

EASTERN MEDITERRANEAN UNIVERSITY
TYPE C – SCIENTIFIC RESEARCH PROJECTS APPLICATION PRINCIPLES

CHAPTER I
GENERAL PROVISIONS

- Aim** 1. Contributing to the research culture by supporting the participation of Eastern Mediterranean University’s postgraduate students in the development of research projects the outcomes of which will be published at AHCI, SSCI, SCI and other similar indexed journals or be used for patent applications or be leading to original production.
- Scope** 2. These regulations cover the application principles for Type C Scientific Research Projects defined in Article 10(3) of the Eastern Mediterranean University Scientific Research Support Principles.
- Formation and Operation of the Project Evaluation Group (PEG)** 3. (1) For each Faculty and School, a separate Project Evaluation Group is formed for the purpose of providing feedback to the Research Advisory Board during the evaluation, monitoring and finalisation stages of the projects.
(2) Each Project Evaluation Group is formed by minimum three (3) full and two (2) substitute members appointed amongst academic staff members of the faculty/school who have successful standing with their publications and work. The said academic staff members are appointed upon the Faculty/School Board’s decision by the Faculty Dean or School Director for a period of two years.
(3) The representative of the Academic Evaluation Committee may not become a member of the Project Evaluation Group. However, the said representative may act as an advisor and observer at the represented Faculty/School Project Evaluation Group.
(4) In the formation of Project Evaluation Groups, representation from each department is required.
(5) A new member is appointed through the same method for the place and remaining period of service of a member who leaves before reaching the end of his/her membership period.
(6) Members whose period of service comes to an end may be reappointed.
(7) Each Project Evaluation Group elects a chair amongst the members.
(8) In line with the services being carried out, the Project Evaluation Group Chair calls a meeting at certain intervals as and when required.
(9) Decisions are taken through open vote and through absolute majority.
(10) Members of the Project Evaluation Group may not attend the Project Evaluation Group’s meeting during which the evaluation and finalisation of the projects under their name take place. In situations as such, a suitable substitute member replaces the said member in the relevant meeting.
- Scope of Support** 4. (1) All expenses necessary for the successful completion of the approved project may be supported, on the condition that the budget has not been exceeded. No additional budget is provided.
(2) The project period is maximum 1 year. An extension of 6 months may be granted two times at most.
- Application for the Project** 5. (1) Applications, which should contain 1 application file prepared in line with the Principles for Scientific Research Support and an electronic copy of it, are submitted to the Faculty Dean’s Office or School Directorate of the postgraduate student involved in the project.
(2) The Project Application Form is used in applications.
(3) Project applications are accepted twice a year.
(4) Application periods for projects are determined by the Academic Evaluation Committee and applications not complying with the specified

calendar are not taken into consideration.

- (5) After conducting an administrative and procedural assessment of the application form, Faculty Dean's Office or School Directorate transfers the form to the relevant Project Evaluation Group for evaluation.

Conditions for Application

6. (1) The project coordinator is the thesis supervisor of the postgraduate student.
- (2) In the event of the postgraduate student having a co-supervisor, the co-supervisor takes his/her place amongst project researchers.
- (3) In the event of the postgraduate student having an external thesis supervisor, the co-supervisor of the student becomes the project coordinator.
- (4) Postgraduate students studying at programs with thesis requirements may apply following the approval of their thesis proposal by the relevant postgraduate committee. The application condition for students studying at PhD programs is successful performance at PhD Qualification Exam and the approval of the thesis proposal by the thesis monitoring committee and the relevant postgraduate committee.
- (5) Students studying at postgraduate programs with no thesis requirements may apply for their term projects during the semester of registration.
- (6) Projects of PhD/postgraduate students who have reached the maximum period of study or who will reach the said period before the end of the project period are not accepted.
- (7) If the presented project proposals involve human participation in questionnaires, interviews, and/or focus group work as well as data collection through experiments and any other similar methods and/or the use of humans/animals for experimental or other scientific purposes, a document of approval needs to be received from the Board of Ethics. The said document is expected to be submitted to the Project Evaluation Group by the deadline for application.
- (8) A project coordinator can apply for a new project without completing an ongoing Type-C scientific research project and the same coordinator may be granted support to carry out maximum 3 projects at the same time.

