

# CYPRUS INTERNATIONAL UNIVERSITY

## SCIENTIFIC RESEARCH SUPPORT PRINCIPLES

### PART 1 GENERAL PROVISIONS

<b>Goal</b>	1.	Cyprus International University (CIU) "The aim of the Scientific Research Support Principles is to determine the implementation principles for the determination of the support to be given to the academic staff and postgraduate students so that the University can continue its scientific research studies internationally and an effective and efficient academic and administrative service structure in supporting the scientific research at CIU.
<b>Scope</b>	2.	"Scientific Research Support Principles" covers scientific research projects, multidisciplinary research, participation in scientific meetings, research permits, publication awards, intellectual and artistic work rights, and the principles of implementation of the Academic Evaluation and Advisory Commission (AEAC) regarding the support of other scientific researches deemed appropriate by the University bodies.
<b>Formation and Duties of Academic Evaluation and Advisory Commission</b>	3.	<p>(1) Academic Evaluation and Advisory Commission (AEAC) operates under the Rectorate.</p> <p>(2) AEAC consists of 4 University Professors who are appointed to represent various branches of science for 3 years upon the recommendation of the Rectorate and the approval of the Senate, and a Vice Rector to be appointed by the Rector, which will also be chaired by the Commission. For a vacant membership, a new member is assigned to complete the normal period of the leaving member with the same method.</p> <p>(3) Within the scope of these principles, the duties of AEAC are as follows:</p> <p>(a) To promote and prioritize multidisciplinary research projects.</p> <p>(b) To carry out studies and to determine the priorities in order to enable the use of research infrastructure resources in the university more effectively and beneficially,</p> <p>(c) To organize and apply the principles of study and practice on scientific research projects, participation in scientific meetings, publication awards, intellectual and artistic work rights, and support of other scientific researches deemed appropriate by the University's bodies,</p> <p>(d) Preparing the scientific research budget and presenting it to the Rectorate,</p> <p>(e) To propose the scientific research budget to be used for its intended purpose,</p> <p>(f) Advising relevant university bodies on all matters covered by scientific research</p>
<b>Working Areas of AEAC</b>	4.	<p>(1) Publishing Award Support</p> <p>(a) To determine the proposals regarding the publication award support amounts in the next budget year in May and</p>

		<p>submit them to the Rectorate,</p> <p>(b) To ensure that the Publication Award Support is implemented in accordance with the principles.</p> <p>(2) Support for Attending Scientific Meetings</p> <p>(a) Determining the amount of support for Participation in Scientific Meetings which they proposed to be used in the next budget year in May, and submitting to the Rectorate,</p> <p>(b) To evaluate the applications of academic staff who apply for financial support to attend scientific meetings in terms of compliance with the conditions described in the relevant articles of these principles,</p> <p>(c) To prioritize among those who meet the conditions in cases where the budget is not sufficient in line with the criteria specified in these principles,</p> <p>(d) To ensure that the Support for Attending Scientific Meetings is implemented in accordance with the principles.</p> <p>(3) Other Scientific Activities</p> <p>(a) To perform other duties to be assigned by the authorized bodies of the University.</p>
<b>Duties of the AEAC President</b>	5.	<p>(1) The President is responsible to the Rector's Office for the activities of AEAC.</p> <p>(2) The duties of the President are:</p> <p>(a) To chair the ADDK,</p> <p>(b) Representing the ADDK,</p> <p>(C) To organize the activities of ADDK,</p> <p>(d) To prepare the annual activity report of the ADDK and the annual work program for the next year and submit it to the approval of the Rectorate.</p>
<b>Scientific Research Budget</b>	6.	<p>The source of support for research activities is included in the University Budget as a separate item. Scientific Research Budget is proposed by the Rectorate and takes effect upon the denial of the enthusiasm of the Board of Trustees. In line with the determined rates / amounts of this budget, scientific research is shared in the form of participation in scientific meetings, multidisciplinary research project and publication award. If necessary, transfers can be made between these categories upon the decision of the Rector.</p>

