

KADIR HAS UNIVERSITY
REGULATIONS FOR THE SUPPORT OF SCHOLARLY RESEARCH PROJECTS

PART I

Goals, Scope, Resources and Terms

Goals and Scope

Article 1. These regulations stipulate the guidelines for organizing the practice and principles for the acceptance, evaluation, support, monitoring and execution of project proposals submitted by faculty members or researchers with a PhD or Proficiency in Arts/ for scientific and scholarly research to be supported by Kadir Has University. The main aims of these regulations are to motivate faculty members and other academic personnel at Kadir Has University in the execution of scientific research and publishing, to accelerate the process of their becoming research scientists and to help them reach the research maturity to carry out broader and internationally funded research projects.

Support

Article 2 - These regulations adhere to the principles stated in the Council of Higher Education's Regulation for Scientific Research published in Official Gazette number 24722 on the 10th of April, 2002.

Terms

Article 3. The fundamental concepts appearing in these regulations are defined as:

- (1) **Scientific Research Project (SRP):** Scientific and scholarly projects carried out at Kadir Has University in collaboration with national and/or international institutions, the results of which are expected to make global contributions to the field scientifically and contribute to the country's technological, economic, social and cultural development.
- (2) **SRP Committee (SRP-C):** The committee which supports scientific research projects at KHU. This commission is also in charge of project evaluations.
- (3) **Project Director:** Full-time faculty members or researchers at Kadir Has University who have completed a PhD or Proficiency in Arts who propose projects and are responsible for the preparation and implementation of research projects.
- (4) **Referees:** Scholars specializing in the field of proposed projects who are consulted for project reports and project development when needed.
- (5) **Project Evaluation Group:** This group is responsible for evaluating project proposals. It is to be organized by the SRP committee; the coordinator and leader of the group must be member of the committee. In addition, at least two referees must be part of the group.

PART II
Acceptance, Evaluation, Support, Monitoring and Finalization
of Scientific Research Projects

Applications

Article 4. (1) The application and evaluation deadlines for Scientific Research Projects are to be announced every year by the SRP Committee. The applications for projects are to be made within the stipulated time frame and submitted as two hard copies and one soft copy per the format requirements of the Project Application Form. These are then submitted to the SRP committee through the Faculty which the research director reports to. Faculty members and researchers working in institutes and research centers can apply through their graduate school or center.

(2) The evaluation of proposed projects is to be carried out by the SRP Committee. For a project to be considered for evaluation the following conditions must be met:

- a) Project owners must be full-time faculty members or researchers at Kadir Has University with a PhD or Proficiency in Arts.
- b) A faculty member may simultaneously act as the director of no more than one project and as the researcher of no more than one project under the terms of these regulations. However, a faculty member may act as the director of a second project provided that participants in this second project are her/his doctorate students for whose theses she/he is the adviser and provided that these students take no part in the faculty member's other project.
- c) SRP Committee members may not propose projects.
- d) Faculty members or researchers who have received SRP support but have failed to produce an international publication or make a patent application cannot apply for further SRP support for a two-year period.

SRP Application Guidelines

Article 5. Applicants for an SRP must submit the following documents and information to the Committee:

- 1) Project Application Form
- 2) Academic CV
- 3) Research Proposal
- 4) Budget
- 5) Work Plan

Language of the Project Proposal: Projects may be proposed and carried out in Turkish or English.

(1) Application Form:

The application Form includes the following information about the project and project owner:

Project Title: Must reflect the content of the project and must be as precise as possible (Turkish and English).

Project Director: Includes the name, surname, title, department and faculty of the project director.

Project Field: Must indicate which field the project belongs to, such as sciences, engineering, social sciences and so on.

Project Timetable: Must not exceed two years, and must indicate the start and end dates for the project.

Brief academic CV: Must concisely outline the project director's academic history, focusing on previous projects and publications (maximum 500 words).

Brief Publications List: A brief list of the project director's publications which are directly related to or supportive of the project; a maximum of two examples are to be included.

