



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	005	09.09.2017	1 / 5

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 of 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 engages 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 Administrative Board of the University elects the members of the Commission for a one-year period. In the case the Commission does not gather, the Administrative Board of the University performs its tasks.

Support ratio and implementation

Article 4. The application is carried out by the applicant by filling the respective form and submitting it to the respective faculty, institute 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 the publication whose application has been done. The application can be done even for the publications carried out one year before and accepted for publication. The Publication Promotion and Scientific Activities Support Commission evaluates the application and takes a decision on it. The publications which have not been published under the name of Epoka University cannot apply for the reward.

Drafting Unit	Controlling Unit	Approving Unit
Senate	Academic Evaluation and Quality Improvement Board	Higher Board

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Every academic year, the Administrative Board of the University decides on the amount of support for the scientific publications. After the evaluation of the Publication Promotion and Scientific Activities Support Commission and the approval by the Rector’s Office, the reward is granted by multiplying the support coefficient with the points according to the table below within the budget assigned to this end.

In case there is more than one author, the reward is divided among the authors that 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.

Article 5

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

Points	Code	Scientific Publication and Academic Activity	Genre
Amount established by the University Administrative Board x Impact Factor of the Journal In case the sum is less than 600, a	A1	The full-text articles published in peer-reviewed and periodical journals found in Science Citation Index (SCI) - Social Science Citation Index (SSCI) and Arts and Humanities Citation Index (AHCI). Scientific work presented in international conferences/congresses/symposiums and fully published in the special issues of journals found in SCI, SSCI and AHCI.	A- Scientific Publications

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minimum level of 600 points shall be applied			
100	A2	Articles published in journals found in Scopus and AVERY indexes.	
			B-Citations
1	B	Citation of scientific work published in peer-reviewed and periodical journals found in Science Citation Index (SCI), Social Science Citation Index (SSCI), Arts and Humanities Citation Index (AHCI), Scopus and AVERY.	
1000	C1	Original books published by international publishing houses	C- Books
600	C2	Original books published by national publishing houses	
500	C3	Writing of a chapter in international books	
500	C4	Publication of thesis as a book of Epoka University subject to the condition of an impact factor of at least 1	
			D-Patents
The University Administrati	D1	Patents and inventions from out of the country registered on behalf of the University	

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ve Board will decide on the promotion points of this category.			
The University Administrative Board will decide on the promotion points of this category.	D2	Patents and inventions from within the country registered on behalf of the University	

At most two works can be rewarded in one conference/congress/symposium.

Support of the participation in 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, student exchange programs, professional courses and other similar activities can be supported. The member of the academic staff must participate in person in the activity and his name must be written as a participant in the activity in order to receive support by the University. The participation as an audience member or by poster work in such activities is not supported by the University. For the academic activities, one can be supported only by one source.

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Academic staff members who have published articles in journals indexed at Thomson Reuters (SCI, SSCI and AHCI) during the previous academic year, shall be granted the double amount of financial support to which their respective category is entitled with regard to participation in international conferences, symposiums, seminars and related academic activities. The participants apply by filling an application form. Regarding the granting of financial support, the proposal of the respective Faculty Administrative Board and the positive decision of the University Administrative Board must be taken. Priority is given to academic staff members who have not received financial support previously.

Academic staff members who apply for financial support to participate in international conferences and other related scientific events should have published an article belonging to the A1 category during the three academic years prior to the date of the submission of the application in order to benefit from the said financial support.

Entrance into force and Enforcement

Article 7: The directive enters into force on the day of its approval by the Higher Board.

Article 8: The enforcement of this directive is assured by the Rector of Epoka University.

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