

**ISTINYE UNIVERSITY**  
**SENATE MEETING**

<b>MEETING DATE</b>	<b>MEETING HOUR</b>	<b>SESSION NO</b>
02/04/2019	12.00	04

**ISTINYE UNIVERSITY SCIENTIFIC INCENTIVES DIRECTIVE**

**Purpose**

**ARTICLE 1 - (1)** The purpose of this Directive is to regulate the procedures and principles for the encouragement of the scientific publications of the full-time personnel, non-permanent academic staff, and students of Istinye University.

**Scope**

**ARTICLE 2 - (1)** This Directive covers the scientific publications to be produced by the full-time personnel, non-permanent academic staff, and students of Istinye University.

**Basis**

**ARTICLE 3 - (1)** This Directive was prepared based on Article 14 of the Higher Education Law No. 2547.

**Definitions**

**ARTICLE 4- (1)** In this Directive;

- a) Research Assistant: refers to the full-time research assistants of Istinye University,
- b) Secretary General: refers to the Secretary General of Istinye University,
- c) Board of Trustees: refers to the Board of Trustees of Istinye University,
- d) Faculty Member: refers to the full-time faculty members of Istinye University,
- e) Lecturer: refers to the full-time lecturers of Istinye University,
- f) Academic Staff Member: refers to the faculty members, lecturers and research assistants of Istinye University,
- g) Rector: refers to the Rector of Istinye University,
- h) University: refers to Istinye University,
- i) Publications: refer to the publications specified in Article 6 of this Directive,
- j) Calendar Year: refers to the period between January 1 and December 31.

**The First Grant to be Transferred to the Personal Research Fund**

**ARTICLE 5 - (1)** a research fund account including personal research funds is created for the academic staff within the University for the purpose of academic incentives.

(2) A personal research fund is not a cash fund; it refers to the right of expenditure which can only be used in scientific research and activities.

(3) The amount calculated by multiplying the coefficients specified in the table below with the salary determined by the Board of Trustees at the beginning of each calendar year shall be allocated for only once for the personal research funds of the academic staff appointed for the first time in a permanent position at the University.

	Research Assistant	Lecturer	Faculty Member
Coefficient	45	90	180

### **Incentives to be Transferred to the Personal Research Fund**

**ARTICLE 6 - (1)** Publications of the academic staff are encouraged by allocating the amount calculated by multiplying the coefficients specified below with the salary determined by the Board of Trustees at the beginning of each calendar year for the personal funds:

Property	Score
Articles, books, book chapters, papers published in media which is indexed by Web of Science or SCOPUS.	40

(2) The incentive amounts stated in the first clause are calculated in accordance with the following principles:

a) For works with a single author, the entire amount that is calculated is transferred to the personal research fund of the relevant academic staff member.

b) For works with multiple authors, the amount for each author is calculated by dividing the total amount by the number of authors who are full-time academic staff members at Istinye University and the resulting amounts are transferred to the personal research funds of the relevant authors.

(3) Applications for incentives are made to the Academic Performance Evaluation and Grant Office. A copy of the publication which is the subject of the incentive shall be attached to the application.

(4) The Rectorship decides whether an incentive will be granted or not, taking into account the opinion of the Academic Performance Evaluation and Grant Office.

(5) The incentives shall not be provided, unless the requirements of Corporate Academic Archive and Open Access Directive of Istinye University are fulfilled.

(6) The incentive application must be made within the calendar year of the publication date. Otherwise, the incentive cannot be used.

(7) In order to benefit from the incentive, the author must have clearly stated in the publication that s/he is an academic staff member of the University.

### **Expenditure of the Personal Research Fund, its Duration, and Audit**

**ARTICLE 7 - (1)** The application for expenditures to be made from the personal research fund shall be made to the related department/program office. Upon the positive opinion of the department/program head and the relevant dean/manager, the request is forwarded to the Rectorship.

The Rectorship decides whether the expenditure shall be made or not, taking into account the opinion of the Academic Performance Evaluation and Grant Office.

There is no time limit for the use of personal research funds, provided that the relevant academic staff continue to be employed by the University.

