

ALTINBAŞ UNIVERSITY
GUIDELINES FOR SCIENTIFIC RESEARCH PROJECTS

CHAPTER ONE
Purpose, Scope, Legal Basis, and Definitions

Purpose and Scope

ARTICLE 1- (1) This guideline has been prepared to determine the evaluation, acceptance, support, and implementation of services related to scientific research project proposals conducted at Altınbaş University, as well as the monitoring, evaluation of results, public announcement, and other relevant procedures and principles.

Legal Basis

ARTICLE 2- (1) This guideline has been prepared in accordance with the Regulation on Scientific Research Projects of Higher Education Institutions and the Altınbaş University Main Regulation.

Definitions and Abbreviations

ARTICLE 3- (1) The terms used in this guideline shall have the following meanings:

- a) Researcher: Academic staff members assigned to the project team by the project coordinator, undergraduate and graduate students enrolled in programs related to the project topic, and individuals with specialized expertise who are assigned roles in the project,
- b) Commission: The Scientific Research Projects Commission,
- c) Project team: The project coordinator and researchers,
- ç) Project coordinator: The faculty members who propose the project, are responsible for its preparation and implementation, and researchers who have completed their doctoral, medical specialty, or artistic proficiency education and are members of the institution,
- d) Scholar: A student enrolled in a thesis-based master's or doctoral program who will be assigned to the project under a scholarship,
- e) Expert evaluating the project: An expert in the field of scientific research projects employed at higher education institutions and holding at least a doctoral degree,
- f) Commission Chair: The individual appointed by the senior administration from among faculty members to preside over the Commission on behalf of Altınbaş University and to be responsible for the conduct of Commission activities, and who is accountable to the senior administration.

SECOND SECTION
Units and Responsibilities

Scientific Research Projects Commission

ARTICLE 4- (1) The Commission consists of at least seven and no more than eleven faculty members appointed by the rector upon the recommendation of the Senate, chaired by the rector or a faculty member appointed by the rector. Commission members are appointed for a term of three years, ensuring a balance among the scientific disciplines existing in the higher education institution. Members whose term has expired may be reappointed in the same manner. Commission members may be removed from their positions by the rector, upon the recommendation of the Senate, if it is determined that they have failed to fulfill their duties, authorities, and responsibilities. In addition to the seven members, an administrative staff

member from the Research Dean's Office is appointed to the Commission as a rapporteur without voting rights.

(2) The Commission oversees the processes related to the evaluation, approval, support, promotion, and coordination of scientific research projects, the measurement and evaluation of research performance, and the determination of research policies.

(3) The periods and deadlines for submitting interim reports and final reports on the allocation of resources to projects are determined by the committee, taking into account the project contracts.

(4) The Commission convenes upon the invitation of the Chairperson with a simple majority. Decisions are made by a majority vote of the members present at the meeting. In case of a tie, the Chairperson's vote is decisive.

THIRD SECTION

General Principles Regarding Scientific Research Projects

Types of Projects

ARTICLE 5– (1) Scientific Research Project (SRP): These are scientific projects, which may be carried out within or outside higher education institutions, nationally or internationally, with the participation of other institutions or organizations, and which are expected to contribute to science in their field and to the technological, economic, social, and cultural development of the country upon completion.

(2) Priority Area Scientific Research Project (ÖNAP): Scientific research projects opened through a special call in priority areas determined by the Rectorate.

(3) Infrastructure Project (AYP): These are scientific projects prepared in areas prioritized by the Rectorate or a committee with the aim of establishing, developing, and enhancing the scientific research, education, technology, social, or cultural infrastructure of the country or the university.

(4) Graduate Thesis Projects (TEZ-P): Research projects aimed at supporting thesis-based master's and doctoral thesis studies, where the thesis advisor serves as the project leader and the thesis student and the second advisor act as researchers.

Application and Evaluation

ARTICLE 6– (1) The application and evaluation schedule for BAP, ÖNAP, and TEZ-P is determined and announced by the Commission. Applications are submitted using [the Altınbaş University Scientific Research Project Support Application Form \(Appendix 1\)](#). The start and end dates for applications are announced by the Research Dean's Office prior to the start of the relevant period, and applications are submitted to this unit. The Commission may specify special conditions for relevant project applications in each call period.

