- OLD VERSION - WILL BE UPDATED -

EASTERN MEDITERRANEAN UNIVERSITY
SCIENTIFIC RESEARCH SUPPORT PRINCIPLES

CHAPTER I
GENERAL PROVISIONS

Aim	1.	The aim of Eastern Mediterranean University "Scientific Research Support" principles is to define the application principles in determining the support to be granted to academic staff members and postgraduate students to facilitate the continuation of University's scientific research studies at the international level and, at the same time, to contribute to the formation of an effective and productive structure of academic and administrative services in supporting scientific research at Eastern Mediterranean University.
Scope	2.	"Scientific Research Support Principles" cover the regulations for application principles for scientific research projects, attending scientific meetings, granting permission for research, publication awards, intellectual rights and copyright, and supporting any other scientific research that has been found suitable by the University organs. These principles also include regulations for the formation of the 'Research Advisory Board', the specification of its duties, responsibilities and working areas, organisation of the 'Research Support Office', its working areas, and the responsibilities and duties of the staff members working at the 'Research Support Office'.
Formation and Duties of the Research Advisory Board	3.	(1) The Research Advisory Board operates under the Rectorate. (2) Formed by a representative from each faculty and school, the Research Advisory Board is chaired by the director of the Institute of Graduate Studies and Research. Members representing faculties and schools are appointed for a period of 3 (three) years in line with the recommendations of the deans and directors. Board members who reach the end of their service period may be reappointed through the same method. Membership of a Board member not attending three consecutive meetings without submitting any valid excuse is terminated upon the recommendation of the Chair of the Research Advisory Board and the approval of the University Executive Board. A new representative who provides service until the end of the remaining service period of the previous member is appointed to the Board following the same method. (3) Duties of the Research Advisory Board are as follows: (a) undertaking the responsibility of carrying out work and determining the priorities in establishing a structure assuring more effective and beneficial use of the research resources, (b) ensuring the regulation and effective implementation of the working and application principles for supporting scientific research projects, attending scientific meetings, permission for research, publication awards, intellectual rights and copyright, and any other scientific research that has been found suitable by the University organs, (c) preparing the scientific research budget and presenting it to the Rector's Office, (d) ensuring that the scientific research budget is used for relevant purposes, (e) providing consultation for relevant university organs in matters that fall within the area of scientific research.

Research Advisory Board: Working Areas	**4.**	(1) Support for Scientific Research Projects
		(a) At the beginning of each academic year, specifying the amount of support to be allocated for projects and presenting it to the Rector's Office,
		(b) Regarding scientific research projects to be supported partially or fully by the University, specifying the scientific project proposals to be presented for the evaluation of the referees by conducting a pre-evaluation,
		(c) With the aim of ensuring effective evaluation of project proposals by (a) referee/s who meet/s the conditions specified in item 11 of these regulations, selecting (a) suitable referee/s,
		(d) Taking the recommendations of the referee/s into account and considering the conditions determined by item 11 of these regulations, specifying project proposals that have been found suitable to receive support and, if necessary, ensuring that revisions are made in any part including the budget proposal of the project.
		(e) With the aim of ensuring effective evaluation of the development and final reports of ongoing research projects, selecting (a) referee/s who meet/s the conditions specified in item 11 of these regulations,
		(f) Ensuring that the project budget is used in line with its aim,
		(g) Taking into consideration the referee's evaluations on the development and final project reports, determining the continuation, termination or finalisation of the projects,
		(h) Having evaluated the applications of the project directors/coordinators regarding their projects, taking decisions on the duration, budget use, changes in the team, and any other similar subjects.
		(2) Support for Publication Awards
		(a) At the beginning of each academic year, specifying the amount of support to be allocated for publication awards and presenting it to the Rector's Office,
		(b) Ensuring that the application of publication award support is taking place in line with the principles.
		(3) Support for Attending Scientific Meetings
		(a) At the beginning of each academic year, specifying the amount of support to be allocated for attending scientific meetings and presenting it to the Rector's Office,
		(b) Evaluating academic staff members' and PhD candidates' applications for financial support to attend scientific meetings in terms of their suitability for the conditions specified in items 37-41 of these regulations,
		(c) In circumstances where the budget is insufficient, in line with item 38 of these regulations, making a list of priority among those who meet the conditions,
		(d) Ensuring that the application of support for attending scientific meetings is taking place in line with the principles.
		(4) Support for Permission for Research
		(a) Analysing and evaluating the applications for permission for research,