ÜYK 29.01.2019
19/697-08

Evaluation

7. (1) Duly completed project applications are evaluated by the relevant Project Evaluation Group.
- (2) Whilst conducting their evaluation, the Project Evaluation Group takes into consideration the project's "originality value", "methodology", "feasibility" and "impact".
- (3) In the event of not having an expert available amongst the members of the Project Evaluation Group regarding the topic of the proposed project, gathering the referee opinion of minimum one academic staff member in the relevant field is required,
- (4) The referee to be determined upon the recommendation of the Project Evaluation Group either from within or outside the university is appointed by the relevant Faculty Dean or School Director.
- (5) Following the evaluation of Type C Scientific Research Projects (BAP-C) latest within 20 working days, the Project Evaluation Group comes up with a list of projects on which they provide their recommendation and justifications for support or not. The Project Evaluation Group, then, submits their recommendation and proposed budget specifications to the Academic Evaluation Board via the relevant Dean's Office or School Directorate.
- (6) Taking into consideration the views of the Project Evaluation Group as well as the budgetary situation, the Academic Evaluation Board finalises their decisions on the projects recommended for support.
- (7) Projects recommended for support by the Academic Evaluation Board

are presented to the Rector's Office for approval within 10 working days following the decision of the Academic Evaluation Board. The approval process is finalised latest within 10 working days and a Project Agreement specifying the details of the project is signed between the project coordinator and the Rector's Office. If the project coordinator fails to sign the said agreement, the project is then cancelled.

Monitoring

- 8.**
- (1) The project team presents the Project Development Report to the Project Evaluation Group six months after the start date of the project.
 - (2) Upon the completion of the project, the project team submits a final report to the Project Evaluation Group.
 - (3) Publications and presentations developed as part of the project are attached to the final report. Publications emerging after the submission of the final report should also be submitted to the Project Evaluation Group and added to the report, accordingly.
 - (4) The Project Evaluation Group evaluates the projects as positive/adequate or negative/inadequate.
 - (5) For projects for which applications for an extension of period will be submitted, a development report should be submitted to the Project Evaluation Group.
 - (6) After the Development Report and Final Report are evaluated and finalised by the Project Evaluation Group, they are submitted to the Research Advisory Board for approval via the relevant Dean's Office/School Directorate.
 - (7) The granting of an additional period for projects is subject to the Academic Evaluation Board's positive/adequate decision taken with a consideration of the views of the Project Evaluation Group on the development of the projects in question.

Application Method for Purchasing Procedures

- 9.**
- (1) For the purchase of required goods/materials and services, the project coordinator fills in the relevant form and submits it to the relevant Faculty Dean's Office or School Directorate.
 - (2) In the use of appropriations (during purchasing and expenditure procedures) following the approval of applications, the Project group is not required to submit any documents either informing or seeking the approval of the Academic Evaluation Committee.

Evaluation of Applications for Purchase

- 10.**
- (1) Faculty Dean's Office or School Directorate transfers all applications for the purchase of goods/materials and services for the consideration of the relevant Project Evaluation Group.
 - (2) All procedures of purchasing are carried out in line with the project budget.
 - (3) All requested goods and services are expected to appear in the project application form. Requests for goods and services not specified in the application form are not taken into consideration.
 - (4) The Project Evaluation Group approves the purchase of goods and services found suitable for the purpose and transfers the approved purchase form to the Rector's Office via the Faculty Dean's Office or School Directorate.
 - (5) Applications found suitable by the Dean's Office or School Directorate are submitted to the Rector's Office for approval.
 - (6) Relevant purchasing procedures are initiated for applications approved by the Rector's Office.
 - (7) The approved amount of support needs to be used within the approved project period.
 - (8) No additional payment is issued for university academic staff members and/or research assistants for the reimbursement of personnel expenditures or as project incentive bonus.

(9) All inventory items purchased within the framework of the project are registered at the relevant Faculty or School during the project period. All books purchased as part of the project are put under the registry of the Faculty/School library.

Other provisions

- 11.** (1) Project coordinator and researchers possess equal scientific and ethical rights as well as responsibilities regarding the project.
(2) Eastern Mediterranean University Scientific Research Support Principles are valid for all other issues not appearing within Type C-Scientific Research Principles.

Coming into Force

- 12.** These principles take effect following their date of approval by the University Executive Board.

Executive Power

- 13.** These principles are executed by Eastern Mediterranean University Rector's Office.