(2) AYP applications are submitted directly to the Research Dean's Office with the form (Appendix 2) including the project justification, project team, proposed budget, and work plan. Infrastructure projects are open for application on an ongoing basis.

(3) The Research Dean's Office conducts a preliminary review of project applications. Applications that do not comply with the application format or do not meet the conditions specified in this guideline are returned to the applicant without being forwarded to the committee.

(4) The evaluation of BAP applications is conducted by the committee, taking into account the opinions of experts designated by the committee. Experts conducting the evaluation are paid a fee determined by the committee on a project-by-project basis, taking into account the quality of the projects. Scientific evaluation is conducted through a scoring system based on the criteria of the project's original value, methodology, feasibility, and widespread impact.

(5) ÖNAP, AYP, and TEZ-P evaluations are conducted directly by the committee, and expert opinions may be sought when deemed necessary.

(6) For TEZ-P evaluations, the Commission may establish working committees composed of faculty members from the relevant academic units with the approval of the Rectorate. The Commission may conduct evaluations by considering the opinions of working groups in TEZ-P evaluations.

(7) Payments to scholarship recipients are determined by the committee's decision.

(8) Two BAP applications cannot be submitted simultaneously, and while serving as a BAP project leader, one cannot apply for a second BAP. Applications for a second project under this scope will be rejected. If the second project is under the ÖNAP or AYP scope, this restriction does not apply. The number of TEZ-P projects that can be conducted simultaneously is determined by the committee for each academic period.

(9) The transfer of a project by the project leader to another faculty member for valid reasons is subject to the approval of the committee and the University Administrative Board. In the event of the transfer of a project to another faculty member, the project leader who takes over the project may simultaneously carry out two BAP projects.

(10) In TEZ-P projects, if a graduate student's affiliation with the university is terminated due to academic failure, the project is canceled. In the event of a change in the advisor, the project supervisor may be changed or the project canceled by a decision of the committee. In TEZ-P projects, the main project topic cannot be carried out through service procurement.

(11) If ethical committee approval is required during the project process, the project coordinator is responsible for obtaining it.

(12) Projects evaluated by the committee are submitted to the Board of Trustees. The Board of Trustees makes the final decision based on criteria such as the annual budget, academic unit distribution, the academic performance of the project director, and whether the project director has previously completed a project.

ARTICLE 7- (1) In order to apply for a BAP, the project coordinator must have received a grade of A1, A2, B1, B2, or C in the previous academic year. This condition does not apply to coordinators who applied for an externally funded project in the previous academic year and received at least a medium level of evaluation in the project evaluation.

Research Support Period and Budget

ARTICLE 8- (1) The support period for research projects funded by Altınbaş University is one year in the regular schedule. This period may be extended up to three years by the Commission's decision, and an additional budget may be allocated upon request.

ARTICLE 9- (1) The maximum budget that Altınbaş University may allocate to a research project is determined annually by the Board of Trustees.

Approval, Monitoring, and Completion of Projects

ARTICLE 10- (1) For projects approved for support, a protocol (ANNEX-3) detailing the project's specifics is prepared by the project coordinator and the Commission. The project coordinator is obligated to comply with the provisions of this protocol.

ARTICLE 11- (1) The project coordinator is required to submit an interim report every six months regarding the project. Interim reports are reviewed by the Commission. The Commission completes the evaluation process by consulting experts in the field when deemed necessary. If an interim report is not submitted, the Commission may request an explanation from the project coordinator.

(2) If the interim report is not submitted within the specified timeframe, payment and procurement procedures related to the project are suspended until the interim report is submitted.

(3) At the completion of the projects, a Project Final Report (ANNEX-4) is prepared and submitted to the Commission by the project manager. The final deadline for submitting the Project Final Report is three months from the end of the project period. The committee may request an explanation from the project coordinator if the final report is not submitted. If the final report is not submitted despite being requested by the committee or if its content is deemed insufficient, the committee may decide to cancel the project. The sanctions to be imposed on the project coordinator in such cases are determined by the committee and recommended to the Rector's Office.

