

DOGUS UNIVERSITY
DIRECTIVE ON AWARDING SCIENTIFIC WORKS AND SUPPORTING PARTICIPATION IN
SCIENTIFIC/ARTISTIC ACTIVITIES
(Approved by Senate Decision No. 2024/21 dated 22.08.2024 and Board of Trustees Decision No.
2024/18 dated 22.08.2024)

PART ONE

Purpose, Scope, Basis, Definitions

Objective

ARTICLE 1 - (1) The purpose of this directive is to evaluate and reward the national and international scientific works (scientific articles / patents / useful models or designs / books published by internationally respected publishing houses) of academic staff working at Doğuş University and to support participation in scientific / artistic activities.

Scope

ARTICLE 2 - (1) This directive covers the provisions regarding the awards to be given to the scientific works of full-time academic staff working at Doğuş University and the support to be given to academic staff who will participate in scientific/artistic activities.

Basis

ARTICLE 3 - (1) This directive has been prepared based on Articles 3, 7, 14 and 42 of the Higher Education Law No. 2547.

Definitions

ARTICLE 4 - (1) In this Directive;

- a) University Dogus University,
- b) Board of Trustees Doğuş University Board of Trustees,
- c) Senate: Doğuş University Senate,
- ç) Rector: The Rector of Doğuş University,
- d) Commission Doğuş University Scientific/Artistic Publication and Events Support Commission,
- e) Academic Staff: Doğuş University faculty members, research assistants and lecturers who are continuing or have completed their graduate education,
- f) SCI-E: Science Citation Index-Expanded,
- g) SSCI: Social Sciences Citation Index,
- ğ) AHCI: Arts and Humanities Index,
- h) ESCI Emerging Sciences Citation Index
- ı) TR Index: Refers to the database created by ULAKBİM, which can track journals published in the basic subjects of Natural Sciences, Social Sciences, Dentistry, Pharmacy, Engineering, Basic Sciences, Health Sciences, Veterinary Medicine, Social and Human Sciences, and the citations to articles in these journals.

PART TWO

Principles Regarding Scientific Works, Process and Evaluation

Scientific Works

Article 5 - (1) The scientific articles that are the basis for the awards and incentives stated in this directive are full articles published in refereed and continuous journals within the scope of SCI-E, SSCI, AHCI, ESCI, Scopus or TR Index scanned by ULAKBİM.

(2) The patents and utility models or designs referred to in this directive and which are the basis for the incentive are patents and utility models or designs approved and registered by national and international reputable and reputable organizations.

(3) The books referred to in this directive and which are the basis for the incentive are the international books published by the publishing houses of the world's top 25 universities and the international books published by world-renowned quality publishing houses determined by the Commission with the decision of the Rectorate and the approval of the Board of Trustees.

Commission for Supporting Scientific/Artistic Publications and Events

Article 6- (1) The Commission consists of 3 (three) faculty members, one of whom is the chairman, appointed by the Rector for two years.

- (2) The Commission is obliged to evaluate the applications in accordance with the principles of this directive and in a timely manner.
- (3) Commission members who fail to fulfill their duties, powers and responsibilities may be dismissed by the Rector.

Evaluation Process and Payment Principles

ARTICLE 7 - (1) The candidate shall submit his/her published work to the Commission together with the attached information and documents requested by the Commission in the application petition.

- (2) The Commission makes the necessary evaluation within 15 days by taking into account the issues in the Directive and submits the result of the evaluation to the Rector's Office.
- (3) The Rectorate, upon the approval of the Board of Trustees, directs the application to the Accounting Directorate for the necessary payment procedures.
- (4) Those who are entitled to the award are paid the amount to be obtained by multiplying the TL coefficient calculated that year by the support score given in Table 1, Table 2 or Table 3, depending on the number of authors/authors per work. Scientific work incentive amount **Support score** × is **450 TL**. Incentive amounts may be increased upon the recommendation of the Commission, the approval of the Rectorate and the decision of the Board of Trustees.
- (5) The award is given to academic staff working at Doğuş University. Payments for publications in journals indexed in more than one index are made based on whichever support score is higher. If there is more than one academic staff from Doğuş University in the scientific work, the total points determined for books are divided equally among the authors, and for articles, the total points determined in Table 1, Table 2 or Table 3 depending on the number of authors are multiplied by a coefficient of 1.5 and the payment is made equally among the academic staff.
- (6) A researcher who will receive an award for scientific works that fall within the scope of Article 5 of this directive must work full-time at Doğuş University on the date the scientific work is published/registered and use the name of Doğuş University.
- (7) Applications are submitted electronically directly to the Commission in January and June following the call of the Commission (the call is made with the permission of the Rectorate) and are evaluated in February and early July, respectively. Payments are made before the second evaluation month.
- (8) The support score tables for indexed publications are given below.

