

ISTANBUL BEYKENT UNIVERSITY
DIRECTIVE ON AWARDING SCIENTIFIC WORKS AND
SCIENTIFIC AND ARTISTIC PUBLICATIONS AND EVENTS SUPPORT COMMITTEE (BEDEK)

(Senate Decision no. 2024/14 of 02/08/2024)
(Decision of the Board of Trustees No. 2024/16 of 07.08.2024)

CHAPTER ONE
Purpose, Scope, Basis

ARTICLE 1 – (1) The purpose of this directive is to evaluate and reward the scientific contributions of the academic staff at Istanbul Beykent University—specifically, scientific articles, patents, useful models or designs, and books published by internationally respected publishing houses—and to support participation in scientific and artistic activities at both national and international levels.

Scope

ARTICLE 2 – (1) This directive outlines the awards to be granted for the scientific works of tenured academic staff at Istanbul Beykent University, as well as the provisions for supporting tenured academic staff participating in scientific and artistic activities.

Basis

ARTICLE 3 – (1) This directive has been prepared in accordance with Articles 3, 7, 14, and 42 of Higher Education Law No. 2547.

Definitions

ARTICLE 4 – (1) Definitions for some of the terms used in this Regulation:

- a) **University:** Istanbul Beykent University,
- b) **Board of Trustees:** Board of Trustees of Istanbul Beykent University,
- c) **Senate:** Senate of Istanbul Beykent University,
- d) **Rector:** Rector of Istanbul Beykent University,
- e) **Committee:** Istanbul Beykent University Scientific and Artistic Publications and Events Support Committee (BEDEK),
- f) **Academician:** Faculty members, research assistants, and faculty members of Istanbul Beykent University who are pursuing or have completed their postgraduate education,
- g) **SCIE:** Science Citation Index Expanded,
- h) **SSCI:** Social Sciences Citation Index,
- i) **AHCI:** Arts and Humanities Citation Index,
- j) **ESCI:** Emerging Sources Citation Index.

CHAPTER TWO
Principles Related to Scientific Works, Process, Evaluation

Scientific Works

Article 5 – (1) The scientific articles qualifying for the awards and incentives outlined in this directive are full articles published in peer-reviewed, continuous journals indexed by international citation databases such as SCIE, SSCI, AHCI, Scopus, ESCI, or the TR Index.

- (2) The patents and utility models or designs mentioned in this directive, which form the basis for the incentives, are those approved and registered by reputable national and international organisations.
- (3) The books referenced in this directive, which serve as the basis for incentives, are international books published by the publishing houses of the world's top 25 universities, as well as international books published by globally renowned publishing houses, as determined by the Committee with the approval of the Rector's Office and the decision of the Board of Trustees.

Scientific and Artistic Publications and Events Support Committee (BEDEK)

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

- (2) The Committee is obliged to evaluate the applications in accordance with the principles of this directive and in a timely manner.
- (3) The Committee meets during the first week of each month to evaluate the applications received.
- (4) A member of the Committee who fails to fulfil assigned duties, authorities and responsibilities may be dismissed by the Rector.

Evaluation Procedure and Payment Principles

ARTICLE 7 – (1) Submitting author submits their published work to the Committee via Electronic Document Management System (EBYS), along with the required information and documents requested by the Committee, in addition to the application petition.

- (2) The Committee makes the necessary evaluation by taking into account the issues in the Directive and submits the result of the evaluation to the Rector's Office.
- (3) Upon the approval of the Board of Trustees, the Rector's Office directs the application to the Budget Office to initiate the necessary payment procedures.
- (4) Those who qualify for the award will receive a payment based on the number of authors/creators of the work, calculated by multiplying the TL coefficient for that year by the support points given in the Table 1 and Table 2. The incentive amount for scientific works is calculated as **Support Points × ₺450**. The incentive amounts can be increased based on the recommendation of the Committee, the approval of the Rector's Office, and the decision of the Board of Trustees.
- (5) The award is given to academic staff employed as tenured faculty members at Istanbul Beykent University. Payments for publications in journals indexed by multiple databases are made based on the higher support score. If more than one academic staff member from Istanbul Beykent University is involved in the scientific work, the total points allocated for books are divided equally among the authors. For articles, the evaluation is based on the number of authors as specified in Tables 1 and 2. The total points calculated for one author are then multiplied by a coefficient of 1.5 and distributed equally among the academic staff.
- (6) A researcher eligible to receive an award for their scientific works included under Article 5 of this directive must hold a tenured position at Istanbul Beykent University on the date of publication or registration of the scientific work and must use the name of Istanbul Beykent University.
- (7) Applications for scientific works are made online via Electronic Document Management System (EBYS) directly to the Committee. Payments are made before the second evaluation month following the first evaluation.
- (8) The support score tables for indexed publications are given below.

