

ALTINBAS UNIVERSITY
DIRECTIVE FOR ENCOURAGING ACADEMIC PUBLICATIONS AND ACTIVITIES

PART ONE

Purpose, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1- (1) This directive has been prepared to encourage scientific publications and project applications made by Altınbaş University academic and administrative staff and to determine the issues related to supporting their participation in international scientific activities.

Basis

ARTICLE 2- (1) This Directive is based on the Regulation on Foundation Higher Education Institutions and the Main Regulation of Altınbaş University.

Definitions and abbreviations

ARTICLE 3- (1) In this directive;

- a) Commission Academic Incentive Commission,
- b) A&HCI: *Arts and Humanities Citation Index* abbreviation)
- c) SCI / SCI(E): Scientific Citation Index (Eng. *Science Citation Index / Science Citation Index Expanded* abbreviation)
- ç) SSCI: Social Sciences Citation Index (English. *Social Sciences Citation Index* abbreviation), refers to.

PART TWO

Units and Duties

Academic Incentive Commission

ARTICLE 4- (1) The commission consists of at least seven and at most eleven faculty members appointed by the rector upon the recommendation of the senate under the chairmanship of the rector or a faculty member to be appointed by the rector. The members of the commission are appointed for three years by considering the balance between the branches of science existing in the higher education institution. The member whose term expires may be reappointed in the same manner. Commission members may be dismissed by the rector upon the recommendation of the senate if it is determined that they do not fulfil their duties, authorities and responsibilities before the end of their term of office. Apart from the seven members, an administrative staff member from the Dean of Research is assigned to act as a rapporteur for the commission without the right to vote.

(2) The Commission carries out the processes of activities related to the evaluation, acceptance and coordination of publication incentive and international academic activity support applications.

(3) The Commission convenes by simple majority upon the invitation of the Chairman. Decisions are taken by majority vote of the members attending the meeting. In case of equality of votes, the vote of the Chairman shall be decisive.

PART THREE

General Principles Regarding Publication and Project Application Support

ARTICLE 5- (1) Publication support application is made by using **Altınbaş University Scientific Publication Support Application Form (Annex-1)**. In the application form, the title of the scientific publication, the authors and their institutions, the name of the journal in which it is published, the number, volume, if any, date, publishing house, the document showing which indexes the journal is scanned by, and the result of which study the publication is the result of. The applicant is responsible for the accuracy of the information.

ARTICLE 6- (1) The applications are evaluated by the commission. Publication support is given to academic and administrative staff who have specified Altınbaş University as the institution where they work in the publication. Part-time academic staff may also be supported. In order for an author to be considered for publication support, it is not required that he/she is actually employed at Altınbaş University on the date of application. The publications determined by the commission for publication support are recommended to the Rectorate and finalised with the approval of the University Administrative Board.

ARTICLE 7- (1) The indexes taken as basis for scientific publication support are SCI / SCI(E), SSCI, A&HCI. The amount of support that can be provided by Altınbaş University for scientific publications depends on the type of journal and the number of authors. The following calculation method is used for this:

For SCI / SCI(E), SSCI indexed journals, the Q value is obtained from the *Web of Science* database through the *Journal Impact Factor*. Each Q value is also ranked according to their citation ranking according to their total number of citations in the first 50% - second 50%. If a journal has more than one Q value, the highest available Q value is used.

Journal Q-value	Incentive (TL, net)
Q1 - first 50 per cent	50.000
Q1 - second 50 per cent	40.000
Q2 - first 50 per cent	30.000
Q2 - second 50 per cent	20.000
Q3	10.000

Q1, Q2 and Q3 refer to the first, second and third *quartile*, respectively, according to the evaluation based on the impact factor of the source mentioned above. In order for the publication to be evaluated, a digital object *identifier* (DOI) number must be obtained. If quartile is not defined in A&HCI indexed journals, publication support corresponding to Q2 - first 50% is calculated.

(2) The amount of support to be paid is calculated by multiplying the amount corresponding to the Q value by the following coefficients determined according to the total number of authors in the publication. The net incentive payment calculated according to the total number of authors in a publication is distributed equally to the Altınbaş University employee authors in the publication.

Number of authors	Coefficient
1	1,0
2	0,8
3	0,6
4 and above	0,5

In Altınbaş University graduate students' publications (SCI / SCI(E), SSCI, A&HCI) produced as a doctoral graduation requirement, only the advisor and co-advisor are paid incentive payments. In these publications, the name of the advisor and co-advisor is written after the student's name. No incentive payment is made to authors other than the advisor and co-advisor.

	Incentive (TL, net)	
Journal Q-value	Counsellor	Co-advisor
Q1	10.000	5.000
Q2	8.000	4.000
Q3	2.000	1.000

- (3) In the event that an article entitled to publication incentive is withdrawn from publication for any reason, the publisher is obliged to notify the Dean of Research immediately.
- (4) If the article has other authors with international addresses (outside the TRNC), the amount of incentive to be paid is multiplied by 1.20.
- (5) Publication incentive amounts and limits are increased each year by the proposal of the Rectorate and the approval of the Board of Trustees at a rate not exceeding the rate of increase in University tuition fees.
- (6) Both publication incentive and international academic event participation support cannot be claimed for a publication.

