

# **ASSOCIATE PROFESSORSHIP: GUIDELINES FOR APPLICANTS MARCH 2022 APPLICATIONS**

## **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](http://www.uak.gov.tr), and the frequently asked questions and answers regarding the March 2022 application phase for associate professorship. Remember to make your application as stated in the guide and pay the application fee. If you do not pay the application fee in due time, your application information will be deemed invalid and will not be processed, as your application will be incomplete.**
- 2) Applications will be made through the Associate Professorship Information System and since no additions, deletions or corrections can be made in the information/documents after the "Finish Application" button is hit, all information/documents entered through the system must be carefully checked and the application must be finalized only after making sure that they are correct.**
- 3) The fees paid by the candidates who cannot make or complete their application within the deadline, or who 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, are not refunded/transferred. Responsibility for correct/incorrect payment of fees lies with the candidate.**

In accordance with Article 24 of the 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. Candidates applying for associate professorship are deemed to have accepted the regulations in the guide and the relevant legislation.

**Application Dates for 2022 March Term** : **20 March - 31 March 2022**  
**Application Withdrawal Dates for 2022 Mart Term** : **1 April - 10 April 2022 (23:59)**  
**Application Fee** : **1.342,00 TL (Turkish Liras)**  
**Deadline for mail/ cargo delivery or hand delivery (17.30) for candidates who have completed their application through the Associate Professorship Information System (DBS) and need to send documents to ÜAK** : **31 March 2022**

**Associate Professorship Information System Website** (Application, information check & change, results, etc.):

<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)**

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## CONTENTS

	<u>Page</u>
1. GENERAL INFORMATION, BASIC PRINCIPLES AND RULES .....	1
2. APPLYING FOR ASSOCIATE PROFESSORSHIP AND THE NECESSARY PROCEDURE.....	1
2.1. APPLICATION REQUIREMENTS FOR ASSOCIATE PROFESSORSHIP .....	1
2.2. APPLICATION PROCEDURES FOR ASSOCIATE PROFESSORSHIP .....	4
2.3. FOREIGN LANGUAGES RECOGNISED BY THE INTER-UNIVERSITIES COUNCIL.....	6
2.4. SITUATIONS WHICH REQUIRE/DOES NOT REQUIRE CANDIDATES TO SEND DOCUMENTS TO THE INTER- UNIVERSITIES COUNCIL .....	7
2.5. PROCEDURES TO BE FOLLOWED BY CANDIDATES WHO WISH TO WITHDRAW THE APPLICATION FOR THE ASSOCIATE PROFESSORSHIP .....	9
2.6. SITUATIONS IN WHICH CANDIDATES CANNOT CLAIM RIGHTS .....	10
3. EVALUATION OF THE APPLICATIONS FOR THE ASSOCIATE PROFESSORSHIP .....	10
4. ANNOUNCEMENT OF THE RESULTS OF APPLICATION FOR THE ASSOCIATE PROFESSORSHIP .....	12
5. ISSUING OF THE ASSOCIATE PROFESSORSHIP CERTIFICATE .....	12

## REMARKS AND ANNOUNCEMENTS

Files Required on Associate Professorship Information System during Associate Professorship Applications

Who Can Get an E-Government Password

Templates of Petition to be Prepared in the Process of Requesting the Associate Professorship Certificate

## 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 science or art field 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 the candidates who have sufficient 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 application for associate professorship is made **twice a year, starting on the 20th day of March and October and is accepted until the end of the working hours (17.30) on the last working day of the relevant month at the latest.**
- 1.3 Evaluation of the associate professorship application involves examining the academic publications and works of the candidate in the fields of science/art determined by the Council of Higher Education upon the opinion of the Inter-Universities Council.
- 1.4 This guide covers the conditions, time, procedures and the evaluation process of the associate professorship application in accordance with the relevant legislation.
- 1.5 Candidates applying for associate professorship are deemed to have accepted the regulations in this guide and the relevant legislation.
- 1.6 As a result of the evaluation of scientific/artistic publications and academic works, the successful candidate is given by the Board of Directors of Inter-Universities Council the title of "Associate Professor" in the relevant field of science / art, and an "Associate Professorship Certificate" is issued; the necessary procedures are carried out in other cases.

## 2. APPLYING FOR ASSOCIATE PROFESSORSHIP AND THE NECESSARY PROCEDURES

### 2.1. APPLICATION REQUIREMENTS FOR ASSOCIATE PROFESSORSHIP

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

- To have received, after receiving a bachelor's degree, a doctoral degree, the title of specialization in medicine, dentistry, pharmacy and veterinary, or 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 centralised foreign language exam specified by the Council of Higher Education or an equivalent score from a foreign language exam that is recognised 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 works in the required amount and quality which is determined by the Council of Higher Education upon the opinion of the

Inter-Universities Council in consideration of the characteristics of each science or art discipline. Additionally, based on the scores given to the academic works related to the associate professorship field applied for, the candidate must have participated in scientific activities amounting to at least 100 points and at least 90 points of this must have been carried out after receiving the doctoral degree. Click on the link <https://uak.gov.tr/Sayfalar/docentlik/basvuru-sartlari/2022-mart-donemi-docentlik-basvuru-sartlari.aspx> for conditions specific to your field of science.

- 2.1.2** In accordance with the decision of the Inter-Universities Council, it is not possible to apply for associate professorship in two different fields of science in the same term.
- 2.1.3** In accordance with the paragraph 3 of the Article 4 of the Associate Professorship Regulations, and the 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 needs to be uploaded electronically. Candidates who applied to associate professorship in the previous terms and were decided by the Ethics Commission as per the Inter-Universities Council Scientific Research and Publication Ethics Directive **that they 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 6 of the Article 7 of the relevant directive and the Associate Professorship Regulations.** If information regarding the penalty imposed as a result of the relevant publication and ethical examination is not specified in 'Curriculum Vitae and the List of Works,' the legal responsibility for any loss of rights that may occur lies with the candidate.
- 2.1.4** The candidates **who already received the title of associate professor from a different field of science** (including accreditation) **cannot include** the works/publications belonging to that application term for a new application. Applications of the candidates who are found to have done otherwise **will be cancelled in accordance with the paragraph 5 of the Article 4 of the Associate Professorship Regulations.**
- 2.1.5** If the Bachelor's, the Master's, the Doctoral degree / Specialization in Medicine, Dentistry, Pharmacy and Veterinary/ Proficiency in Art is obtained abroad, **it has to be accredited through the 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 their notary or official institution-approved relevant documents **(the notary or official institution-approved document must have the approval date on it. This date must be within the year in which the application is made) in-print to the Inter-Universities Council in the annex of the application petition by mail/cargo or hand-delivery.** 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/ 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** 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 or another reason, the information/documents submitted by the candidate to ÜAK during the application will be taken into consideration.
- 2.1.8** In accordance with the decision of the Associate Professorship Commission, from among the candidates **whose applications in the previous terms were cancelled for not meeting the minimum application requirements or whose applications were unsuccessful after the examination of their academic works**, those who have filed an objection to the cancellation of their application or to the result of the examination should not, when the objection procedures are in process, submit a new application until the objection processes are completed. If they do, **no action will be taken regarding their new term applications.**
- 2.1.9** If the candidate whose application is cancelled for not meeting the minimum application requirements or for ethics violation, or whose application is deemed unsuccessful after the examination of their academic work files a lawsuit against these procedures, **re-applying to associate professorship in the same science/art field depends on the finalization of his case. Applications made in violation of this provision will not be processed.**
- 2.1.10** As a result of the investigations regarding charges of scientific research and publication ethics violations, **if the candidate is found to have violated ethics**, his/her application is cancelled. The candidate whose application has been cancelled can reapply at the earliest only in the third following term after the term of the cancelled application. Candidates who reapply for associate professorship are obliged to indicate their publications that were found to violate ethics as such. The candidate cannot use the publications that are found to have violated ethics, except for false declarations. Provisions regarding the administrative, criminal and legal liability of the candidate are reserved.
- 2.1.11** Candidates whose applications for associate professorship have not been finalized cannot reapply for associate professorship in the same or different fields of science/art.
- 2.1.12** The candidates who want to reapply to associate professorship need to wait for a certain period of time. Waiting periods according to the result of the application are specified in the table below:

APPLICATION RESULT	THE TERM WHEN THE CANDIDATE CAN REAPPLY
Examination of the academic works is completed: Unsuccessful	In the third term following the term of application <i>e.g: The candidate whose application of March 2022 is found unsuccessful can reapply at the earliest in October 2023.</i>
The application is cancelled due to "ethical violation"	In the third term following the term of application <i>e.g: The candidate whose application of March 2022 is cancelled due to ethical violation can reapply at the earliest in October 2023.</i>

The application is cancelled for “not meeting the minimum application requirements”	In the second term following the term of application, providing that the minimum application requirements are met <i>e.g: The candidate whose application of March 2022 is cancelled for not meeting the minimum application requirements can reapply at the earliest in March 2023.</i>

## 2.2. APPLICATION PROCEDURES FOR ASSOCIATE PROFESSORSHIP

**2.2.1** Applications for Associate Professorship for March 2022 Term will start on March 20, 2022 and end on March 31, 2022 at the end of working hours (17.30).

**Application Dates for March 2022 Term: 20 March - 31 March 2022**

**Application Withdrawal Dates for March 2022 Term: 1 April - 10 April 2022 (23:59)**

**Application Fee: 1.342,00 TL (Turkish Liras)**

**Deadline (17.30) for postal/cargo delivery or hand delivery for candidates who need to send documents to ÜAK among candidates who have completed their application through the Associate Professorship Information System (DBS): 31 March 2022**

**2.2.2** Applications for associate professorships are made to the Inter-Universities Council electronically (via <https://dbs.yok.gov.tr>) by uploading documents and all academic studies. In cases where the originals or certified copies of the documents are required to be submitted, the candidates should deliver these documents by hand or send them to the Inter-Universities Council by mail.

**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 made on 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, 2022. **Fees are not supposed to be paid from bank branches and ATMs.**

- Associate professorship applications will be made within the application period. **No application request missing the deadline will 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 **are not refunded/transferred**. Responsibility for correct/incorrect payment of fees lies with the candidate.
- The application fee will be made on the application completion screen through the virtual pos application, and **no fee can be paid from branches and ATMs.**
- Applications for associate professorships will be made electronically via Associate Professorship Information System. **No physical application file will be sent** to the Presidency of the Inter-Universities Council. **However, candidates who have Educational Information or Foreign Language Knowledge (the original document of the International Foreign Language Exams like TOEFL etc.) that cannot be obtained electronically from the systems of the relevant institutions, must have the approval date on the original or certified copy of the relevant physical documents**

(notarized or official institution approved document. This approval date must be a date within the year of application to associate professorship) must also send them to the Presidency of Inter-Universities Council by mail/cargo or deliver by hand within the application period. The relevant physical document submitted to the Presidency of Inter-Universities Council 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 cancelled.**

- **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 entered and the application process will be completed via the Associate Professorship Information System with the **“Finish Application”** process. 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 to be invalid. After the application process is completed** through the Associate Professorship Information System, **no additions, deletions or corrections can be made on the application information/documents** on the system in any way.
- The application for associate professorship of the candidate whose education certificate, thesis and foreign language document is found to be incomplete/wrong is canceled by the Inter-Universities Council.
- The applications of candidates who have missing or incorrect information/document in the Associate Professorship Information System **will be cancelled.**

