



**REPUBLIC OF TURKIYE
YAŞAR UNIVERSITY
DIRECTIVE ON RESEARCH, DEVELOPMENT, APPLICATION, EDUCATION AND
ADVISING PROJECTS**

**SECTION ONE
General Provisions**

Objective

ARTICLE 1- (1) The purpose of this Directive is to regulate the procedures and principles for assessing, accepting and supporting the scientific research, development, application, service and advising project proposals undertaken by Yaşar University's employees as well as carrying out and monitoring relevant services, assessing and announcing their results, as well as the operation of Yaşar University's Project Assessment Commission (PAC) regarding the respective processes and duties.

Definitions

ARTICLE 2 - (1) The definitions of the terms contained in this Directive are as follows:

- a) University: Yaşar University,
- b) Board of Trustees: The University's Board of Trustees,
- c) Rector: The University's Rector
- ç) Senate: The University's Senate
- d) Project Assessment Commission (PAC): The Project Assessment Commission chaired by the Rector,
- e) Head of Financial Affairs: The University's Head of Financial Affairs,
- f) Project Supervisor: The full-time lecturers as well as the full-time University researchers who completed their PhDs, specializing in medicine or proficient in arts education, proposed the project and are responsible for its preparation and execution,
- g) Researcher: The faculty members, the undergraduate or postgraduate students studying in a field related to the project subject and the specialists who completed their education, are included in the project team by the project supervisor for the execution of this scientific research project,
- ğ) Scholarship Holder: The student in a thesis-based Master's or PhD program who will be assigned with a scholarship in an ongoing scientific research project,
- h) Part-time project assistant: The associate, undergraduate or non-thesis Master's student who is included in the project team by the project supervisor to enable the execution of the scientific research project will be assigned during the project with the intervals determined by the project supervisor,
- ı) Advisor: The internal or external scientists specialized in the relevant field whose opinions will be taken when assessing scientific research project proposals,
- i) Scientific Research Project (SRP): The internal and/or external scientific projects that might be executed with the participation of national and/or international institutions or organizations as well as the projects intended for raising scientists and establishing and improving the research infrastructure that are reimbursed from University budget, in part or whole, and supervised by a full-time lecturer of the University or a full-time University researcher, completed their PhD, specializing in medicine or proficient in

arts education, and when they are completed, whose results are expected to make a contribution to science in the relevant field as well as to the technological, economic, social and cultural development of the country,

- j) This is clearer but I hope it is still legally accurate:
- k)
- l) Scientific Research Project (SRP): The internal and/or external scientific projects that might be executed with the participation of national and/or international institutions or organizations. This also includes the projects intended for creating scientists and establishing and improving the research infrastructure. These are reimbursed from University budget, in part or whole, and supervised by a full-time lecturer of the University or a full-time University researcher, who completed their PhD, specializing in medicine or proficient in arts education. When they are completed, these results are expected to make a contribution to science in the relevant field as well as to the technological, economic, social and cultural development of the country,
- m) Scientific Research Fund (SRF): The budget that is determined at the beginning of each budget year and approved by the Board of Trustees,
- n) EU Center: The University's European Union Research and Application Center,
- o) EU Projects: All projects supported by the funds within the scope of the European Union,
- p) Grant-Supported Projects: The projects supported by TÜBİTAK, Development Agencies, Ministries and all other relevant national institutions,
- q) PSO: The University's Project Support Office,
- r) KTTO: The University's Knowledge and Technology Transfer Office.

Scope

ARTICLE 3- (1) This directive covers the procedures and principles for preparing, supporting, conducting, monitoring, reporting and assessing

- a) the Scientific Research Projects,
- b) the Grant-Supported Projects,
- c) The projects funded by the private sector,
- d) the scientific research, development, application, service and advising projects that are developed in cooperation with the private sector, public sector, local administrations, NGOs, international institutions as well as university-industry and other sector collaborations, and supported in part or whole by those institutions.

(2) EU Center regulates and executes the projects and activities falling into its field of charge or supported by EU grant programs according to its own agreements, procedures and principles. It informs the PAC about relevant projects.