		(b) Ensuring that the support for permission for research is taking place in line with the principles.
		(5) Other Scientific Activities
		(a) Fulfilling any other responsibilities assigned by the authorised organs of the University.
Formation, Operation Areas and Duties of the Research Support Office	**5.**	(1) Formed by a chair, a vice chair, and responsible staff member/s for office services, the Research Support Office is an administrative unit operating under the Institute of Graduate Studies and Research.
		(2) The Research Support Office provides administrative support to the Board and University's authorised organs in matters that fall within the scope of the Research Advisory Board and for the issues below:
		(a) Scientific Research Projects
		(i) Organising seminars and informative meetings giving information about writing project proposal and project management,
		(ii) Providing necessary help and support for the preparation of projects related with research programs,
		(iii) Following the announcements related with the national and international research programs and announcing them to the researchers within the University,
		(iv) Following developments by establishing relationships with supporting institutions,
		(v) Regulating, carrying out and following the procedures related with the evaluation of the scientific project applications to be carried out with the support of the University,
		(vi) Carrying out and monitoring the procedures related with the evaluation of the development and final reports of the scientific research projects to be carried out with the support of the University,
		(vii) Ensuring the effective operation of the budget related procedures of the scientific research projects to be carried out with the support of the University.
		(b) Scientific Meetings
		(i) Regulating, carrying out and monitoring the procedures related with the evaluation of the applications for support for attending scientific meetings,
		(ii) ensuring that the budgetary procedures of attendants who have been granted support are carried out appropriately,
		(iii) ensuring that the results of the participation in scientific meetings are monitored.
		(c) Permission for Research,
		(i) Ensuring that applications for permission for research are analysed, finalised and their results are monitored.
		(d) Publication Award
		(i) Regulating and monitoring the procedures applied in the 'Publication Award' support provided for the publications made on behalf of the University.

		(e) Documentation of scientific work/research (i) Ensuring the formation and update of a data base of all scientific work (e.g., publications, attending scientific meetings, scientific meetings organised) taking place throughout the University, (ii) Preparing and writing a report on the University's research activity indicators, (iii) Preparing and publishing a bulletin with the aim of announcing the work and activities related with scientific research taking place within the University. (f) Other Scientific Activities (i) Fulfilling any other responsibilities assigned by the authorised organs of the University.
Duties of the Chair of the Research Advisory Board and Office Chair	**6.**	(1) The chair of the Research Advisory Board also chairs the Research Support Office. (2) The chair undertakes full responsibility about the effective functioning and operation of the office before the Rector's Office. (3) Duties of the chair are as follows: (a) Chairing the Research Advisory Board, (b) Representing the Research Support Office, (c) Regulating and organising the operation of the Research Support Office, (d) Preparing an annual activity report and an annual activity program for the upcoming year for the Research Support Office and after receiving the recommendations of the Research Advisory Board, presenting it to the Rector's Office for approval.
Vice Chair and Duties	**7.**	(1) Vice Chair is the Assistant Director of the Institute of Graduate Studies and Research. (2) Duties of the vice chair are as follows: (a) Attending the meetings of 'Research Advisory Board', (b) Acting as a proxy when the Chair is away, (c) Coordinating the implementation of all academic, administrative, financial and all clerical services of the scientific research projects. (d) Providing academic and administrative coordination for all other services provided by the Research Support Office, (e) Within the framework of the job division made by the Chair, fulfilling other assigned duties.
Support Services Officer and Relevant Duties	**8.**	The Support Services Officer who is either a member of academic or administrative staff is appointed upon the recommendation of the Chair and the approval of the Rector's Office. Upon the recommendation of the Chair and the approval of the Rector's Office, the number of office responsibles (officers) may be increased in line with intensive work in the office. Support Services Responsible person undertakes the responsibility of carrying out all administrative procedures related with entire support activities that fall within relevant duties and responsibilities of the Research Support Office.
Scientific Research Budget	**9.**	The source to be allocated for research activities is settled as a separate item in the University budget. Budget for scientific research is recommended to the Rector's Office following its preparation by the Research Advisory

		Board. 40% of this budget is allocated for scientific research, 30% for attending scientific meetings and 30% for publication awards. If deemed necessary, transfers among these categories may take place upon the approval of the Research Advisory Board.