## PART II

### SCIENTIFIC RESEARCH PROJECTS

<b>Special Definitions for Research Projects</b>	7.	<p>(1) CIU Supported Scientific Research Project Grants are the projects that are fully covered by CIU "Scientific Research Budget". These kinds of projects are given to support University staff to start a new research, to complete an ongoing research, to develop the research infrastructure of the University and to establish and establish a research culture at the University. The proposal of the Rectorate and the decision of the chairman of the Board of Trustees, taking into account the "Scientific Research Budget" the highest amount to be awarded for each project.</p>
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		<p>It is determined by.</p> <p>(2) Externally Supported Scientific Research Project These are projects that are directly or indirectly supported by external sources such as public, private sector and international organizations. The contribution of the university for such projects is valid with the approval of the applied external resource and according to the nature of the project, the Rector's Office takes into account the special conditions imposed by the external resource and the "Scientific Research Budget". proposal and determined by the Board of Trustees.</p> <p>(3) Project Manager It is the person who undertakes the scientific, administrative, financial and legal responsibility of the project.</p> <p>(4) Researcher It is the person who works in a project other than the executive. In a project, the number of researchers required by the project can be assigned. The researcher shares the scientific responsibility with the executive in the realization of the project. Researchers from other universities, research institutions or supporting organizations can be assigned to the project team.</p> <p>(5) Referee It is the expert / scientist in the relevant field that the Board will use for the evaluation of the project proposals, the examination of the project development and final reports.</p>
<b>Conditions for being a referee</b>	8.	<p>(1) Having at least a doctorate or equivalent academic degree,</p> <p>(2) To have research experience in the field of expertise.</p>
<b>Responsibilities of the Referee</b>	9.	<p>(1) To evaluate projects objectively within the framework of scientific rules and criteria, to ignore equal opportunities, personal / institutional relations and comments,</p> <p>(2) Any information regarding the project proposal and correspondence between them and the AEAC and behave according to this privacy by knowing that the talks are confidential, (3) Not transferring the project proposal content to third parties and being used by others to prevent the possibility of</p> <p>(4) Not using the project proposal content for personal purposes; information in electronic form, written information, information note, evaluation, study and opinion notes are destroyed when the task is completed to make,</p> <p>(5) Never transfer information about the evaluation of the project proposal to any of the project executives and team,</p> <p>(6) To justify positive and negative opinions in project proposal evaluations and to prepare these opinions in a way that can be notified to the project executives in writing.</p> <p>(7) To inform AEAC in writing in case a situation contrary</p>

		to scientific ethical rules is detected in the project proposal.
<b>Scientific Research Project Principles to be Applied in the Selection</b>	10.	<p>(1) A support application can be made for a scientific research project related to each branch of the university with a specialist staff. The basic principle is that the scientific research project contributes to science and the technological, economic, social and cultural development of the country.</p> <p>(2) To implement projects whose results are practical, interdisciplinary, and research projects related to postgraduate theses; Priority is given to the projects of researchers who have original studies published in international journals on the subject, and to project executives who have articles published in international journals and / or papers presented at the international Scientific Meeting related to the research project they have completed before.</p>
<b>Eligibility and Limitations for Scientific Research Project Support Application</b>	11.	<p>(1) All full-time faculty members of CIU can apply for support of the University-supported scientific research project. The application conditions of the external source that provide support for scientific research projects with external support are valid.</p> <p>(2) A project manager cannot apply as a manager for a new project of the same type without completing an ongoing scientific research project.</p> <p>(3) The executives and researchers of the project whose previous project failed, using the scientific research budget, cannot make a project proposal for one year and cannot act as a researcher.</p> <p>(4) The duration of the university supported scientific research projects is maximum 24 months. This period can be extended in two periods of three months with the approval of AEAC. The duration of externally supported scientific research projects is that of the institutions working together in the joint execution of the project. is the time it determines.</p> <p>(5) Attention is paid to ensure that travel and service purchases do not exceed 30% of the total budget in the distribution of budget expenditure items of university supported scientific research projects. Budget expenditures of externally supported scientific research projects are made according to the principles of budget allocation determined by the external source that provides support.</p> <p>(6) Book writing, book editor, preparation of course material, etc. Studies are not within the scope of scientific research project.</p>
<b>Scientific Research Project Application Process</b>	12.	<p>(1) Support for a scientific research project conforming to one of the above definitions The faculty member who wants to benefit from, fills in the application form to be created for this purpose and applies to the Rectorate by adding the necessary documents.</p> <p>(2) For university supported scientific research projects, it is applied until the end of March every year.</p>