Table 1: Support Points Table for TR Index, ESCI, Scopus, and SCIE Publications:

Number of authors in the work	TR Index Support Points	ESCI/Scopus Support Points	SCIE SUPPORT POINTS			
			Q4 Support Points	Q3 Support Points	Q2 Support Points	Q1 Support Points
1	3	30	40	50	105	120
2	2	25	35	40	90	105
3	1	20	28	30	75	90
4	0	15	18	20	60	75
5	0	10	13	15	45	60
6	0	7	8	10	20	30
7≤n≤10	0	5	6	8	14	20
11≤n≤50	0	3	3	4	8	10
n≥ 51	0	2	2	3		5

Table 2: Support Points Table for SSCI Publications

SSCI SUPPORT POINTS				
Number of authors in the work	Q4 Support Points	Q3 Support Points	Q2 Support Points	Q1 Support Points
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, support points are assessed based on Q2.

(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 models or score = the score specified for Q1 publications in Table 1

-National utility model or design score = the score specified for Q2 publications in Table 1

Support for patent/utility model or design is given after the commercialisation of the patent/utility model or design.

-International book score = the score specified for Q4 publications in Table 1

-Editorial score in journals indexed by SCIE and SSCI indexes = the highest score specified for Q2 publications in Table 1; Editorial score in journals indexed by AHCI index = the highest score specified for Q3 publications in Table 2; Editorial score in journals indexed by ESCI and Scopus indexes = the highest score specified for Q4 publications in Table 1

-Editor-in-Chief score in journals indexed by SCIE, SSCI, AHCI, ESCI, and Scopus indexes = Editorial score.

For editorial incentives, academicians are expected to actively contribute to the University's international relations and activities. The evaluation is at the discretion of the Committee and may be increased with the approval of the Rector's Office and the decision of the Board of Trustees.

(10) When determining the support scores for patents, utility models, designs, or international books, the number of authors/researchers is taken into account, as shown 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 payment is made. Only one payment is made per academic year for editorship or editor-in-chief roles in journals indexed by SCIE, SSCI, AHCI, Scopus, and ESCI.

CHAPTER THREE

Support for Participation in National and International Scientific and Artistic Activities

Article 8 – (1) Academicians who document their participation in international peer-reviewed or juried scientific/artistic conferences (by presenting a paper or exhibiting their work/design) are eligible for payment annually, in accordance with Article 9 and Article 11. In cases where a presentation has multiple authors, payment will be made to only one of the authors.

Article 9 – (1) To support participation in international and domestic scientific/artistic events, academic staff members must publish at least one article in Q1 or Q2 ranked journals, or at least two articles in Q3 or Q4 ranked journals, within the year preceding their application to the conference or event. The academic staff members who meet this requirement can participate in one national and one international scientific or artistic event. If the condition is overly met, support for participation in more than one event is at the discretion of the Commission, the Rectorate and the Board of Trustees.

- (2) Publishing one article in journals within the scope of the TR Index within one year is sufficient to qualify for event participation support, up to the amount of the Scientific Work Incentive, calculated as the Support Score Multiplier x 5 TL, provided that it is granted no more than once per year.
- (3) The University does not provide financial support for absences incurred while chairing a session.

Article 10 – (1) Faculty members wishing to participate in the meeting must complete the application form (Appendix-1) for relevant domestic and international scientific or artistic meetings and submit it to their affiliated Dean's Office or Directorate at least one month before the meeting date, attaching the manuscript and the acceptance or call letter. If the Faculty, Institute, or School Administrative Board approves the application, the relevant Dean or Director submits it to the Rector's Office for approval, including their own opinion and the Committee's decision. The Rector's Office directs the application to the BEDEK Committee for an opinion.

Article 11 – (1) Lecturers who complete the procedures in Article 9 are paid in the following items:

- The meeting registration fee is covered up to €500.
- Economy class flight, train, and/or bus tickets to and from the meeting will be covered. When other means of transport (such as a private car) are used, support is provided up to the amount of the bus or train ticket. Transport support can be up to €1000.
- A maximum of three daily wages can be reimbursed for accommodation, food and beverages, urban transport, and other expenses. The daily allowance may be up to €150 for international meetings and up to €75 for national meetings.

- (2) Payments are made for academicians who deliver oral presentations and for presentations at high-level, high-quality, serial conferences that have a printed book of Proceedings/Abstracts or that are developed and published in indexed journals as articles, which are deemed appropriate by the Commission and the Rectorate upon evaluation, or for presentations at the collaborative conferences of high-level science centres of which we are a member.
- (3) At the discretion of the Committee, applications for invited talks must be submitted at least one month before the conference date.
- (4) All relevant expenses must be documented.

