by the Inter-Universities Council at its meeting dated 10 February 2016 will prevail.

c) At the meeting of the Inter-Universities Council dated 10 February 2016, it was decided that the validity period for TOEFL Foreign Language Exam Results will be two years since the authenticity of the documents cannot be verified, as the documents from the ETS TOEFL IBT verification center are destroyed after two years.

2.3.5 While determining the equivalence of international foreign language exams;

a) It has been decided that the current equivalence tables announced by the Center for Evaluation, Selection, and Placement Presidency will prevail under the legislation concerned.

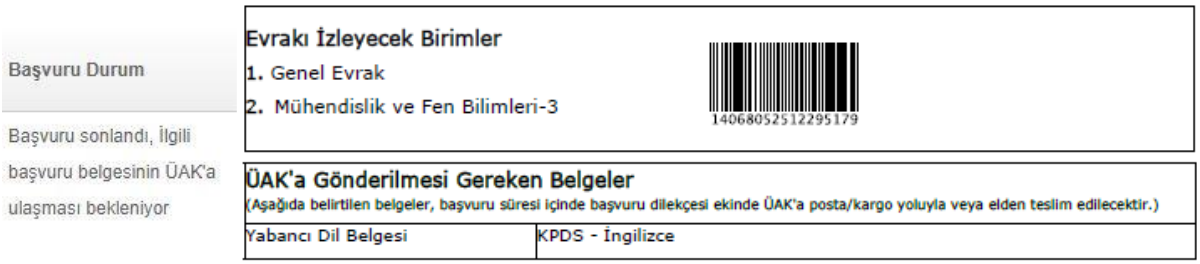
b) It has been decided that the applications of those who certify that they have the required level from the exams that do not have 55 (fifty-five) points equivalent in the Center for Evaluation, Selection and Placement equivalence tables as in English CPE (C), CAE (C); from German TestDaF (TDN 3), DSD Stufe II (B2); from French DELF & DALF (DALF B2); from Italian CELI (CELI 3); from Spanish DELE (Nivel B2) will be acknowledged.

c) In accordance with subparagraph (d), paragraph 2 of Article 6 of the directive for Determining the Equivalency of International Foreign Language Exams, if international foreign language exams, which are held by institutions and organizations that organize international foreign language exams and whose equivalence is accepted by the Council of Higher Education, are held in Türkiye, it is required that these exams are held only in facilities belonging to state universities.

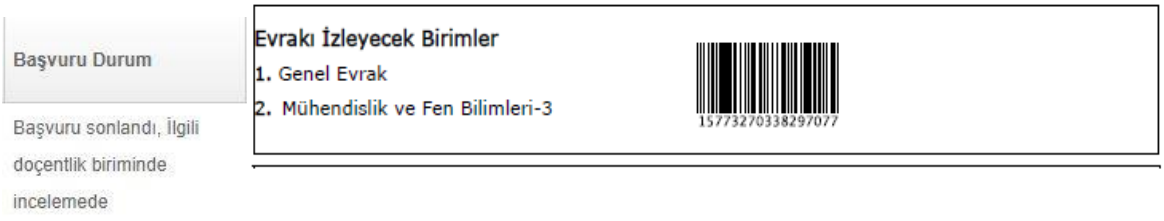
2.3.6 The scores in the **"PhD/Art Proficiency Center Foreign Language Exam"** result documents conducted by the Center for Evaluation, Selection, and Placement (ÖSYM) cannot **be used** in applications for associate professorship since the aforementioned exam is used to measure the level at the beginning of the doctorate/art proficiency.

2.4 SITUATIONS THAT REQUIRE/DO NOT REQUIRE CANDIDATES TO SEND DOCUMENTS TO THE INTER-UNIVERSITIES COUNCIL

2.4.1 If there is any information/document to be sent to the Inter-Universities Council, these documents will be listed on the **Application Screen** and in the **Application Petition** when the candidate performs the ***"Finish Application"*** process on the Associate Professorship Information System. The status information on the system of the candidates who need to send documents will be seen as "Application has been completed, Relevant application document is expected to reach ÜAK (Inter-Universities Council)."



2.4.2 The status information on the system of the candidates who do not need to send any documents will also be seen as "Application has been completed, it is under examination in the relevant associate professorship unit".