CHAPTER II
SCIENTIFIC RESEARCH PROJECTS

Special Definitions for Research Projects	**10.**	(1) Scientific Research Project – Type A (SRP-A) These are projects fully funded from the "Scientific Research Budget" of Eastern Mediterranean University. Funding for such projects aims at providing support to academic staff members for initiating research, finalizing ongoing research, contributing to work on graduate theses and dissertations, ensuring that the University's research infrastructure is strengthened and that a culture of research is established at the University. The maximum amount of funding to be granted to each project shall be determined by the Research Advisory Board, taking the "Scientific Research Budget" into consideration.
		(2) Scientific Research Project –Type B (SRP-B) These are projects funded directly or indirectly by external sources such as the public sector, the private sector, international institutions, and by the University. The contribution of the University for Type B projects shall come into effect when the external funding has been approved, and the amount shall be determined by the Board, depending on the nature of the project, taking into consideration the special conditions imposed by the external funding provider(s) and the "Scientific Research Budget".
		(3) Project Coordinator/Director The term refers to the person who assumes responsibility for the scientific, administrative, financial and legal aspects of the project.
		(4) Researcher The term refers to any person working on the project, in addition to the project coordinator/director. The researcher shares responsibility with the project coordinator/director in the execution of the project. Researchers from other universities, research organisations or from the institutions providing funding may be appointed as members of the project team.
		(5) Referee The term refers to an expert/scientist in the relevant field who is to be consulted by the Research Advisory Board in the evaluation of project proposals, progress and final reports.
Conditions for Becoming a Referee	**11.**	Following conditions are sought in becoming a referee: (1) PhD (minimum) or any other equivalent academic degree, (2) Research experience in the field of expertise.

Responsibilities of the Referees	**12.**	(1) Conducting an objective evaluation of the projects within the framework of scientific rules and criteria, without taking personal/institutional relations and comments into consideration. (2) Demonstrating an awareness of and adhering to the confidentiality principle by maintaining the confidentiality of any kind of information related with the project proposal and correspondence or meeting taking place between the referees and the Research Support Office, (3) Not releasing information about the content of the project proposal to third parties and preventing the possibility of others using the information in it. (4) Not using the content of the project proposal for personal purposes; when the evaluation is over, making sure that all the information in the electronic environment, written documents, notes, evaluations, drafts and written comments is disposed. (5) Not releasing any information regarding the evaluation of the project proposal to project coordinator/director or any other team members, (6) In the evaluation of the project proposals, providing justifications for positive and negative views and putting them into writing with the purpose of informing project directors/coordinators, (7) If there is a situation in the research proposal involving the violation of scientific ethical rules and principles, informing the Research Support Office in writing.
Referee Payments	**13.**	The payment to be made in return for every referee report regarding each evaluated project is determined by the Research Advisory Board at the beginning of every academic year and is presented to the Rector's Office for approval.
Principles to be Applied in the Selection of Scientific Research Projects	**14.**	(1) Requests for support can be made in any field where the University has expert staff. The basic principle is that the proposed scientific research project aims to contribute to science, and/or to the technological, economic, social, and/or cultural development of the country. (2) Application-oriented and interdisciplinary projects, projects collaboratively proposed by researchers from different fields, and research projects relating to graduate theses and dissertations; projects proposed by researchers whose original research in the relevant field has previously been published in an international journal; and project directors who have published an article in an international journal and/or presented a paper in an international conference on previously completed research are given priority.

