

**ALTINBAŞ UNIVERSITY**  
**GUIDELINES FOR THE PROMOTION OF ACADEMIC PUBLICATIONS AND EVENTS**

**FIRST SECTION**  
**Purpose, Scope, Legal Basis, and Definitions**

**Purpose and Scope**

**ARTICLE 1-** (1) This guideline has been prepared to determine the matters related to the encouragement of scientific publications and project applications made by the academic and administrative staff of Altınbaş University, as well as the support for their participation in international scientific events.

**Legal Basis**

**ARTICLE 2-** (1) This guideline is established in accordance with the Regulation on Foundations of Higher Education Institutions and the Main Regulation of Altınbaş University.

**Definitions and Abbreviations**

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

- a) Commission: The Academic Incentive Commission,
- b) A&HCI: Arts and Humanities Citation Index (abbreviation for *Arts and Humanities Citation Index*)
- c) SCI/ SCI(E): The Scientific Citation *Index* (abbreviation for *Science Citation Index / Science Citation Index Expanded*),
- ç) SSCI: Social Sciences *Citation Index* (SSCI),

**SECOND SECTION**  
**Units and Their Responsibilities**

**Academic Incentive Commission**

**ARTICLE 4-** (1) The Commission consists of at least seven and at most eleven faculty members appointed by the rector upon the recommendation of the Senate, chaired by the rector or a faculty member designated by the rector. Commission members are appointed for a three-year term, 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 serve as a rapporteur without voting rights.

(2) The Commission oversees the processes related to the evaluation, approval, and coordination of applications for publication incentives and support for international academic activities.

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

**THIRD SECTION**  
**General Principles Regarding Publication and Project Application Supports**

**ARTICLE 5-** (1) Publication support applications are submitted online using the Publication Incentive Application System. All information requested during the application process must be completed in full. The applicant is responsible for the accuracy of the information provided.

**ARTICLE 6-** (1) Applications are evaluated by the Research Dean's Office and the Commission. Publication support is granted to academic and administrative staff of Altınbaş University who have indicated Altınbaş University as the institution where they are employed in their publications. Part-time teaching staff may also be eligible for support. Publications selected by the Commission for publication support are submitted to the Board of Trustees.

(2) Calls for publication incentive applications are opened twice a year. Applications may be submitted according to the publication date. The publication dates must fall within the relevant call periods. Publications published before the deadline of the previous call period cannot be applied for in the new call period.

**ARTICLE 7-** (1) The main indexes considered for scientific publication support are SCI/SCI(E), SSCI, and A&HCI. The amount of support that Altınbaş University can provide for scientific publications depends on the type of journal and the number of authors. The following calculation method is used for this purpose:

The Q value for SCI/SCI(E) and SSCI indexed journals is obtained from the *Web of Science* database via *the Journal Impact Factor*. If a journal has multiple Q values, the highest available Q value is used.

Journal Q-value	Incentive (TL, net)
Q1	50,000
Q2	30,000
Q3	10,000

Q1, Q2, and Q3 represent the first, second, and third quartiles (abbreviation for *Quartile*), respectively, based on the evaluation conducted according to the impact factor of the source mentioned above. The numerical *object identifier* (DOI) number must be obtained for the publication to be considered for evaluation. If the quarterly designation is not specified in A&HCI-indexed journals, Q2 publication support is calculated.

(2) The amount of support to be paid is calculated by multiplying the amount corresponding to the Q value by the following coefficients determined according to the total number of authors in the publication. The net incentive payment calculated according to the total number of authors in a publication is distributed equally among the authors who are employees of Altınbaş University.

Number of authors	Coefficient
1	1
2	0.8
3	0
4 and above	0.5

For publications produced by Altınbaş University graduate students as a requirement for doctoral graduation (SCI/SCI(E), SSCI, A&HCI), incentive payments are made only to the advisor and co-advisor. In these publications, the names of the advisor and co-advisor are listed after the student's name. Incentive payments are not made to authors other than the advisor and co-advisor.

	Incentive (TL, net)	
Journal Q-value	Advisor	Co-advisor

Q1	10,000	5,000
Q2	8,000	4,000
Q3	2,000	1,000

(3) In the event that an article eligible for publication incentive is withdrawn from publication for any reason, the publisher is obligated to immediately notify the Research Dean's Office. Payments received for such publications will be recovered.

(4) If the article includes authors with international addresses (outside the TRNC), the incentive amount to be paid is multiplied by 1.20.

(5) Publication incentive amounts and limits are increased annually by the Rector's proposal and the Board of Trustees' approval, not exceeding the rate of increase in university tuition fees.

(6) Instead of publication incentives, support for participation in international academic events may also be requested for a publication. Applications for these must be submitted to the Dean of Research in writing. The amount of support to be provided is calculated in the same manner as the publication incentive amount. If the application, which is evaluated by the Commission and submitted to the Board of Trustees, is approved, accommodation, tickets, and other expenses are incurred in accordance with the university's expense procedures.

(7) Both publication incentive and support for participation in international academic events cannot be requested based on the same publication.

**ARTICLE 8-** (1) Altınbaş University faculty members who have been appointed as principal investigators in European Union projects may receive project incentives for single-authored Q1 publications and for single-authored Q2 publications in TÜBİTAK projects. Applications for these incentives must be submitted to the Dean of Research in writing. These applications are evaluated by the Board of Trustees.

(2) Faculty members who serve as advisors in TÜBİTAK research projects accepted by Altınbaş University students (up to 4 projects per call period) are eligible for a grant of 5,000 TL. Applications for this grant must be submitted in writing to the Dean of Research. These applications are evaluated by the Board of Trustees.

#### **FOURTH SECTION Rapid Research Fund**

**ARTICLE 8-** (1) Academics who publish articles in journals indexed in SCI/SCI(E), SSCI, or A&HCI during an academic year are eligible for an individual rapid research fund to be used in the following academic year. Academic staff wishing to benefit from this fund must apply to their respective academic unit during the budget preparation phase of the relevant year.

(2) Only one scientific publication may be used as a basis for a rapid research fund application. If there are multiple authors affiliated with Altınbaş University in the publication, only the first two authors may benefit from the individual research fund.

(3) The amount of the quick research fund is determined using the following method.

<b>Journal Q-value</b>	<b>Support amount</b>
Q1	50,000
Q2	30,000

(4) The rapid research fund cannot be used in cash. It can only be used for the purchase of consumables, machinery, equipment, and software for research and development purposes, participation fees for scientific meetings, service purchases, book purchases, and journal subscription fees. The academic staff to whom the fund is allocated is responsible for its appropriate use. Academic staff must submit an

expenditure report to the department chair they are affiliated with by the end of the academic year in which the fund was used.

(5) Requests for expenditures under this fund must be made through the software designated by the Directorate of Financial Affairs, Budget, and Procurement. Following approval by the Rectorate, expenditures are executed by the Directorate of Financial Affairs, Budget, and Procurement.

(6) The provisions of the Scientific Research Projects Guidelines apply to the ownership of fixed assets acquired and inventions made through the use of this fund.

## **SIXTH SECTION**

### **Implementation and Enforcement**

#### **Enforcement**

**ARTICLE 10-** (1) This guideline enters into force on the date it is approved by the Senate.

#### **Implementation**

**ARTICLE 11-** (1) This regulation is implemented by the Rector of Altınbaş University.

<b>Legal Basis for the Entry into Force of the Regulation</b>		
<b>Relevant Committee</b>	<b>Decision Date</b>	<b>Decision Number</b>
Senate	May 23, 2022	2022/08
Board of Trustees	August 25, 2022	2022/11
<b>Legal Basis for the Amendment to the Regulation</b>		
<b>Relevant Committee</b>	<b>Date of Decision</b>	<b>Decision Number</b>
Senate	06.03.2023	2023/05
Board of Trustees	March 30, 2023	February 2023
Senate	24.08.2023	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