(2) The expenditure to be made from the personal research fund within a calendar year cannot exceed two thirds of the sum of the amount available in the fund at the beginning of the calendar year and the incentives earned throughout the calendar year. This limit can be raised up to 100% with the approval of the Rector.

(3) Expenses related to travels, accommodations, food, visas/fees/stamps, scholarship payments, service purchases, fixture purchases, and purchases of consumables can be covered from the personal research fund.

(4) Except for those that can be directly charged in accordance with the 3rd clause of Article 313 of the Tax Procedure Law No. 213, the tools, equipment, devices, books, hardware, software, etc. purchased using the research fund and their rights are owned by the University, as per the asset management rules.

(5) Where there isn't a sufficient amount in the personal research fund to carry out the research activity, but the related publications will take place at a later date, the relevant academic staff member can cover the expenses of the research activity himself/herself, submit an invoice and then request the relevant amount to be deducted from the incentive. This provision only applies and is only limited to the expenses incurred and the incentives received within the same calendar year.

(6) The amounts in the personal research funds of academic staff members who are dismissed from the university can be removed or transferred to other personal research funds by the Rectorship, taking into consideration the opinion of the relevant academic staff members and the Academic Performance Evaluation and Grant Office.

(7) Any expenses to be made from the personal research fund are subject to the inspection of the Board of Trustees. Where deemed necessary, the Board of Trustees may appoint commissions to determine whether the expenditures are for scientific research or activity purposes and may decide that the spent amount should be transferred back to the fund.

### **Non-Academic Staff**

**ARTICLE 8** - (1) Publications by the University staff other than academic staff, which satisfy the conditions defined in Article 6 shall also be encouraged under Article 6. In such a case, applications for incentives are made to the Academic Performance Evaluation and Grant Office. A copy of the publication which is the subject of the incentive shall be attached to the application.

(2) A personal research fund shall be established for the encouraged personnel. Without prejudice to the other provisions of Article 7, applications for expenditures to be made from the personal research fund shall be made to the General Secretariat. Upon the positive opinion of the General Secretariat, the request is forwarded to the Rectorship. The Rectorship decides whether the expenditure shall be made or not, taking into account the opinion of the Academic Performance Evaluation and Grant Office.

### **Non-permanent Academic Staff**

**ARTICLE 9** - (1) Publications of academic staff who are not the permanent staff of the university (employed according to Article 31 or 40 of the Law No. 2547), which satisfy the conditions defined in Article 6 are also encouraged under the same article. In such a case, applications for incentives are made to the Academic Performance Evaluation and Grant Office. A copy of the publication which is the subject of the incentive shall be attached to the application.

(2) A personal research fund is established for non-permanent academic staff who are encouraged. Without prejudice to the other provisions of Article 7, applications for expenditures to be made from the personal research fund shall be made to the Rectorship. The Rectorship decides whether the expenditure shall be made or not, taking into account the opinion of the Academic Performance Evaluation and Grant Office.

(3) The amount that is available in the personal research fund of the academic staff member whose term of office expires, may be used until the end of the calendar year in which the term of office expired, and after that date, it shall no longer be valid.

### **Students**

**ARTICLE 10** - (1) Publications by the students of the İstinye University, which satisfy the conditions defined in Article 6 shall also be encouraged under the same article. In such a case, applications for incentives are made to the Academic Performance Evaluation and Grant Office. A copy of the publication which is the subject of the incentive shall be attached to the application.

(2) A personal research fund shall be established for the encouraged student. Without prejudice to the other provisions of Article 7, applications for expenditures to be made from the personal research fund shall be made to the Rectorship. The Rectorship decides whether the expenditure shall be made or not, taking into account the opinion of the Academic Performance Evaluation and Grant Office.

(3) The amount that is available in the personal research fund of the student who is not a student anymore, shall no longer be valid.

### **Effective Date**

**ARTICLE 11** - (1) This Directive shall be effective as of the date that it's approved by the Board of Trustees of İstinye University, covering the publications published as of January 1, 2018.

### **Execution**

**ARTICLE 12** - (1) The provisions of this directive shall be executed by the Rector of İstinye University.