Suitability and Limitations for Scientific Research Project Support Applications	**15.**	(1) All full-time members of Eastern Mediterranean University academic staff may apply for support for Type A projects. For Type B, the application requirements of the external funding provider are valid. (2) A project director/coordinator may not apply to manage another project in the same field before having completed the ongoing scientific research project. (3) Project directors/coordinators and researchers whose previously conducted project using the University's "Scientific Research Budget" has been deemed flawed may not propose new projects or undertake duties as researchers. (4) Type A scientific research projects have a maximum duration of 18 months which can be extended for two periods of six months upon the approval of the Research Advisory Board. The maximum duration for Type B scientific research projects is determined by the institution(s) working collaboratively for the execution of the project. (5) In the distribution of expenditure items in Type A scientific research projects, care is to be taken that traveling expenses and the purchase of services do not exceed 30% of the total budget for the project. The distribution of funding among expenditure items in Type B projects is to be made in accordance with the budget distribution principles of the external funding provider(s). (6) The term Scientific Research Project does not include book writing, book editorship, course material preparation and any other similar work.
Procedure for Applying Scientific Research Projects	**16.**	(1) Academic staff members wishing to benefit from support for a scientific research project complying with one of the definitions above have to fill in the relevant application form available at http://research.emu.edu.tr and attach the required documents as appendices. Applications need to be submitted to the research Support Office. (2) Applications for Type A scientific research projects are made in October every year. (3) Applications for scientific research projects are made by completing the application form and the required appendices and the external funding provider's forms and appendices. (4) Application Form for Scientific Research and relevant attachments are evaluated by the Research Support Office in terms of their suitability and limitations specified in Item 15. Those who have been found suitable are presented to the Research Advisory Board for evaluation. Applications made with incomplete documents or insufficient information or not complying with the specified format/method are returned back to the applicant for the completion of the missing documents/corrections. However, the application deadline is not extended for such applicants.

Evaluations of the Scientific Research Projects	17.	(1) The Research Advisory Board conducts a pre-evaluation of the research project proposals taking the principles and budget use/ distribution into consideration. The Research Support Office sends project proposals which have been found suitable for the evaluation of the external referees, appointed from outside the University, in the areas specified by the Research Advisory Board. If deemed necessary, during the evaluation of the project proposal, views of the experts, either inside or outside the University, may be obtained. During their evaluation, referees use an evaluation form related with the type of the project. The Research Advisory Board may also consult the Chair of the Department/Center and Faculty Dean/School Director.
		(2) The referees evaluate the proposed research project applications within the framework outlined below: (a) originality (scientific / intellectual / technological / professional competence), (b) feasibility (in terms of the team, equipment and method), (c) effect
		(3) Referees also provide comments and suggestions on the appropriacy of the project duration and budget and relevant justifications.
		(4) Referees conduct their evaluation on a form developed by TÜBİTAK based on a system entitled "Phrase Anchored Rating Scale" and submit the form to the Research Advisory Board via the Research Support Office.
		(5) The project budget may be readjusted upon the recommendation of the referees.
		(6) The Research Advisory Board evaluates project proposals taking into account the information and recommendations provided by the referees, and determines the order of priority and the amount of funding to be allocated for each project.
		(7) Project proposals not receiving support due to inadequate resources may be resubmitted by the project director/s for re-evaluation during the subsequent years.
		(8) Projects that successfully pass the evaluation of the Research Advisory Board are presented to the Rector's Office for approval within ten (10) working days following the favorable decision of the Research Advisory Board. The approval process is completed within one month, the latest, and a Project Contract between the project director and the Rector's Office stipulating the details of the execution of the project is signed. Should the project director not sign this contract, the related project is cancelled. The Research Advisory Board then decides to support any other project or projects instead, based on the order of priority, as stipulated in Article 17(6) above.

Method of Using Scientific Research Project Financial Support	18.	(1) Once the project contract has been signed and approved, the amount of funding valid for the current fiscal year is deposited by the Eastern Mediterranean University Financial Affairs Unit in an account opened in the name of the project director/coordinator.
		(2) The project allowance is to be used for traveling and for the purchase of services, consumer goods and supplies, registered moveable property, and office equipment, and for other expenditures necessitated by the project. All expenditures are made in line with the methods specified in the Support Use Guide.
		(3) The project director/coordinator fills in relevant forms, prepares all the required documentation, and applies to the Research Support Office to request permission to use the project allowance.
		(4) The originals of detailed invoices and receipts for all expenditures have to be submitted to the Financial Affairs Directorate during or at the end of the research period. All accounts have to be finalized at the end of the project period, by August 31st of the relevant fiscal year. If the accounts are not finalized by the deadline above, the amount of funds expended is recorded as the project director's/coordinator's debt to the University.
		(5) During the project period, moveable property and books purchased within the scope of the project are registered to the University's Purchasing Unit and University Library, respectively.
		(6) In Type A research projects, the University does not pay its own academic staff members any additional remuneration as staff expenditure or project efficiency payment.
		(7) The continuation of financial support for portions of the project in excess of a year depends on the Board's approval. The allowance is cut if the progress report of the project has not been submitted on time and/or the project evaluation result is negative. The project director/coordinator whose funding has been cut has to hand over all registered moveable property purchased using the project allowance to the department where s/he works, and all books to the University Library, within 10 (ten) working days.
		(8) The approved allowance has to be expended during the approved project duration. The amount of allowance not expended during this period is transferred to the University's "Scientific Research Budget".