2.4.3 Candidates who have previously received the title of associate professor from a different science/art field (**including foreign equivalence**) need to send the hardcopies of their CVs and the List of Works pertaining to the application period within which they became associate professors to the Inter-Universities Council by mail/courier or deliver them in person within the application period as an attachment to the application petition. They will also send the relevant CV and List of Works to the jury members after the associate professorship jury is announced. **The applications of candidates who have not submitted the relevant documents within the deadline will be declined.** Of the candidates who apply for the Field of Fine Arts, those who cannot upload their works (audio/visual recordings, etc.) to the Associate Professorship Information System due to their size exceeding 50 MB will send hardcopies of their related works in CD, DVD or USB format as attachments to the application petition, to the Inter-Universities Council by mail/courier or deliver them in person within the application period.

2.4.4 As the deadline for postal/courier delivery or hand delivery of the candidates who need to send documents to ÜAK, among the candidates who have completed their applications through the Associate Professorship Information System (DBS) (except for those who have created secure data on DBS whose Education Information is obtained electronically from the systems of the relevant institutions and those who need to send documents and those whose Education Information is Associate Degree, Undergraduate Minor, Undergraduate-Double Major, Master-Non-Thesis, Post-Master's-Secondary Education Non-Thesis, Minor in Medicine Specialization, Post Doctorate) is the last day of the application period, it has been decided that the interim for the documents sent by mail or courier will be **15 days** for domestic applicants and **30 days** for applicants applying from abroad.

2.4.5 While entering the education information into the system in the applications for associate professorship, the candidates are to complete the necessary actions in the relevant institutions, as per the decision making it compulsory to create secure data by retrieving education information from the relevant systems, except for exceptional cases.

Exceptions in education information where candidates can upload information/documents themselves:

- Candidates who have graduated from the degrees of Specialization in Medicine, Minor Specialization in Medicine, Specialization in Dentistry, and Specialization in Pharmacy from abroad will be able to upload their diplomas while entering their information.
- Equivalency information dating to 1996 and earlier for Associate/Bachelor's/Master's degrees from abroad will not be checked as to whether it is retrieved from the relevant system (DBYS) and this information does not have to be in electronic form. Therefore, foreign associate/ undergraduate/ graduate certificate equivalency holders from 1996 and earlier will be able to upload their diploma/equivalence documents by entering their equivalence information.
- In the domestic graduation information, records of graduation before 1987 are not required to be in digital format. Therefore, candidates who have domestic graduation information before 1987 will be able to upload their diploma documents by manually entering their information.

2.4.6 The necessary infrastructure works have been completed by the Council of Higher Education in order to extract the foreign equivalence thesis information from the National Thesis Center database, as in the domestic theses. Those who have received the Equivalency of a Foreign Doctorate and Proficiency in Art by our Presidency can add information about their theses that have been completed abroad by entering the database of the National Thesis Center in order for their theses to be seen on (ozgecmis.yok.gov.tr). Regardless of whether it is domestic or international, it is required that all thesis information from the National Thesis Center Database be transferred to our application system and the

relevant information is retrieved from the National Thesis Center Database to prevent the candidates from entering and uploading thesis information to the system by directing them to relevant institutions.

2.4.7 Candidates **who have attained a doctorate equivalency certificate before 10 February 2021** and who want to apply for associate professorship by declaring that they have done a direct/integrated doctorate will send "the document that shows the direct or integrated doctorate obtained from the University where the doctorate is done, a copy of the document certified by the foreign representative or notary and its certified Turkish translation" as proof to the Inter-Universities Council by post/courier or deliver them by hand within the application period.

ÜAK Posta Adresi
(Inter-Universities Council Postal Address)
Üniversitelerarası Kurul Başkanlığı

Üniversiteler Mahallesi 1600. Cadde No:10 06800 Çankaya/ ANKARA

TÜRKİYE

2.5. PROCEDURES TO BE FOLLOWED BY CANDIDATES WHO WISH TO WITHDRAW THEIR APPLICATION FOR ASSOCIATE PROFESSORSHIP

2.5.1 Candidates who have applied for associate professorship and **want to withdraw their applications** will perform the application withdrawal request electronically via the **"Associate Professorship Information System (DBS) (Doçentlik Bilgi Sistemi) > Application Procedures (Başvuru İşlemleri) > Application Withdrawal Request (Başvuru Geri Çekme Talebi)"** menu in accordance with the decision of the Associate Professorship Commission.

2.5.2 Application withdrawal requests **can be made within 10 days (until 23:59) after the application deadline of the relevant period.**

2.5.3 Application withdrawal requests **that are not made through the Associate Professorship Information System (DBS) will not be accepted** by our Council.

2.5.4 The fees paid by the candidates who withdraw their applications **are not refundable/transferable.**

2.6. SITUATIONS IN WHICH CANDIDATES CANNOT CLAIM RIGHTS

Candidates who are found to have missing documents, errors, and inconsistencies in the Associate Professorship Information System (DBS) and the information and documents required for the associate professorship application shall not claim any rights.