Table 1: Support score table for SCI-E publications

SCI-E SUPPORT POINTS				
Number of Authors	Q4 Support Score	Q3 Support Score	Q2 Support Score	Q1 Support Score
1	64	76	105	120
2	60	70	90	105
3	50	60	75	90
4	46	54	62	75
5	36	44	52	60
6	32	38	44	50
7≤n≤10	20	25	30	35
11≤n≤50	8	12	16	20
n≥51	4	6	8	10

Table 2: Support score table for SSCI publications

SSCI SUPPORT POINTS				
Number of Authors	Q4 Support Score	Q3 Support Score	Q2 Support Score	Q1 Support Score
1	70	80	135	150
2	66	74	123	135
3	56	64	108	120
4	52	58	96	105
5	42	48	81	90
6	35	40	45	50
7≤n≤10	25	30	35	40
11≤n≤50	15	20	25	30
n≥51	5	10	15	20

For AHCI publications, the support score is evaluated over Q2.

Table 3: Support score table for ESCI, SCOPUS and TR Index publications

Number of Authors	ESCI / Scopus Support Score	TR Index Support Score
1	30	3
2	27	2
3	23	1
4	21	0
5	18	0
6	15	0
7≤n≤10	9	0
11≤n≤50	4	0
n≥51	2	0

(9) The calculation method for patent/utility model or design/international book and editorial support points is as follows

- International patent score= The score specified for Q1 publications in Table 1
- National patent score= The score specified for Q2 publications in Table 1
- International utility model or design score= Score specified for Q1 publications in Table 1
- National utility model or design score= Score specified for Q4 publications in Table 1 Support for patent/utility model or design, commercialization of patent/utility model or design is given afterwards.
- International book score= The score specified for Q1 publications in Table 1
- Editorial score in journals indexed by SCI-E, SSCI indexes= The highest score specified for Q1 publications in Table 1;
Editorial score in journals indexed in AHCI= The highest score specified for Q2 publications in Table 2;

Editorial score in journals indexed in ESCI, SCOPUS= The highest score specified for Q4 publications in Table 1;

- Editor-in-Chief score in journals indexed in SCI-E, SSCI, AHCI, ESCI, SCOPUS indexes = Editorial score.

For editorial incentives, the academic is expected to actively contribute to the University's international relations and activities. The evaluation is at the discretion of the Commission and the support can be increased with the decision of the Rectorate and the approval of the Board of Trustees.

(10) In determining the patent/utility model or design/international book support points, the number of authors/researchers is taken into account, as in Table 1. International book (author) support is given only once for each book. Payments for books are for books published as of the effective date of this directive and no retroactive payments are made. Only one payment is made per academic year for editorship/editor-in-chief in journals indexed by SCI-E, SSCI, AHCI, SCOPUS and ESCI.

PART THREE

Supporting Participation in International and Domestic Scientific/Artistic Activities

Article 8 - In the event that the academic staff certifies that they will participate in international refereed or jury scientific/artistic meetings with papers (or to exhibit their works/designs), they will be paid within the framework of the provisions of Article 9 and in accordance with the provisions of Article 11 in each calendar year. If the paper to be presented has more than one author, only one of these names will be paid.

Article 9 - (1) - In order to support participation in international and domestic scientific/artistic events, faculty members must publish at least one publication in journals with Q1 or Q2 support points, at least 2 publications in journals with Q3 or Q4 support points, and at least two Q or ESCI publications for faculty members of the Faculty of Law within one year prior to the year in which they apply for the conference or event. Faculty members who meet this condition can participate in 1 international and 1 domestic scientific/artistic event. If the condition is met in excess, support for participation in more than one event is at the discretion of the Commission, the Rectorate and the Board of Trustees.