ARTICLE 8- (1) Altınbaş University faculty members can receive project incentives for single-author Q1 (first 50%) in European Union projects they have taken as an executive, and single-author Q2 (first 50%) in TÜBİTAK projects they have taken. Applications for these are made to the Dean of Research with a petition.

(2)– An incentive payment of 5,000 TL is made to faculty members who are consultants in TÜBİTAK research projects (maximum 4 in a call period) of Altınbaş University students who have been accepted. Applications for these are made to the Dean of Research with a petition.

PART FOUR

General Principles Regarding International Academic Activity Support

ARTICLE 9- (1) Academic staff may be supported for their participation in international events. In order to benefit from these supports, the condition of being Altınbaş University staff for at least one year and the condition of accepting a SCI / SCI(E), SSCI, A&HCI publication in the Q1 quartile with Altınbaş University address and not older than two years from the relevant academic year are sought. Applications are made by filling out the "**Application Form for Support for Participation in International Scientific/Artistic Activities**" (ANNEX-2). The assignment approval document of the relevant unit is attached to the application. The application examined by the Commission may be accepted or rejected with justification. The amount of support to be given to accepted applications is recommended by the Commission to the University Administrative Board. The support approved by the University Administrative Board is given to the applicant academic staff after the approval of the Rector.

(2) The faculty member who wants to benefit from the support for participation in international events must obtain a decision from the faculty or college board of directors that the assignment is appropriate.

ARTICLE 10- (1) In order for academic staff to benefit from financial support, "Altınbaş University" or the equivalent of this expression in any foreign language must be included as the name of the institution in the academic studies they will present at the events they will attend.

(2) The relevant lecturer is only supported to participate in activities related to his/her field of science.

(3) Support for participation in an international scientific event cannot be more than 1000 USD.

(4) Faculty members who meet the conditions may be supported more than once in an academic year for participation in international scientific activities. In any case, a faculty member is not given more than 2.500.- US dollars in total in one academic year.

(5) Academic studies that constitute the basis for one support cannot be used in another overseas support application.

(6) The support items that can be given consist of registration fee for the scientific event, transport costs abroad and accommodation. For events organised online, only registration fee support can be provided.

Date Range for Use of Support

ARTICLE 11- (1) The support provided can only be used for a time period covering two days before and one day after the start date of the scientific activity abroad. This time frame is determined separately for each application, depending on the country of destination.

Offsetting

ARTICLE 12- (1) Following the acceptance of the support application of the lecturer, the lecturer carries out the software and expenditures determined by the Department of Financial Affairs, Budget and Purchasing within the framework of the provisions of the legislation on expenditures.

Activities that will constitute the Basis for Support and Amount of

Support ARTICLE 13-

(1) In case the activities are realised by more than one person, the support amounts are determined by multiplying the following numbers.

- 0.8 for two people
- 0.6 for three people
- 0.5 for four or more persons

(3) Financial support is also provided to the companion of the disabled academic staff who apply for support within the framework of this directive and whose application is approved, if necessary.

PART FIVE

Rapid Research Fund

ARTICLE 14- (1) Academics who publish articles in journals within the scope of SCI / SCI(E), SSCI, A&HCI in an academic year are provided with an individual rapid research fund that they can use in the next academic year. Academic staff who wish to benefit from this fund apply to the academic unit to which they are affiliated during the preparation phase of the budget work of the relevant year.

(2) Only one scientific publication can be used as a basis for a fast-track research fund application. If there is more than one author with Altınbaş University address in this publication, only the first two authors can benefit from individual research funding.

(3) The following method is used to determine the amount of rapid research fund.

Journal Q-value	Support amount
Q1	50.000
Q2	30.000

(4) Rapid research fund cannot be used in cash. It can only be used for the purchase of consumables that can be used for research and development purposes, purchase of machinery-equipment and software, participation fee for scientific meetings, service purchase, book purchase and journal fee expenses. The academic staff to whom the fund is defined is responsible for the appropriate use of this fund. It is obligatory for the academic staff to submit an expenditure report to the head of the department to which they are affiliated at the end of the academic year in which the fund is used.

(5) Regarding the expenditure to be made within the scope of this fund, a request is made through the software determined by the Department of Financial Affairs, Budget and Purchasing. After the approval of the Rectorate, the Department of Financial Affairs, Budget and Purchasing carries out the expenditure.

(6) The provisions of the Scientific Research Projects Directive are applied regarding the ownership of the fixtures and inventions purchased with the use of this fund.

PART SIX

Enforcement and Execution

Enforcement

ARTICLE 15- (1) This directive enters into force on the date it is accepted by the Senate.

(2) Applications until the effective date of this directive are applied according to the provisions of the previous directive.

Execution

ARTICLE 16- (1) This directive is executed by the Rector of Altınbaş University.

APPENDICES:

ANNEX-1 Scientific Publication Support Application Form

ANNEX-2 Application Form for Supporting Participation in International Academic Activities

Legal Basis on which the Directive came into force		
Relevant Board	Decision Date	Number of Decision
Senate	23.05.2022	2022/08
Board of Trustees	25.08.2022	2022/11
Legal Basis for the Amendment to the Directive		
Relevant Board	Decision Date	Number of Decision
Senate	06.03.2023	2023/05
Board of Trustees	30.03.2023	2023/02
Senate	24.08.2023	2023/09
Board of Trustees	23.11.2023	2023/08
Senate	24.12.2024	2024/10
Board of Trustees	20.01.2025	2025/03