

ALTINBAS UNIVERSITY
SCIENTIFIC RESEARCH PROJECTS DIRECTIVE

PART ONE
Purpose, Scope, Basis and Definitions

Purpose and Scope

ARTICLE 1- (1) This directive has been prepared in order to determine the procedures and principles regarding the evaluation, acceptance and support of scientific research project proposals carried out at Altınbaş University, the execution of services related to them, monitoring, evaluation of their results, publicizing them, and other issues.

Basis

ARTICLE 2- (1) This directive has been prepared based on the Regulation on Scientific Research Projects of Higher Education Institutions and the Main Regulation of Altınbaş University.

Definitions and Abbreviations

ARTICLE 3- (1) In this directive;

- a) Researcher Faculty members who are included in the project team by the project coordinator in order to carry out the scientific research project, undergraduate and graduate students studying on the subject of the project, and people who are assigned to the project due to their expertise who have completed their education,
- b) Commission Scientific Research Projects Commission,
- c) Project team: The project coordinator and researchers,
- ç) Project coordinator: Faculty members who propose the project and are responsible for its preparation and execution, and researchers from the institution who have completed their doctorate, specialization in medicine or proficiency in art,
- d) Scholarship holder A student in master's or doctoral programs with thesis who will be assigned with a scholarship within the scope of the project in the scientific research projects carried out,
- e) The expert who will evaluate the project: The referee who is an expert in the field of scientific research project and has at least a doctorate degree in Higher Education Institutions,
- f) Commission Chairperson: The person who is responsible for chairing the commission on behalf of Altınbaş University and carrying out the activities of the commission, appointed by the senior manager among the faculty members and responsible to the senior manager.

PART TWO
Units and Duties

Scientific Research Projects 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. A 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 fulfill their duties, powers and responsibilities before the end of their term of office. In addition to the seven members, an administrative staff member from the Dean of Research is assigned to the commission as a rapporteur without the right to vote.

- (2) The Commission carries out the processes of activities related to the evaluation, acceptance, support, encouragement and coordination of scientific research projects, measurement and evaluation of research performance and determination of research policies.
- (3) The periods and durations of the submission of interim reports and final reports regarding the transfer of resources to the projects are determined by the commission, taking into account the project agreements.
- (4) The Commission convenes by simple majority upon the invitation of the Chairman. Decisions are taken by a majority of the votes 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 Scientific Research Projects

Project Types

ARTICLE 5- (1) Scientific Research Project (BAP): These are projects with scientific content, which are expected to contribute to science in their field with their results when completed, to contribute to the technological, economic, social and cultural development of the country, and which can be carried out with the participation of national and / or international institutions or organizations within and / or outside the higher education institution, and projects for training scientists.

(2) Priority Area Scientific Research Project (ÖNAP): These are scientific research projects opened with a special call in priority areas determined by the Rectorate.

(3) Infrastructure Project (IIP): These are special projects of scientific nature prepared in the areas prioritized by the Rectorate or the commission in order to establish, develop and increase the potential of the scientific research, education, technology, social or cultural infrastructure of the country or university.

(4) Graduate Thesis Projects (TEZ-P): These are research projects in which the thesis advisor serves as the executive director and the thesis student, and the second advisor serve as researchers in order to support master's and doctoral thesis studies with thesis.

Application and Evaluation

ARTICLE 6- (1) The application and evaluation schedule for BAP, ÖNAP and TEZ-P is determined and announced by the Commission. Applications are made using [Altınbaş University Scientific Research Project Support Application Form \(Annex-1\)](#). The start and end dates of the applications are announced by the Research Dean's Office before the start of the relevant semester and applications are made to this unit. The Commission may set special conditions for project applications in each call period.

(2) Applications for AYP are made directly to the Dean of Research by attaching a form (Annex-2) containing the project justification, project team, projected budget and work plan. Infrastructure projects are always open for application.

(3) Project applications are pre-checked by the Dean of Research. Applications that do not comply with the application format or do not meet the conditions specified in this directive are returned to the applicant without being referred to the commission.

(4) The evaluation of BAP applications is carried out by the commission, taking into account the opinions of the experts determined by the commission, and the experts who will make the evaluation are paid a fee determined by the commission on a project basis, taking into account the qualifications of the projects.

- (5) ÖNAP, AYP and TEZ-P evaluations are made directly by the commission and expert opinions may be consulted when deemed necessary.
- (6) For TEZ-P evaluations, the Commission may establish working commissions consisting of faculty members of the relevant academic units with the approval of the Rectorate. The Commission may evaluate the TEZ-P evaluations by taking the opinions of the working groups.
- (7) The payments to be made to the scholarship holders are determined by the commission decision.
- (8) Two BAP applications cannot be made at the same time and a second BAP application cannot be made while being a BAP executive. Second project applications within this scope are rejected. This restriction does not apply if the second project is within the scope of ÖNAP or AYP. The number of TEZ-P projects that can be carried out at the same time is determined by the commission decision for each academic semester.
- (9) The executive transferring the project to another faculty member with justification depends on the approval of the commission and the University Administrative Board. In case the project is transferred to another faculty member, the executive who takes over the project can carry out two BAPs at the same time.
- (10) In projects within the scope of TEZ-P, the project is canceled if the graduate student is dismissed from the university due to failure. In case of a change of advisor, the project coordinator can be changed, or the project is canceled with the decision of the commission. In projects within the scope of TEZ-P, the main project subject cannot be carried out with service procurement.
- (11) If ethics committee approval is required during the project process, the project coordinator is responsible for ensuring this.

