

ISTANBUL AYDIN UNIVERSITY
DIRECTIVE ON INCENTIVES FOR
SCIENTIFIC AND ARTISTIC PUBLICATIONS AND ACTIVITIES

CHAPTER ONE
Purpose, Scope, Legal Basis and Definitions

ARTICLE 1 – Purpose and scope

The purpose of this Directive is to regulate the procedures and principles regarding incentivizing the national and international publications—considered to make an original contribution to the fields of science and art—of Istanbul Aydın University personnel and graduate students; their activities aimed at participation in congresses, seminars and symposiums; their patent/utility model studies; and their projects.

ARTICLE 2 – Scope

This Directive covers academic staff among Istanbul Aydın University personnel and graduate students who: write Istanbul Aydın University-addressed research articles; develop patents/utility models; write national/international books/book chapters; carry out projects; present papers at scientific meetings; and/or undertake duties such as session chair, panelist, reviewer and similar roles.

ARTICLE 3 – Legal basis

This Directive has been prepared on the basis of the relevant articles of the Higher Education Law No. 2547.

ARTICLE 4 – Definitions

(1) In this Directive:

- a) BAP Commission: the commission consisting of at least seven and at most eleven faculty members, authorized to provide recommendations, opinions, examination and evaluation regarding scientific research, working under Istanbul Aydın University Rectorate under the leadership of the Rector or the Chair of the Scientific Research Projects Commission appointed by the Rector,
- b) BAP Secretariat: the unit responsible for carrying out the secretariat services of the BAP Commission working under Istanbul Aydın University Rectorate,

- c) CoHE (YÖK): Council of Higher Education,
 - d) Chair of the BAP Commission: the relevant and competent Chair of the BAP Commission,
 - e) IAU: Istanbul Aydın University; IAU University Administrative Board: the University Administrative Board,
 - f) Directorate of Human Resources: IAU Directorate of Human Resources,
 - g) Directorate of Financial Affairs: IAU Directorate of Financial Affairs,
 - h) International citation indexes: Web of Science (WoS) and Elsevier Scopus databases,
 - i) Rectorate: IAU Rectorate,
 - j) Rector: IAU Rector,
- shall be understood.

CHAPTER TWO

Types of Incentives

ARTICLE 5 – Types of incentives

- (1) International Publication Incentive: IAU-addressed full-text articles published in journals indexed in WoS and Elsevier Scopus are evaluated within this scope.
- (2) National Publication Incentive: IAU-addressed full-text articles published in journals within ULAKBİM TR Index are evaluated within this scope.
- (3) International Book / Book Chapter: Books and/or book chapters printed in a foreign language by international publishers included in the Elsevier Scopus book list and the SENSE Ranking of Academic Publishers list are evaluated within this scope.
- (4) National Book / Book Chapter: Books and/or book chapters published by a publisher that has carried out regular activities nationally for at least four years; whose publications are catalogued in university libraries in Türkiye; and that has previously published at least 20 books in the same field by different authors are evaluated within this scope.
- (5) Citation Incentive: Citations, made in articles published in journals indexed in WoS and Elsevier Scopus and located in Q1 and Q2 quartiles, to IAU-addressed articles published in journals indexed in the same databases and within the same quartiles are evaluated within this scope. (Amendment: Senate 2023/09)
- (6) Project Incentive: National and international projects defined in Annex-1 are evaluated within the scope of incentives.

(7) Patent / Utility Model Incentive: International (United States, Europe and Japan) and national examined patents/utility models obtained due to studies conducted at IAU are evaluated within the scope of incentives.

(8) Incentive for Participation in Scientific Meetings: Scientific activities to be carried out by academic staff by presenting an oral paper or art work at peer-reviewed scientific meetings abroad or domestically and/or by being invited as session chair, panelist, reviewer, etc. are evaluated within this scope. In addition, non-peer-reviewed congresses that have been held regularly for a long time in the field and are included in the list recommended by Deanships to be supported by the BAP Commission are also within the support scope.

CHAPTER THREE

Incentive Conditions and Amount

ARTICLE 6 – Incentive conditions

(1) In order for an incentive to be granted, the relevant scientific activity must have been published—within at most one year prior to the application date—with volume/issue and page numbers assigned, and only with the IAU address.