**ATTENTION!** Information obtained from the relevant institution, which is reflected on the application screen, cannot be changed. Therefore, candidates who have to change/correct the relevant 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** Some of the information of the candidates will be obtained electronically through the systems of the relevant institutions (YÖK, ÖSYM, ULAKBİM, TÜBİTAK, etc.) which are the source of the information. The information that can be obtained through the systems of the relevant institutions will be automatically reflected on the application screen and this information will be considered as **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 result (TOEFL etc. International Foreign Language Exams or foreign language exams conducted by ÖSYM in 2002 and before) from YÖK and ÖSYM will manually enter the relevant foreign language knowledge/document through the system. In addition, the foreign language document (**the original document of International Foreign Language Exams such as TOEFL etc., a notary or official institution-approved copy of the foreign language exams held by ÖSYM in 2002 and before, and the approval date must be on the notary or official institution-approved document. The approval date must be a date within the year of application to associate professorship**) will be physically sent to the Presidency of Inter-Universities Council by mail/cargo or hand-delivered in the annex of the application petition within the application period.



**2.2.5** The 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 their applications for associate professorship provided that they prove **they have resided for at least six months, including the exam date** and before in the country where they received the foreign language exam result document, **a document** to be obtained from the General Directorate of Security, **showing that they entered into and exited from in this period and a residence document issued by the competent authorities of the country where they took the exam.** Candidates are required to send the original document of the International Foreign Language Exams and aforementioned documents to our Presidency in due time.

**2.2.6** Within the framework of the relevant legislation, OSYM (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) have been decided to be accepted for the applications of those who certify that they have one of these levels.

**ATTENTION! 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 accepted by the Council of Higher Education, **are held in Türkiye**, it is required that these exams are held **only in buildings 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 the 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 give 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 such as 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** Until the aforementioned Law Amendment;

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 following 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 time limit is required 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 are to be determined in accordance with date of validity written on the document, if any, but in any case, this period is limited to 5 years starting from the date of the exam. 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 has been decided that the validity period of TOEFL Foreign Language Exam Results will be two years since the authenticity of the documents cannot be verified due to the fact that the information about the TOEFL language 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 to acknowledge the applications of those who certify that they have the required level from 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), the exams that do not have 55 (fifty-five) points equivalent in the Center for Evaluation, Selection and Placement equivalence tables.

c) 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 buildings 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 beginning level of doctorate/art proficiency.

## 2.4 SITUATIONS WHICH REQUIRE/DOES NOT REQUIRE CANDIDATES TO SEND DOCUMENTS TO THE INTER-UNIVERSITIES COUNCIL

2.4.1 If there is any information/document required to be sent to the Inter-Universities Council, relevant documents will be indicated by listing 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).**"

Başvuru Durum	<b>Evrakı İzleyecek Birimler</b>	 14068052512295179
	1. Genel Evrak 2. Mühendislik ve Fen Bilimleri-3	
Başvuru sonlandı, ilgili başvuru belgesinin ÜAK'a ulaşması bekleniyor	<b>ÜAK'a Gönderilmesi Gereken Belgeler</b> (Aşağıda belirtilen belgeler, başvuru süresi içinde başvuru dilekçesi ekinde ÜAK'a posta/kargo yoluyla veya elden teslim edilecektir.)	
	Yabancı Dil Belgesi	KPDS - İngilizce

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”.

Başvuru Durum	<b>Evrakı İzleyecek Birimler</b>	 15773270338297077
	1. Genel Evrak 2. Mühendislik ve Fen Bilimleri-3	
Başvuru sonlandı, ilgili doçentlik biriminde incelemede		

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 physically the CV and the List of Works in terms of the application period within which they became associate professors to the Inter-Universities Council by mail/cargo or deliver by hand within the application period as an annex 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. **Applications of candidates which are not submitted within the deadline will be cancelled.** Of the candidates who will apply from the Field of Fine Arts, those who cannot upload their works (audio/visual recordings, etc.) to the Associate Professorship Information System due to the size of over 50 MB will physically send their related works in CD, DVD or USB format as the annex of the application petition, to the Inter-Universities Council by mail/cargo or deliver them by hand within the application period. They will also send the related work to the jury members in CD, DVD or USB format after the associate professorship jury is announced.

2.4.4 Due to the fact that deadline for postal/cargo delivery or hand delivery of the candidates who need to send documents to our Council, 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 relevant application period, it has been decided that the waiting period for the documents sent by mail or cargo will be **15 days** for domestic applicants and **30 days** for applicants applying from abroad.

2.4.5 While adding the education information of the candidates to the system in the applications for associate professorship, the candidates are supposed to complete the necessary actions in the relevant institutions as a result of the decision making it compulsory to create secure data by withdrawing education information from the relevant systems, except for exceptional cases.

**Exceptional cases where manual information/document entry can be made in the education information:**

- Candidates who have graduated from the degrees of Specialization in Medicine, Minor Specialization in Medicine, Specialization in Dentistry, Specialization in Pharmacy from abroad will be able to upload their diplomas by manually entering their information.
- Equivalency information of 1996 and earlier period Associate/Bachelor/Master's degrees from abroad is not checked whether it is withdrawn from the relevant system (DBYS) and this information does not have to be in electronic form. Therefore, foreign associate/undergraduate/graduate certificate equivalency holders for 1996 and earlier period will be able to upload their diploma/equivalence documents by entering their equivalence information manually.
- There is no obligation to be in the electronic environment for the records of the graduation year before 1987 in the domestic graduation information. 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 Foreign Doctorate and Proficiency in Art by our Presidency can add information about the theses they have done 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 they are domestic or international, it is required that all thesis information from the National Thesis Center Database are transferred to our application system and the relevant information are withdrawn from the National Thesis Center Database by preventing the thesis information from being manually entered and uploaded to the system, and the candidates are directed to the relevant institutions.

2.4.7 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 “(1)the document that shows the direct or integrated doctorate obtained from the University where the doctorate is done, (2)a copy certified by the foreign representative or notary and (3)its certified Turkish translation” as a document proving this situation to the Inter-Universities Council by post/cargo 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 THE APPLICATION FOR THE ASSOCIATE PROFESSORSHIP**

2.5.1 Of the candidates who have applied for associate professorship, **those who 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 Associate Professorship Commission.

2.5.2 Application withdrawal request **can be made within 10 days after the application deadline of the relevant period.**

2.5.3 Application withdrawal requests **that are not made through the Associate Professorship Information System 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 and in the information and documents required for the associate professorship application shall not claim any right.

## 3. EVALUATION PROCESS OF THE APPLICATION FOR THE ASSOCIATE PROFESSORSHIP

3.1 A jury is formed by the Associate Professorship Commission for the candidates who have completed their application for associate professorship fully in due time and whose documents are accepted by the Inter-Universities Council, taking into account the applied science/art field. Jury information is made available electronically to members appointed to the associate professorship evaluation jury and candidates applying for associate professorship with jury membership duties. Jury membership duty and jury information are deemed to have been notified to the relevant parties on the fifth day following the date of access. Starting from the date of notification regarding the jury information, candidates applying for associate professorship **will not send physical files** to the members of the jury within this period, **except for visual and audio recordings**, with the exception of the candidates applying from the basic fields of **Law and Theology**.

3.2 In accordance with the decision in the paragraph 3 of the Article 4 of the Associate Professorship Regulations, "If the Associate Professorship Commission deems necessary, it may also decide that the candidates applying from the field of science/art should physically send their academic studies to the jury members.", it has been decided that the candidates applying from the basic fields of **Law and Theology** *are supposed to send their works (Books, Articles and Papers)* that are subject to scientific evaluation *to the members of the jury*.

3.3 The associate professorship evaluation jury firstly evaluates the application file of the candidate in terms of whether there is a violation of scientific research and publication ethics and whether the minimum application requirements are met or not. 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 this matter. The evaluation reports of the jury that the candidate does not meet the minimum application requirements are examined by the Associate Professorship Commission. The application of the candidate **who is determined not to meet the minimum application requirements** is canceled by the Associate Professorship Commission. In accordance with paragraph 1 of article 6 of the Associate Professorship Regulations, **the jury report/reports 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, with their names hidden**. Candidate whose application has been canceled can reapply **at the earliest in the second period following his/her application** by taking application period into account.