3. EVALUATION PROCESS OF THE APPLICATION FOR ASSOCIATE PROFESSORSHIP

3.1 For candidates who complete their associate professorship application in full within the prescribed period and whose documents are accepted by the Inter-Universities Council (IUC), an evaluation jury shall be appointed by the Associate Professorship Commission, taking into consideration the field of science/art to which the application relates. Members appointed to the associate professorship evaluation jury shall be notified of their jury assignment on the date their duty commences. The jury assignment and relevant jury information shall be made accessible to the appointed members electronically. The jury assignment and jury information shall be deemed to have been duly served on the fifth day following

the date on which they are made accessible. Jury information shall be made accessible electronically to candidates applying for an associate professorship on the date the results are announced, together with the application result.

3.2 In accordance with paragraph 3 of Article 4 of the Associate Professorship Regulation, "The Associate Professorship Commission may additionally require candidates applying from the field of science/art to send hardcopies of their academic studies to the jury members if they deem necessary." candidates applying for associate professorship from all major disciplines (including the major disciplines of Law and Theology) in March 2026 period will not send any information/documents to the jury members.

3.3 Applications for associate professorship shall be evaluated with regard to whether the candidate has acted in accordance with the principles of scientific research and publication ethics, whether the minimum application requirements have been fulfilled, the quality and originality of the works, their contribution to the field of science, and the candidate's overall competence in the field. Evaluation reports of the jury **stating that scientific research and publication ethics are violated** are examined by the relevant Scientific Research and Publication Ethics Commission. In the event that the jury members allege or determine ex officio that the candidate has submitted misleading information or documents regarding the associate professorship evaluation application, the **Inter-Universities Council does not take any action regarding the candidate's associate professorship application** until a decision is made on the matter. The files of candidates who are determined by the Associate Professorship Commission to have committed an ethical violation shall be referred to the relevant Ethics Commission for examination. Evaluation reports of the jury that find the candidate does not meet the minimum application requirements are examined by the Associate Professorship Commission. The application of the candidates **who fail to meet the minimum application requirements** is cancelled by the Associate Professorship Commission. In accordance with paragraph 1 of Article 6 of the Associate Professorship Regulations, **the jury report/reports that state that the applicant does not meet the minimum application requirements are made available to the candidate electronically, together with the decision of the Associate Professorship Commission, anonymously.** The reports of the other jury members shall not be made accessible to the candidate. A candidate whose application has been annulled may reapply in the following application period, provided that the application requirements are fulfilled, taking into account the grounds for annulment. Applications submitted without remedying the deficiencies that gave rise to the annulment shall be rejected by the Associate Professorship Commission.

3.4 Associate professorship evaluation jury prepares a detailed and reasoned evaluation report stating that the candidate, who is not in violation of scientific research and publication ethics and who meets the minimum application requirements, is "successful" or "unsuccessful" based on the quality of his/her academic studies and his/her contribution to the field of science/art. The jury member uploads their report to the Associate Professorship Information System (DBS) in due time.

3.5 Jury members are given a maximum period of one month for each candidate to prepare the evaluation report. The Associate Professorship Commission may grant an additional period of up to one month when necessary. The assignment of the jury member who does not upload the evaluation report to the Associate Professorship Information System in due time is terminated and the reports of the alternate jury members are evaluated respectively.

3.6 If the jury becomes understaffed due to reasons such as withdrawal because of an excuse, resignation from the faculty membership, or retirement, a new assignment may be made by the Associate Professorship Commission to replace the missing member, taking into account the stage of the associate professorship application.

3.7 When the jury reports are completed, the reports considered for evaluation are made available to the concerned parties electronically as a result of the application and they are deemed to have been notified to the relevant parties on the fifth day following the date of access. The reports taken as the basis for evaluation shall be: in cases where the application is annulled due to an ethical violation, the jury report(s) containing the determination of the ethical violation; in cases where the application is annulled for failure to meet the minimum requirements, the jury report(s) stating that the minimum application requirements have not been fulfilled; and, in cases where the candidate is found successful or unsuccessful, the reports issued by the principal jury members. Reports other than those taken as the basis for evaluation shall not be made accessible to the candidates.

3.8 The candidate is deemed to be successful if at least three members in juries consisting of five members and at least two members in juries consisting of three members find the candidate successful. The unsuccessful candidate can reapply at the earliest **in the third period** following their application, based on the application period, provided that they complete their missing works and activities. The procedures and principles regarding the new applications of unsuccessful candidates are determined by the Associate Professorship Commission.

