



**CYPRUS AYDIN UNIVERSITY**  
**DIRECTIVE ON THE IMPLEMENTATION OF SCIENTIFIC RESEARCH**  
**PROJECTS**

**CHAPTER ONE**  
**Purpose, Scope, Legal Basis and Definitions**

**Purpose and Scope**

**ARTICLE 1**

(1) The purpose of this Directive is to regulate the principles and procedures regarding the evaluation, acceptance, and funding of scientific research project proposals prepared by the academic staff of Cyprus Aydın University; participation in scientific meetings; research leave; publication awards; citation awards for scientific publications; international co-publication support; support for externally funded project awards; publication achievement plaque awards; researcher support awards; intellectual and artistic property rights and related services; as well as the implementation, monitoring, finalization, and public dissemination of the outcomes thereof.

**Legal Basis**

**ARTICLE 2**

(1) This Directive has been prepared in accordance with the provisions of Article 58 of the Higher Education Law No. 2547, as amended by Laws No. 4684, 5234, and 5947, as well as the Regulation on Scientific Research Projects of Higher Education Institutions published in the Official Gazette of the Republic of Türkiye dated 10.04.2002 and numbered 24722. In matters not covered by this Directive, the provisions of the relevant regulation and general legislation shall apply.

**Definitions and Abbreviations**

**ARTICLE 3**

(1) For the purposes of this Directive:

- a) **CAU:** Refers to Cyprus Aydın University,
- b) **Rector:** Refers to the Rector of CAU,
- c) **University Executive Board:** Refers to the Executive Board of CAU (CAU EB),
- d) **Unit:** Refers to the faculties, institutes, schools, vocational schools, and research centers affiliated with CAU,
- e) **BAP Commission:** Refers to the commission, consisting of at least five faculty members, appointed by the Rector upon the recommendation of the Senate and chaired by the Rector or a Vice Rector assigned by the Rector, in order to carry out the duties specified in this Directive,

- f) **Chair of the BAP Commission:** Refers to the Chair of the CAU Scientific Research Projects Commission,
- g) **BAP Secretary:** Refers to the person responsible for carrying out the secretarial services of the Scientific Research Projects Commission under the Rectorate of Cyprus Aydın University, receiving project applications, and coordinating projects throughout their processes,
- h) **Consultant:** Refers to national and international scholars specialized in relevant fields whose expertise is utilized by the Scientific Research Projects Commission in evaluating project proposals,
- i) **Panel:** Refers to the board composed of experts in the relevant project fields for the evaluation of projects,
- j) **Scientific Research Projects:** Refers to projects of a scientific nature, conducted with the participation of national, international, or institutional bodies inside and/or outside Cyprus Aydın University, which are expected to contribute to science at universal or national levels and to support the technological, economic, social, and cultural development of the country upon completion,
- k) **Commissioned Scientific Research Project:** Refers to special projects developed by academic staff in line with the priorities of the University, which may be exempt from certain evaluation processes specified in this Directive,
- l) **Project Coordinator (Principal Investigator):** Refers to the researcher holding at least a doctoral degree who proposes the project and is responsible for its preparation and execution,
- m) **Project Team:** Refers to the project coordinator, researchers, and consultants involved in the project,
- n) **Researcher:** Refers to academic staff included in the project team by the project coordinator for the execution of the project, as well as undergraduate and graduate students related to the project topic, and experts assigned to the project due to their qualifications,
- o) **Contract:** Refers to the Scientific Research Project Support Agreement, which includes the details of the project approved for funding by the BAP Commission and is signed by the Project Coordinator and the Chair of the BAP Commission,
- p) **TÜBİTAK UBYT:** Refers to the International Scientific Publications Incentive Program of the Scientific and Technological Research Council of Türkiye,
- q) **International Book:** Refers to a book published by international publishing houses,
- r) **SCI:** Refers to the Science Citation Index,
- s) **SCI-Expanded (SCI-Exp):** Refers to the Science Citation Index Expanded,
- t) **SSCI:** Refers to the Social Sciences Citation Index,
- u) **AHCI:** Refers to the Arts and Humanities Citation Index,
- v) **BCI:** Refers to the Book Citation Index,
- w) **ULAKBİM:** Refers to the National Academic Network and Information Center of TÜBİTAK,
- x) **Citation Indexes:** Refers collectively to SCI, SCI-Exp, SSCI, AHCI, BCI, SCOPUS, and ULAKBİM,
- y) **Scientific Activity:** Refers to congresses, conferences, seminars, symposiums, workshops, platforms, courses, concerts, exhibitions, performances, biennials, and workshop activities conducted for scientific purposes.