3.4 Associate professorship evaluation jury prepares a detailed and reasoned evaluation report stating that the candidate about whom the jury has not found a 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 his report to the Associate Professorship Information System 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 there is a shortage in the jury committee due to reasons such as withdrawal because of an excuse, resignation from the faculty member 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 based on the evaluation are made available to the relevant 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.

3.8 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 candidate is deemed to be successful. The unsuccessful candidate can reapply at the earliest **in the third period** following his/her application based on the application period provided that s/he completes his/her 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 In order to issue an Associate Professorship Certificate to candidates who are successful as a result of the examination of their works, candidates must request an Associate Professorship Certificate from the Inter-Universities Council after the work examination results are announced via the Associate Professorship Information System (DBS).

3.11 Templates of petition to be issued for Associate Professorship Certificate (**Annex-1** Associate professor candidates working in any public and private institution/organizations or higher education institutions, **Annex-2** Associate professor candidates who do not work in any public and private institutions/organizations or higher education institutions) are included in the appendix of the manual. The petition and its annexes, if any, must be issued as of the date on which the Associate Professorship Certificate is awarded. In addition, the document stating that "**There is no Suspension from Duty or Dismissal from Public Service under Article 4 of the Law No. 7085**", issued by the institution where the candidate works, will be sent in Annex-1 of the petition.

3.12. The candidates who are successful as a result of the evaluation of their scientific/artistic publications and academic studies, and who are confirmed by the relevant institutions that they are not

suspended from duty or dismissed from public service under Article 4 of the Law No. 7085 by the Council, are given the title of "Associate Professor" in the relevant science/art field and "Associate Professor Certificate" is issued with the decision of the Board of Directors of Inter-Universities Council.

**ATTENTION!** After the request petition for the Associate Professorship Certificate and its annexes, if any, reaches to the Inter-Universities Council and the necessary control and approval procedures are carried out, Candidates will be able to obtain their e-signed Associate Professorship Certificate themselves by logging in at <https://www.turkiye.gov.tr> with their TR Identity Number and E-Government Password via e-government(e-devlet) with the Higher Education Council > Associate Professorship Inquiry service. Except for the e-signed Associate Professorship Certificate created through the e-government (e-devlet) service, **a physical Associate Professorship Certificate will not be issued by the UAK (Inter-Universities Council) and will not be sent to the candidates.**

#### **4. ANNOUNCEMENT OF THE RESULTS OF THE APPLICATION FOR THE ASSOCIATE PROFESSORSHIP**

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 after the decisions 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 work examination of each candidate and the decision date of the Board of Directors of Inter-Universities Council, on which the work examination result is approved, are different. Candidates whose work examination results are approved with the decision of the Board of Directors of Inter-Universities Council will be able to learn their information 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 Identity Number and e-Government Password.

#### **5. ISSUING THE ASSOCIATE PROFESSORSHIP CERTIFICATE**

In order to issue an Associate Professorship Certificate to candidates who are successful as a result of the examination of their works, candidates must request an Associate Professorship Certificate from the Inter-Universities Council after the work examination results are announced via the Associate Professorship Information System (DBS).

Templates of petition to be issued for Associate Professorship Certificate (**Annex-1** Associate professor candidates working in any public and private institution/organizations or higher education institutions, **Annex-2** Associate professor candidates who do not work in any public and private institutions/organizations or higher education institutions) are included in the appendix of the manual. The petition and its annexes, if any, must be issued as of the date on which the Associate Professorship Certificate is awarded. In addition, the document stating that "**There is no Suspension from Duty or**

**Dismissal from Public Service under Article 4 of the Law No. 7085"**, issued by the institution where the candidate works, will be sent in Annex-1 of the petition.