(2) In multi-author articles, no payment is made to authors who are outside the institution.

(3) Poster presentations are not supported.

(4) a) For an article to receive an incentive, the IAU official e-mail address (@aydin.edu.tr) must be written in the “information” section and the phrase “İstanbul Aydın Üniversitesi / Istanbul Aydın University” must be written without any abbreviation.

b) In order to benefit from BAP incentives, the relevant work must have been recorded by the applicant faculty member in TÜBİTAK-ARBİS and YÖKSİS databases and the University Academic Performance System, and printouts of the relevant pages of TÜBİTAK-ARBİS, YÖKSİS and the Academic Performance System must be attached to the application file.

(5) If an opinion is formed that the journal in which the international/national article was published operates the publication process contrary to academic norms, or if the journal is regarded as a predatory journal in the relevant indexes, no incentive is granted.

(6) Self-citations (citations made by authors to their own works) are not counted within the incentive scope.

(7) a) Projects defined in Annex-1 may be incentivized at the stated rates upon application after completion, with the recommendation of the BAP Commission and the approval of the Chair of the Board of Trustees.

b) Projects not included in Annex-1 may be incentivized upon application after completion, with the recommendation of the BAP Commission and the approval of the Chair of the Board of Trustees.

c) In order for a project accepted by IAU as a BAP project to be closed, an IAU-addressed publication on the project topic must have been made in a journal indexed in WoS or Scopus and the publication information must have been submitted to the BAP Commission.

(8) For international and national patent and utility model applications to benefit from incentives, it is required either to obtain a search report from the International Patent Office or the Turkish Patent Institute stating that the invention is novel and involves an inventive step, or for the application to be accepted among patents registered by the National Patent Office and the European Union, Turkish National Agency, TÜBİTAK or the Ministry of State.

(9) Participation incentive for scientific meetings is provided under the following conditions:

a) For each oral paper or art work, support is provided only to the participant who presents the paper/work.

b) Participation without an oral paper is not supported in national or international congresses, conferences, symposiums, seminars and similar scientific meetings. However, if the applicant is invited as session chair, panelist, reviewer, etc. in scientific meetings or artistic activities, participation support may be provided.

c) The condition for receiving full support is to have published one (1) article within the last 18 months before the application date in peer-reviewed and periodical journals indexed in International Citation Indexes. The faculty member is obliged to submit these article(s) and/or original art work reports as annexes to the application. Partial support may be provided, with the recommendation of the BAP Commission and the approval of the Chair of the Board of Trustees, to applicants who do not have publication(s) in the last 18 months in peer-reviewed and periodical journals indexed in International Citation Indexes.

d) In order to receive BAP incentive amounts for scientific meetings, no later than one (1) month following the end date of the meeting, the participation certificate, the cover page of the abstract book and the photocopy of the paper abstract published in the book—together with invoices showing expenditure items—must be delivered to the Directorate of Financial Affairs and the BAP Secretariat. If documents are not delivered, no payment is made to the applicant.

e) Applications for participation in scientific and artistic activities must be made to the BAP Commission at least 15 days before the activity date.

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

(11) For incentive applications regarding academic activities not included in this Directive, whether an incentive will be granted and its amount are decided with the recommendation of the BAP Commission and the approval of the Chair of the Board of Trustees.

ARTICLE 7 – Incentive amount

(1) WoS Q1, Q2, Q3 and Q4 journal quartiles have been classified into four groups (A, B, C, D) by taking into account the journal impact-factor ranking within each quartile. Group information is provided in Annex-2. Incentive amounts to be paid for articles indexed in WoS are shown in Table 1. (Amendment: Senate 2023/09)