ARTICLE 7- (1) In order to apply for BAP, the performance grade of the project coordinator in the previous academic year must be A1 or A2. This condition is not applied for the executives who applied for an externally funded project in the previous academic year and were evaluated at least at the intermediate level in the project evaluation.

Research Support Duration and Budget

ARTICLE 8- (1) The support period of research projects supported by Altınbaş University is one year in the usual calendar. With the decision of the Commission, this period can be extended up to three years and additional budget can be given upon request.

ARTICLE 9- (1) The upper limit of the budget that can be provided by Altınbaş University for a research project is determined by the decision of the Board of Trustees for each year.

Acceptance, Monitoring and Finalization of Projects

ARTICLE 10- (1) For the projects that are decided to be supported, a protocol (Annex-3) is prepared by the project coordinator and the Commission in which the details of the project are determined. The project coordinator is obliged to comply with the issues in this protocol.

ARTICLE 11- (1) The executor is obliged to submit an interim report on his/her project every six months. Interim reports are reviewed by the Commission. When the Commission deems necessary, it completes the evaluation process by consulting the opinions of experts on the subject. In cases where the interim report is not submitted, the Commission may request an explanation from the project coordinator.

(2) Payments and purchases related to the project of the executives who do not submit the interim report within the specified period are suspended until the interim report is submitted.

(3) At the end of the projects, a Project Final Report (Annex 4) is prepared and submitted to the commission by the project manager. The deadline for submission of the Project Final

Report is 3 months after the end of the project period. The Commission may request an explanation from the executor in case the final report is not submitted, even if the final report is requested separately by the commission.

(4) The project is not delivered or its content is found to be insufficient, it may decide to cancel the project. The sanctions to be applied to the executor for projects in this situation are determined by the Commission and recommended to the Rectorate.

(5) Publications produced within the scope of the project are submitted to the commission by the project manager. In the publications made within the scope of the project, it is stated that the study is a study supported by Altınbaş University. In Turkish publications, the statement "This study was supported by Altınbaş University with the funding of the scientific research project numbered" is included. In English publications, (Eng.) "*This research project was supported by Altınbaş University Scientific Research Fund. Project Number:*". In publications in other languages, the executive is obliged to add a statement that is appropriate in meaning.

(6) Information on ongoing scientific research projects and resource transfer supports accepted by the Commission and other information requested by the Council of Higher Education shall be entered into YÖKSİS within one month following the date of acceptance and the date when the final report of the completed projects should be submitted.

(7) In projects within the scope of BAP, it is essential to apply to an external project (TUBITAK, European Union, etc.) whose budget is higher than the supported BAP budget and to be evaluated at least at an intermediate level in the referee process of the application. If these conditions are not met, the executive cannot apply for a second BAP application. This condition is not required for projects within the scope of ÖNAP and AYP and projects in the fields of fine arts.

(8) In projects supported within the scope of TEZ-P, the thesis must be successfully completed with the decision of Altınbaş University Graduate Education Institute.

(9) In projects declared unsuccessful by the decision of the Commission, the executive cannot apply for a new project for two years.

Research Project Budget Utilization

ARTICLE 12- (1) Project Budgets are planned annually within the budget of the Dean of Research.

(2) The project coordinator is authorized to use the research project budget. The project coordinator makes a request for the expenditure to be made through the software determined by the Department of Financial Affairs, Budget and Purchasing. After the preliminary control of the request, the Research Dean's Office submits the realization of the relevant expenditure to the Rectorate. After the approval of the Rectorate, the Department of Financial Affairs, Budget and Purchasing carries out the expenditure.

(3) It is essential to use the budget items as specified in the application. If the executive deems necessary, the items can be changed without changing the scope of research in the project and without exceeding the total budget of the project, provided that the approval of the faculty dean's office or the directorate of the college to which the executive is affiliated is obtained.

(4) The fixtures purchased from the project budget are used by the project team during the project process. The ownership of these fixtures belongs to Altınbaş University. The decision on the use of fixtures in projects completed successfully or unsuccessfully and canceled projects is made by the Commission.

(5) If the methods needed throughout the project progress are available at Altınbaş University Central Research Laboratory, it is mandatory to make use of this laboratory. External service procurement can be made for devices and methods that are not available here.

ARTICLE 13- (1) The copyright of the scientific results obtained from the projects supported by the scientific research projects unit belongs to Altınbaş University. Copyrights of scientific publications, books and similar works can be transferred to the authors partially or completely with the decision of the board of directors of the higher education institution.

(2) In case of the emergence of an income-generating patent, invention or product, the distribution of the income that will arise is carried out in accordance with the principles determined by the Altınbaş University board of directors.

SECTION FOUR Enforcement and Execution

Enforcement

ARTICLE 14- (1) This directive enters into force on the date it is adopted by the Senate.

Execution

ARTICLE 15- (1) This directive is executed by the Rector of Altınbaş University.

[Annex-1-Scientific Research Project Support Application Form](#)

Legal Basis on which the Directive came into force		
Relevant Board	Date of Decision	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	Date of Decision	Number of Decision
Senate	11.11.2022	2022/13
Board of Trustees	18.11.2022	2022/11
Senate	24.08.2023	2023/09
Senate	10.11.2023	2023/12
Senate	24.08.2023	2023/09
Board of Trustees	23.11.2023	2023/08
Senate	15.03.2024	2024/02
Board of Trustees	28.03.2024	2024/03