(2) The University does not provide financial support for leave of absence in the form of session chairmanship.

(3) It is sufficient to publish one publication in journals within the scope of TR Index within one year for event participation support up to the Scientific Work Incentive Amount **Support score multiplier** × 5, provided that it does not exceed 1 time per year.

Article 10 - Faculty members who will participate in **the meeting** fill out the application form (**Annex-1**) for participation in the relevant domestic and international scientific/artistic meetings and apply to the Head of the Department/Unit to which they are affiliated at least two months before the meeting date by adding the text of the paper to be presented and the acceptance or call letter. The application form, together with the opinion of the Department/Unit, is sent to the relevant Dean's Office/Directorate without delay. If the Faculty/Institute/School Administrative Board deems the application appropriate, the relevant Dean/Director submits the application to the Rectorate for approval by adding his/her own opinion with the board decision. The Rectorate forwards the application to the BEDEK commission for opinion.

Article 11 - (1) The payments that can be made to academic staff who have completed the procedures in Article 9 are as follows;

- Up to 500 euros of the meeting registration fee is covered.
- One of the round-trip economy class plane/train/bus tickets is paid for participation in the meeting. If other means of transportation (private car, etc.) are used, the bus or train ticket support is provided. Transportation support can be a maximum of 1000 euros.
- A maximum of 3 per diems can be accrued for accommodation, food and beverage, city transportation, etc. Daily per diem can be up to 150 euros for international meetings and 75 euros for domestic meetings.
can be up to euros.

(2) Payments are made for lecturers who make oral presentations and for presentations at high-level, high quality, serial conferences that have a printed Proceedings / Abstract book or that are developed and published in indexed journals as articles, which are deemed appropriate by the Commission and the Rectorate as a result of the evaluation, or for presentations at the cooperation meetings of the high-level science centers of which we are a member.

- (3) At the discretion of the Commission, applications for invited talks should be submitted at least one month before the conference date.
- (4) Related expenditures are subject to documentation.

Article 12 - Apart from **the specified** incentives, other academic activities to be carried out in accordance with the criteria of national and international ranking institutions that bring points to our university may be included in the scope of incentives with the recommendation of the Commission, the approval of the Rectorate and the decision of the Board of Trustees.

Article 13 -Faculty members participating in scientific/artistic meetings with the support of **the University** are obliged to state that they are members of Doğuş University in their papers and/or documents related to the meeting.

Article 14 - (1) Faculty members submit an activity report including the results of the meeting to the relevant Dean's Office/Directorate within one month at the latest after the meeting. A copy of the report is sent to the Rectorate through the Dean's Office/Directorate.

(2) Faculty members who attend national or international scientific meetings on administrative leave without receiving financial support from the University submit their travel documents to the Dean's Office / Directorate together with the meeting report.

Article 15-Travel and other payments for participation in the activities specified in **this** directive are paid within the scope of Doğuş University Travel and Advance Directive.

SECTION FOUR

Final Provisions

Repealed Directives

ARTICLE 16 -**The** Doğuş University Directive on Rewarding Scientific Works and Supporting Participation in Scientific/Artistic Activities, which was accepted at the meeting of the **University** Senate dated 18.09.2023 and numbered 2023/25 and approved by the letter of the Board of Trustees dated 18.09.2023 and numbered 2023/19, has been repealed.

Enforcement

ARTICLE 17 - This directive enters into force on the date it is accepted by the University Senate and approved by the Board of Trustees.

Execution

ARTICLE 18-This Directive is executed by the Rector of Doğuş University.

ANNEX-1(T)**APPLICATION FORM TO BE SUBMITTED BY THE FACULTY MEMBER WHO WANTS TO PARTICIPATE IN DOMESTIC AND INTERNATIONAL SCIENTIFIC MEETINGS**

THE LECTURER WHO WANTS TO PARTICIPATE;

Name Surname	
Faculty and Department	
Meetings attended this year with the support of the University (If any, please specify only the date and city/country)	

THE MEETING YOU WISH TO ATTEND;