## **CHAPTER TWO GENERAL PROVISIONS**

### **Principles Regarding Scientific Research Projects**

#### **ARTICLE 4**

(1) The BAP Commission operates under the Rectorate.

(2) The BAP Commission is appointed by the Senate for a term of three (3) years, based on five (5) nominees proposed by the Rectorate from among the full-time faculty members of the University. Members whose term has expired may be reappointed using the same procedure. The membership of a representative who fails to attend three consecutive meetings without a valid excuse shall be terminated upon the proposal of the Chair of the BAP Commission and the approval of the Senate. A new representative shall be appointed using the same procedure to complete the remaining term.

(3) Commission members may be dismissed by the Rector before the end of their term, upon the recommendation of the Senate, if it is determined that they fail to fulfill their duties, authorities, and responsibilities.

(4) The duties of the BAP Commission are as follows:

a) Within the scope of the purpose and framework specified in Article 1, the BAP Commission is authorized and responsible for the acceptance, evaluation, support, monitoring, suspension, closure, cancellation, and finalization of scientific research project applications, as well as for the preparation, revision, and restructuring of related forms and documents.

(5) BAP Commission Meetings:

a) The Commission convenes with a quorum upon a written call by the BAP Secretary, with the knowledge of the Chair, and based on a specified agenda. Decisions are taken by open voting and a simple majority. The quorum for decisions is the simple majority of the total number of Commission members. In the event of a tie, the vote of the Chair shall be decisive.

b) The membership of a member who fails to attend three consecutive meetings or a total of three meetings within a year without a valid excuse shall automatically terminate. The membership of a member who is on duty leave or medical leave for more than three months shall also automatically terminate. A new member shall be appointed using the same procedure to complete the remaining term.

(6) The BAP Commission performs the following duties:

a) Determines project types,

b) Determines the project application procedures,

c) Prepares the forms to be used for projects,

d) Determines the funding limits to be allocated for projects,

e) Prepares the contract protocol to be used for projects approved for funding

- f) Prepares the BAP Implementation Principles and Procedures regarding the submission, evaluation, execution, monitoring, and finalization of projects, submits them to the Senate, and implements them upon approval by the Senate,
- g) Reviews and finalizes project applications; where necessary, submits project proposals to referees and decides on funding based on the evaluation of received reports,
- h) Evaluates interim reports submitted by project coordinators covering the relevant project period,
- i) Reviews and decides upon requests submitted by project coordinators, including requests for extensions, additional budget, and other matters,
- j) When deemed necessary, conducts on-site inspections of project activities and/or assigns experts for evaluation; may replace project coordinators or terminate the project,
- k) Decides on sanctions to be applied in cases of non-compliance with the provisions of the contract and this Directive,
- l) Performs other duties assigned by the Rector within the scope of the Regulation on Scientific Research Projects of Higher Education Institutions,
- m) Carries out the processes of receiving, evaluating, and concluding applications within the scope of the Directive on Incentives for Scientific and Artistic Publications and Activities under BAP.

## **Principles to be Considered in the Selection of Scientific Research Projects**

### **ARTICLE 5**

(1) Research projects are evaluated and selected with priority given to topics related to all fields in which the University has qualified staff, in line with the University's scientific policy determined by the Senate or the national science policy. In the evaluation process, it is essential that research projects contribute to universal and national science, as well as to the technological, economic, social, and cultural development of the country.

(2) In the selection and funding of research projects, priority may be given to projects that are application-oriented in their outcomes and that are multi-participant, multi-centered, inter-institutional, international, and interdisciplinary in terms of their resources and activities. Postgraduate thesis research may also be supported within the scope of research projects.