3.9 The evaluation reports of the candidate who has applied for associate professorship but failed are made available to the associate professorship evaluation jury members by hiding the names of the jury members in the new application.

3.10 The results of the assessment are announced via the Associate Professorship Information System (DBS) in order for the qualifying candidates to issue an Associate Professorship Certificate. **An Associate Professorship Certificate is generated without any request from the candidates.**

4. ANNOUNCEMENT OF THE RESULTS OF THE APPLICATION FOR THE ASSOCIATE PROFESSORSHIP AND DOCUMENT ISSUANCE

4.1. The work review results of the candidates whose Associate Professorship Work Review Reports are completed by the jury members will be announced on the Associate Professorship Information System (DBS) after the decisions are taken at the Board of Directors of Inter-Universities Council meetings to be held every month. The members of the jury are given a one-month work review period for each candidate. Therefore, the final date of the assessment of each candidate and the decision date of the Board of Directors of the Inter-Universities Council, on which the work examination result is approved, are different. Candidates whose assessment results are approved by the decision of the Board of Directors of the Inter-Universities Council will be able to learn their results from the **Candidate Information Announcement Procedures (*Aday Bilgi Açıklama İşlemleri)* >Candidate Information Announcement (*Aday Bilgi Açıklama*** menu by logging into the Associate Professorship Information System (DBS) at **https://dbs.yok.gov.tr** with their TR Identification Number and e-Government Password.

4.2. The results of the work examination are announced via the Associate Professorship Information System (DBS) in order for the qualifying candidates to issue an Associate Professorship Certificate. **An Associate Professorship Certificate is generated without any request from the candidates.**

FILES REQUESTED WHILE APPLYING TO THE ASSOCIATE PROFESSORSHIP INFORMATION SYSTEM

ACTIVITY TYPE	TYPES OF FILES	MANDATORY	REMARKS
ARTICLE	1. Full text 2. Editor List, Index Printout, Cover	*	For publications not scanned in the index Editor List, Index Printout, and Cover are not required. Full text as 1 PDF file and another PDF including the Editor List, Index printout, and Cover will be uploaded as 2 files.
BOOK	Full text	*	
PAPER	I. Full text or summary published in the proceedings booklet 2. Participation Certificate (belonging to any of the authors of the paper)		Participation Certificates for conferences held before 15 December 2016 are not required. For conferences after 15 December 2016, 2 files will be uploaded: 1 PDF full text and 1 PDF for the Certificate of Participation. It must have been published on paper or electronically in the proceedings booklet.
ARTWORKS	Fine Arts Documents: "Invitation, Poster, etc."	*	
PROJECT DUTIES	Project Documents	*	Evidence that you took part in the project and that the project is ongoing or completed
PRIZE	Prize Documents	*	
PATENT	Patent Documents	*	
DESIGN	Design Documents	*	
COURSES	Course Documents	*	A letter from the University confirming that the course was given by you
CITATION	Citation Documents	*	Candidates have to upload the evidence of citations to the specified works in line with the format prepared in accordance with the citation template. The cover page of the publication, the cover page of the article, the first page on which the first citation is made, and the bibliography of the article have to be uploaded to the system.
ACADEMIC POSITION		*	For candidates who do not have a 2-year staff registration in Yöksis (a file is required to complete 2 years).

EDUCATION COMPETENCY	Diploma/temporary graduation certificate.	*	
FOREIGN LANGUAGES COMPETENCY	Foreign language documents	*	It is not required to upload documents for the foreign language score obtained from the foreign language exams conducted by ÖSYM and YÖK. Candidates are to upload documents for exams held by institutions apart from ÖSYM and YÖK. However, since the records of the ÖSYM exams held in 2002 and before cannot be accessed online, foreign language scores received before or during the period must be manually entered into the system and the relevant document must be uploaded during the application made in the DBS.

Who Can Get an E-Government Password?

Who Can Get an E-Government Password?

Citizens of the Republic of Türkiye who are over the age of 15, blue card holders and foreigners can obtain their e-government gateway passwords from PTT central directorates or authorized branches when they submit their photo ID (ID card, marriage certificate, passport and driver's license, lawyer identity card, blue card, residence permit) with their Turkish Republic ID number on them, either in person (The power of attorney must contain a statement that he is authorized to obtain an e-government password) or through a proxy. In addition, persons who have been appointed as guardians by court decisions can obtain e-government gateway passwords through their guardians. Except for these cases, it is not possible to obtain passwords on behalf of others.