Type.	Symposium / Conference <input type="checkbox"/>	Workshop <input type="checkbox"/>	Session chair <input type="checkbox"/>
	Panel <input type="checkbox"/>	Invited Speaker <input type="checkbox"/>	Other <input type="checkbox"/>
Place to be held			
Date to be held			
Organizing organization			
Requested dates of participation			
Paper to be presented or the name of the article			
Number of authors	Single author <input type="checkbox"/>	Two authors <input type="checkbox"/>	Three authors <input type="checkbox"/>

Your classes during the meeting period	Dersim does not exist <input type="checkbox"/>	Dersim exists <input type="checkbox"/> (The schedule of my make-up classes was given to the dean's office.)
--	--	--

COSTS	Desired			DEEMED APPROPRIATE		
Participation fee.						
Subsistence	Airplane <input type="checkbox"/>	Bus <input type="checkbox"/>	Train <input type="checkbox"/>	Airplane <input type="checkbox"/>	Bus <input type="checkbox"/>	Train <input type="checkbox"/>
Journal day		 day		

EXPLANATION; (if any)

ATTACHMENTS ;

- Meeting Brochure or Announcement ☐
- Invitation or Acceptance Letter ☐
- Original text and abstract of the Article/Paper ☐

Head of Department/Unit/Program,

The information about the scientific meeting I want to attend is given above and the documents are attached. I kindly request your information for necessary procedures. ____/

_____/20__.

..... (Signature)

...../...../.....

SUITABLE/NOT SUITABLE

Head of Department/Unit/Program

ANNEX-1(I)**DOĞUŞ UNIVERSITY APPLICATION FORM TO BE FILLED IN BY LECTURERS OR THEIR ASSOCIATES WISHING TO PARTICIPATE IN SCIENTIFIC CONFERENCES IN TURKEY OR ABROAD****PARTICIPANT LECTURER'S OR ASSOCIATE'S;**

Name-Last Name	
Faculty-Department	
Meetings attended and supported by the University this year (Date, City and Country only)	

MEETINGS TO BE ATTENDED;

Type	Symposium / Conference <input type="checkbox"/> Panel <input type="checkbox"/>	Workshop <input type="checkbox"/> Invited Speaker <input type="checkbox"/>	Chairperson <input type="checkbox"/> Other <input type="checkbox"/>
Place			
Date(s) of the meeting			
Organizing Institution			
Total dates requested for leave			
Title of paper to be submitted			
Number of Authors	One <input type="checkbox"/>	Two <input type="checkbox"/>	Three <input type="checkbox"/>

Your Lessons During Your Absence	I have no lessons <input type="checkbox"/>	I have lessons <input type="checkbox"/> (My make-up schedule has been submitted to the Dean's Office)
----------------------------------	--	--

EXPENSES	Requested			OFFERED		
Participation Fee.						
Travel Allowance	Plane <input type="checkbox"/>	Bus <input type="checkbox"/>	Train <input type="checkbox"/>	Plane <input type="checkbox"/>	Bus <input type="checkbox"/>	Train <input type="checkbox"/>
Daily Allowance	____ day(s)			____ day(s)		

ADDITIONAL REMARKS(if any);**ATTACHMENTS;**

Meeting brochure or announcement ☐
Letter of invitation or acceptance ☐
Copy of the paper and abstract ☐

To the Department/Division/Program Head,

Please find the information about the scientific meeting I wish to attend above and the relevant documents attached.

Thank you for your consideration and action. _____/____/20 ____

_____(signature)

...../...../.....

APPROVED/NOT APPROVED

Department/Division/Program Head

APPLICATION FOR DOGUS UNIVERSITY SCIENTIFIC PUBLICATIONS

INCENTIVE AWARD(1)

Date :/...../.....

1- <i>Name of the publication:</i>	
2- <i>Author(s):</i>	
3- <i>Name of the Journal in which it is published:</i>	<i>Related Index Name:</i>
4- <i>Information about the Publication:</i> (Volume	Number Page):
5- <i>Doğuş University Writers and Academic Units:</i>	
Name and Surname:	Signature:
Department:	
Name and Surname:	Signature:
Department:	
Name and Surname:	Signature:
Department:	
Name and Surname:	Signature:
Department:	

Documents to be attached to the application form:

- 1- Photocopy of the publication
- 2- Relevant index document
- 3- Q document showing which quarter the work is in (if available).

¹Patent/utility model or design/book/editorial applications shall be made separately.