

ISTANBUL AYDIN UNIVERSITY
AWARDS DIRECTIVE

CHAPTER ONE
Purpose, Scope and Definitions

Purpose

ARTICLE 1 –

The purpose of this Directive is to determine the procedures and principles regarding: rewarding the institutional contributions, outstanding achievements and services provided by Istanbul Aydın University personnel in areas such as institutionalization, internationalization, entrepreneurship, quality, social responsibility, etc.; and recognizing the services of personnel who have completed certain years of seniority within the institution.

Scope

ARTICLE 2 –

This Directive covers academic and administrative personnel working at Istanbul Aydın University.

Definitions

ARTICLE 3 –

(1) In this Directive:

- a) IAU: Istanbul Aydın University,
- b) IAU University Administrative Board: the University Administrative Board,
- c) Commission: the seven-member commission—at least five of whom are academic members—formed under the chairmanship of the Rector or a Vice Rector to be assigned by the Rector; granted authority to provide recommendations, opinions, examination and evaluation in determining those entitled to receive awards within the scope of this Directive, working under Istanbul Aydın University Rectorate,
- ç) Commission Secretariat: the unit responsible for carrying out the secretariat services of the Commission,
- d) Directorate of Personnel Affairs: IAU Directorate of Personnel Affairs,
- e) Rectorate: IAU Rectorate,

f) Rector: the Rector of IAU,
shall be understood.

CHAPTER TWO

Types of Awards and Award Amount

Types of awards

ARTICLE 4 –

(1) Arts and Design Award: Within the relevant year, it is awarded to the owner of the work who has the highest number of national and international individual events in the fields of arts and design and/or has received awards from domestic and international institutions and organizations in these fields (Annex-1).

(2) Institutionalization Contribution Award: Within the relevant year, it is awarded to the personnel member who contributes the most to IAU's institutionalization studies (Annex-2). In activities within this award category, the following qualifications are sought:

- a) There must be an official assignment made by IAU,
- b) The support provided to IAU must be capable of meeting the social, economic, cultural, production and education needs and be sustainable in these respects,
- c) It must include processes directly aimed at IAU's institutionalization.

(3) Printed Publication Award: To a faculty member who owns a book draft prepared from scientific projects completed within IAU in the last two years and containing at least 200 pages of written text; for publication under the name of Istanbul Aydın University publications (Annex-3).

(4) Entrepreneurship Award: Within the relevant year, it is awarded to a personnel member who carries out the highest number of activities in the field of entrepreneurship (Annex-4).

(5) Social Responsibility Award: Among social responsibility projects that have been submitted to relevant institutions (Ministries, European Union, international aid organizations, etc.) and accepted within each calendar year, or that are carried out with unit/person resources, it is awarded to the faculty member who implements a project that stands out in terms of the criteria below (Annex-5). Criteria used in evaluating candidate projects:

- a) Meeting social, economic, cultural, production and education needs of society and being sustainable in these respects,
- b) Having outcomes and impacts for the benefit of society—especially disadvantaged groups (children, women, elderly, prisoners, persons with disabilities, etc.),

c) Including inter-institutional and interdisciplinary cooperation,

ç) Being of a nature to increase the University's prestige.

(6) Unit Quality Award: In order to ensure that IAU Quality Assurance System studies are conducted effectively and efficiently, continuously developed and improved; it is awarded—based on internal evaluation studies carried out in the relevant year by the Directorate of Strategy and Quality Development—to one undergraduate department and one associate degree program that have progressed in quality development processes and have demonstrated exemplary studies with accreditation and continuous improvement activities (Annex-6). The award is shared equally among those who contributed.

(7) Public–University–Industry Cooperation Award: It is awarded to a faculty member who has carried out exemplary institutional studies through cooperation with public and industry institutions such as consultancy, projects, training, testing and analysis (Annex-7).

(8) Internationalization Contribution Award: Within the relevant year, it is awarded to a personnel member who contributes the most to internationalization studies such as recruiting foreign students, orientation of foreign students, education of foreign students, establishing international bilateral agreements, etc. (Annex-8).

(9) Department Academic Achievement Award: Among IAU departments, it is awarded to the department with the highest average publication score according to calculations within the Academic Performance System based on publications made by faculty members (Annex-9). The award is shared equally among those who contributed. The number of faculty members as of the application date is taken as basis.

(10) Doctoral Thesis Award: It is awarded—among doctoral theses proposed by thesis advisors—to the thesis owner of a thesis proposed by the Graduate Education Institute (Annex-10). The doctoral thesis entitled to receive the award is published as a book within IAU Publications.

(11) Education Award: Within the relevant year, it is awarded to a faculty member who uses different teaching methods and techniques, adopts blended learning, and facilitates project-based learning with the opportunities provided by developing technology (Annex-11).

(12) IAU Service Award: A Service Award is given to personnel who have completed 15 years of seniority within IAU, as a sign of appreciation of their institutional contributions.

Award amount

ARTICLE 5 –

(1) A plaque is given to personnel entitled to receive an award together with their awards; and only a plaque is given to personnel entitled to receive the Service Award.

(2) The award amounts (A) in Table-1 are determined each year by the Chair of the Board of Trustees.

Table 1: Award Amounts

Award Type	Amount
(1) Arts and Design Award	A
(2) Institutionalization Contribution Award	A
(3) Printed Publication Award	A
(4) Entrepreneurship Award	A
(5) Social Responsibility Award	A
(6) Unit Quality Award	3A
(7) Public–University–Industry Cooperation Award	A
(8) Internationalization Contribution Award	A
(9) Department Academic Achievement Award	3A
(10) Doctoral Thesis Award	A
(11) Education Award	A
(12) IAU Service Award	–

CHAPTER THREE

Application Process and Determining Entitled Persons

Application process

ARTICLE 6 –

Applications for the awards are made once a year, according to the calendar determined by the University Administrative Board in April and approved by the Rectorate, and the calendar is announced on the website.

Applications for awards may be made individually, or candidates may also be nominated by the Deanship/Directorate. Applications are submitted to the Rectorate—together with the relevant application form and a CD containing documents—for evaluation by the Commission.

For the IAU Service Award, the personnel seniority list determined by the Directorate of Personnel Affairs is used.

Determining award recipients

ARTICLE 7 –

A seven-member evaluation commission—at least five of whom are faculty members—is established by the Rectorate. In forming the Commission, factors such as academic field, title and seniority are taken into consideration.

With the Commission's evaluation, a reasoned report is prepared regarding candidates, and the candidates entitled to receive awards are determined and notified to the Rectorate. Award recipients deemed appropriate by the Rectorate are announced on the website within the relevant calendar.

The Commission has the right to decide not to grant an award in award categories other than the "Service Award" on the grounds that the criteria are not sufficiently met.

Award recipients are announced within the first week of May and awards are presented to their recipients at the ceremony held for 18 May, the anniversary of the establishment of IAU.

In determining award recipients, the Commission takes into account the following criteria:

- a) In publications and projects subject to the award application, it is mandatory that the applicant faculty member has indicated Istanbul Aydın University as the institutional address.
- b) Applications made with missing documents and/or without evidence are not accepted; even if accepted, they are not evaluated.
- c) An award application can be made only once with a publication or project.
- ç) The person or unit entitled to receive an award cannot apply for an award in the following year.
- d) When applying for the department/program academic achievement award, the publications to be shown in the list must be published publications.
- e) One copy of the documents subject to the awards must be submitted on a CD as an annex to the relevant application form.
- f) Publications must have been recorded by the author(s) in Istanbul Aydın University's UBIS/Academic Performance System. Publications not recorded are not evaluated.
- g) In equality cases where more than one applicant receives the same score on application forms, the award is given to all candidates in equal standing.
- ğ) Applications are evaluated and concluded within the announced calendar.

CHAPTER FOUR
Final Provisions

Entry into force

ARTICLE 8 –

This Directive enters into force as of 31/01/2024, the date it is adopted by the Istanbul Aydın University Senate.

Execution

ARTICLE 9 –

The provisions of this Directive are executed by the Rector of Istanbul Aydın University.

ANNEX 1: ARTS AND DESIGN AWARD APPLICATION FORM

Annex: File (CD) containing documents evidencing that the works/activities were carried out.

Applicant's signature: _____ Date: _____

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

No.	Work/Activity Title	Type Work/Activity	of National/International
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**ANNEX 2: INSTITUTIONALIZATION CONTRIBUTION AWARD
APPLICATION FORM**

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

Task No.	Assignment Title	If other personnel info	any: Assignment subject	Assignment duration	Support provided to the institution	Institutional impact area
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Annex: Documents regarding the assignment and institutional contribution (CD).

Applicant's signature: _____ Date: _____

ANNEX 3: PRINTED PUBLICATION AWARD APPLICATION FORM

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

Work Title	Authors	Related Project Name/No.	Purpose, Scope and Original Value of the Work	Number pages	of
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Annex: Summary information of maximum 1,000 words regarding the work (CD).

Applicant's signature: _____ Date: _____

ANNEX 4: ENTREPRENEURSHIP AWARD APPLICATION FORM

Criterion	Score Value	Candidate Score
Teaching a course at undergraduate/master's/PhD level in topics listed in the Entrepreneurial and Innovative University Index (per different course).	10	
Organizing training and certificate programs (at least 12 hours in total) for outside the University in topics listed in the Index (per training).	20	
Taking part in mentoring, courses, project competitions etc. at the incubation center (per distinct duty).	10	
Being an owner/partner in companies in Technoparks/TEKMER/Incubation Centers that receive funding from TÜBİTAK BiGG, KOSGEB R&D Innovation and Industrial Application Support Program, angel investors, venture capital etc.	80	
Establishing or becoming a partner in a company in Technoparks/TEKMER/Incubation Centers without public grant support or any investment fund.	20	
Companies owned/partnered by faculty members generating R&D and non-R&D sales revenue (turnover) within the relevant year.	60	
Companies owned/partnered by faculty members receiving grant support for R&D activities within the relevant year.	40	

Providing project-writing consultancy services to public or private organizations within contracts where TTPO is a party (per project). 20

Providing academic consultancy services of at least 3 months to industry organizations, technopark firms and R&D centers within TTPO contracts (per project). 50

Being an R&D project partner for industry organizations, technopark firms and R&D centers within TTPO contracts (per project). 70

Annex: Documents evidencing activities related to the criteria (CD).

ANNEX 5: SOCIAL RESPONSIBILITY PROJECT AWARD APPLICATION FORM

Applicant's signature: _____ Date: _____

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

Proje ct No.	Proje ct Title	Coordina & Research ers	Supporting Institution/Organi zation	Purpo se, Scope and Origin al Value	Impa ct Area	Contribut ion to Nearby Region	Total Contribut ion to Institutio n*	Durati on
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** Total of the institutional share and the budget for devices, equipment and materials to be used within the institution.*

Annex: File containing information and acceptance documents regarding the projects.

ANNEX 6: UNIT QUALITY AWARD

Unit: _____

Title, Name and Surname of Unit Head: _____

Total publication score in the application (a): _____

Number of faculty members in the unit (b): _____

Success ratio (a)/(b): _____

Type of Activity	If any: personnel info	other	Activity subject	Activity duration	Institutional Benefit (summary)
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Annex: File (CD) containing documents evidencing that the activities were carried out.

Applicant's signature: _____ Date: _____

ANNEX 7: PUBLIC–UNIVERSITY–INDUSTRY COOPERATION AWARD

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

Cooperatio n category	Cooperation subject	Supporting Institution/Organizatio n	Cooperation duration	Contributio n to Nearby Region	Institutiona l Benefit (summary)
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Annex: File (CD) containing documents evidencing that the activities were carried out.

Applicant's signature: _____ Date: _____

ANNEX 8: INTERNATIONALIZATION CONTRIBUTION AWARD

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

Relevant Country	Internationalization category	Institutional (summary)	Benefit
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Annex: File (CD) containing documents evidencing the works/activities.

Applicant's signature: _____ Date: _____

**ANNEX 9: UNIT PUBLICATION ACHIEVEMENT AWARD APPLICATION
FORM**

Unit: _____

Title, Name and Surname of Unit Head: _____

Total publication score in the application (a): _____

Number of faculty members in the unit (b): _____

Success ratio (a)/(b): _____

PUBLICATIONS INCLUDED IN THE APPLICATION:

No.	Title	Journal Name, Volume, Pages, Year	No. of Authors (in order)	Journal score in UBYT list	Calculated Score
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Unit Total Score: _____

Annex: File (CD) containing a copy of each publication (please attach in the order in the table).

ANNEX 10: DOCTORAL THESIS AWARD

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

Thesis Title	Thesis Advisor	Main Field	Supporting Institution/Organization	Purpose, Scope and Original Value	Impact Area
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Annex: File (CD) containing documents evidencing the works/activities.

Applicant's signature: _____ Date: _____

ANNEX 11: EDUCATION AWARD

Faculty Member:

Title, Name and Surname: _____

Unit: _____

Department / Major Field: _____

Course Name	Method/Technique Used	Technological processes used	Contribution to student development (summary)	Institutional Benefit (summary)
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Annex: File (CD) containing documents evidencing the works/activities.

Applicant's signature: _____ Date: _____