		<p>(3) Scientific research projects are completed by completing the application form and annexes and the application form and annexes of the external source.</p> <p>(4) Scientific Research Project Application Form and its annexes are examined by AEAC in terms of suitability and limitations given in the relevant article in these principles for the Application for Support for Scientific Research Project. Applications that are found to contain incomplete documents or insufficient information or do not comply with the format / procedures are returned to the applicant for their deficiencies, and no additional time is given for this.</p>
<b>Evaluation of Scientific Research Projects</b>	13.	<p>(1) Research project proposals are evaluated by AEAC especially in terms of principles and budget usage / distribution. The project proposals found appropriate are sent to the referee / referees determined by the Rectorate from within / outside the University for the evaluation determined by the AEAC. If necessary, the opinions of other experts on the subject of the project can be taken from within or outside the University. Referees use the evaluation form related to the project type in the evaluation. AEAC can also refer to the opinions of Head of Department / Center and Faculty Dean / School Director.</p> <p>(2) Referees evaluate the proposed research project applications within the framework specified below:</p> <p>(a) original value (Scientific / intellectual / technological / professional merit).</p> <p>(b) feasibility (in terms of team, equipment and method),</p> <p>(c) publication ethics.</p> <p>(3) Referees also state their opinions and suggestions about the appropriateness of the project's budget and rationale and the duration of the project.</p> <p>(4) Referees make their evaluations on the form developed by TÜBİTAK based on the system known as "Phrase Anchored Rating Scale" and submit the form to the AEAC through the Rectorate.</p> <p>(6) AEAC evaluates the project proposals considering the information and suggestions from the referees, and determines the priority order and recommends the amount of support.</p> <p>(7) Project proposals that cannot be supported due to the lack of adequate funds can be re-submitted by the project executives for further evaluation.</p> <p>(8) Projects proposed to be supported by the AEAC are submitted to the Rectorate within 15 days following the decision of the AEAC. The Project Contract, in which the details of the project are determined, is signed between the project manager and the Rectorate, whose approval process has been positive. The project of the project manager who does not sign this contract is canceled. Instead of canceled projects, AEAC recommends supporting the project or projects in the priority ranking according to the criteria included in the principles.</p>
<b>Use of</b>	14.	<p>(1) After the project contract is signed and approved, the</p>

<b>Scientific Research Project Grant</b>		<p>amount of support within the scope of the current fiscal year is entered into the account created by the CIU Accounting Directorate on behalf of the project manager and the project number.</p> <p>(2) Project allowance is used for the necessary gating for the project and the purchase of services, consumer goods and materials, fixtures, office machines and other related expenses.</p> <p>(3) In order to use the project appropriation, the project manager completes the relevant forms and annexes and applies to the Rectorate.</p> <p>(4) Originals of detailed invoices and receipts of all expenditures must be submitted to the Accounting Directorate during or after the investigation. The account closure is not completed until the last day of August of the fiscal year at the end of the project period. It must be completed. In case the account closing is not completed, the amount used is shown as the project manager's debt to the University.</p> <p>(5) The fixtures purchased within the scope of the project are registered through the General Secretariat and the books are stored in the University Library.</p> <p>(6) In university supported research projects, no additional fees are paid to university lecturers as personnel expenses or project incentives.</p> <p>(7) Sustaining financial support for more than one year of research projects depends on the positive opinion of ADDK. The projects whose progress report is not presented or which are not found positive in the evaluation will be stopped. The director of the research project whose allowance has been stopped or finalized, delivers all the fixtures purchased within 15 (fifteen) business days with the support of the project to the unit he / she is affiliated with, and the books to the University Library.</p> <p>(8) The approved support amount should be used within the approved project period. The amount that is not used during this period is left to the university and transferred to the "Scientific Research Budget".</p>
<b>Execution and Monitoring of Scientific Research Projects</b>	15.	<p>(1) The executor of the accepted University-sponsored research project submits to the AEAC every six months, a progress report containing information on past studies and prepared in accordance with the specified format. The progress reports of both research projects are evaluated by the referees within the framework of the relevant forms and submitted to the Rectorate. Project managers are informed about the referee reports. It is obligatory to give written information to the Rectorate regarding the progress and results reports submitted and accepted to the external source supporting the research projects outside the university and the net income provided to the University. The necessary information regarding the externally supported research projects carried out at the university is transmitted to the AEAC by the Rectorate to</p>