## **Application and Evaluation**

### **ARTICLE 6**

(1) Applications and evaluations for scientific research projects may be carried out throughout the year. Project applications are submitted through a project application form that includes detailed information on the project's rationale, methodology, originality, broader impact/added value, work schedule, and budget breakdown. The project coordinator initiates the application process by submitting the application petition and form in person to the relevant Faculty/School Directorate.

The relevant unit forwards the petition and application form of the academic staff member to the Rectorate via the EBS system, and the Rectorate submits them to the Chair of the BAP Commission.

The Commission, which convenes at least once a month, conducts preliminary evaluations of scientific research projects. For all projects approved by a majority vote, a total of three (3) referees are appointed, consisting of two (2) principal referees and one (1) substitute. Referees may be selected from within or outside the institution. If the evaluations of the referees are positive, one (1) faculty member from the relevant field is appointed as a project monitor, and a project decision is issued.

If the project is a Commissioned Scientific Research Project, this procedure is not followed. Such projects are evaluated directly by the BAP Commission members, and if approved by majority vote, one (1) faculty member from the relevant field is appointed as a project monitor, and a project decision is issued.

In both cases, the decision is submitted by the BAP Commission to the Rectorate. If the Rector deems the decision appropriate, it is submitted to the Chair of the Board of Trustees. The project funding amount approved by the BAP Commission becomes final upon the approval of the Chair of the Board of Trustees. Following approval, the Rectorate notifies the relevant individual, the affiliated Faculty/School Directorate, and the Departments of Personnel, Financial Affairs, and Procurement.

## **ARTICLE 7**

(1) All application forms must be completed in accordance with the prescribed procedures; applications that are not duly completed shall not be evaluated.

## **CHAPTER THREE SCIENTIFIC RESEARCH PROJECTS**

### **Principles to be Considered in the Selection of Scientific Research Projects**

## **ARTICLE 8**

(1) Scientific research projects are evaluated and selected by giving priority to topics related to all fields in which the higher education institution has qualified staff, in line with national science and technology policies, the country's development plan objectives, the decisions of the Supreme Council for Science and Technology, or the scientific policies determined by the governing board of the higher education institution. It is essential that scientific research projects contribute to science and to the technological, economic, social, artistic, and cultural development and advancement of the country.

(2) In the selection and support of scientific research projects, priority may be given to projects that focus on basic sciences, are application-oriented in their outcomes, and are multi-participant, multi-centered, inter-institutional, international, and interdisciplinary in terms of resources and activities. Doctoral thesis research may also be supported within the scope of scientific research projects, provided that the doctoral thesis advisor takes part in the relevant project as the project coordinator.

### **Acceptance, Implementation, and Completion of Scientific Research Projects**

#### **ARTICLE 9**

(1) For projects approved for funding, a contract specifying the details of the project is prepared by the project coordinator and the Commission. The implementation of the project is subject to the approval of the prepared contract by the Rector or the Chair of the BAP Commission. The project coordinator is obliged to comply with the provisions set forth in this contract.

(2) Upon completion of the project, the project coordinator prepares the project final report (Form 6) and shares it with the project monitoring referee. Based on this report, the project monitoring referee completes the project final evaluation report and submits it to the BAP Secretary.

(3) In order for a project to be successfully completed, the project coordinator is required, by the end of the project and/or within one (1) year following its completion, to convert the conducted study into an international scientific publication indexed in recognized field indexes, or into an exhibition, or a book and/or a book chapter. Projects that fail to meet this requirement shall be conditionally closed, and the project coordinator shall not be eligible to submit a new BAP application.

### **Project Reports**

#### **ARTICLE 10**

(1) The project monitor assigned to an approved project submits an interim report to the BAP Commission every three months, including information on the activities carried out during the relevant period, through the BAP Secretariat. The Commission may modify the submission periods and conditions for interim reports depending on the type and nature of the project. Interim reports are reviewed by the Commission, which may, when deemed necessary, consult subject-matter experts to complete the evaluation process. The continuation of financial support for subsequent phases of the project is subject to the positive evaluation of the Commission.