(3) The projects and budget arrangements of the national research supporting institutions such as TÜBİTAK, Development Agencies, Ministries, etc. or the international ones such as the European Union, UNESCO, UNDP, World Bank, etc. are executed according to their own agreements, procedures and principles. The relevant documents and signature(s) are delivered to the Rector's Office by the respective units of the University.

SECTION TWO

Project Assessment Commission

ARTICLE 4 - (1) Chaired by the Rector, the Project Assessment Commission consists of a minimum of seven and a maximum of 11 faculty members, the Head of Financial Affairs as well as the non-voting PSO and KTTO representatives carrying out the secretarial works. If the President of PAC deems it applicable, the representatives of other units related to the subject

matter also participate in the meeting. The secretarial works of PAC are carried out by PSO.

(2) PAC members are assigned for two years considering a balance among the disciplines in the University. A member, whose term of office has expired, may be reassigned through the same procedure.

(3) If the PAC members are determined to fail their duties, authorities and responsibilities, they may be dismissed by the Rector before their term of office expires.

(4) PAC convenes by an absolute majority of its members. Decisions are taken by the members by a majority of votes through open votes. In the event of a tie, the President of PAC has the casting vote.

(5) If deemed necessary, PAC may create sub-commissions of the University's faculty members.

Duties and authorities of the Project Assessment Commission

ARTICLE 5- (1) The duties and authorities of the Project Assessment Commission are as follows:

- a) It examines, assesses and decides on the project applications. During evaluation, it considers the contribution to be made by the project to the education and research environment of the University, the publications indexed by citation indexes, the Master's/PhD/Proficiency in Arts theses and the research incomes.
- b) The SRF approved by the Board of Trustees is allocated according to PAC decisions.
- c) PAC Secretariat notifies the support decision given for the SRP proposal in writing to the project supervisor, the Rector's Office, Head of Financial Affairs, Head of Human Resources and the relevant academic/administrative unit. The academic unit secretariat officially notifies the relevant PAC decision to the project supervisor.
- ç) PAC checks the progress of the project by assessing the interim reports submitted semiannually for the SRP by the project supervisor. PAC may change the interim report submission periods and conditions according to the type and nature of the project; if necessary, it may request project progress reports for the designated dates in addition to the interim reports. If deemed necessary, PAC also decides on changing the project content, supervisor, researchers, budget and duration or closing the project by taking opinions from the experts of the subject matter.
- d) If the SRP is determined to fail to comply with the provisions of the agreement and directive, or if an unanticipated condition arises, PAC designates and imposes sanctions for those projects.

SECTION THREE

Project Application and Execution Principles

Project application and acceptance principles

ARTICLE 6- (1) SRP application is filled out, and delivered to PSO with approval from the project coordinator and unit managers. SGK entries of the staff are made by the Directorate of Human Resources in line with the SGK information forms to be filled out for the staff to be assigned as researcher and scholarship holder in the project assessed and accepted by the PEC; staff without SGK entry can't start working on the project actively. The project coordinator shall be held responsible for any type of financial sanction to be applied by the University as a result of employing uninsured researchers and/or scholarship holders in the project actively without the completion of SGK entries.

(2) The approval from the supporting organizations and institutions is provided as an attachment to the application form before the application so that projects which are partially covered by the SRF can be accepted. The project is accepted with approval from Rector upon suggestion from PEC. An SRP agreement is signed between the project coordinator and the

University after acceptance of the project; and another external agreement is signed between the supporting organization and institution and the University.

(3) The project file is delivered to KTTO within five business days after applications are made for projects with grant support. KTTO presents it for approval from the Rector. KTTO provides information on the projects approved by the Rector in the first PEC meeting. If projects are accepted by the relevant organization, the acceptance information is delivered to the University officially. The agreement and undertaking processes related to the accepted projects with grant support are handled by KTTO.

(4) An application is made to KTTO for R&D, application, service and consultancy support to be provided for the projects of organizations and institutions other than the university. KTTO serves as a mediator in the communication and bargaining process between the parties of the relevant projects. Agreement related processes are handled by the PSO at the stage of signing an agreement after a consensus between the parties. An agreement that defines the matters regarding the practice of the consultancy service is signed between the university and the organization that requests for consultancy. In addition, a separate internal agreement is signed between the University and the project coordinator.