		<p>be recorded in the database of research indicators.</p> <p>(2) AEAC notifies the evaluation result in writing to the project manager and the Head of Department / Center and the Dean / Manager to which the executive is affiliated.</p> <p>(3) Instead of those who have been assigned or dropped out of the university for a long time from the university supported research project executives, the new project manager may be appointed by the ADEAC upon the recommendation of the Head of Department / Center and the Dean / Director or the project period may be frozen.</p> <p>(4) The appointment of the project director or researchers for the domestic and / or international travels specified in the accepted research project shall be with the recommendation of the Dean / Director to which he is attached and the approval of the Rectorate.</p>
<b>Duration and Conclusion of the Projects</b>	16.	<p>(1) The duration of university supported research projects is maximum 24 months. However, this period can be extended in two periods of three months.</p> <p>(2) In publications made with project support, the support received by giving the project number must be mentioned. It should be noted that publications, papers or theses, which are the products of research supported by research projects budget, received support from the "Cyprus International University Scientific Research Budget" or the relevant external source. copy must be forwarded to the Office.</p> <p>(3) In case an invention arises as a result of the realization of the project, the status of the property and other rights on the works subject to intellectual property are determined in the project contract, adhering to the support principles provided by the university.</p> <p>(4) At the project completion date, a final report containing the research results of the project is submitted to the AEAC in accordance with the determined format. Papers, articles etc. prepared from the project. it is added to the final report or a copy is sent to the AEAC head when it is published.</p> <p>(5) The project manager transfers all fixtures purchased with the project support to the General Secretariat and the books to the University Library within 15 (fifteen) business days following the project's deadline.</p>

### PART III

#### PUBLICATION AWARD

<b>Eligibility and Limitations for Broadcast</b>	17.	<p>(1) Publication award support is given to full international articles in AHCI, SSCI, SCI and SCI-expanded. Articles presented in scientific meetings, letters to the editor, book or article criticism, etc. Written products of the type are not included in this scope. The award is paid to the full-time faculty members and assistants of the Cyprus</p>
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<b>Award Support Application</b>		<p>International University. When applying for an award, it is necessary to be a member of Cyprus International University. Publications that do not show the author's corporate affiliation are not awarded.</p> <p>(2) In the publication evaluated for the publication award support, Cyprus International University should be specified as the institution of the applicant's author.</p> <p>(3) In order to apply for publication award support, the relevant publication must be published and be visible in the ISI Web of Science list in order to make the payment. The letter of acceptance stating that the publication will be published is not sufficient to apply for publication support.</p>
<b>Publishing Award Support Application Process</b>	18.	The application is accepted for the current year and for the publications made in the previous year. Those who want to take advantage of the publication award support, fill in the relevant form and its annexes for their publications that fulfill the conditions in this application principles and submit them to the Rectorate.
<b>Evaluation of the Publication Award Application</b>	19.	After the article is visible in the ISI Web of Science list, the AEAC presidency evaluates the applications within two weeks at the latest and submits its proposal to the Rectorate.
<b>Broadcast Award Support Amount</b>	20.	Award amount is determined by AEAC in May every year and recommended to the Rectorate. If the publication has more than one author, the award is divided equally among the authors. Only employees of Cyprus International University are paid. Publication awards, which cannot be given due to insufficient budget, are considered as priority the following year.
<b>Use of Broadcast Award Support</b>	21.	The prize is paid to the beneficiary in cash.