After the request petition for the Associate Professorship Certificate and its annexes, if any, reaches to the Inter-Universities Council and the necessary control and approval procedures are carried out, Candidates will be able to obtain their e-signed Associate Professorship Certificate themselves by logging in at <https://www.turkiye.gov.tr> with their TR Identity Number and E-Government Password via e-government(e-devlet) with the Higher Education Council > Associate Professorship Inquiry service. Except for the e-signed Associate Professorship Certificate created through the e-government (e-devlet) service, **a physical Associate Professorship Certificate will not be issued by the UAK (Inter-Universities Council) and will not be sent to the candidates.**



## FILES REQUESTED WHILE APPLYING TO THE ASSOCIATE PROFESSORSHIP INFORMATION SYSTEM

ACTIVITY TYPE	TYPES OF FILE	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 1 pdf and another pdf including Editor List, Index printout and Cover will be uploaded as 2 files.
BOOK	Full text	*	
PAPER	1. Full text or summary published in the proceedings booklet 2. Participation Certificate (belonging to any of the authors of the paper)		Participation Certificates belonging to conferences held before 15 December 2016 are not mandatory. For conferences after 15 December 2016, 2 files will be uploaded as 1 pdf full text and 1 pdf for the Certificate of Participation. It must have been published in paper or electronically in the proceedings booklet.
ART WORKS	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 yourself
CITATION	Citation Documents	*	With the format prepared in accordance with the citation template
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	*	<p>It is not required to upload documents for the foreign language score obtained from the foreign language exams conducted by ÖSYM and YÖK. It is required to upload documents for exams held by apart from ÖSYM and YÖK.</p> <p>However, since the records of the ÖSYM exams held in 2002 and before could not be reached, the foreign language score received in those periods must be manually entered into the system and the relevant document must be uploaded during the application made in the DBS.</p>
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## **Who Can Get E-Government Password?**

### *Who Can Get 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 decision can obtain e-government gateway passwords through their guardians. Except for these cases, it is not possible to obtain passwords on behalf of others.

**ANNEX-1**

\*A petition sample for the Associate Professorship Certificate to be issued by candidates of associate professorship working in any public or private/legal entity or higher education institutions. (the document stating that "There is no Suspension from Duty or Dismissal from Public Service under Article 4 of the Law No. 7085", issued by the institution where the candidate works, will be sent in Annex-1 of the petition).

**TO  
REPUBLIC OF TÜRKİYE  
INTER-UNIVERSITIES COUNCIL**

**Bilkent/ANKARA**

Being successful as a result of the work review, I hereby declare my associate professorship information below.

I am working in ..... institution/organization, my document\* **issued by the institution/organization I am serving for, stating that " There is no Suspension from Duty or Dismissal from Public Service under Article 4 of the Law No. 7085", is attached.**

I cordially request that my associate professorship certificate be issued.

...../...../.....

**Signature**

<b>Application Period in which the Work was Successful as a Result of Review</b>	
<b>TR ID No</b>	
<b>First Name-Last Name</b>	
<b>Institution/Organization/University</b>	
<b>Primary Field</b>	
<b>Field of Science</b>	

*\*My contact information (mobile phone, e-mail, address) is up-to-date on the Associate Professorship Information System.*

**ANNEX: \*Document issued by the institution/organization I assign for, stating that " There is no Suspension from Duty or Dismissal from Public Service under Article 4 of the Law No. 7085"**

\*A petition sample for the Associate Professorship Certificate to be issued by candidates of associate professors not working in any public or private / legal entity or higher education institutions

**TO  
REPUBLIC OF TÜRKİYE  
INTER-UNIVERSITIES COUNCIL**

**Bilkent/ANKARA**

Being successful as a result of the work review, I hereby declare my associate professorship information below.

I do not work in any public institution/organization or higher education institution, **I undertake that no action has been taken against me under the Article 4 of Law No. 7085.**

I cordially request that my associate professorship certificate be issued.

...../...../.....

**Signature**

<b>Application Period in which the Work was Successful as a Result of Review</b>	
<b>TR ID No</b>	
<b>First Name-Last Name</b>	
<b>Primary Field</b>	
<b>Field of Science</b>	

*\*My contact information (mobile phone, e-mail, address) is up-to-date on the Associate Professorship Information System.*