

SAKARYA UNIVERSITY



SAKARYA
UNIVERSITY

HANDBOOK
FOR
INTERNATIONAL
ACADEMIC
STAFF

2017

TABLE OF CONTENTS

- **GENERAL INFORMATION ABOUT SAU**

- **ACADEMIC STAFF MEMBERS ON CONTRACT**
 - Employment Procedures and Work Permits
 - The Contract
 - Social Security
 - Residency Permit
 - Health Insurance
 - Taxes
 - Bank Account
 - Leaves of Absence and Vacations
 - Work on Special Projects
 - Travel Support

- **VISITING ACADEMIC STAFF MEMBERS**
 - Procedures for Assignment
 - Applying for a SAU Personnel Card
 - Residency Permit

- **CAMPUS LIFE**
 - Accommodation
 - Transportation
 - Food and Drink
 - Library Services
 - Sports Facilities and Recreation
 - Health Services

- **OTHER USEFUL INFORMATION**
 - The SAU Personnel Card
 - Language Courses
 - Useful Turkish Phrases

GENERAL INFORMATION ABOUT SAU

The nucleus of Sakarya University, whose mission is to educate individuals by all kinds of equipment modern civilization requires, has been formed by School of Engineering and Architecture founded in 1970 affiliated with Istanbul Technical University. This school has turned into the State Academy of Engineering and Architecture in 1971 and served as a faculty from 1982 to 1992.

As one of the universities established in 1990s, Sakarya University has set a good example due to not only its success in completion of academic units and technical infrastructure but its advances in laboratories, educational and social services, internet infrastructure and informatics as well. Sakarya University is the first and only state university receiving the ISO-2002 Quality Certificate and "the EFQM Excellence Quality Certificate of Competency Level".

We have got approximately 100.000 students from different disciplines and grades (e.g: bachelor, master and phd candidate..). This large number of students creates huge prolific data to compare the other universities. In addition, the fact that the university provides education in many academic programs.

Sakarya University also have ECTS Label and DS Label. These label logos are demonstrated in our students' diplomas. Both ECTS Label and DS Label provides recognition for a continuous quality in higher education. Our ECTS Label and DS Label also indicates that the Sakarya University is a reliable partner for international collaborations.

For further information about SAU, please visit: <http://www.sakarya.edu.tr/en>

ACADEMIC STAFF MEMBERS ON CONTRACT

Employment Procedures and Work Permits

SAU is required to obtain permits from the Higher Education Council of Turkey (*Yüksek Öğretim Kurulu Başkanlığı* in Turkish) to employ international academic staff on contract.

An invitation letter, which includes the necessary permits to work in Turkey, is sent to those whose work visas have been obtained by SAU from YÖK. Upon receiving the invitation and necessary permits, you must contact the nearest Turkish consulate to begin the procedures for obtaining a work permit.

The Contract

As an international academic staff member, you are obligated to carry out your duties in accordance with your employment contract and existing laws. The contract prepared by the Directorate of Personnel Affairs (*Personel Dairesi Başkanlığı*) / International Relations Office must be signed before employment may commence. The contract is valid for one year.

At the request of the foreign faculty member's department, the contract can be renewed if the period of assignment has been extended. General legislation will be consulted for matters that are not covered by the contract. For detailed information on promotion and appointment processes and criteria, foreign faculty members may consult the following link:

<http://www.sakarya.edu.tr/en/yabanci-personel/basvuru>

If the foreign faculty member is granted Turkish citizenship, the contract must be terminated. In cases of impending Turkish citizenship, the faculty member should apply to the Directorate of Personnel Affairs' Academic Appointment Office immediately for a different type of employment procedure.

Social Security

Please submit the following to the Directorate of Personnel Affairs to initiate the procedures for obtaining employment insurance:

- 6 passport-style photographs
- Photocopy of passport (page containing the passport holder's official information)

Residency Permit

SAU's Directorate of Personnel Affairs will write a letter to the Directorate General of Migration Management (*Göç İdaresi*) so that you may obtain residency permits (*Oturma izni* in Turkish) for you and your accompanying family members.

