

Decision No: 2021/09

Decision Date: 30.11.2021



CYPRUS AYDIN UNIVERSITY

**DIRECTIVE ON INCENTIVES FOR SCIENTIFIC AND ARTISTIC
PUBLICATIONS AND ACTIVITIES**

CHAPTER ONE

Purpose, Scope, Legal Basis, and Definitions

Purpose and Scope

ARTICLE 1 – The purpose of this directive is to regulate the principles and procedures for encouraging publications at national and international levels that are considered to make original contributions to the fields of science and art by the academic staff and graduate students of Cyprus Aydın University; participation in congresses, seminars, and symposiums; as well as patent and utility model studies and projects.

The publication and activity incentive directive stated below has been effective since **January 2020**.

ARTICLE 2 – The scope of this directive covers academic staff working at Cyprus Aydın University and graduate students who produce research articles with the affiliation of Cyprus Aydın University, develop patents/utility models, write national or international books or book chapters, carry out projects, present papers at scientific meetings, and/or undertake roles such as session chair, panelist, referee, and similar academic responsibilities.

Legal Basis

ARTICLE 3 – This Directive has been prepared based on the relevant articles of the Higher Education Law No. 2547.

Definitions

ARTICLE 4 –

(1) In this directive:

a) **BAP Commission:** The commission consisting of five faculty members, established under the Rectorate of Cyprus Aydın University, authorized to provide recommendations, opinions, examinations, and evaluations regarding Scientific Research, and chaired by the Rector or a Chair of the Scientific Research Projects Commission appointed by the Rector.

b) **BAP Secretary:** The person responsible for carrying out the secretarial services of the BAP Commission under the Rectorate of Cyprus Aydın University.

c) **YÖK:** The Council of Higher Education.

d) **Chair of the BAP Commission:** The authorized Chair of the Scientific Research Projects Commission of the University.

e) **University:** Cyprus Aydın University.

f) **University Administrative Board:** The Administrative Board of Cyprus Aydın University.

g) **Human Resources:** Cyprus Aydın University Human Resources Department.

h) **Department of Financial Affairs:** Cyprus Aydın University Department of Financial Affairs.

i) **International Citation Indexes:** Web of Science (WoS), Elsevier Scopus, and the TÜBİTAK ULAKBİM database.

j) **Rectorate:** The Rectorate of Cyprus Aydın University.

k) **Rector:** The Rector of Cyprus Aydın University.

CHAPTER TWO

Types of Incentives

ARTICLE 5

(1) **International Publication Incentive:** Articles with the affiliation of Cyprus Aydın University that are published in full text in journals indexed in the **Web of Science (WoS)** and **Elsevier Scopus** databases shall be evaluated within this scope.

(2) **National Publication Incentive:** Articles with the affiliation of Cyprus Aydın University that are published in full text in journals indexed in the **ULAKBİM TR Index** shall be evaluated within this scope.

(3) **International Book / Book Chapter:** Books and/or book chapters published in a foreign language by international publishing houses listed in the **WoS, Elsevier, Scopus book lists, and the Sense Ranking of Academic Publishers**, as well as national publishers that possess an international publishing certificate, shall be evaluated within this scope.

(4) **National Book / Book Chapter:** Books and/or book chapters published by publishing houses that have been operating regularly at the national level for at least four years, whose publications are catalogued in university libraries in Türkiye, and that have previously published at least twenty books by different authors in the same field shall be evaluated within this scope.

(5) **Citation Incentive:** Citations made to Cyprus Aydın University affiliated articles published in journals indexed in **WoS, Elsevier Scopus, and TÜBİTAK ULAKBİM** by other articles published in the same indexes shall be evaluated within this scope.

(6) **Project Incentive:** National and international projects defined in **Appendix-1 (Annex-1)** shall be evaluated within the scope of incentives.

(7) **Patent / Utility Model Incentive:** International (United States, Europe, and Japan) and national examined patents and utility models obtained as a result of studies conducted at Cyprus Aydın University shall be evaluated within the scope of incentives.

(8) **Scientific Meeting Participation Incentive:** Scientific activities carried out by academic staff through presenting oral papers or artistic works at refereed national and international scientific meetings and/or participating as session chair, panelist, referee, or invited contributor shall be evaluated within the scope of this incentive.

In addition, non-refereed congresses that are regularly organized over a long period in their respective fields and are included in the list recommended by the Deanships to the **BAP Commission** for support shall also be included within the scope of support.

CHAPTER THREE

Incentive Conditions and Amount

Incentive Conditions

ARTICLE 6

(1) In order for an incentive to be granted, the relevant scientific activity must have been published within the specified application period with its **volume/issue and page numbers available**, and the publication must include **only the affiliation of Cyprus Aydın University (CAU)**.

(2) In multi-authored articles, **no payment shall be made to authors who are not affiliated with the University**.