(5) Opinions are received from the Directorate of Financial Affairs and Office of Legal Counselor for the agreements to be made. Legally and financially approved agreements are presented for approval from Rector. All agreements are signed as per principles of signatory circular and original agreements are kept by the General Secretary. Certified copies of each agreement are delivered to the PSO and Directorate of Financial Affairs by the General Secretary.

Requirements and assignment principles for the project scholarship holder

ARTICLE 7- (1) Here are the requirements for the project scholarship holder:

- a) Residing in Turkey.
- b) Being younger than 40 on the date of application.
- c) Not working full time at an organization or workplace.
- d) Not being a scholarship holder in a TÜBİTAK domestic master's scholarship project throughout the project.

(2) A maximum of two scholarship holders can be assigned to a project. However, a new scholarship holder can be assigned to replace the scholarship holder leaving the project under the same conditions.

(3) A scholarship can't be assigned to multiple projects at the same time.

(4) The number of assigned scholarship holders can be increased after the project is initiated.

Principles for the execution of the project

ARTICLE 8- (1) The following instructions are followed in execution of the project:

- a) Documents required for execution of the agreement in compliance with legal, administrative and financial regulations for Scientific Research Projects are notified in writing to the Directorate of Financial Affairs by the PSO via the Rectorate.
- b) The project coordinator is responsible for the execution, development and finalization of the project in compliance with the duration, objective, scope in the application form in accordance with the scientific ethical rules as well as provisions of the agreement.
- c) The project coordinator is responsible for taking any type of health and security precautions during the works related to the project according to the relevant laws, by-laws and regulations.
- ç) The project coordinator is obliged to notify the PSO about the changes in the educational status of the students (graduation, dismissal, transition to special student status, freezing registration, not renewing registration) working as a project scholarship holder in the project team.

- d) The project coordinator provides PEC with an interim report including information related to the works in the past period semi-annually. Interim reports are inspected by the PEC. Project coordinator is obliged to provide any type of information and document to be requested by the Project Assessment Council.
- e) In cases where the projected development can be achieved for the project, two consecutive reports aren't delivered or are found insufficient, the project coordinator leaves the project for any reason or misuse of the financial resources is identified, then the project can be stopped, its coordinator can be replaced, a revision might be requested or the project can be canceled with approval from Rector upon suggestion from the Project Assessment Council.
- f) The project coordinator delivers the project result report to the PEC within a maximum of three months following the project end date as specified in the project agreement. The result report can be accepted as is, a request can be made for making changes on it, and then it can be re-assessed or rejected. If changes are asked to be made, changes are made within one month at the latest, and it's delivered to PSO to be discussed by PEC. If the result report is rejected, a new report is prepared and presented to PEC within 2two months.
- g) Unless otherwise stated in the approved project or the agreement, tools, devices, appliances, hardware and other materials purchased as part of the project are debited from the project coordinator for the period of the project by the Directorate of Financial Affairs. The right of possession for all these materials is borne by the University. When the project closing report is received by the PEC for evaluation, the issue of debiting and goods for the immovables such as machinery/equipment purchased for the project is resolved by the PEC. Otherwise, they are debited from the head of department in the faculty associated with the project coordinator. Potential transfers are made by the Directorate of Financial Affairs within the knowledge of the project coordinator.
- ğ) Tracking and reporting in relation to financial procedures, transactions and budgets within the scope of SRP, TÜBİTAK and all the other externally supported projects are carried out by the Directorate of Financial Affairs. The project coordinator is obliged to deliver necessary information and documents to the Directorate of Financial Affairs until the end of the month when money is spent.
- h) SRP can last 18 months at most.
- i) If the project isn't completed within the suggested period of time, it can be extended by a maximum 1/3 of its duration with the decision of the PEC.
- i) Additional budget to be provided for the projects can be a maximum of 50% of the project budget. The project coordinator can request an additional budget only once throughout the project. No additional resource request or any other financial transaction can be made after the end date specified in the project agreement.
- j) No change can be made to the objective, scope, duration, schedule and budget of the project accepted to be supported without written consent from the PEC.
- k) It's enough for the project to be finalized successfully that the project coordinator meets the closing criteria specified in the "Common Effect" and "Expected Outcomes" section of the application, and approved by the PEC, while assessing the project application for officially closing the project in the end.
- l) As a result of the projects that can't be finished in due time or those which fail to achieve the targeted outcomes defined in the project application, the project coordinator can make a new SRP application for a period of three years after the decision to be taken by the PEC in relation to the negative course of the project, but he/she can serve as a researcher in projects.
- m) If a project coordinator leaves the project for any force majeure during the period of the

project, the agreement signed with the project coordinator can be terminated with approval from the Rector upon suggestion from PEC and/or one of the researchers can be assigned as a project coordinator to the project. If an agreement is terminated, a new agreement is signed with the new project coordinator.