Article 12 – (1) In addition to the established incentives, other academic activities that align with the criteria of national and international ranking institutions and contribute points to our university may be included in the incentive scheme upon the Committee's recommendation, the Rector's Office approval, and the Board of Trustees' decision

Article 13 – (1) Faculty members supported by the University to attend scientific or artistic meetings are required to state their affiliation with Istanbul Beykent University in their papers and/or meeting-related documents.

Article 14 – (1) Academic staff members must submit an activity report, including the outcomes of the meeting, to the relevant Dean's Office or Directorate within one month of returning from the meeting. A copy of the report is sent to the Rector's Office through the Dean's Office or Directorate.

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

CHAPTER FOUR

Final Provisions

Repealed Directive

ARTICLE 15 – (1) The Directive on Supporting Scientific and Artistic Activities of Istanbul Beykent University (BEDEK), which was adopted at the University Senate meeting No. 2023/22 of 05.09.2023 and approved by the Board of Trustees' decision No. 2023/18 of 21.09.2023, has been repealed.

Effective Date

ARTICLE 16 – (1) This directive shall enter into force on 01.09.2024, following approval by the University Senate and the Board of Trustees.

ARTICLE 17 – (1) The provisions of this Directive shall be implemented by the Rector of Istanbul Beykent University.

EK-1(T)

İSTANBUL BEYKENT ÜNİVERSİTESİ
YURT İÇİ VE YURT DIŞI BİLİMSEL TOPLANTILARA KATILMAK
İSTEYEN ÖĞRETİM ELEMANI TARAFINDAN TANZİM EDİLECEK BAŞVURU FORMU

KATILMAK İSTEYEN ÖĞRETİM ELEMANININ;

Adı Soyadı	
Fakülte/YO ve Bölümü/Programı	
Bu yıl Üniversiteden destek alarak katılmış olduğu toplantılar (Var ise sadece tarih ve şehir/ülke belirtiniz)	

KATILMAK İSTENİLEN TOPLANTININ;

Türü	Sempozyum / Konferans <input type="checkbox"/> Panel <input type="checkbox"/>	Çalıştay <input type="checkbox"/> Davetli Konuşmacı <input type="checkbox"/>	Oturum Başkanlığı <input type="checkbox"/> Diğer <input type="checkbox"/>
Yapılacağı yer			
Yapılacağı tarih			
Düzenleyen kurum			
Talep edilen katılım tarihleri			
Sunulacak bildiri veya makalenin adı			
Yazar sayısı	Tek yazarlı <input type="checkbox"/>	İki yazarlı <input type="checkbox"/>	Üç yazarlı <input type="checkbox"/>

Toplantı süresindeki dersleriniz	Dersim yoktur <input type="checkbox"/>	Dersim vardır <input type="checkbox"/> (Telaflı derslerimin takvimi dekanlığa verildi.)
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MASRAFLAR	İstenilen			Uygun Görülen		
Katılım ücreti.						
Yolluk	Uçak <input type="checkbox"/>	Otobüs <input type="checkbox"/>	Tren <input type="checkbox"/>	Uçak <input type="checkbox"/>	Otobüs <input type="checkbox"/>	Tren <input type="checkbox"/>
Yevmiye gün		 gün		

AÇIKLAMA; (var ise)

E K L E R;

- Toplantı Broşürü veya Duyurusu ☐
- Davet veya Kabul Yazısı ☐
- Makale/Bildiri'nin orijinal metni ve özeti ☐
- Madde 9'daki şartların sağlandığına dair belgeler ☐

.....Dekanlığına/Müdürlüğüne,

Katılmak istediğim bilimsel toplantıya ait bilgiler yukarıda, belgeler ise ekte sunulmuştur. Gerekli işlemler için bilgilerinize arz ederim. ____ / ____ / 20 ____

..... (i m z a)

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

UYGUNDUR/UYGUN DEĞİLDİR

Dekan/Müdür

APPENDIX-1(I)

ISTANBUL BEYKENT 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)
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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 ☐
- Documents proving that the conditions in the Article 9 are met ☐

To the Dean/Directorate of,

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

Dean/Directorate

ISTANBUL BEYKENT UNIVERSITY**SCIENTIFIC PUBLICATIONS INCENTIVE AWARD APPLICATION FORM¹**

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

1 - Name of the Publication:	
2 - Authors:	
3 - Name of the Journal of Publication:	Relevant Index Name:
4 - Details about the Publication (Volume, Issue, Page):	
5 - Istanbul Beykent University Authors and Academic Units:	
Full Name:	
Department:	Signature:
Full Name:	
Department:	Signature:
Full Name:	
Department:	Signature:
Full Name:	
Department:	Signature:

Documents to be attached to the application form:

1- Copy of the publication

2- Relevant index document

3- Q document detailing the quartile classification of the work in the Web of Science JCR (if available).

¹ Patents, utility models, and design/book/editorial submissions must be submitted separately.