

EASTERN MEDITERRANEAN UNIVERSITY

SCIENTIFIC RESEARCH SUPPORT PRINCIPLES

Eastern Mediterranean University Rector's Office sets out the following principles upon the Northern Cyprus Education Foundation Board of Trustees decision and approval.

CHAPTER I GENERAL PROVISIONS

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| Brief Name
VYK 14.11.2017
17-18/7-21 EK 8,
VYK 08.08.2019
18-19/28-7,
VYK 21.01.2020
19-20/16-9,
VYK 17.03.2022
21-22/15(b)-2 EK 4,
VYK 22.09.2022
21-22/30-7 | 1. | Hereby principles are referred as the “ Eastern Mediterranean University Scientific Research Support Principles ”. |
| Aim | 2. | 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 | 3. | “Scientific Research Support Principles” cover the regulations for the application principles for scientific research projects, attending scientific meetings, granting permission for research, publication awards, publication citation award, scientific book publication award, outsourced project support, publication achievement award, research incentive award and, 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 | 4. | <ol style="list-style-type: none">(1) The Research Advisory Board operates under the Rector’s Office.(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:<ol style="list-style-type: none">(A) undertaking the responsibility of carrying out work and determining the priorities in establishing a structure |

**Research Advisory
Board: Working
Areas**

- 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, publication citation award, international joint publication support, outsourced project support, publication achievement award, research incentive award and, 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
5. (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 12 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 15 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 12 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, and determining the continuation, termination or finalization 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 Publication Citation Awards
- (A) At the beginning of each academic year, specifying the amount of support to be allocated for publication citation

- awards and presenting it to the Rector's Office,
 - (B) Ensuring that the application of publication citation award is taking place in line with the principles.
 - (4) Support for Scientific Book Publication Award
 - (A) At the beginning of each academic year, specifying the amount of support to be allocated for scientific book publication award support, and presenting it to the Rector's Office,
 - (B) Ensuring that the application of scientific book publication award support is taking place in line with the principles.
 - (5) 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 Ph.D. candidates' applications for financial support to attend scientific meetings in terms of their suitability for the conditions specified in item 33 of these regulations
 - (C) In circumstances where the budget is insufficient, in line with item 34 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
 - (6) 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 granted in line with the principles.
 - (7) Ensuring that the Outsourced Project Support is granted in line with the principles.
 - (8) Ensuring that the Faculty or School Publication Achievement Award is granted in line with the principles.
 - (9) Specifying the principles of Research Incentive Award and ensuring that it is granted in line with the principles.
 - (10) Other Scientific Activities: Fulfilling any other responsibilities assigned by the authorized organs of the University.
6. (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 authorized organs in matters that fall within the scope of the Research Advisory Board and for the issues below:
- (A) Scientific Research Projects
 - (a) Organizing seminars and informative meetings giving information about writing project proposal and project management,
 - (b) Providing necessary help and support for the preparation of projects related with research programs,
 - (c) Following the announcements related with the national and international research programs and announcing them to the researchers within the University,
 - (d) Following developments by establishing relationships

**Formation,
Operation Areas
and Duties of the
Research Support
Office**

- with supporting institutions
- (e) 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,
- (f) 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,
- (g) 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
 - (a) Regulating, carrying out and monitoring the procedures related with the evaluation of the applications for support for attending scientific meetings,
 - (b) Ensuring that the budgetary procedures of attendants who have been granted support are carried out appropriately
 - (c) Ensuring that the results of the participation in scientific meetings are monitored
- (C) Permission for Research