- n) People who want to carry out an SRP project can be coordinators of a maximum of two projects at once, or a coordinator in one project, and a researcher in two projects, or a researcher in three projects.

Intellectual and Industrial Property Rights and fees

ARTICLE 9- (1) Only project scholarship holders or part time project assistants are paid within the SRP. Project scholarship holders to be assigned to the project must be students from the master's with thesis and doctoral programs at the University. Part time project assistants to be assigned to the project must be students from associate, bachelor's and master's degrees without thesis programs at the University. Special student status isn't accepted.

(2) Scholarship payment isn't made to the students if they graduate from the University, are dismissed from the university, have a special student status, don't renew registration or freeze registration.

(3) The upper limit for the amount of scholarship is determined by the YÖK Administrative Board, not to exceed the amount of monthly scholarship paid to the students at master's with thesis and doctoral programs level as per the 5102 numbered Law. The amount of scholarship is determined by the Rectorate upon suggestion from the Commission by considering the upper limit. Similarly, the amount of payment to be made for the part time project assistants is determined by the Rectorate upon suggestion from the Commission.

(4) The amount of scholarship specified for the scholarship holders and the payments to be made for the part time project assistants are paid from the project budget within the next month after work.

(5) Other than SRP, all other project related fees and payments are organized by an agreement. Project details, budget and spending schedule must be provided as an annex to all agreements.

(6) Issues related to intellectual and industrial property rights are regulated by Yaşar University's Regulation on Intellectual and Industrial Property Rights.

Purchase and financial transactions

ARTICLE 10- (1) Purchases of any type of machinery, equipment, software, inventory, service and consumables and staff payments within the scope of SRP and all the other projects are carried out by the Directorate of Financial Affairs upon request from the project coordinator.

(2) Project income consists of resources specified for the project budget; and savings to be made via income gained from externally supported projects related to corporate shares, in return for using staff, laboratory and infrastructure facilities of the University, and savings from intellectual and industrial property rights.

(3) Project expenses consists of travel and staff expenses, service purchases, material, machinery, software, equipment, and consumable purchases, and amounts paid in return for using the laboratory and infrastructure and similar facilities as specified in the project budget.

(4) A minimum 15% of the amount remaining after Value Added Tax is deducted from the price of the agreement made with the University for the projects covered partially or fully by non-University resources, excluding SRP or projects with national or international grant support, which is deducted as organizational share to be transferred to the SRP.

(5) The 15% deduction isn't applicable to the budgets of graduation projects carried out by Yaşar University students.

(6) SRP, project income and expenses as well as all financial activities within the projects are tracked by the Directorate of Financial Affairs in terms of transactions and budgets, and

reported monthly. Monthly reports are shared with the Rectorate, PSO and KTTO.

SECTION FOUR **Scientific Research Fund Related Considerations**

Creating Scientific Research Fund

ARTICLE 11- (1) A fund is created by the Board of Trustees within the budget period the PEC to be used for issues regulated by this directive and for supporting projects within the directive.

SECTION FIVE **Final Provisions**

Provisional Article

ARTICLE 12- (1) As of the date this directive becomes effective, dated 10.05.2016, and numbered three, Yaşar University's Directive on Research, Development, Application, Service and Consultancy as approved by the Board of Trustees has been repealed.

Validity

ARTICLE 13- (1) This directive becomes effective from the date of approval from the Board of Trustees at Yaşar University.

Execution

ARTICLE 14- (1) The provisions of this directive shall be executed by the Rector of Yaşar University.

[Approved by the decision of Board of Trustees dated 23/10/2018 and numbered nine.](#)