## PART IV

### IDEA AND ART WORKS

<b>Eligibility and Limitations in the Grant of</b>	22.	<p>(1) All instructors and students working in Cyprus International University may apply for this support within the framework of definitions made by the Republic of Turkey and the Turkish Patent Institute,</p> <p>(2) The application of products such as inventions, patents, utility models, industrial designs, brands, and</p>
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<b>Intellectual and Artistic Work Rights</b>		software, which are made within the scope of university-supported Scientific Research Projects and which are foreseen to contribute monetary and / or indirectly to the university, must be made to Cyprus International University first. All rights and responsibilities of intellectual and artistic works such as printed publication, literature, sculpture, painting, photography, musical work, film, game, show, graphic, digital and multimedia artistic design created by CIU staff or students. or left to people. University contribution should be mentioned in the presentation of the products of the studies carried out with the institutional support of CIU.
<b>Application Process for Intellectual and Artistic Work Rights Support</b>	23.	Those who want to take advantage of this support fill the relevant form and its annexes in order to protect their works that meet the conditions in these application principles, and send them to the AEAC chairman through the Department Head and the Dean / Manager they are affiliated with.
<b>Evaluation of the Application for Intellectual and Artistic Work Rights Support</b>	24.	In the evaluation, the scientific-technical nature of the invention, design or software mentioned, and the monetary and indirect contribution to the University are considered. Two situations can arise in this assessment. (1) If it is determined that the idea work mentioned in the application will not provide a significant gain to the University, the application is rejected and the right to apply is left to the relevant right holder. (2) If it is decided that the invention, design or software mentioned in the application will bring a significant gain to the University, the relevant unit applies for patent, utility model, industrial design protection or copyright application. If this application is accepted by the applicant institution and a profit is obtained through a sales or license agreement, a certain proportion of the net income is paid to the beneficiary, provided that it is not less than 50% under the agreement between the beneficiary and the University. If more than one person is entitled, this amount is divided by the number of persons and each right holder is paid at this rate.

## PART V

### SUPPORT FOR PARTICIPATION IN SCIENTIFIC MEETINGS

<b>Special Definitions of Support for Attending</b>	25.	(1) Region A: America, Australia, Far East etc. are international scientific meetings in countries. (2) Region B: International scientific meetings in European and Middle Eastern countries. (3) Region C: These are scientific meetings held in Turkey and Cyprus.
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<b>g Scientific Meetings</b>		
<b>Eligibility and Limitations for Application to Support Scientific Meetings</b>	26.	<p>(1) Full-time academic staff or assistants at CIU can apply for support in attending Scientific Meetings.</p> <p>(2) Those who want to benefit from the support of participation in scientific meetings should present the results of their research as oral presentations or performances in international or national scientific meetings or produce a concrete study in a workshop.</p> <p>(3) The scientific meeting applied for support should be a continuous (at least four times previously held) national or international refereed scientific meeting and be approved by the relevant Department and Faculty / School that it is important in the field.</p> <p>(4) The institutional address of the researcher should be given as "Cyprus International University" in the study presented or published as a summary or full article.</p> <p>(5) Lecturers or doctoral candidates can participate in the scientific meeting or workshop through joint work. For each study, only 1 (one) faculty member or PhD candidate is given support to attend the Scientific Meeting. However, participation support can be given to both thesis advisor and doctoral student for their joint work in line with the budget opportunities.</p>
<b>Principles of Support for Attending Scientific Meetings</b>	27.	<p>60% of the budget allocated for this support is used to support lecturers, and 20% to support type A assistants. During the application period, the amount that is reserved but not used for one group, can be transferred to another group with the approval of the Rectorate, if necessary. Faculty members, lecturers and A-type assistants are evaluated among themselves and ranked according to the following criteria.</p> <p>Among the Faculty Members;</p> <p>(1) Those who have received their doctorate degree in the last three years,</p> <p>(2) Those who have published in journals scanned by AHCI, SSCI, SCI and SCI-Expanded indexes in the past five years,</p> <p>(3) Those with other research studies,</p> <p>(4) Those who will attend a meeting that is important in their field compared to others,</p> <p>(5) Those who have not received Support for Scientific Meetings in the past three years and / or those who have benefited less from support than others,</p> <p>(6) AHCI, SSCI, SCI and SCI within the year after receiving support for the conference</p> <p>Those who publish in journals scanned by Expanded indexes are given priority.</p> <p>Among the Instructors / Instructors;</p> <p>(1) For those with published academic research studies,</p> <p>(2) Those who will attend a meeting that is important in their field compared to others (The lists and criteria determined by the relevant Faculty / School, if any, are</p>