Ensuring that applications for permission for research are analysed, finalized and their results are monitored
- (D) Publication Awards
 - (a) Regulating and monitoring the procedures applied in the 'Publication Award' support provided for the publications made on behalf of the University
 - (b) Regulating and monitoring the procedures applied in the 'Publication Citation Award' support provided for the citations regarding the publications made on behalf of the University
 - (c) Regulating and monitoring the procedures applied in the 'Scientific Book Publication' support provided for the scientific book publications made on behalf of the University
- (E) Regulating and monitoring the procedures applied in the Faculty or School Publication Achievement Award.
- (F) Regulating and monitoring the procedures applied in Research Incentive Award.
- (G) Documentation of Scientific work/research
 - (a) Ensuring the formation and update of a database of all scientific work (e.g., publications, attending scientific meetings, scientific projects, scientific meetings organized) taking place throughout the University,
 - (b) Preparing and writing a report on the University's research activity indicators,
 - (c) Preparing and publishing a bulletin at certain intervals with the aim of announcing the work and activities related with scientific research taking place within the University.
- (H) Other Scientific Activities

Fulfilling any other responsibilities assigned by the authorized organs of the University.

- Duties of the Chair of the Research Advisory Board and Office Chair** 7. (1) The chair of the Research Advisory Board also chairs the Research Support Office.
(2) The chair undertakes full responsibility of 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 organizing 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** 8. (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 labour division made by the Chair, fulfilling other assigned duties.
- Support Services Officer and Relevant Duties** 9. The Support Services Officer who is either a member of academic or administrative staff is appointed by the Rector’s Office upon the recommendation of the. Upon the recommendation of the Chair and the approval of the Rector’s Office, the number of officers may be increased in line with the intensity of the work schedule in the office. Support Services Officer 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** 10. The source to be allocated for Publication Awards, Attending Scientific Meetings and Scientific Research activities is settled as a separate item in the University budget. Budget for Publication Awards, Attending Scientific Meetings and Scientific Research is proposed to the Rector’s Office following its preparation by the Research Advisory Board. 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** 11. (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 for 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. Scientific and Technological Research Council of Turkey (TÜBİTAK) and European Union Projects (ex: Ufuk/Horizon2020) are within the scope. 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) **Scientific Research Project – Type C (SRP-C)**
These are projects fully funded from the “Scientific Research Budget” of Eastern Mediterranean University. Such projects are research projects that are carried out by thesis supervisors with postgraduate students participating with respect to the aim of contributing the research culture within the faculties/institutions or schools operating under Eastern Mediterranean University. The minimum and maximum amount of funding, and the number of projects to be supported shall be determined by the Research Advisory Board, taking the “Scientific Research Budget” into consideration. Application Principles for Type C (SRP-C) Scientific Research Project are specified in addition to the Scientific Research Support Principles.
- (4) **Project Coordinator/Director**
The term refers to the person who assumes responsibility for the scientific, administrative, financial and legal aspects of the project.
- (5) **Researcher**
The term refers to any person working on the project, in addition to the project coordinator/director. If deemed necessary, the number of researchers in a project can be increased. The researcher shares responsibility with the project coordinator/director in the execution of the project. Researchers from other universities, research organizations or from the institutions providing funding may be appointed as members of the project team.
- (6) **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**

12.

Following conditions are sought in becoming a referee:

- (1) Holding a Ph.D. (minimum) or any other equivalent academic degree,
- (2) Research experience in the field of expertise.

**Responsibilities of
the Referees**

13.

- (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 disclosing information about the content of the project proposal to the 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 are disposed.

- (5) Not disclosing 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 with a written notice.

Referee Payments 14. 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 15. (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 16. (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 with the exception of SRP-C type projects.

(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 for a period of 1 year.

(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**

17. (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 Research Advisory Board website 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 submitted in October every year.
- (3) Applications for scientific research projects are submitted by completing the application form, the required appendices, and if deemed necessary, with the “Scientific Research and Publication Ethics” report, 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 16. 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**

18. (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 within 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 or 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 appropriateness 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 18(6).
- Method of Using Scientific Research Project Financial Support**
- 19.
- (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 with the project numbers
 - (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 December 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".
- Execution and Monitoring of Scientific Research Projects**
- 20.
- (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 or the project duration can be frozen.
- (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 Finalization of the Projects

21. (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
INTELLECTUAL AND ARTISTIC WORK**

**Suitability and
Limitations of
Support for
Intellectual and
Artistic Rights
Work**

22. (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 Mediterranean 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 multi-mediated 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 organizations 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
Evaluation of the
Applications for
Support for
Intellectual and
Artistic Rights**