Table 1: WoS Main Incentive Table

Category	Coefficient	Incentive Amount (Single Author)
WoS Q1 Top 10%	2.10	$2.10 \times P$
WoS Q1-A	2.00	$2.00 \times P$
WoS Q1-B	1.90	$1.90 \times P$
WoS Q1-C	1.80	$1.80 \times P$
WoS Q1-D*	1.70	$1.70 \times P$
WoS Q2-B	1.40	$1.40 \times P$
WoS Q2-C	1.30	$1.30 \times P$
WoS Q2-D*	1.20	$1.20 \times P$
WoS Q3-C	1.00	$1.00 \times P^{**}$
WoS Q3-D*	0.95	$0.95 \times P$
WoS Q4-D*	0.35	$0.35 \times P$

ARTICLE 7 – Incentive amount (continued)

For publications among D-group journals in all quartiles with an impact factor below 1.35, the incentive amount is calculated by multiplying the category value by the coefficients 1.6; 1.1; 0.6; 0.25 for quartiles Q1, Q2, Q3 and Q4 respectively.

****P** is the incentive amount awarded by the Chair of the Board of Trustees for single-author research articles classified in the WoS Q3-C sub-journal group.

Table 2: Elsevier Scopus Main Incentive Table

Category	Coefficient	Incentive Amount (Single Author)
Scopus Q1 Top 10%	1.00	$1.00 \times P$
Scopus Q1	0.90	$0.90 \times P$
Scopus Q2 Top 10%	0.80	$0.80 \times P$
Scopus Q2	0.70	$0.70 \times P$
Scopus Q3 Top 10%	0.60	$0.60 \times P$
Scopus Q3	0.55	$0.55 \times P$
Scopus Q4 Top 10%	0.30	$0.30 \times P$
Scopus Q4	0.20	$0.20 \times P$

ARTICLE 7 – Incentive amount (continued 2)

(3) The incentive amount is distributed among authors as shown in Table 3.

Table 3: Author Distribution of Incentive Amount

Total Authors	1st Author	2nd Author	3rd Author	4th Author	5th Author	6th Author	7th Author
1	100%						
2	55%	45%					
3	55%	45%	30%				
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%

ARTICLE 7 – Incentive amount (continued 3)

(4) a) For publications with more than 7 authors, the incentive amount of authors other than the first author is calculated equally. For an IAU-member first author, 10% more incentive is paid compared to other authors.

b) In multi-author articles with only one IAU member, the IAU member is paid the incentive amount determined for the first author of that category regardless of author order.

(5) In multi-author articles, if at least one author is affiliated with a national institution (TR and TRNC) (university, research center, etc.), the incentive amount determined in Table 1 or Table 2 is multiplied by 1.05.

(6) In multi-author articles, if at least one author is affiliated with an international institution (outside TR and TRNC), the incentive amount determined in Table 1 or Table 2 is multiplied by 1.15.

(7) In national publications (TR Index), regardless of whether authors are from outside the institution (national or international), the incentive amount to be paid to the IAU member is calculated by dividing $P \times 0.1$ by the number of authors.

(8) For an IAU member whose first-ever article is published in journals indexed in WoS and Elsevier Scopus (i.e., who previously has no article in WoS/Scopus indexed journals published with another institution address), 1.2 times the earned incentive amount is paid. (Applicants must indicate in their petition that they meet this condition.)

(9) For publications in journals indexed in both WoS and Elsevier Scopus, WoS index incentive rules are taken into account.

(10) For IAU-addressed publications in multidisciplinary journals within WoS and Elsevier Scopus, 1.2 times the calculated incentive amount is paid. In multidisciplinary journals, the highest quartile in which the journal is located is taken as the basis.

(11) If a publication fee is requested by the publisher journal for articles accepted in WoS/Scopus journals that do not publish contrary to academic norms and are not on the predatory journal list, then—upon submission to the BAP Commission of reviewer reports proving acceptance and the publication-fee document obtained from the journal—a publication-fee amount determined by the Chair of the Board of Trustees may be paid. This payment, made as an advance incentive, is offset against the publication incentive amount determined after the article is published. If the advance exceeds the publication incentive amount, whether an advance will be paid is decided by the Chair of the Board of Trustees based on the BAP Commission's opinion.

ARTICLE 7 – Incentive amount (continued 4)

(12) a) The incentive (KP) to be given for international and national books/book chapters is determined by the BAP Commission according to the nature of the book and approved by the Chair of the Board of Trustees. The incentive amount is paid by dividing by the number of authors (Table 4).