The Execution and Monitoring of Scientific Research Projects	19.	(1) The project director/coordinator of an approved Type A project submits a progress report corresponding with the specified format to the Research Advisory Board every six months, containing information regarding the execution of the project over the preceding period. Progress reports for Type A and Type B research projects are evaluated using the relevant forms by the referees and submitted to the Research Advisory Board. Project directors/coordinators are then informed about the referee reports. Progress and final reports submitted to and approved by the external funding provider(s) in Type B research projects and written information regarding the University's net income gained through the project need to be presented to the Rector's Office. Information regarding ongoing Type B projects in the University is sent to the Research Advisory Board by the Rector's Office with the purpose of entering relevant data into the research indicators database.
		(2) The Research Advisory Board notifies the head of department/center and the dean/school director of the project director/coordinator, in writing, of the outcome of the evaluation.
		(3) In Type A research project, if the project director/coordinator leaves the University or is required to work outside the University for a long period of time, a new project director/coordinator may be appointed by the Research Advisory Board, based on the recommendation of the head of the department/center and dean/school director.
		(4) Leave to travel domestically and/or abroad within the scope of an approved project for the project director/coordinator or researcher(s) is subject to the recommendation of the relevant dean/director and the approval of the Rector's Office.

Duration and Finalisation of the Projects	20.	(1) The maximum duration of Type A projects is 18 months. However, if deemed necessary, it may be extended for two periods of six months.
		(2) In publications resulting from project support, the received support needs to be mentioned by giving the project number. In publications, papers or theses resulting from research projects supported with funds from the "Scientific Research Budget", it has to be acknowledged that financial support was granted from the "Eastern Mediterranean University Scientific Research Budget" and/or by the external funding provider(s) by mentioning the Scientific Research Project (SRP) code number. A copy of the related work needs to be submitted to the Office.
		(3) For cases where an invention emerges as a result of the execution of the project, the status of intellectual proprietary and other related rights concerning the research work is stipulated in the project contract in accordance with the principles governing the support to be provided by the University.
		(4) Following the date of the project completion, a final report containing the project research findings is prepared according to the specified format. The final report is submitted to the Research Advisory Board via the Research Support Office. Presentations, articles and other similar documents prepared within the framework of the project are either attached to the final report or a copy is sent to the Research Office Directorate following its publication.
		(5) The project director/coordinator hands over all registered moveable property purchased using the project allowance to University's Purchasing Unit and all books to the University Library, within 10 (ten) working days following the completion date of the project.

CHAPTER III
PUBLICATION AWARD

Suitability of and Limitations for Publication Award Applications	21.	(1) Support for publication award is granted for full international articles published in journals covered by AHCI, SSCI, SCI and SCI-Expanded. Articles presented in scientific meetings and written documents such as letters to the editor, book or article reviews do not fall into this category. The award is granted to full or part-time staff academic staff members and research assistants of Eastern Mediterranean University. The person applying for the award should be employed at Eastern Mediterranean University at the time of the application. Publications not containing information about the author's institutional connection do not receive any awards.
		(2) In order to be eligible to receive support for publication award, Eastern Mediterranean University's name needs to be specified as the applying author's institution in the published work.

		(3) In order to be eligible to apply for publication award, the concerned publication should already have been published and, for the payment to take place, should appear in ISI Web of Science list. It is not enough to submit a letter of acceptance showing that the publication is going to be published.
Application Procedure for Support for Publication Award	**22.**	In order to be eligible to apply for publication award, the concerned publication should already be published during the current or previous year. To benefit from this award, staff members whose publications meet the requirements specified in these application principles should fill in the related form and attachments available at http://research.emu.edu.tr and submit it to the Research Support Office.
Evaluation of Applications for Support for Publication Award	**23.**	Following the article's appearance in ISI Web of Science list, the Office evaluates the applications within one week and submits the recommendation to the Rector's Office.
The Amount of Support for Publication Award	**24.**	The amount of award is specified at the beginning of each academic year, on the condition that it is not less than the one specified for the previous academic year, and is submitted to the Rector's Office for approval. If the publication has more than one author, the award is divided into the number of the authors. The payment is made only to staff members of EMU. During the following year, priority is given to publication awards not paid due to insufficient budget.
The Use of Support for Publication Award	**25.**	The award is paid to the owner in cash.