(3) **Poster presentations are not supported.**

(4) In order for an article to be eligible for incentive support, the affiliation **“Kıbrıs Aydın Üniversitesi / Cyprus Aydın University”** must be stated in the author information section.

(5) If it is determined that the journal in which the international or national article is published operates its publication process contrary to academic ethics, or if the journal is identified as a **predatory journal** within the relevant indexes, **no incentive shall be granted**.

(6) **Self-citations made by authors to their own works shall not be considered within the scope of incentives.**

(7)

a) After the completion of the projects defined in **Appendix-1**, they may be incentivized at the specified rates upon application, based on the recommendation of the **BAP Commission** and the approval of the **Chair of the Board of Trustees**.

b) Projects not included in **Appendix-1** may also be incentivized after completion upon application, based on the recommendation of the **BAP Commission** and the approval of the **Chair of the Board of Trustees**.

c) In order for a project accepted as a **BAP project by Cyprus Aydın University** to be closed, a publication related to the project must be published in a journal indexed in **WoS or Scopus** with the affiliation “**Kıbrıs Aydın University / Cyprus Aydın University**”, and the publication information must be submitted to the **BAP Commission**.

(8) In order for **international or national patent and utility model applications** to benefit from incentive support, a **research report confirming the novelty and inventive step of the invention** must have been obtained from the **International Patent Office or the Turkish Patent Institute**, or the application must have been accepted among the patents registered by the **National Patent Office, the European Union, the Turkish National Agency, or TÜBİTAK**.

(9) Incentive support for participation in scientific meetings shall be provided according to the following conditions:

a) Support shall be provided to the authors whose names appear in each **oral presentation or artistic work**.

b) Participation in national or international **congresses, conferences, symposiums, seminars, and similar scientific meetings** without an oral presentation shall not be supported. However, if the applicant has been invited to the scientific meeting or artistic event as a **session chair, panelist, referee, or similar role**, participation support shall be granted.

c) The condition for receiving **full support for international scientific meetings** is to have published **at least one (1) article in a refereed and continuous journal indexed in International Citation Indexes within the last 18 months prior to the application date**. The

academic staff member is obliged to submit these article(s) or reports of original artistic works as attachments to the application. Applicants who have **no publications in refereed journals indexed in International Citation Indexes within the last 18 months** may receive **partial support** upon the recommendation of the **BAP Commission** and the approval of the **Chair of the Board of Trustees**.

d) In order to receive **BAP incentive support for participation in scientific meetings**, the **certificate of participation, the cover of the abstract book, the photocopy of the published abstract in the book**, and **invoices showing the expenditure items** must be submitted to the **BAP Secretariat within at most one month following the end date of the meeting**. If these documents are not submitted, **no payment shall be made to the applicant**.

e) Applications for participation in **scientific and artistic events** must be submitted to the **BAP Commission at least 15 days before the date of the event**.

(10) For **national or international books with multiple editions**, incentive support may be applied for **only once**.

(11) For **academic activities not included in this directive**, whether an incentive will be granted and the amount of the incentive shall be determined based on the **recommendation of the BAP Commission** and the **approval of the Chair of the Board of Trustees**.

Incentive Amount

ARTICLE 7

(1) The journal quartiles **Q1, Q2, Q3, and Q4** indexed in **Web of Science (WoS)** are classified into four groups (**A, B, C, and D**) based on their **journal impact factor rankings within their respective quartiles**. Detailed information about these groups is provided in **Appendix-2 (Annex-2)**. The incentive amounts to be paid for articles indexed in **WoS** are presented in **Table 1**.

Table 1: WoS Main Incentive Table

Category	Coefficient	Incentive Amount
WoS Q1 Top 10%	1.30	$1.30 \times P$
WoS Q1-A	1.26	$1.26 \times P$
WoS Q1-B	1.24	$1.24 \times P$
WoS Q1-C	1.22	$1.22 \times P$
WoS Q1-D*	1.20	$1.20 \times P$
WoS Q2-B	1.15	$1.15 \times P$
WoS Q2-C	1.10	$1.10 \times P$
WoS Q2-D*	1.05	$1.05 \times P$
WoS Q3-C	1.00	$1 \times P^{**}$
WoS Q3-D*	0.95	$0.95 \times P$
WoS Q4-D*	0.85	$0.85 \times P$

For **Group D journals** in all quartiles with an **impact factor below 1.35**, the incentive amount for the publication shall be calculated by multiplying the category value by the following coefficients according to the quartile ranking (**Q1, Q2, Q3, and Q4 respectively**): **0.9, 0.6, 0.5, and 0.3**.

** The **P value** refers to the incentive amount determined by the **Chair of the Board of Trustees** for **single-authored research articles** classified in the **Q3-C sub-journal group**.