You must apply in person at the Directorate General of Migration Management (*Göç İdaresi*) with this letter. For detailed information on where to go and what other documents to bring, see: <https://e-ikamet.goc.gov.tr/>

Please inform the Directorate of Personnel Affairs of your residency permit number once you have received it.

Health Insurance

The international academic staff member must abide by all the rules and regulations specified in the Law of Higher Education No. 2547 and the Personnel Law of Higher Education No. 2914 and is subject to all other relevant legislation in effect. Hence, after the employment contract is signed, you will be assigned a social security number by the Republic of Turkey Social Security Institution (*Sosyal Sigortalar Kurumu* in Turkish), and then, you may benefit from all health insurance facilities provided by the Institution. For social security number assignment, foreign faculty members should inquire at the Directorate of Personnel Affairs' Academic Appointment Office after the contract is signed.

Taxes

In order to obtain a tax number, you must apply at the nearest tax office (*Vergi Dairesi*). For example, Gümrükönü Vergi Dairesi, Alifuat Cebesoy Vergi Dairesi, and similar are possible locations. Please inform the International Relations Office of your assigned tax number.

Your tax rate for each paycheck is based on your cumulative income for that year, i.e., your total income to date. As your cumulative income increases throughout the year, your tax rate will also increase. A typical international faculty member with the rank of Assistant Professor will start the year at a 15% tax rate, which will increase to approximately 22% and 29% in June and September, respectively.

Bank Account

For your salary payments, you must open an account at the SAU branch of Garanti Bankası, located in our main campus area.

Please inform the International Relations Office of your bank account number to ensure the payment of your salary.

Leaves of Absence and Vacations

Staff members who have been employed fewer than 10 years are permitted 20 days of leave. Staff members who have been employed more than 10 years are allowed 30 days of leave. Academic staff members can use their allotted vacation days in the current year, or they may carry over their unused vacation days to the following year.

Because their contracts are renewed on a yearly basis, foreign faculty members cannot benefit from sabbatical leave opportunities. However, they may make use of unpaid leave.

Expecting staff members are entitled to 16 weeks of paid maternity leave, which will be scheduled for eight weeks before the birth and eight weeks after the birth. In the case of multiple expected births, two weeks will be added to the eight-week maternity leave that is scheduled before the birth, allowing for 10 weeks of leave pre-birth and eight weeks post-birth. After the faculty member returns from her post-birth maternity leave, class sessions/course schedules will be arranged to allow for 1.5 hours of breastfeeding leave per day for a period of one year.

Work on Special Projects

Foreign faculty members on contract who are assigned to TÜBİTAK projects may receive a “Project Incentive Premium.”

Travel Support

If your contract period spans at least six months, SAU will cover the expenses undertaken for travel to Sakarya at the beginning of your employment and expenses for travel back to your home country at the end of your employment. If your contract period is for one year or more, both your and your spouse’s travel expenses will be covered.

To ensure the compensation of your return travel expenses, you must leave Turkey within one month after your contract’s expiration date. Return travel expenses will not be paid if you go abroad on leave, assignment, or abandon your duties and fail to return, thus annulling the work contract.

In the event of the staff member’s death, the fee for transporting his or her remains back to his or her home country will be paid by SAU.

Travel and other expenses for temporary assignments in locations other than SAU will be compensated according to academic title.

VISITING ACADEMIC STAFF MEMBERS

Procedures for Assignment

Visiting international academic staff may come to Turkey upon invitation from local researchers and/or departments at SAU, or upon their own request.

Those to be employed as visiting international academic staff members must contact the relevant academic department.

Upon your arrival in Turkey, SAU will obtain a permit from the Higher Education Council of Turkey for your assignment in Turkey.

Applying for a SAU Personnel Card

Please submit one photograph to the Directorate of Personnel Affairs to ensure that you receive a SAU Personnel Card. The benefits of the SAU Personnel Card are explained later in this handbook.