CHAPTER IV
INTELLECTUAL AND ARTISTIC WORK

Suitability and Limitations of Support for Intellectual and Artistic Rights Work	**26.**	(1) All academic staff members and students of EMU can apply for this support within the framework of the definitions made by Turkish Patent Institute of the Republic of Turkey. (2) Applications for products such as discovery, patent, beneficial model, industrial design, trademark and software that will make financial and/or indirect contributions to the University and that have been produced within the framework of Scientific Research Type A and/or by using University's facilities will have to be made primarily to Eastern Meditterranean University. All rights and responsibilities concerning works of intellect and art such as printed publication, literature, sculpture, painting/picture, photograph, work of music, film, dance, show, graphic, and multimediated and numerical artistic design are left to the person or people that has/have produced the work. Private agreements made with Eastern Mediterranean University Printing Office, EMU TV, Radio Eastern Mediterranean or other units or organisations linked with Eastern Mediterranean University do not fall within the scope of this item. During the presentation of the products of work that emerged with the institutional support of Eastern Mediterranean University, the University's contributions need to be mentioned.
Application Procedures for Support for Intellectual and Artistic Work Rights	**27.**	To benefit from this award and for the protection of work which fulfills the conditions specified in these application principles, staff members should fill in the related application form and attachments available on the web page http://research.emu.edu.tr and submit it to the Research Support Office via relevant department head and dean's/director's office.
Evaluation of the Applications for Support for Intellectual and Artistic Rights	**28.**	In the evaluation of the discovery, design or software, special consideration is put on its scientific-technical value and also the financial or other indirect contributions that it will make to University. The following two cases may emerge as a result of evaluation. (1) If it has been found out that the intellectual work is not going to bring any considerable income to the University, the application is rejected, handing over the owner the right to apply individually. (2) If it has been found out that the discovery, design or software is going to provide an important income to the University, concerned department applies for patent, beneficial model, protection for industrial design or copyright. If this application is accepted by the related institution and if there is an income as a result of sale or license agreement, a specific percentage (not less than 50%) from the net income is paid to the owner in accordance with an agreement to be settled between the owner and the University. If there is more than one owner, the agreed amount is divided into the number of owners equally.

CHAPTER V
PERMISSION FOR RESEARCH

Permission for Research	**29.**	In addition to their annual leave of absence, academic staff members may also submit an application for a paid-leave of absence to continue their research in other institutions or foundations. Support for research leave is granted in accordance with provisions of *the By-law for Scholarships for Academic Staff and Attending Academic and Scientific Activities Abroad*. Regarding the applications for leave of absence to conduct research outside the University, the Research Advisory Board fulfills the duties of the Scholarship Committee defined in Article 8 of the By-law for *Scholarships for Academic Staff and Attending Academic and Scientific Activities Abroad*.
Conditions for Research Leave	**30.**	Maximum duration of the 'Summer Research Leave of Absence' is 5 weeks and for 'Fall-Spring Semester Break Leave of Absence', the duration is 2 weeks. These periods may be extended upon the recommendation of the department, dean/director and the Research Advisory Board. (1) The research leave must be used between the last day of the Final Exams of the previous semester and the beginning date of the registration period of the following semester. (2) The detailed information in relation to the proposed research (research topic; the name of collaborating person(s) or team(s), if available,; work calendar; expected outcome of the study, etc.) must be provided in the 'Research Leave Application Form'. (3) Information about the institution where the research will be conducted (the institution's web page information or any other similar information) must be indicated and an invitation letter from the administration of the institution where the research is to be conducted must be attached to the 'Research Leave Application Form'.
Application Procedure for Research Leave of Absence	**31.**	Applications for 'Summer Research Leave of Absence' must be submitted by the first working day of May at the latest and applications for the Fall-Spring semester break leave of absence must be submitted by the first working day of December at the latest to the relevant Department Chair or Director by filling in the relevant "Research Leave Application Form".
Approval of Leave of Absence	**32.**	The Department Chair and Dean/Director evaluate the applications from an academic and administrative point of view within 7 working days and submit it to the Research Support Office with its relevant attachments. Taking into consideration the recommendations of the department chair and dean/director, the Research Advisory Board evaluates the application within two weeks and submits it to the Rector's Office for approval.
Liability	**33.**	Those staff members who receive a research leave of absence must, within four weeks of their return, submit a report to the Research Support Office through the Department Chair and Dean (or Director) explaining their progress and accomplishments during their leave period. Additionally, those who receive a research leave of absence must organize a seminar within their department/faculty during the consecutive semester following the leave of absence.