(2) Journals in the **Elsevier Scopus database** have been classified based on their **SNIP (Source Normalized Impact per Paper)** values, and the corresponding **incentive amounts** are presented in **Table 2**.

Table 2: Scopus Main Incentive Table

Category	Coefficient	Incentive Amount (Single Author)
Scopus Q1 Top 10%	0.75	$0.75 \times P$
Scopus Q1	0.70	$0.70 \times P$
Scopus Q2 Top 10%	0.65	$0.65 \times P$
Scopus Q2	0.60	$0.60 \times P$
Scopus Q3 Top 10%	0.55	$0.55 \times P$
Scopus Q3	0.50	$0.50 \times P$
Scopus Q4 Top 10%	0.45	$0.45 \times P$
Scopus Q4	0.40	$0.40 \times P$

Table 3: Distribution of Incentive Amount by Number of Authors

Total Number of Authors	First Author	Second Author	Third Author	Fourth Author	Fifth Author	Sixth Author	Seventh Author
1	100%						
2	100%	100%					
3	70%	60%	50%				
4	55%	45%	30%	25%			
5	55%	45%	30%	25%	20%		
6	55%	45%	30%	25%	20%	15%	
7	55%	45%	30%	25%	20%	15%	15%

(4)

a) For publications with more than seven authors, the incentive amount for authors other than the first author shall be calculated equally. The first author affiliated with **KAÜN** shall receive **10% more incentive** than the other authors.

b) In multi-authored articles with **only one KAÜN-affiliated author**, the incentive amount determined for the **first author of that category** shall be paid to the KAÜN-affiliated author, regardless of the author's position in the publication.

(5) In multi-authored articles, if at least one of the authors is affiliated with a **national institution (Republic of Türkiye or TRNC)** such as a university or research center, the incentive amount specified in **Table 1 or Table 2** shall be multiplied by **1.05**.

(6) In multi-authored articles, if at least one of the authors is affiliated with an **international institution (outside the Republic of Türkiye and TRNC)** such as a university or research center, the incentive amount specified in **Table 1 or Table 2** shall be multiplied by **1.15**.

(7) For **national publications (TR Index)**, regardless of whether the authors are affiliated with institutions outside the university (national or international), the incentive amount to be paid to the **KAÜN-affiliated author** shall be calculated as **$P \times 0.2$ divided by the total number of authors**.

(8) KAÜN-affiliated authors whose article is **published for the first time in journals indexed in WoS or Elsevier Scopus** (and who have not previously published an article in WoS or Scopus under another institutional affiliation) shall receive **1.2 times the eligible incentive amount**. Authors applying for the first time must state in their petition that they meet this requirement.

(9) For publications in journals indexed in **both WoS and Elsevier Scopus**, the **WoS incentive rules** shall be taken into account when determining the incentive amount.

(10) For publications with a **KAÜN affiliation published in multidisciplinary journals** indexed in **WoS or Elsevier Scopus**, the calculated incentive amount shall be **multiplied by 1.2**. In multidisciplinary journals, the incentive amount shall be calculated based on the **highest quartile ranking of the journal**.

(11) If a **publication fee** is requested by the publisher for articles accepted for publication in journals indexed in **WoS or Scopus**, provided that the journal is not included in predatory journal lists and adheres to academic standards, a publication fee may be paid upon submission of the **peer review reports confirming acceptance** and the **official publication fee document** obtained from the journal to the **BAP Commission**, subject to the approval of the **Chair of the Board of Trustees**. This payment, made as an **advance publication incentive**, shall be deducted from the publication incentive amount determined by the **BAP Commission** after the article is published. In cases where the advance payment exceeds the incentive amount, the decision regarding the advance payment shall be made by the **Chair of the Board of Trustees**, based on the opinion of the **BAP Commission**.

(12)

a) The incentive amount (**KP**) to be granted for **international or national books/book chapters** shall be determined by the **BAP Commission** according to the nature of the publication and approved by the **Chair of the Board of Trustees**.

Table 4: Book Publication Incentive Amounts

Category	Incentive Amount
International Book (Sense of Ranking: Category A)	P
International Book (Sense of Ranking: Category B)	0.95P
International Book (Sense of Ranking: Category C)	0.90P
International Book (Sense of Ranking: Category D and E)	0.85P
International Book Chapter (Sense of Ranking Publisher List)	0.60P
International Book (SCOPUS Book List)	0.75P
International Book Chapter (SCOPUS Book List)	0.50P
National Publishers with International Publisher Certification	0.40P
National Book	0.30P
National Book Chapter	0.20P

b) In multi-authored **national and international books or book chapters**, the incentive amount shall be calculated based on the **distribution table used for international articles (Table 3)**.

c) In **international edited book volumes**, the editor(s) shall be evaluated according to the **incentive principles applied to book authors**.