Table 4: Incentive Amounts for Books and Book Chapters

Books

Incentive Amount

International Book (SENSE Ranking: Category A)	KP
International Book (SENSE Ranking: Category B)	0.95 KP
International Book (SENSE Ranking: Category C)	0.90 KP
International Book (SENSE Ranking: Category D & E)	0.85 KP
International Book Chapter (SENSE Ranking Publisher List)	0.60 KP
International Book (SCOPUS Book List)	0.75 KP
International Book Chapter (SCOPUS Book List)	0.50 KP
National Book	0.30 KP
National Book Chapter	0.15 KP

ARTICLE 7 – Incentive amount (continued 5)

b) In calculating the incentive amount earned in multi-author national and international books/book chapters, the distribution table used for international articles (Table 3) is taken as basis.

c) In international compilation book studies, compilers (editor(s)) are evaluated according to the principles of book-author incentives.

(13) a) The unit citation incentive amount is determined by the Chair of the Board of Trustees. The incentive amount to be paid in one year due to citations may not exceed twice (2P) the incentive amount paid for a single-author article published in peer-reviewed and periodical journals indexed in WoS and located in the Q3 quartile. (Amendment: Senate 2023/09)

b) Citation incentive applications are evaluated collectively twice a year.

(14) The minimum incentive amount (PP) to be paid for international/national projects is determined by the Board of Trustees upon the recommendation of the BAP Commission. 60% of the incentive amount approved by the Chair of the Board of Trustees is paid to the project manager; 40% is paid to the project executor. If there is more than one IAU executor, the 40% is shared equally among executors.

(15) The minimum amount (PD) for patent and utility model incentives is determined by the Board of Trustees upon the recommendation of the BAP Commission.

Table 5: Patent Incentive Table

Patents	Incentive Amount
Triple Patent (USA, EU and Japan) *(IAU-addressed)	1.2 PD
Patent registered abroad (IAU-addressed)	PD
Patent registered domestically (IAU-addressed)	0.8 PD
Utility Model / Registered design (IAU-addressed)	0.5 PD
Patent application accepted in the field (officially approved) (IAU-addressed)	0.1 PD

ARTICLE 7 – Incentive amount (continued 6)

(16) Incentive for participation in scientific meetings is of two types: full support and partial support. Full support includes one or more of per diem, participation fee, accommodation and transportation expenses. Partial support is an amount determined with the recommendation of the BAP Commission and the approval of the Chair of the Board of Trustees.

(17) For graduate students studying at IAU, provided that they show Istanbul Aydın University as their address, 1/5 of the incentive amount paid to IAU members is paid for master's students and 1/4 for doctoral students for publications in WoS and Elsevier Scopus databases.

CHAPTER FOUR

Application Process

ARTICLE 8 – Application process

For incentive applications, the following are submitted to the BAP Commission via EBYS (Electronic Document Management System) with a petition:

- A printout of the published article (the printing stage must be completed and serial/volume numbers must be determined),
- For national/international books/book chapters: the cover of the book, pages containing the table of contents and imprint/bibliographic information (such as DOI), and an electronic copy of the book,

- Full printouts of project documents; the project acceptance document and the project start notification,
- For patents/utility models: registration documents and other evidence documents,
- For citations: evidence documents obtained from the relevant database.

The Dean's Office, School/Vocational School Directorate, Graduate Education Institute Directorate and the Rectorate are included in the "information" section of the EBYS application.

Students apply by petition to their Dean's Office, School/Vocational School Directorate or the Graduate Education Institute Directorate; the relevant unit forwards the documents to the BAP Commission via EBYS.

Those who will participate in scientific meetings fill in the application form (Form-1) and apply to the BAP Commission via EBYS by attaching: the full text of the oral paper or related documents of the art work to be presented; the acceptance letter; reviewer reports; and, if any, articles within International Citation Indexes in the last 18 months or original art work reports. The affiliated unit and the Rectorate are included in the information section of the EBYS application.