		<p>taken into consideration.)</p> <p>(3) Those who have not received Support for Scientific Meetings in the past three years and / or those who have benefited less from this support than others are given priority.</p> <p>Among the assistants;</p> <p>(1) Those who have not used this support before,</p> <p>(2) Publications published in journals scanned by AHCI, SSCI, SCI and SCI-Expanded indexes,</p> <p>(3) Other research studies,</p> <p>(4) Priority is given to doctoral candidates who will attend a meeting that is important in their field compared to others.</p>				
<b>Application Process for Scientific Meetings Support</b>	28.	<p>Those who want to benefit from this support fill the "Financial Support Request Form for Academic Scientific Meetings" and their annexes and apply to the AEAC chairmanship after obtaining the approval of the Head of the Department and the Dean they are affiliated with.</p>				
<b>Application Documents for Support for Attending Scientific Meetings</b>	29.	<p>(1) Documents to be submitted with the application form are as follows: Documents containing the date, place and details of the Scientific Meeting</p> <p>(2) The importance of the applicant's participation in the Scientific Meeting for its professional development explanation</p> <p>(3) Detailed budget plan and explanation</p> <p>(4) Summary of the presentation</p> <p>(5) Certificate of acceptance to Scientific Meetings (if any). The certificate of acceptance is not a requirement for the application, but it is required for payment.</p>				
<b>Application Dates for Support of Attending Scientific Meetings</b>	30.	<p>The mentioned 3 application dates have been determined for each academic year. The applicant fills out the "Financial Support Request Form for Academic Scientific Meetings" and applies to the relevant Department Chair. The Head of the Department evaluates the application in academic and administrative terms, including his views regarding the Scientific Meeting, and submits it to the Dean's Office. The application is also evaluated by the relevant Dean / Director both in terms of academic terms and in terms of the general working principles and administrative implementation principles of the Faculty / School and forwarded to the head of the AEAC. The application and evaluation process is applied according to the schedule below.</p>				
		<b>Deadline for application to the department</b>	<b>Submission of applications to the AEAC Presidency</b>	<b>Approval and disclosure of the AEAC decision by the Rectorate</b>	<b>Use of the budget percentage</b>	

		First working day of September	Fifteenth day of September	First working day of October	40%	
		First working day of January	Fifteenth day of January	First working day of February	40%	
		First working day of May	Fifteenth day of May	First working day of June	20%	
<b>Evaluation for Application of Participation Support in Scientific Meetings</b>	<b>31.</b>	AEAC examines the applications and makes the necessary assessment and submits them to the information and approval of the Rectorate at the latest on the dates mentioned above, which is proposed to be supported.				
<b>Amount of Support for Attending Scientific Meetings</b>	<b>32.</b>	The highest amount of support available for attending the Scientific Meeting is determined by AEAC for regions A, B and C at the beginning of each academic year and recommended to the Rectorate. The amount of support to participate in the Scientific Meeting to be paid to a participant within a budget year cannot exceed the amount of Scientific Meeting support in the A region.				
<b>The Use of Participation Allowance to Scientific Meetings</b>	<b>33.</b>	<p>(1) Participation allowance for the Scientific Meeting cannot be used for any other journey than the approved journey.</p> <p>(2) Participation allowance for Scientific Meeting can be used to cover the registration fee, travel expenses and accommodation expenses.</p> <p>(3) Participation allowance for Scientific Meeting is conditional upon the acceptance of the paper / workshop.</p> <p>(4) In case the attendance at the meeting is not applied and support approval is received, no payment is made for any expenditure made.</p> <p>(5) Originals of the invoices / receipts related to the expenses incurred for payment and showing the expenses covered by the support must be submitted.</p>				
<b>The Operation to be Done As a Result of Participating Scientific Meetings</b>	<b>34.</b>	The person who receives the participation fee for the Scientific Meeting is obliged to deliver the Scientific Meeting participation document to the AEAC through the Department Chair, Dean / Director, and summarizes the benefits of the Scientific Meeting in terms of professional and institutional relations within one month following the end of the meeting. In addition, these staff should give a seminar on the same subject in their department. The applicant's failure to fulfill this obligation will not be evaluated.				

## **PART VI**

### **ENFORCEMENT AND IMPLEMENTATION**

<b>Enforcement</b>	<b>35.</b>	These principles come into force on the date approved by the University Administrative Board.
<b>Implementation</b>	<b>36.</b>	These principles are implemented by the Rector's Office of Cyprus International University.