23. To benefit from this award and for the protection of work which fulfils the conditions specified in these application principles, staff members should fill in the related application form and attachments available on the web page of Research Advisory Board and submit it to the Research Support Office via relevant Department Head and Dean's/Director's office.
24. 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 IV
PERMISSION FOR RESEARCH**

**Permission for
Research**

25. 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 Regulation 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. Regarding the applications for

Conditions for Research Leave	<p>26. 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 Regulation for <i>Scholarships for Academic Staff and Attending Academic and Scientific Activities Abroad</i>.</p> <ol style="list-style-type: none"> (1) 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. (2) 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. (3) Requests to extend the Research Leave Application with annual leave of absence that exceeds the above-mentioned durations and periods, should be made to the Rector’s Office. (4) Applications regarding the extension of the duration of the Research Leave by merging it with other long-term applications can be approved by the Rector’s Office in line with the favorable views of relevant Department Head, Dean’s/Director’s Office and the Research Advisory Board. (5) 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’. (6) Information on the institution at which 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	<p>27. 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”.</p>
Approval of Leave of Absence	<p>28. 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.</p>
Liability	<p>29. Those staff members who have been granted 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 granted research leave of absence must organize a seminar within their department/faculty during the consecutive semester following the leave of absence.</p>
Re-application for Leave of Absence for Research Purposes	<p>30. 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.</p>

CHAPTER V
SUPPORT FOR ATTENDING SCIENTIFIC MEETINGS

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| Definition | 31. Support for attending Scientific Meetings is granted in accordance with the provisions of the Regulation 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 Scientific Meetings | 32. (1) Region A: International scientific meetings in America, Australia, Far East etc.
(2) Region B: International scientific meetings in countries in Europe and the Middle East.
(3) Region C: Scientific meetings in Cyprus and Turkey. |
| Suitability of and Limitations for Applying for Support for Attending Scientific Meetings | 33. (1) Academic staff members 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 oral 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) For support applications of research assistants and Ph.D. students, views and opinions of thesis supervisors regarding the importance and suitability of the conference should be gathered.
(5) 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.
(6) Academic staff members and Ph.D. 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 Ph.D. candidate to attend the scientific meeting.
(7) Academic staff members who have started to work in EMU within the current year and who have not yet published work with EMU as their institutional address, however who have published work with a different institutional address within the last 5 years, may apply for Attending Scientific Meetings Support.
(8) First time applications of academic staff members who have not published any papers within the last 5 years with EMU as their institutional address, are accepted however their further applications for Support for Attending Scientific Meetings are taken into evaluation on the condition of publishing work with EMU as their institutional address.
(9) In the applications of doctoral students, those who have not benefited from this support before and those who have passed the qualifying exam are given priority. If the budget allows, support can be given to doctoral students and post-graduate student research assistants who have not passed the proficiency exam. |

- (10) Part-time academic staff applying for support must have served at EMU for at least four consecutive academic semesters.
- (11) The scientific event or meeting to be applied for a support should comply with the criteria listed below:
 - (A) The scientific event/meeting shall be organized in a regular fashion and once in a year at most,
 - (B) The scientific event/meeting shall be organized by universities or, academic, public or private institutions,
 - (C) The Organising Committee and scientific or program committees of the conference shall be clearly indicated on the webpage of the scientific event/meeting, if any. In case of the scientific event/meeting not having a webpage, the relevant information shall be presented in addition to the application form,
 - (D) Information on the calendar of the conference, call for presentations, deadline for abstracts, referee evaluation and similar information, is expected to be available on the webpage of the scientific event/meeting or shall be formally announced in the event of having no webpage for the event,
 - (E) Providing an institutional postal address or an e-mail address for the notices and announcements of the scientific event/meeting.
- (12) In the event of the occurrence of epidemic diseases, natural disasters and/or similar extraordinary situations preventing physical participation in scientific meetings, support for participation in online scientific meetings can be provided upon the recommendation of the Research Advisory Board and the approval of the Rector's Office. In addition to the existing other criteria, the following criteria apply for online meetings as such:
 - (A) Each member of the academic staff or doctoral candidate can benefit from online meeting support once a year only.
 - (B) Support is provided for the registration fee and / or other items related to the online meeting. The amount of the said support can be up to 70% of the support determined for region C.