Residency Permit

After receiving approval from the Higher Education Council of Turkey (*Yüksek Öğretim Kurulu Başkanlığı* in Turkish), SAU's Directorate of Personnel Affairs will write a letter to the Directorate General of Migration Management (*Göç İdaresi*) so that you may obtain residency permits (*Oturma izni* in Turkish) for you and your accompanying family members.

You must apply in person at the Directorate General of Migration Management (*Göç İdaresi*) with this letter. For detailed information on where to go and what other documents to bring, see: <https://e-ikamet.goc.gov.tr/>

Please inform the Directorate of Personnel Affairs of your residency permit number once you have received it.

CAMPUS LIFE

Accommodation

You may be provided with a furnished guest residence or an unfurnished personnel residence, according to your preference. You may apply to stay private dormitories or apart those are within walking distance from the campus. The rent is on average and the rooms are always furnished. It also makes sense to share to rent a small apartment yourself. International Relations Office, will assist you during your whole stay about accommodation, travel arrangements and about giving information about the university, city and the country in general.

(Contact Person: Lect. Akın KELEBEK - +90 264 295 39 46 – akinkelebek@sakarya.edu.tr)

Transportation

Sakarya is a small town near the Black Sea in Northwestern Turkey. It is very close to both Istanbul (the most popular city) and Ankara (capital city) and you can reach Sakarya by plane through airports located in these two cities. However; since it is easy and quick, we suggest you come here through Istanbul.

From Istanbul

Istanbul has two airports: one (Sabiha Gökçen Airport) is on the Anatolian side and the other one (Atatürk Airport) is on the European side. If you get to the Atatürk Airport, first you should reach Istanbul Esenler Bus station by taking the subway (Airport-Yenikapı Metro). After that you should take a bus to Sakarya. (Approximately 2 hours clear of traffic)

If you use Sabiha Gökçen Airport, there are some travel agencies which can transfer you from airport to Sakarya such as Akmis Seyahat or Uçar Seyahat. Some airlines like Pegasus have also its own transfer services. It takes almost 1.5 hours to reach Sakarya from Sabiha Gökçen.

Or you can use the Public Fast Train from Pendik, Istanbul to Sakarya City Center.

<http://en.tcdd.gov.tr/index.php>

From Ankara

When you get to the Ankara Esenboğa Airport, first you should reach Ankara Bus Station (AŞTİ), by taking HAVAŞ buses or 442 Public Bus. After that you should take a bus from AŞTİ to Sakarya (almost 4 hours).

Or you can use the Public Fast Train from Maltepe, Ankara to Sakarya City Center.

<http://en.tcdd.gov.tr/index.php>

There are several means of transportation within campus and from SAU to various locations in Sakarya:

- Personnel buses (*Servis* in Turkish) arrive on campus at 8:30 AM each morning and return at 5:40 PM to many of the districts in Sakarya.
- SAKUS buses operate to and from the city center and around districts (bus numbers for Bus Numbers: 4, 5, 6, 12, 19K, 21A, 21B, 22A, 22B, 24K, 26, 27 and 29- You can use your Personnel Card as KART54)
- Minibuses (*dolmuş* in Turkish) run to and from city center and around districts from 6.30 AM to 01.00 PM when the classes are in session.
- Taxis are also available on campus at taxi stations or by telephone.

Food and Drink

There are a variety of options for dining on campus. The main SAU dining facilities where you may use your SAU Personnel Card include:

- The Cafeteria
- The Social Lounge

There are also canteens in each department, several cafes on campus. You can also find a range of restaurants and cafes in the SAU Shopping Center (*Kampüs Çarşısı*), which is open from 8:30 AM to 11:30 PM when classes are in session.