Re-application for Leave of Absence for Research Purposes	34.	Academic staff members who have previously been granted research leave of absence and who, at the same time, have fulfilled all relevant conditions specified in these principles may re-apply for research leave of absence during the following semesters. Those academic staff members who have not fulfilled these conditions are not granted any further leave of absence for research purposes.

CHAPTER VI
SUPPORT FOR ATTENDIN SCIENTIFIC MEETINGS

Definition	35.	Support for attending Scientific Meetings is granted in accordance with the provisions of the By-law for Scholarships for Academic Staff and Attending Academic and Scientific Activities Abroad which is under article 25 of the By-law for Staffing and Employment of the Academic Personnel. The Research Advisory Board undertakes the duty of the Scholarship Committee defined in Article 8 of the By-law for Scholarships for Academic Staff and Attending Academic and Scientific Activities Abroad in the evaluation of applications made with the purpose of attending a scientific meeting by presenting a paper.
Specific Definitions for Support for Attending Conferences	36.	(1) **Region A :** International scientific/academic conferences in America, Australia, Far East etc.. (2) **Region B:** International scientific/academic conferences in countries in Europe and the Middle East. (3) **Region C**: International scientific/academic conferences in Cyprus and Turkey.
Suitability of and Limitations for Applying for Support for Attending Scientific Meetings	37.	(1) Applicants who are full time academic staff of EMU or research assistants and Ph.D. students can apply for financial support to attend scientific meetings. (2) Those academic staff members who wish to benefit from support for attending scientific meetings must present their research findings at international or national scientific meetings in the form of verbal presentation, poster or performance or produce some tangible work at a workshop. (3) The scientific meeting that the applicant wishes to attend must be an event with national or international referees and, at the same time, be recognized by the Faculty/School as a significant event in the area. (4) The researcher is required to refer to EMU as an institutional contact address in paper presentations and their relevant publications in the form of an abstract or full article or in any presented performance. (5) Academic staff members and PhD candidates may attend a scientific meeting or workshop with a joint presentation. However, for every presentation, financial support is granted to only one (1) academic staff member or PhD candidate to attend the scientific meeting.

Principles for Support for Attending Scientific Meetings	**38.**	60% of the budget allocated for this support is used for lecturers, 20% for senior instructors and instructors and 20% for doctoral degree candidates (PhD students who have successfully passed the qualifying exam) and research assistants. If deemed necessary, the amount allocated for a specific group may be transferred for the use of another group if it has not been used during the specified period. Lecturers, senior instructors/instructors and research assistants and doctoral degree candidates are evaluated within their own category and ranked in line with the criteria specified for each group below: Priority is given to lecturers who ......; (1) possess PhD Degree within the last three years, (2) has publications in AHCI, SSCI, SCI, and SCI-Expanded within the last five years, (3) are involved in other research activities, (4) will attend a conference which is significant in relation to other conferences in the field. (5) have not received support for attending scientific meetings within the last three years and/or have benefitted from this type of support less than the others, (6) have published work in AHCI, SSCI, SCI, and SCI-Expanded during the year following the receival of support for attending conferences, Priority is given to the senior instructors/instructors who.....; (1) have published academic work, (2) will attend a conference which is significant in relation to others (if available, lists and criteria specified by the Faculty/School are taken into consideration), (3) have not received support for attending scientific meetings within the last three years and/or who have benefitted from this type of support less than the others. Priority is given to research assistants and PhD students who ....; (1) have not benefitted from this type of support before, (2) have publications in AHCI, SSCI, SCI and SCI-Expanded, (3) have other research studies, (4) will attend a conference which is significant in the area in relation to others, If the budget is adequate, PhD students who have not yet passed the qualifying exam and postgraduate student research assistants who .... (1) have not benefitted from this type of support before, (2) have publications in AHCI, SSCI, SCI and SCI-Expanded, (3) have other research studies, (4) will attend a conference which is significant in the area in relation to others, may be granted support for attending scientific meetings.