The amount of support requested and justifiable budget: The total amount of the budget must be indicated and every item must be accounted for. The maximum amount of support that KHU will make available for an SRP is determined every year by the decision of the Board of Trustees of the University.

Additional Support: If there are other institutions supporting the project, these should be listed with the amount of support that they will provide.

Referee list: Names and addresses of at least three scholars who can evaluate the project should be provided. The referees may be from KHU, but preferably will be from different universities within Turkey or abroad.

(2) Academic CV

Detailed academic CV which includes the applicant's professional background, education, publications, papers and lectures at conferences, activities such as workshops, awards, earlier projects, memberships in scientific institutions, and duties such as refereeing and administrative works.

(3) Project Proposal

Project Title: Must reflect the content of the project and must be as precise as possible.

Summary: Must briefly outline the aim of the project, as well as its importance and plan (maximum 350 words).

Keywords: Five keywords that best reflect the content of the project.

Aim and Importance of the Project: The aims of the project must be clearly explained, as well as the contribution the project will make to the relevant theory and praxis of the field (maximum 250 words).

Project Proposal: The project director must provide a detailed definition of the project utilizing the information described under the sub-headings below. The overall project proposal must not exceed ten thousand words.

Relevant Research: The field of research, its place in the literature and contribution to the literature must be summarized. Its scientific importance must be stated.

Subject and Methodology: Provide information concerning the following: the rationale for the selection of the research and field; hypotheses and arguments; methodology for analysis and means of calculation; and, a plan for experimentation.

Project Outcomes and Publication Strategies: Provide information concerning projected outcomes and products, as well as their contributions to the relevant field. For projects falling within the scope of these regulations, project directors are expected to produce at least one

superior quality international publication. The researcher must state the means of disseminating the results of the project to the scientific and general community (book, article, report, etc.).

Project Director Expertise: State the project director's particular skills which support her/him in the proposed research, as well as related experience (i.e., an outline of her/his projects which were supported by KHU and/or other universities as well as research supported by Turkish and/or foreign scientific institutions and foundations. Also, any publications in journals listed in indexes such as SCI, SSCI, AHCI and the number of references made to those published works.

Available Means for Research: Provide information concerning equipment such as machines, instruments, materials and/or chemicals which are already available for use for the project.

Source List: Include a bibliography (maximum two pages) noting sources used in constructing the framework of the research; these sources must be duly referred to in the proposal.

(4) Budget

If a detailed account of the costs is not included in the project proposal, a realistic budget must be presented indicating a detailed account of planned expenditures for the project. In the expenditures list, all related expenditures must be included. If larger expenditures for the project are required, a pro forma invoice must also be included.

(5) Work Plan

Tasks to be completed within the course of the project must be outlined within a timetable that is divided into periods of six months. The timetable must be in accordance with the rationale of timing as indicated in the proposal.

Principles for Evaluation of Projects

Article 6.

(1) In the evaluation and selection of projects, the following criteria are taken into account: contributions to the theory and praxis of the field; public welfare; earlier projects and publications from them of the director and researcher; the number of publications which the project director has had published in internationally-recognized journals and which appear in such indexes as SCI, SSCI and AHCI; the number of references that have been made to her/his published works; the practicality of the project budget; referees' comments; the interdisciplinary character of the project; and, whether or not the project will be carried out jointly.

(2) In addition, the following points will be taken into consideration in project selection:

- a) The project's topic, its scientific outcomes and expectations must be original.
- b) Graduate and postgraduate theses cannot be proposed as research projects. Original topics which will lead to new research based on such theses may be proposed.
- c) Projects should produce results which are useful in terms of praxis; involve multiple participants and be based on numerous sources and activities; be multi-centered, inter-institutional, international and interdisciplinary; and be in accordance with university and national scientific interest.
- d) Research projects must contribute to global science as well as the technological, economic, social and cultural development of the country.
- e) Applicants under the age of 35 are given precedence for project support.

(3) Projects which have not been prepared in line with format requirements and which are lacking any elements as required by the statute will not be taken into consideration.