Principles for Support for Attending Scientific Meetings

- 34. (1) 60% of the budget allocated for this support is used for lecturers, 20% for senior instructors and instructors and 20% for doctoral degree candidates (Ph.D. students who have successfully passed the qualifying exam) and research assistants. 25% of each item of the allocated budget is primarily used for candidates who have not benefited from the Support for Participation in Scientific Meetings in the last three years, if any. 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.
- (2) Lecturers, senior instructors/instructors, doctoral degree candidates, doctoral students who have not passed the qualifying exam and research assistants are evaluated within their own category. In this evaluation, the last five years' scoring is taken into account for publication-related activities (national or international articles, publications and books produced from graduate theses excluding conference papers) that are included in the academic evaluation criteria of the EMU Academic Evaluation Commission of the applicant's related field. In this scoring, the main author condition and special conditions are not taken into account. In publications with one author, the author gets full points, in publications with

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- multiple authors, the score is divided equally among the authors.
- Application Procedures for Support for Attending Scientific Meetings**
35. Those wishing to benefit from this type of support should fill in the “Financial Support Request Form for Academic Scientific Meetings, scoring table and relevant attachments and, apply to the Faculty Dean’s Office or School Directorate following the approval of the relevant Department Head and Dean/Director. Department Head or Dean/Director presents the application to the approval of the Research Advisory Board representative of the Faculty/School before the application is submitted to the Research Support Office. Of the applications checked by the Research Advisory Board representative, the complete ones are sent back to the Dean's Office or the Directorate before the deadline for approval and forwarding to the Research Support Office.
- Application Documents for Support for Attending Scientific Meetings**
36. 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 payment.
 - (6) Necessary documents stated in Article 33(11) of present principles.
- Application Dates for Support for Attending Scientific Meetings**
37. Five (5) dates of application and support methods 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. Applications must be made for scientific meetings that are to take place after the date of announcement of Board meeting decision of the current year. Support applications for scientific meetings organized to take place after January of the following year, are evaluated within the first application and support term of the following year. The Department Head informs the Research Advisory Board representative of the Faculty/School and 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 (If deemed necessary, the Research Advisory Board can meet up on a different date to discuss the conference evaluations):

Deadline for the Submission of Applications to the Department	Deadline for the Submission of Applications to the Dean's / Director's Office	Deadline for the Submission of Applications to the Research Support Office	Board Meeting Date	Notification Made by the Board	Budget Allocated
First working day of January	5th working day of January	10th working day of January	Last Friday of January	First working day of February	18%
First working day of March	5th working day of March	10th working day of March	Last Friday of March	First working day of April	26%
First working day of May	5th working day of May	10th working day of May	Last Friday of May	First working day of June	26%
First working day of September	5th working day of September	10th working day of September	Last Friday of September	First working day of October	18%
First working day of November	5th working day of November	10th working day of November	Last Friday of November	First working day of December	12%

Evaluation of the Applications for Support for Attending Scientific Meetings

- 38.** (1) 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 for the Notification of the Board (the latest).
- (2) In the event of failing to provide necessary information and documents indicating the importance of the scientific meeting that the applicants wish to attend, and as well as information and documents specified in Article 35 of the principles herein, extra time is granted to the applicant by the Research Advisory Board in order to complete and submit such documents. If the applicant fails to submit such documents or to present information or document(s) indicating the importance of the scientific meeting, the application shall be rejected by the Research Advisory Board with the reason of formal defect.
- (3) It is the applicant's responsibility to complete all the application procedures with respect to the application calendar stated above. The Research Advisory Board rejects all applications that are not complying with the calendar with relevant justifications.