(13)

a) The **unit citation incentive amount** shall be determined by the **Chair of the Board of Trustees**.

b) The total incentive amount to be paid **for citations within a single year** shall not exceed **P/2**.

(14) The **minimum incentive amount (PP)** to be paid for **international or national projects** shall be determined by the **Board of Trustees upon the recommendation of the BAP Commission**.

Of the incentive amount approved by the **Chair of the Board of Trustees**, **60% shall be paid to the project coordinator and 40% to the project executor(s)**.

If there is more than one **KAÜN project executor**, the **40% share shall be distributed equally among them**.

(15) The **minimum incentive amount for patents and utility models (PD)** shall be determined by the **Board of Trustees upon the recommendation of the BAP Commission**.

Table 5: Patent Incentive Table

Patents	Incentive Amount
Triadic Patent (USA, EU and Japan) <i>(with KAÜN affiliation)</i>	1.2 PD
Patent registered abroad <i>(with KAÜN affiliation)</i>	PD
Patent registered domestically <i>(with KAÜN affiliation)</i>	0.8 PD
Utility Model / Registered Design <i>(with KAÜN affiliation)</i>	0.5 PD
National / International patent application accepted in the field (officially approved) <i>(with KAÜN affiliation)</i>	PD

(16) Incentives for participation in scientific meetings are provided in two forms: **full support** and **partial support**. Full support may include one or more of the following expenses: travel allowance, daily allowance (per diem), participation fee, accommodation, and transportation costs. Partial support refers to a financial contribution determined upon the recommendation of the BAP Commission and approved by the Chairman of the Board of Trustees.

(17) Graduate students studying at **Cyprus Aydın University** who list Cyprus Aydın University as their institutional affiliation will receive an incentive for publications indexed in the **WoS** and **Elsevier Scopus** databases. The incentive amount corresponds to **one quarter (1/4)** of the amount paid to KAÜN academic staff for **master's students**, and **one third (1/3)** for **doctoral students**.

CHAPTER 4

Application Process

Application Procedure

ARTICLE 8 –

For incentive applications, the following documents must be submitted to the **BAP Commission**:

- A printed copy of published articles (the publication process must be completed and the **issue and volume numbers must be assigned**).
- For **national/international books or book chapters**, copies of the book pages including the **cover page, table of contents, and bibliographic information (such as DOI number)**, as well as an **electronic copy of the book**.
- Full printed copies of **project documents**, the **project acceptance document**, and the **project initiation notification**.
- For **patents/utility models**, the **registration certificates** and other supporting documents.
- For **citations**, supporting documents obtained from the relevant database.

Students must submit their applications **by petition** to the **Dean's Office, School/Vocational School Directorate, or the Directorate of the Graduate Education and Research Institute** to which they are affiliated. The relevant unit then forwards the documents to the **BAP Commission**.

Those who will participate in **scientific meetings** must complete the application form and attach the following documents:

- The **full text of the oral presentation** to be presented at the congress or symposium or the related documentation of the **artistic work**,
- The **acceptance letter** for the oral presentation or artistic work,
- **Referee reports**, and
- If available, reports of **articles indexed in International Citation Indexes or original artistic works produced within the last 18 months**.

These documents must be submitted to the **BAP Commission**, and the relevant unit (**Dean's Office, School/Vocational School Directorate, Graduate Education and Research Institute Directorate**) as well as the **Rectorate** must be informed of the application.

The **BAP Secretariat** checks whether the application meets the incentive requirements. Applications that pass the **preliminary evaluation process** are submitted to the **BAP Commission within one month** and a decision is made. The decision is forwarded by the **BAP Commission to the Rectorate**. If the **Rector** approves the decision, it is submitted to the **Chairman of the Board of Trustees**.

The **award/incentive amounts approved by the KAÜN BAP Commission** become final after the approval of the **Chairman of the Board of Trustees**. Following approval, the **Rectorate** informs the relevant person, the **Faculty/School Directorate, Graduate Education and**

Research Institute Directorate, and the Department of Personnel and Financial Affairs of the approved decision.

ARTICLE 9 –

Cyprus Aydın University pays the incentive fee to the staff members who are entitled to receive it after the **BAP Commission's decision is approved by the Chairman of the Board of Trustees.**

Application Frequency

ARTICLE 10 –

Within one **academic calendar year**, each academic staff member may benefit from support for a **maximum of two meetings**, consisting of **one international and one national meeting.**

CHAPTER FIVE

Final Provisions

ARTICLE 11 –

Incentive applications whose evaluations were completed by the **BAP Commission** on the date this directive entered into force are subject to the **previous directive provisions.** Applications that have not yet been evaluated and new applications shall be processed according to the **provisions of this new directive.**

Entry into Force

ARTICLE 12 –

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

ARTICLE 13 –

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