Organization of the SRP Commission, and Evaluation and Support of Projects

Article 7. (1) The SRP committee, which is under the administration of the rector or a vice rector appointed by the rector, shall be comprised of at least three faculty members at Kadir Has University who are authorities in their field and/or have published articles in journals which are included in international indexes. One of these faculty members shall be appointed as the leader of the committee. These members are to be appointed for two years, taking into consideration the balance of members among the university's faculties. Committee members may be re-appointed.

(2) Research project proposals shall be evaluated by the SRP committee, and the details of the evaluation procedure are to be drafted and declared by the said SRP committee. During the evaluation process for proposals which require specialist input, the committee shall take into account the reviews and comments given by referees. One member of the committee shall collaborate with at least two project referees as the coordinator of the group. The Project Evaluation Group, which shall comprise one commission member and a minimum of two referees, is to be selected by the SRP Committee. The SRP Committee shall thus utilize the project referee database which it has produced, the list that the project director submits, and the input of other national and/or international scholars.

(3) The committee elects a rapporteur among its members for the projects in the light of information in hand and SRP resources, projects are approved or denied by a majority of votes. The committee should observe a balance of distribution among faculties when evaluating projects of the same value and equality.

(4) Projects director shall be notified in writing concerning the acceptance or rejection of project proposals.

(5) Those projects which are accepted for support shall be submitted for approval to the certifying officer (the Rector or the Vice Rector so assigned by the Rector) by the SRP Committee. A contract shall then be signed by the director of the project and by the SRP Committee; this contract shall include the details of the project, including the start date. The project director is required to follow the guidelines of this contract.

Project Monitoring

Article 8. The project director is obliged to submit a development report to the SRP Committee by the last week of each six-month period. The report is to include a summary of that period's work and spending. These reports are to be evaluated by the SRP Committee, and referees may be consulted for that purpose. The committee will then make a judgment concerning the report. If the result is negative, the project may be terminated, may continue conditionally or may be cancelled. Support for project stages after a period of one year requires a positive decision from the Committee.

Project Finalization

Article 9. (1) A report which includes the results of the project is to be presented to the SRP Committee together with proof of expenditures as a summary report. Papers, articles and related materials prepared during the course of the project shall be included with the final report.

(2) The final report shall be evaluated by the committee, and the result is to be announced to the project director in writing. If the feedback is negative, the project director is expected to rewrite the report within the specified deadline.

Purchase and Usage of Materials within the scope of an SRP

Article 10. All items, programs, books and other materials purchased with the budget of the project aside from expendables are to be registered to the university's inventory stock and provided for the use of the project owner as long as her/his employment of KHU continues.

PART III

Sanctions, Extensions and Final Provisions

Termination or Cancellation of a Project

Article 11. (1) The SRP Committee maintains the right to terminate, cancel, or demand revisions for a project for the following reasons: the progress report fails to produce promised results; the progress report is not delivered two times in succession; the project director resigns; the budget is misused; and/or the final progress report is not submitted on schedule.

(2) A project director whose project has been terminated or annulled, or whose final report is not accepted as satisfactory, may not apply for another research proposal for a period of two years. Any and all equipment and materials purchased under the scope of a project which has been terminated shall be turned over by the project director to the university's possession.

Extensions

Article 12. (1) A project director may request an extension, at the latest, one month before the end of original deadline; such requests must be accompanied by the most recent progress report and the rationale for extension; extensions may not exceed six months. The SRP Committee shall make any and all decisions regarding extensions.

Publications and copyright

Article 13. Publications resulting from the project must include the phrase "Supported by Kadir Has University's Scientific Research Commission." A copy of the publication must be submitted to the SRP Committee. Any financial rights resulting from the copyright of scientific results of the project are the property of KHU. If the financial rights exceed project expenses, the SRP Committee will decide how to distribute any excess amounts in keeping with the university's budgetary policy.

Validity

Article 14. These regulations, some articles of which were amended at a University Senate meeting held on May 20, 2015, are valid from that date and replace the regulations approved by the University Senate on January 18, 2012.

Implementation

Article 15. These regulations are implemented by the rector of Kadir Has University.

"This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise."