

EPOKA UNIVERSITY DIRECTIVE "ON THE PROMOTION OF SCIENTIFIC PUBLICATIONS" Document code Entrance in force No. of Update Date of Update Page/Overall pages EU-DIR-004-EN 16.02.2009 007 04.06.2025 1 / 6

Objective

Article 1: The objective of this directive is to define the methods and principles on the encouragement of the academic staff of EPOKA University to carry out publications and participate in scientific activities.

Scope of Implementation

Article 2: This directive regulates the activities covered in the Article 5 of this directive for the full-time and part-time academic staff in the cases of publication under the name of EPOKA University. The articles of this directive also apply to the administrative staff who engage in academic activities mentioned in this directive.

The Publication Promotion and Scientific Activities Support Commission

Article 3: The Publication Promotion and Scientific Activities Support Commission is composed by the Head and two members. At the beginning of the academic year, the Rectorate appoints the members of the Commission for a one-year period. In the case the Commission does not gather, the Rectorate performs its tasks.

Support ratio and implementation

Article 4. The application is carried out by the applicant by filling in the respective form and submitting it to the respective faculty or research center. The photocopy of the publication, the cover of the journal and other related documents are attached to the application. The application form and the related documents are transmitted to the Rector's Office by the concerned unit. The application for the reward can be done only for scientific output whose publication has been finalized during the current or previous academic year. The Publication Promotion and Scientific Activities Support Commission evaluates the application and takes a decision on it. The authors of publications which have not been published under the name of EPOKA University cannot apply for the reward.

The Rectorate decides on the point-coefficients for scientific publications and other activities, meanwhile the financial coefficient and financial support for scientific activities is determined by the Administrative Board on a yearly basis. Following the evaluation by the Publication Promotion and Scientific Activities Support Commission and the subsequent approval by the Rectorate, the reward is granted by multiplying the financial coefficient with the points according to the table below.

In the cases when there is more than one author, the reward is divided among the authors that

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Research and Projects Office	Institutional and Legal Affairs Office	Academic Senate



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have carried out the publication as follows: for two authors: the first author will receive 60% whereas the second author will receive 40% of the reward; for three authors: the first author will receive 50%, the second author 30% and the third author 20% of the reward; for more than three authors: the first author will receive 40%, the second author 30%, the third author 20% and the remaining 10% will be divided by the number of other authors.

The total support and reward for scientific activities per academic staff member during one academic year shall not exceed the value of one month of their gross salary beside the Genre D-Patents (Patents and inventions registered on behalf of the University) at Article 5.

Article 5
The classification and the respective points of the scientific publication and academic activities are shown in the table below:

Genre	Scientific Publication and	Code	Points
	Academic Activity		
A-	Full-text articles published in peer-	A1	Points for journal publications
Scientific	reviewed and periodical journals		shall be calculated based on the
Publication	indexed in the Science Citation Index		journal's quartile ranking and
S	(SCI), Social Science Citation Index		Journal Impact Factor (IF), as
	(SSCI), and Arts and Humanities		follows:
	Citation Index (AHCI).		• Q1 journals: 600 × IF
			• Q2 journals: 600 × (IF ÷ 2)
	Note : To promote internal		• Q3 journals : 600 × (IF ÷ 3)
	collaboration at EPOKA University		• Q4 journals : 600
	and encouraging the establishment of		Minimum threshold:
	research groups, only journal articles		Regardless of the quartile
	with two or more full-time staff		ranking, 600 points shall be the
	members of EPOKA University as		minimum allocated for any
	co-authors are eligible for		journal indexed in SCI, SSCI, or
	remuneration.		AHCI.