(2) The project coordinator shall submit the project final report, including the research results, to the BAP Secretariat in the format specified by the Commission within a maximum of three months following the completion date indicated in the protocol. For projects related to doctoral theses, theses approved by the relevant units may be accepted as the final report. The BAP Commission decides whether the project is successfully or unsuccessfully completed by taking into consideration the opinions stated in the Project Final Report Evaluation Form prepared by the project monitor. Where deemed necessary, the Commission may also consult subject-matter experts to complete the evaluation process.

### **Project Duration, Budget, and Other Provisions**

#### **ARTICLE 11**

(1) Projects shall be carried out in accordance with the work schedule and budget plan approved by the Commission. However, when necessary, additional time and/or supplementary budget may be granted upon the request of the project coordinator and the decision of the Commission.

(2) Scientific research projects shall be completed within a maximum period of thirty-six (36) months, including any extensions. For projects related to postgraduate theses, granted extensions may be extended in line with the legal extension periods provided for theses by the relevant authorities. However, financial support for postgraduate thesis projects is limited to the normal duration of study as specified in the relevant postgraduate education regulations.

(3) The additional budget that may be allocated to projects shall not exceed fifty percent (50%) of the original project budget.

(4) A project coordinator receiving support from the University may not simultaneously manage more than one project; however, they may apply for a second project after successfully completing their current project. Exceptionally, a faculty member may manage more than one Commissioned Scientific Research Project. Additionally, for BAP projects derived from doctoral theses, a faculty member acting as a project coordinator may serve as a coordinator in a maximum of two (2) projects. Furthermore, researchers and assistant researchers may concurrently take part in no more than four (4) scientific research projects.

(5) The Commission may make changes to the project team when deemed necessary or upon a justified request by the project coordinator. In cases of health issues or unforeseen compulsory circumstances, the Commission may suspend the project for up to six (6) months, without counting this period toward the normal project duration.

(6) If a project is not completed in accordance with the prescribed procedures, the project coordinator shall not be eligible to benefit from any academic incentives implemented at the University for a period of two (2) years.

**Announcement of Results**  
**ARTICLE 12**

(1) At the end of each year, the Rectorate enters summary information regarding supported, accepted, ongoing, and completed projects into YÖKSİS. This information is made publicly available on the website of the higher education institution.

**Copyrights**  
**ARTICLE 13**

(1) The copyright of the scientific outcomes obtained from projects supported by the Scientific Research Projects Unit belongs to the University. The copyrights of scientific publications, books, and similar works may be partially or fully transferred to the authors by a decision of the University Executive Board.

(2) In the event that a revenue-generating patent, invention, or product emerges, the distribution of the resulting income shall be carried out in accordance with the principles determined by the University Executive Board. If there are provisions in the relevant legislation specifying the shares to be allocated to rights holders, such provisions shall apply.

(3) Equipment and materials purchased within the scope of the project shall be delivered to the University at the end of the project with an official report. In Type A research projects, no additional payments shall be made to University academic staff as personnel expenses or project incentive bonuses.

(4) The funding of projects for which a progress report has not been submitted, or which are not evaluated positively, shall be suspended. The project coordinator of a project whose funding has been suspended or which has been completed shall, within ten (10) working days, deliver all equipment purchased through project funding to the relevant unit and all books to the University Library.

(5) The approved funding amount must be used within the approved project duration. Any amount not used within this period shall remain with the University and be transferred to the “Scientific Research Budget.”

**CHAPTER FOUR**  
**FINAL PROVISIONS**

**ARTICLE 14**

(1) Applications for support that were evaluated and finalized by the BAP Commission as of the date this Directive entered into force shall be subject to the provisions of the previous directive. Applications that have not yet been evaluated, as well as new applications, shall be processed in accordance with the provisions of this new Directive.

**Entry into Force****ARTICLE 15**

(1) This Directive shall enter into force on the date it is approved by the Senate of Cyprus Aydın University.

**Execution****ARTICLE 16**

(1) The provisions of this Directive shall be executed by the Rector of Cyprus Aydın University.