Amount of Support for Attending Scientific Meetings

- 39.** The maximum amount of financial support to be allocated for attending scientific meetings in A, B, and C regions are specified by the Research Advisory Board and proposed to the Rector's Office at the beginning of each academic year. 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

- 40.** (1) Financial support granted for attending scientific meetings cannot be used for any other travel purposes/expenses apart from the one approved.

Attending Scientific Meetings

- (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 acceptance of a presentation/workshop.
- (5) No payments are issued 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 compelling 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

41. 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 summarizing the significance and benefits of attending the meeting in terms of professional and institutional relations to the Research Support Office via Department Chair or Dean/Director within one month upon his/her return. Additionally, the staff member is responsible for organizing a seminar on the same topic at his/her own department. Further applications of staff members who do not fulfil this requirement are not taken into consideration.

**CHAPTER VI
PUBLICATION AWARD**

Suitability of and Limitations for Publication Award Applications

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42. (1) Support for publication award is granted for articles that have their latest versions published in journals covered by Web of Science Core Collection Social Sciences Citation Index (SSCI), Science Citation Index Expanded (SCI-Expanded), Arts & Humanities Citation Index (AHCI) and Emerging Sources Citation Index (ESCI) indexes that are listed by Scopus. Publications applying for the award should be listed as article or review in Web of Science Core Collection data base and, as article in Scopus data base. Articles presented in scientific meetings and written documents such as letters to the editor, corrections, comments or reply papers, book or article reviews do not fall into this category. The award is granted to full or part-time academic staff members of Eastern Mediterranean University, retired staff of EMU and the EMU students on the condition that they state their institutional relationship with EMU.
- (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. A letter of acceptance notifying the publication or future publication of the author's work is not sufficient to apply for publication support. In order to be eligible to apply for publication award, the concerned publication must be visible in the applied list of publication (Web of Science or Scopus). Students with graduation status can apply for publication award with a document certifying their acceptance before their publications in SCI-Expanded, SSCI and AHCI appear in Web of Science list.

Application

43. In order to be eligible to apply for publication award, the concerned

Procedure for Support for Publication Award

Evaluation of Applications for Support for Publication Award

44.

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 Research Advisory Board’s website and submit it to the Research Support Office.

- (1) The Research Support Office evaluates the applications within seven (7) working days with respect to categories of Journal Citation Report (JCR) and Scopus, and submits recommendations to the Rector’s Office.
- (2) The highest category is taken into consideration for publications in journals with multiple categories.
- (3) Journals with unidentified category are put into evaluation in the last category. However, the former category of the journal is taken into account if it is documented by the applicant that the journal category has not been identified due to the name change.

The Amount of Support for Publication Award

45.

- (1) The amount of support for publications in journals as the Web of Science and Scopus reviews, is specified at the beginning of each academic year and is submitted to the Rector’s Office for approval. The amount of the award for the publications in ESCI category are equivalent with the Scopus publication award.
- (2) The award amounts of the publications in the journals scanned by Web of Science are determined with respect to the latest Quartile classification of the Journal Citation Report and, the award amounts of the publications in the Scopus database are determined with respect to the current Cite Score Percentile by using the coefficient in the table below.

JCR Quartile / Cite Score Percentile	Coefficient
Q1 / P1	1
Q2 / P2	0.8
Q3 / P3	0.5
Q4 / P4	0.3

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- (3) In the case that the address of the institution to which at least one of the authors is affiliated in the SSCI, SCO-Expanded and AHCI indexed publication of the academic staff evaluated for the award is stated as abroad, the amount of the publication award is calculated by multiplying the coefficient of 1.1. Institutions located in Turkey are not considered within the scope of abroad.
- (4) The award amount is calculated by multiplying the 1.25 coefficient instead of the 1.1 coefficient stated in the article 45(3) for the publications of the academic staff with the researchers at the universities that are in the top 400 of the Times Higher Education (THE) World Universities Ranking in the relevant year.
- (5) If the publication has more than one author, the prize is divided equally among the authors. In case the beneficiary has multiple addresses, the amount of support is divided by the total number of higher education institutions of the beneficiary.

The Use of Support for Publication Award

46.