Application Procedures for Support for Attending Scientific Meetings	**39.**	Those wishing to benefit from this type of support should fill in the "Financial Support Request Form for Academic Scientific Meetings and relevant attachments that can be obtained from http://research.emu.edu.tr and apply to the Research Support Office following the approval of the relevant Department Head and Dean/Director,
Application Documents for Support for Attending Scientific Meetings	**40.**	Documents that need to be submitted with the application form are as follows: (1) Documents confirming date, location and details of the conference. (2) Brief explanation of significance of attendance for the applicant's professional development. (3) Itemized budget, along with brief explanation. (4) Abstract of the presentation. (5) Acceptance letter (if available). Acceptance letter is not a must for application. However, it is a must for receiving a payment
Application Dates for Support for Attending Scientific Meetings	**41.**	Five (5) dates of application have been set for each academic year. The applicant fills in the "Financial Support Request Form for Academic Scientific Meetings' and applies to the relevant department head's office. The Department Head evaluates the application from an **academic** and **administrative** point of view, adds his/her own opinion about the scientific meeting under consideration and submits his evaluation to the relevant dean/director. The application is evaluated once again by the relevant dean/director academically and in terms of the faculty's/school's general working principles and administrative application principles. Following the evaluation, the application is forwarded to the Research Support Office and the evaluation process is carried out in accordance with the calendar below:

Deadline for the Submission of Applications to the Department	Deadline for the Submission of Applications to the Research Support Office	Notification Made by the Board	Budget Allocated
First working day of September	15th working day of September	First working day of October	20%
First working day of November	15th working day of November	First working day of December	20%
First working day of January	15th working day of January	First working day of February	20%
First working day of March	15th working day of March	First working day of April	20%
First working day of May	15th working day of May	First working day of June	20%

Evaluation of the Applications for Support for Attending Scientific Meetings	**42.**	After carrying out a pre-evaluation of the applications, the Research Support Office presents them to the Research Advisory Board who conducts the relevant evaluation. Applications which are found to be suitable for support are sent to the Rector's Office for approval in line with the dates specified above.
Amount of Support for Attending Scientific Meetings	**43.**	The maximum amount of financial support to be allocated for attending scientific meetings in A, B, and C regions are specified by Research Advisory Board and recommended to the Rector's Office. Support to be paid to an applicant for attending a scientific meeting within a fiscal year cannot exceed the financial support specified for attending scientific meetings in region A.
Method of Using Financial Support Granted for Attending Scientific Meetings	**44.**	(1) Financial support granted for attending scientific meetings cannot be used for any other travel purposes/expenses apart from the one approved. (2) Financial support granted for attending scientific meetings may be used for conference registration fee, and travel and daily expenses. (3) The amount of daily allowance corresponds with the one applied by the University. (4) Receiving financial support for attending scientific meetings is subject to the receival of acceptance for a presentation/workshop. (5) No payments are made for the expenses of those who have been granted financial support but have failed to attend the scientific meeting. In such situations, if the University provided financial support for specific expenses such as the registration fee before the scientific meeting takes place, the amount has to be paid back to the University. If there is a compulsory situation beyond power preventing the applicant from attending the meeting, the applicant may apply to the Research Support Office for an evaluation of his/her situation by the Research Advisory Board.
Post Scientific Meeting Procedures to be Followed	**45.**	A staff member who has been granted financial support for attending a scientific meeting undertakes the responsibility of submitting a certificate/document of attendance as well as a report summarising the significance and benefits of attending the meeting in terms of professional and institutional relations to the Research Advisory Board via Department Chair or Dean/Director within one month upon his/her return. Additionally, the staff member is responsible for organising a seminar on the same topic at his/her own department. Further applications of staff members who do not fulfill this requirement are not taken into consideration.

CHAPTER VII
EXECUTIVE POWER AND COMING INTO FORCE

Coming into Force	**46.**	These principles take effect following their date of approval by the University Executive Board.
Executive Power	**47.**	These principles are executed by the Rector's Office.