(4) Publications produced within the scope of the project are submitted to the Commission by the project manager. Publications made within the scope of the project indicate that the work is supported by Altınbaş University. In Turkish publications, the following statement is included: "This work was supported by Altınbaş University under the scientific research project numbered ...". In English publications, the following statement must be included: "*This research project was supported by Altınbaş University Scientific Research Fund. Project Number: ...*" In publications in other languages, the project manager is responsible for adding a statement with the same meaning.

(5) Information regarding scientific research projects approved by the Commission and ongoing projects, as well as information on budget transfers and other information requested by the Higher Education Council, along with the completion date of the final report for completed projects, must be entered into YÖKSİS within one month of the approval date.

(6) In projects under the BAP, applying for an externally funded project (TÜBİTAK, European Union, etc.) with a budget higher than the BAP budget is required, and the application must be evaluated at least at an intermediate level during the peer review process. If these conditions are not met, the project coordinator cannot submit a second BAP application. This condition does not apply to projects under the Önap and Ayp programs or projects in the field of fine arts.

(7) In projects supported under the TEZ-P program, the thesis must be successfully completed in accordance with the decision of the Altınbaş University Graduate School of Education.

(8) In projects declared unsuccessful by the Commission, the project leader cannot submit a new project application for two years.

Research Project Budget Usage

ARTICLE 12- (1) Project budgets are planned annually within the budget of the Research Dean's Office.

(2) The project coordinator is authorized to use the research project budget. The project coordinator submits a request through the software specified by the Finance, Budget, and

Procurement Directorate for any expenditures to be made. The Research Dean's Office conducts a preliminary review of the request and submits it to the Rector's Office for approval. Following approval by the Rector's Office, the Finance, Budget, and Procurement Directorate executes the expenditure.

(3) Budget items must be used as specified in the application. If deemed necessary by the project coordinator, changes may be made to the budget items without altering the scope of the research or exceeding the total project budget, provided that approval is obtained from the dean of the faculty or the director of the higher education institution to which the project coordinator is affiliated.

(4) Fixed assets purchased from the project budget are used by the project team during the project process. The ownership of these fixed assets belongs to Altınbaş University. The Commission decides on the use of fixed assets in projects that are completed successfully or unsuccessfully or canceled.

(5) If the methods required during the project progress are available at the Altınbaş University Central Research Laboratory, they must be utilized. For equipment and methods not available here, external services may be procured.

ARTICLE 13- (1) The copyright of scientific results obtained from projects supported by the Scientific Research Projects Unit belongs to Altınbaş University. The copyright of scientific publications, books, and similar works may be transferred in whole or in part to the authors by decision of the university's governing board.

(2) The distribution of income generated from revenue-generating activities, patents, inventions, or products shall be carried out in accordance with the principles determined by the Altınbaş University Board of Directors.

FOURTH SECTION Implementation and Enforcement

Enforcement

ARTICLE 14- (1) This guideline enters into force on the date it is approved by the Senate.

Implementation

ARTICLE 15- (1) This regulation is implemented by the Rector of Altınbaş University.

Appendix 1 - Scientific Research Project Support Application Form

Legal Basis for the Entry into Force of the Regulation		
Relevant Committee	Decision Date	Decision Number
Senate	May 23, 2022	2022/08
Board of Trustees	August 25, 2022	2022/11
Legal Basis for the Amendment to the Regulation		

Relevant Committee	Date of Decision	Decision Number
Senate	November 11, 2022	2022/13
Board of Trustees	November 18, 2022	2022/11
Senate	August 24, 2023	2023/09
Senate	November 10, 2023	2023/12
Senate	August 24, 2023	2023/09
Board of Trustees	November 23, 2023	2023/08
Senate	December 24, 2024	2024/10
Board of Trustees	January 20, 2025	2025/03
Senate	July 2, 2025	2025/06
Board of Trustees	July 2, 2025	2025/18