- (1) The award is paid to the owner in cash.
- (2) The support is paid to graduates of EMU, who have formerly applied for the award while they are still in student status, following the appearance of the publication in Web of Science list. In order the applications to be taken into consideration, the graduates are required to inform the Research Support Office within the first 3 months following the appearance of the publication.

- (3) Publication awards that cannot be financed because due to budgetary shortages are given priority in the following academic year.

CHAPTER VII

PUBLICATION CITATION AWARD

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| <p>Suitability of and Limitations for Publication Citation Award Applications</p> <p>VYK 22.09.2022
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21-22/30-7</p> <p>Application Procedure for Support for Publication Citation Award</p> <p>Evaluation of Applications for Support for Publication Citation Award</p> <p>The Amount of Support for Publication Citation Award</p> <p>The Use of Support for Publication Citation Award</p> | <p>47.</p> <p>48.</p> <p>49.</p> <p>50.</p> <p>51.</p> | <ol style="list-style-type: none"> (1) Publication Citation Award is granted to full-time and part-time academic staff members of Eastern Mediterranean University who have received ten (10) or more citations of their work in journals; AHCI, SSCI, SCI and SCI-Expanded with respect to Web of Science database with EMU being the institutional address, within the current academic year. (2) In the evaluation of the citation award for scientific publications, publications from which five (5) and more citations have been made within the relevant year are taken into account. Authors' own citations from their own work and other citations excluding those from Web of Science shall not be evaluated. (3) Concerning the publication citation awards, citations made from publications listed as early access in the relevant year are also taken into account. (4) For publications with more than one author, citations are divided equally between the authors. (5) Applicants must be working in Eastern Mediterranean University during the time of application for the award. <p>Applications are invited once a year in April for citations received within the previous year. Academic staff members wishing to benefit from the Publication Citation Award have to fill in the relevant application form and appendices for citations providing the conditions. Applications need to be submitted to the Research Support Office.</p> <p>The Research Advisory Board evaluates the applications within May and submits them to the Rector's Office for approval.</p> <p>At the beginning of each academic year, the amount of support to be allocated for Publication Citation Awards is specified by Research Advisory Board and presented to the Rector's Office for approval. The support is only granted to Eastern Mediterranean University staff. Awards that cannot be financed due to budgetary shortages are given priority in the following academic year.</p> <p>The award is paid to owner in cash.</p> |
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CHAPTER VIII

SCIENTIFIC BOOK PUBLICATION SUPPORT

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| <p>Suitability of and Limitations for Book Publication Award Applications</p> | <p>52.</p> | <ol style="list-style-type: none"> (1) Book Publication Award is granted to authentic scientific books and chapters of books that fall into the specified category. The support is provided to full-time or part-time academic staff members of Eastern Mediterranean University. (2) In order to be eligible to receive support for Book Publication, Eastern Mediterranean University's name needs to be specified as the applying author's institution in the published work and an ISBN number is required. It is not enough to submit a letter of acceptance |
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showing that the book is going to be published. Applications of books that are translated into other languages which have previously received support are not taken into evaluation.

- (3) For the international book award and book chapter, the publishing house that has published the book must be internationally accepted and be included in the A, B or C type publisher lists defined in the CERES (The Dutch Research School for International Development) evaluation.
- (4) In order to a book publication to receive the support as a national book or a book chapter, the publishing house that published the book must qualify the following criteria:
 - (A) Published at least 20 books by different authors in the same field, which have been operating regularly at the national level for at least five years, whose publications have been catalogued in university libraries in Turkey and the TRNC.
 - (B) To have at least 10 different books published by this publishing house at the libraries of at least 5 universities in the top 1000 in the latest ranking of the Times Higher Education World University Rankings list.

Application Procedure for Support for Book Publication

- 53. (1) The application is accepted for the book and book section made in the current year and the previous year. Those who want to benefit from the support of the book publication award for their publications that meet the conditions in these application principles, fill in the relevant form and its annexes which are accessible at the Research Advisory Board webpage, and submit it to the Research Support Office. Supporting documents on the compliance of national books with these principles must be submitted by the applicant.
- (2) A copy of the book applied for the award must be submitted by hand to the Research Support Office at the time of application. The relevant book will be delivered to the Eastern Mediterranean University library after the examination. For book chapters, it is sufficient to submit an official letter containing the book information, ISBN number and publication information about the relevant chapters, indicating that the electronic copy of the book and the chapter from the relevant publishing house have been published.

