

ALTINBAŞ UNIVERSITY
DIRECTIVE ON REVENUE-GENERATING PROJECTS

Purpose and Scope

ARTICLE 1- (1) This Directive sets forth rules and regulations governing the execution of research, development, consulting, education projects and projects of similar nature carried out by Altınbaş University faculty and staff and fully or partially funded by national or international legal persons (business entities, non-governmental organizations, public-government organizations) or natural persons. The research projects that are financed by Altınbaş University funds are governed by the provisions of another directive/regulation particularly issued for the said projects.

Project Categories

ARTICLE 2- (1) The projects that are governed by this Directive are grouped into two main categories depending on their purposes: Projects Conducted as part of Funding Programmes and Revenue-Generating Projects. The aim of these projects that are carried out as part of the funding programmes launched and fully or partially financed by national and/or international institutions and organisations including the Scientific and Technological Research Council of Turkey (Turkish: Türkiye Bilimsel ve Teknolojik Araştırma Kurumu, TÜBİTAK), State Planning Organization (Turkish: Devlet Planlama Teşkilatı, DPT), Turkish Armed Forces, Ministries and its affiliated agencies, National Agency, the Central Finance and Contracts Unit (Turkish: Merkezi Finans ve İhale Birimi), Technology Development Foundation of Turkey (Turkish: Türkiye Teknoloji Geliştirme Vakfı, TTGV), NATO, European Commission, and NSF International is to contribute to scientific research and the University's research infrastructure, raise the scientific level of the University, and to expand and improve academic cooperation at national and international level. On the other hand, the Revenue-Generating Projects which are fully funded by public and private institutions and organisations as well as individuals outside the University aim to transfer knowledge (available knowledge and knowledge that will be generated by scholars at the University) to society, provide solutions to the problems of public and private sector by using this pile of knowledge in order to generate income to the University.

Project Requests and Approval Process

ARTICLE 3- (1) The requests for starting a revenue-generating project conducted as part of a Funding Programme and/or a project that is fully or partially funded by institutions and organisations outside the University shall be created in a 'Project Summary Form' format and submitted to the University President's Office. A Project Proposal Document and other technical documents (if available) may be attached to the Project Summary Form. A Project Summary Form based-protocol or an agreement will be signed between the University and the funding institutions after the abovementioned revenue-generating projects are approved by the President's Office. A faculty or staff member must obtain approval from the head of the department s/he affiliated with before they can take part in a project. In the event that academic or administrative members wishing to take part in a project are from different departments, each member must obtain approval from the department head concerned.

Project Summary Form

ARTICLE 4- (1) A Project Summary Form shall include the following:

- a) Project Info
- b) Project Revenue
- c) Project Expenses
- d) University Funds to be used in the Project
- e) Project Calendar and Reports

(2) The Project Info section of the Project Summary Form shall include the following:

- a) Project title, aim, scope and the names and addresses of the funding institutions (if applicable)

- b) Total duration of the project, its start and end dates
- c) Project team, project coordinator, other persons/team members involved in the project and their roles and responsibilities

(3) The Project Revenue section of the Project Summary Form shall include the following:

- a) Funds (including in-kind contributions, if applicable) provided by each institution that finances the project

(4) The Project Expenses section of the Project Summary Form shall include the following:

- a) Payments made to faculty members (outside their normal salaries) who take part in the project. Such payments shall be called 'allocation'.
- b) Grant and salary payments made to postgraduate students taking part in the project, as well payments made to persons exclusively employed as project team members
- c) Payments for services to be purchased from suppliers outside the University
- d) Consumer goods
- e) Furniture, fixtures and other equipment
- f) Communication, transportation and travel expenses
- g) General expenses
- h) University's share
- i) Other expenses

(5) The University Funds to be used in the Project section of the Project Summary Form shall include the following:

- a) Machinery-equipment and laboratory supplies
- b) IT resources
- c) Office, lecture hall, classroom, laboratory and other locations
- d) Meal and accommodation services and expenses
- e) Travel, hospitality and representation services
- f) Consumer goods, communication and other general expenses
- g) Other services to be provided by the University

(6) The Project Calendar and Reports section of the Project Summary Form shall include the following:

- a) Stages of the project
- b) Interim (or progress) reports calendar
- c) Final report due date

Project Execution

ARTICLE 5- (1) Before a project begins, the project documents must be approved and the project protocol (if applicable) must be signed by the persons concerned. A project should be led and managed by the Project Coordinator, who shall be responsible for ensuring that the project is completed in accordance with the provisions and within the deadline set out in the protocol, and that the works performed as part of the project are of high scientific and professional quality as befitting the University's vision and mission statement.

Project Costs and Expenses

ARTICLE 6- (1) The expenses arising out of the project activities shall be made in a manner consistent with the approved budget. The Project Coordinator shall be responsible for submitting in writing any requests for purchasing project-related equipment, supplies or services to Altınbaş University Finance Department. Such requests will be met by the Department in accordance with regulations currently in force. The Project Coordinator shall submit a list of staff payments (regular payments and advance payments) to Altınbaş University Finance Department. These payments shall be made in accordance with the University's payment policies. If necessary, funds can be transferred from one project item to another upon request of the Project Coordinator and approval from the

President's Office. The revenues and expenses arising out of each project shall be monitored by the Finance Department in private accounts to be opened by the Department itself.

University's Share

ARTICLE 7- (1) The University shall receive (20% of the project income which will be distributed to the staff concerned⁹ from the Projects Conducted as part of Funding Programmes and the Revenue-Generating Projects. (The payment made to Altınbaş University faculty and staff who take part in the project is called 'allocation'. The scholarship payments or wage payments to postgraduate students who are involved in the project shall not be called 'allocation'). If there is a general expense item in the cost estimations, the general expense item shall be added to the University's share. The University shall receive its share anytime faculty or staff members are paid their allocated amounts. In the event that the University's resources are used in the project, it must be set forth in the project protocol that how much of the costs for these resources will be covered by the project budget. The University Share is not the amount that must be paid to the University for using its resources. A separate payment shall be made to the University for using its resources.

Project Execution Reports

ARTICLE 8- (1) The Project Coordinator shall prepare and submit a Progress Report to the President's Office at the end of each year. The Progress Report shall include a list of the works and activities carried out during the report period (along with progress percentage), any delays or problems (if any) and possible solutions to solve these issues. A revenue and expenses chart shall also be included in the Progress Report. The President's Office shall examine the progress reports and other reports attached to the Project Summary Form, shall accordingly take measures or make warnings to ensure that the project is completed on schedule in accordance with the project standards requirements.

Miscellaneous Provisions

ARTICLE 9- (1) Altınbaş University may hire temporary employees to work in the project if need be. The employment process should be carried out in accordance with the applicable University regulations and policies.

Unless otherwise stated in the protocol; all devices, equipment, and other assets purchased as part of the project shall become the property of Altınbaş University upon completion of the project. If excess revenue accrued in the ordinary course of the project, 20% of this excess revenue shall be allocated as University share (in Revenue-Generating Projects) and the remaining amount shall be used in a manner deemed appropriate by the President's Office, taking into account the Project Coordinator's recommendation.

Effective Date

ARTICLE 10- (1) This Directive was approved by the University Senate on May 31st, 2011 and became effective on the aforementioned date.

Execution

ARTICLE 11- (1) The provisions of this Directive shall be executed by the President of Altınbaş University.