The BAP Secretariat checks whether the application meets the incentive conditions. Applications that pass the preliminary evaluation are submitted to the BAP Commission within one month and a decision is taken. The decision is sent by the BAP Commission to the Rectorate. If the Rector deems the decision appropriate, it is submitted to the Chair of the Board of Trustees. Incentive amounts deemed appropriate by the IAU BAP Commission become final after approval by the Board of Trustees. After approval, the Rectorate notifies the approved decision to the relevant person, the person's affiliated Faculty/School/Directorate/Graduate Education Institute, and the Directorates of Human Resources and Financial Affairs.

ARTICLE 9

Istanbul Aydın University pays the incentive fee to the personnel entitled to receive an incentive after the BAP Commission decision is approved by the Chair of the Board of Trustees.

ARTICLE 10 – Application frequency

Within an academic calendar year, each academic staff member may benefit from at most two meeting supports: one international and one domestic meeting support. Academic staff may use paid leave for up to two (2) days for domestic meetings and up to four (4) days for international meetings.

CHAPTER FIVE

Final Provisions

ARTICLE 11

Incentive applications whose evaluation had been completed by the BAP Commission on the date this Directive entered into force are subject to the provisions of the previous directive. Those not yet evaluated and new applications are processed according to the provisions of this new directive.

ARTICLE 12 – Entry into force

This Directive enters into force on the date it is adopted by the Istanbul Aydın University Senate.

Provisional Article (1)

For international articles indexed in WoS and Elsevier Scopus and for which BAP applications were made between 1 January 2021 and 31 December 2021, the incentive amounts set out in this Directive are paid by increasing them by 10%.

Additional Article (1)

When an author has more than one book chapter or article published in the same book or in the same issue of a journal, incentives are paid for at most two publications that are entitled to the highest incentive amounts. (Senate Decision dated 31.03.2023 and numbered 2023/07-06)

Additional Article (2)

For Q1-quartile journals with a paid open access option and in which an IAU-addressed article is published:

- For single-author articles, the full amount of the article processing charge (APC) requested by publishers,
- For multi-author articles, if teaching staff from universities outside IAU are among the authors, only the portion of the APC paid by our teaching staff,

is covered by Istanbul Aydın University once per year. (Senate Decision dated 03.07.2024 and numbered 2024/10-04)

ARTICLE 13 – Execution

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

ANNEX-1

Project Incentive Amounts

Projects	Examples / Scope	Incentive Amount
Internationally funded project	EU Horizon 2020	1.2 PP
Internationally funded project	ERA-NET, COST, EUREKA, EUROSTARS; TÜBİTAK international bilateral programs; IPA supports; EU Civil Society Dialogue (R&D projects only); EMBO; ICGEB; NAM S&T CENTRE; NATO SPS; BSEC; ESA; APSCO; UNOOSA; UNFPA; UNDP; World Bank Program; MATRA (R&D projects only)	1.1 PP
Nationally funded project	TÜBİTAK 1001, 1003, 3501, 1505 supported project	PP
Nationally funded project	TÜBİTAK 1005, 3001 supported project	0.9 PP
Nationally funded project	TÜBİTAK 1002 supported project	0.7 PP
Nationally funded project	Ministry of Development supported project; SAN-TEZ; Development Agencies Programs; Ministry of Agriculture and Forestry (TAGEM programs); Ministry of Health (General Directorate of Health Research) project supports; KOSGEB R&D, Innovation and Industrial Application Support Program; TTGV supports (excluding higher education institutions; R&D	1.2 PP

projects only)

Nationally funded project	R&D and Innovation Projects officially documented as carried out in cooperation with industrial organizations without using public and EU funds	1.1 PP
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ANNEX-2: Impact Factor Ranges

Definitions	Impact Factor Ranges
A: $\text{Max EF}(Q1) - \text{Max EF}(Q2)$	6.87 – 9.18
B: $\text{Max EF}(Q2) - \text{Max EF}(Q3)$	3.68 – 6.86
C: $\text{Max EF}(Q3) - \text{Max EF}(Q4)$	2.61 – 3.67
D: $\text{Max EF}(Q4) - 0$	0.00 – 2.60

Note: Category ranges (A, B, C, D) will be updated annually following changes in impact-factor calculations.