Library Services

See : <http://www.kutuphane.sakarya.edu.tr/en>

Sports Facilities and Recreation

SAU provides facilities for many sports and recreational activities. You may access the sports facilities on campus:

- Outdoor pool
- 3 gymnasia
- Football stadium
- Tennis courts
- Outdoor basketball courts
- Outdoor volleyball courts
- American football field
- Fitness center
- Gymnastics hall

For more details, please visit: <http://www.sks.sakarya.edu.tr/index.php?pid=spor>

Health Services

Turkey is an AT11 social security country; therefore you will only need a printed proof of your social security in your own country if you are coming from another AT11 country. Otherwise, you are strictly advised to go to a private insurance company and take out an extensive health policy.

http://www.sgk.gov.tr/wps/portal/tr/emeklilik/yurtdisi/sozlesme_imzalanmis_ulkeler.

We have our own hospital (Mediko) on the campus in which all incoming students can benefit health services by paying money. In addition, you may benefit from the all public and private hospitals in the city. Yet, before you come you must have health & travel insurance. This insurance is also necessary for getting residence permit. You may have it either before or after your arrival in Turkey. In any case, you should make sure that your health insurance meets the minimum policy content required by the Turkish State.

For Hospitals in Sakarya: http://sakarya.khb.saglik.gov.tr/2443_hastanelerimiz

OTHER USEFUL INFORMATION

The SAU Personnel Card

The SAU Personnel Card is used as both an electronic spending account and electronic identification card.

- Table d'hôte and à la carte bill payment at the Cafeteria
- Bill payment at the Social Lounge (cash is also accepted)
- Fine payments for overdue books at the Library

Language Courses

The School of Foreign Languages (TÖMER) at SAU offers language courses (in particular, Turkish courses) for international staff employed at SAU. These courses are optional and organized according to demand.

Useful Turkish Phrases	
Hello	Merhaba (MEHR•hah•bah)
Hi	Selam (seh•LAHM)
Yes	Evet (Eh•VET)
No	Hayır (High•YUHR)
Please	Lütfen (LEWT•fen)
Excuse me	Affedersiniz! (ah•FEH•dehr•sin•nizz)
Okay	Tamam (TAH•mam)
Thank you	Teşekkür ederim (Teh•SHEK•kewr•eh•deh•rim)
How are you?	Nasılsınız? (NAH•suhl•suh•nuhz)
Fine, thanks.	İyiyim, teşekkürler. (EE•yee•yeem•teh•SHEK•kyur•lehr)
Goodbye. (said by departing person)	Hosçakalın. (HOSH•chah•kah•luhn)
Goodbye. (said by persons staying behind)	Güle güle. (GOO•leh•GOO•leh)
See you later	Tekrar görüşmek üzere. (TEHK•rahr•goo•roosh•MEHK•oo•ZEH•reh)
Water	Su (Soo)
Very cheap	Çok ucuz (Chok•oo•juz)
Very expensive	Çok pahalı (Chok•pa•HA•luh)
I don't understand	Anlamıyorum (An•LAH•mee•yo•room)
How much?	Ne kadar? (NEH•kah•dahr)
Do you speak English?	İngilizce biliyor musunuz? (EEN•geh•leez•JEH•bill•ee•YOHR•moo•soo•nooz)
The airport	Havaalanı (HA•vah•ah•LAHN•uh)
The railway [train] station	Tren garı (TREHN•gah•RUH)
The bus station	Otobüs garajı (OH•toh•byus•gah•RAH•juh)
The underground station [subway]	Metro istasyonu (MEH•troh•ee•STAH•syoh•noo)
How far is it?	Ne kadar uzakta? (NEH•kah•dahr•oo•ZAHK•tah)
Ticket	Bilet (bee•LEHT)
Where can I buy tickets?	Nereden bilet alabilirim? (NEH•reh•dehn•bee•LEHT•ah•lah•bee•LEER•im)
A single [one-way]/return [round-trip] ticket	Sadece gidiş/gidiş-dönüş bileti. (SAH•deh•jeh•gee•DISH•gee•DISH•duh•NOOSH•bee•LEH•tee)
Where can I rent a car?	Nereden bir araba kiralayabilirim? (NEH•reh•dehn•beer•AH•rah•bah•KEE•rah•lah•yah•bee•LEER•im)
Can I have a map?	Bir harita alabilir miyim? (beer•AH•reeh•tah•ah•lah•bee•LEER•mee•yeem)