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	Articles published in journals	A2	For journals indexed in Scopus
	indexed in Scopus (SCIMAGO		database
	Journal Rank - SJR based)		
	Note : To promote internal		300 points
	collaboration at EPOKA University		
	and encouraging the establishment of		
	research groups, only journal articles		
	with two or more full-time staff		
	members of EPOKA University as		
	co-authors are eligible for		
	remuneration.		
В-	Citation of scientific work published	В	1
Citations	in peer-reviewed and periodical		
	journals found in Science Citation		
	Index (SCI), Social Science Citation		
	Index (SSCI), Arts and Humanities		
	Citation Index (AHCI), Scopus.		
C – Books	Original books published by international publishing houses. The original published	C1	500
	book/monograph is considered for		
	remuneration if the publishing house		
	is ranked by SENSE Ranking of		
	Academic Publishers in the A		
	Category		
	Original books published by	C2	400
	international publishing houses.		
	The original published		
	book/monograph is considered for		
	remuneration if the publishing house		
	is ranked by SENSE Ranking of		
	Academic Publishers in the B		
	Category.		

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Original books published by national	С3	300
publishing houses.		
Writing of a chapter in an original	C4	300
book published by an international		
publishing house.		
The book chapter is considered for		
remuneration if the publishing house		
is ranked by SENSE Ranking of		
Academic Publishers, in the A		
Category.		
Writing of a chapter in an original	C5	100
book published by an international		
publishing house.		
The book chapter is considered for		
remuneration if the publishing house		
is ranked by SENSE Ranking of		
Academic Publishers, in the B		
Category.		
Being the Editor/Co-Editor of an	C6	300
original book published by an		
international publishing house.		
The editing/co-editing of the book is		
considered for remuneration if the		
publishing house is ranked by SENSE		
Ranking of Academic Publishers, in		
the A Category.		
Being an Editor/Co-Editor of an	C7	100
original book published by an		
international publishing house.		
The editing/co-editing of the book is		
considered for remuneration if the		
publishing house is ranked by SENSE		

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	Ranking of Academic Publishers, in the B Category.		
D-Patents	Patents and inventions from outside the country registered on behalf of the University.	D1	The Rectorate will decide on the promotion points of this category. At any case a minimum of 2000 points is to be granted.
	Patents and inventions from within the country registered on behalf of the University.	D2	The Rectorate will decide on the promotion points of this category. At any case a minimum of 1000 points is to be granted.

Support for participation in other scientific activities

Article 6: Aiming at the ensuring of the participation of the academic staff in scientific activities within and outside the country, the academic staff is supported by the budget assigned to this end. In the context of this article, the participation in conferences, symposiums, seminars, atelier work, scientific exchange programs, professional courses and other similar activities can be supported limited to 1 time per academic year. The academic staff must participate in the activity in person and his/her name must be written as a participant in the activity in order to receive support from the University. Participation as an audience member or by poster work in such activities is not supported by the University. For academic activities, one staff member can be supported only by one source.

Financial support is given only for participation and presentation at International Conferences indexed in the Scopus Database and/or the Web of Science Conference Proceedings Index. This support is valid for up to three academic years following the publication of an article in the A1 category, as defined in Article 5 above. Conference participation must be accompanied by the presentation of a full paper, which must be published either in the official conference proceedings or in peer-reviewed journals affiliated with the conference. Each article published in the A1 category grants eligibility for financial support to one of its authors for participation in an international conference.

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Article 7: Any intellectual output (Conference Presentation, Proceeding, Paper, Book, Book Chapter etc.) shall explicitly acknowledge the financial support received from EPOKA University in the cases when academic staff members have received or have been approved for full or partial financial support. A separate section titled Acknowledgments shall be inserted in the respective Conference Presentation, Proceeding, Paper, Book, Book Chapter etc. The Publication Promotion and Scientific Activities Support Commission shall ensure the filtering and confirmation of the eligibility for financial support in advance in the cases when deemed necessary, further to a request by the author (s).

The following standardized acknowledgment must be included in the output.

"This article/paper/book/chapter was partially/fully supported by research funds from EPOKA University"

Entrance into force and Enforcement

Article 8: The directive enters into force on the day of its approval by the Academic Senate.

Article 9: The enforcement of this directive is ensured by the Rector of EPOKA University.

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