Evaluation of Applications for Support for Book Publication Support

- 54. (1) If necessary, the Research Advisory Board receives the referee's opinion from the academicians in the relevant sciences that the work evaluated for the award is an original scientific book.
- (2) Applications made in full are evaluated and those found suitable are recommended to the Rector's Office for an award.

The Amount of Support for Book Publication Support

- 55. (1) The Scientific Book Award amount is 1.5 times the Web of Science publication award. Award amounts for international books and national book publications in categories A, B and C are calculated using the following coefficients:

Book Type	Coefficient
International Book (Category A)	1
International Book (Category B)	0.8
International Book (Category C)	0.5
National Book	0.5

In the Eastern Mediterranean University Academic Evaluation Criteria, the National Book Award coefficient is used as 0.8 for original scientific books in which international literature outside the

scope of the textbook is used for the fields of science where book writing is mandatory.

- (2) The amount of support to be given for the book chapters nominated for the award is determined by considering the ratio of the book to the total number of chapters.
- (3) In case the beneficiary has multiple addresses, the amount of support is divided by the total number of higher education institutions of the beneficiary.
- The Use of Support for Book Publication Award** 56. (1) The award is paid to owner in cash.
(2) Awards that cannot be financed due to budgetary shortages are given priority in the following academic year.

CHAPTER IX

OUTSOURCED PROJECT SUPPORT

- Suitability of and Limitations for Outsourced Project Support Applications** 57. (1) The project support is awarded to the Project Coordinator who carries out the outsourced Scientific Research Project mentioned in Type B projects like TÜBİTAK and HORIZON2020. For the awarding of the project support, the project coordinator is expected to be a full or part time academic staff at Eastern Mediterranean University. At the time of application for the support, the applicant is required to be employed at Eastern Mediterranean University.
(2) In the project undergoing evaluation for the project support, the project coordinator's institution should be indicated as Eastern Mediterranean University.
(3) In order to apply for project support, the relevant project should successfully pass all evaluations and the project contract should be signed.
- Application Procedure for Outsourced Project Support** 58. Applications are invited for projects for which contracts have been signed. Project coordinators wishing to benefit from project support for projects fulfilling the conditions specified in these principles are expected to complete the relevant form and the relevant annexes available at the Research Advisory Board webpage and submit them to the Research Support Office.
- Evaluation of Applications for Support for Outsourced Project Support** 59. The Research Advisory Board evaluates the applications within a month and informs the Rector's Office, accordingly.
- The Amount of Support for Outsourced Project Support** 60. (1) The amount of support is specified in the type of currency used by the supporting institution and with a consideration of the Project Eastern Mediterranean University Share (PES) and Total Project Duration (TPD). The total project duration is calculated monthly.
(2) The Project Award Support is calculated monthly and paid in cash to the owner every month within the project period. Payments are issued in Turkish Lira during the first week of each month. In projects which do not use Turkish Lira as currency, the Turkish Republic of Northern Central Bank's currency rates are used.
(3) In the event of exceeding of the project duration due to the extension of the project period specified first, no project support is paid.
(4) The total Project Award Support is the 75% of the Eastern Mediterranean University's share in the project. Monthly Project Award Support (mPAS) is calculated as stated below.

$$mPAS = \frac{75}{100} \times \frac{PES}{TPD}$$

- (5) In situations where the Monthly Project Award Support exceeds the first rank of the instructor scale, mPAS is paid as gross amount corresponding with 2.1 scale which is the first rank of the instructor scale.

CHAPTER X

FACULTY OR SCHOOL PUBLICATION ACHIEVEMENT AWARD

**Suitability of
Faculty of School
Publication
Achievement
Award Applications**

- 61.** (1) The Faculty or School Publication Achievement Award is a plaque presented in every faculty and school which has no faculty to the researchers who have obtained the highest publication points within one year within the scope of Web of Science (SCI-Expanded, AHCI, SSCI).
- (2) Only publications of the researchers undergoing evaluation within the scope of the award who have indicated Eastern Mediterranean University as their institution are taken into consideration.
- (3) Publications which are not visible in Web of Science list during time of evaluation are not taken into consideration. The publication already being published or a letter of approval indicating that the publication will be published are not sufficient for the relevant publication to be included in the evaluation.

**Evaluation of
Applications for
Faculty or School
Publication
Achievement
Award**

- 62.** (1) The score of each publication in the Web of Science (SCI-Expanded, AHCI, SSCI) indexes that qualify for evaluation is calculated as 1/ (number of authors) by considering the number of authors of the publications, and the total publication score from all publications is found.
- (2) Every year in May, the Research Support Office analyses each academic personnel's publications in Web of Science (SCI-Expanded, AHCI, SSCI) lists belonging to the former year with a consideration of the number of authors and ranks the academic personnel in each faculty or school in a descending order from the highest to the lowest regarding their total publication points. In situations where more than one academic personnel with the same score exist, the Research Support Office takes into consideration the total number of publications. In case the equality is not broken, a single researcher name is recommended by the Dean's Office or the directorate, taking into account the EMU Academic Evaluation Criteria related to the relevant basic field, in line with the decision of the faculty or school board.
- (3) The Research Support Office submits the name of one researcher with the highest publication score for each faculty or school which has no faculties to the Rector's Office. For Faculty of Arts and Sciences, two researchers' names, one of whom is for departments of science and the other of whom is for departments of humanities, are presented to the Rector's Office, accordingly.

**Presenting the
Faculty or School
Publication
Achievement
Award**

- 63.** Awards are presented to the owners at a ceremony organized by the Rector's Office where the University Senate Members are also present.

**CHAPTER XI
RESEARCH INCENTIVE AWARD**

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| Suitability of Research Incentive Award Applications | 64. | (1) The Research Incentive Award is an annual award granted to academic staff members who have proven to have expertise to contribute science and art in a universal level in the future with their scientific research, work and activities. The Research Incentive Award is granted with respect to the Research Incentive Principles identified by the Research Advisory Board.
(2) During the award evaluation, the researchers' work with Eastern Mediterranean University stated as the institutional name is taken into consideration. |
| Application Procedure for Research Incentive Award | 65. | Applicants can apply for the award at the end of April each year by submitting the relevant form and appendices to the Research Support Office. Research activities conducted within the previous year are taken into consideration. |
| Evaluation of Applications for Research Incentive Award | 66. | (1) The evaluation is carried out annually.
(2) Applications are evaluated with respect to the Research Incentive Principles identified by the Research Advisory Board as well as the Activity and Score Table.
(3) Evaluation regarding the applications is finalized in two months, the latest. Research Incentive Awards are submitted to the Rector's Office in June. |
| Presenting the Research Incentive Award | 67. | Awards are presented to the owners at a ceremony where the University Senate Members are also present. |

**CHAPTER XII
APPEALING AGAINST THE DECISIONS OF RESEARCH ADVISORY BOARD**

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| Appealing Against the Decision of Research Advisory Board | 68. | Individuals can appeal to the Rector's Office regarding the decisions of the Research Advisory Board. The complaints in question can be filed within 10 working days as of the notification of parties regarding the decision or application. The Rector's Office sends the complaints to the Research Advisory Board for a re-evaluation. The justified decision of the Research Advisory Board upon the re-evaluation is final. |
| Erroneous Statements
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21-22/30-7 | 69. | The grievances that may arise due to erroneous statements made in the application forms and documents are not compensated. |

**CHAPTER XIII
EXECUTIVE POWER AND COMING INTO FORCE**

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| Coming into Force
VYK 22.09.2022
21-22/30-7 | 70. | These principles take effect following their date of approval by the Board of Trustees. |
| Executive Power
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21-22/30-7 | 71. | These principles are executed by the Rector's Office. |