

T.R.
NEVSEHIR HACI BEKTAS VELI UNIVERSITY
THE DIRECTIVE OF PROJECT SUPPORT OFFICE

FIRST PART
Goal, Scope and Definitions

Goal

ARTICLE 1- (1) This directive was prepared to issue the field of activity, aim, its managing bodies with their manner of work and duties of Nevsehir Haci Bektas Veli University Project Support Office.

Scope

ARTICLE 2 – (1) This directive covers the working rules and procedures of Project Support Office established within Nevsehir Haci Bektas Veli University Rectorate.

Grounds

ARTICLE 3- (1) This directive was prepared based upon the provisions of Higher Education Law dated 06/11/1981 and numbered 2547, Higher Education Institutions Organization Law dated 30/03/1983 and numbered 2809 and The Directive dated 26/11/2016 and numbered 29900 on Higher Education Institution Scientific Research Projects.

Definitions

ARTICLE 4- (1) Mentioned in this Directive;

- a) Researcher: The people shown in the project team by the project manager in order to carry out the scientific research project,
- b) Consultant: The person consulted by the project manager to carry out the scientific research project,
- c) Coordinator: Project Support Office Coordinator,
- d) Office: Project Support Office,
- e) Projects: National and international projects expected to contribute to science, to benefit technological, economic, social and cultural developments of the country with their results when completed,
- f) Project Manager: Academic Staff submitting the proposal, responsible for its preparation and execution,
- g) Rectorate: Nevsehir Haci Bektas Veli University Rectorate,
- h) University: Nevsehir Haci Bektas Veli University states.

SECOND PART

The Goals and Activity Fields of the Office

Goals of the Project Support Office

ARTICLE 5- (1) To support academic staff in national and international projects in line with the strategic goals of the university, to inform and encourage researchers and academic units about call for proposals, to provide organizations of the trainings needed, to collaborate and offer coordination and consultancy service for the project preparations.

Office Duties

ARTICLE 6- (1) The duties of the office are as follows:

- a) In the direction of scientific research policies, strategies and thematic area priorities of the university, by improving its capacity, to ensure promoting research and development projects,
- b) To monitor national and international project support programs and announce call for proposals to academic units effectively and organize contact meetings,
- c) To participate in project markets and contribute to formation of project partnerships by the academic units of the University,
- d) To build a “Research Profile” related to research and infrastructure capacities of the university and its research units and ensure its international recognition,
- e) To provide technical support during the preparation, presentation and management of the project and organize training programs if required,
- f) To facilitate communication and coordination between relevant people or groups getting involved in the project,
- g) To mediate for joint projects with the participation of university, industry, private sector and non-governmental organizations and ensure the dissemination of applicable results.
- h) To stimulate the formation of research groups by encouraging the planning or conducting of interdisciplinary research,
- i) To ensure the creating of scientific project database oriented at monitoring projects, measuring and evaluating research performance,
- j) To organize events such as seminars, panels, etc. with the object of sharing good practice examples,
- k) To increase the quality and quantity of the university's project activities,

- l) To evaluate projects and joint work proposals made by other institutions and organizations to the university and form relevant joint study groups,
- m) To establish project teams by building a research database at the university and determine the researchers requested outside the university,
- n) To encourage university students to prepare projects,
- o) To inform academic staff about the changes in administrative processes and financial issues and organize regular trainings on these topics,

THIRD PART

Managing Bodies and Their Duties

Managing Bodies

ARTICLE 7 – (1) It consists of the Office, the Coordinator and the Executive Board.

Coordinator

ARTICLE 8-(1) The Coordinator is appointed by the Rector for 2 (two) years among the academic staff conducted national and/or international projects. The coordinator executes under the Vice Rector responsible for the research. With the recommendation of the Coordinator, maximum 2 (two) academic members are appointed as Deputy Coordinator by the Rector. When the Coordinator's term time ends, the duty of assistants also ends. When the Coordinator is absentee, one of the assistants deputizes.

The Duties of Coordinator

ARTICLE 9-(1) The duties of the coordinator are:

- a) To make and implement decisions on the issues related to the office,
- b) To prepare the annual activity report of the office and the work program for the next year, and submit them to the Rector's approval,
- c) To ensure all the units, commissions, boards, project groups and administrative staff involved in the project processes carried out at the Office and University to work regularly and effectively.

Advisory Board

ARTICLE 10-(1) The Office Advisory Board consists of 10 (ten) members including Vice Rector, Coordinator, Deputy Coordinators, Scientific Research Projects Coordinator, Science and Technology Applications and Research Center Director, International Relations Office Coordinator and 3 (three) academic members to be selected among academic staff conducted national and / or international projects.

Preliminary Consideration of the Projects

ARTICLE 11-(1) With the intent of improving the quality of scientific research projects submitted by the university to national and international institutions, assessment and consultancy services are provided to the researchers by subjecting to preliminary examination of their applications for national and international supports in terms of application procedures and principles determined by the relevant institution / organization. For this purpose, the following operations are performed:

- a) The project proposal will be preestimated by the Office Coordinatorship if requested by the project applicant.
- b) The Advisory Board establishes commissions in certain areas in order to make preliminary examinations.
- c) A “Privacy Protocol” is created between the project applicant and the expert examining the project and evaluation is carried out according to the protocol.
- d) The official(s) who will examine the project, within the period determined according to the project review criteria, evaluates the project and provides the necessary consultancy support.

Basic Principles

Article 14-(1) The office operates according to the following principles:

- a) Privacy: No information is given to the third parties about the project idea, application and content without the consent of the project applicant.
- b) Impartiality: The Office acts according to the principle of impartiality while carrying out the procedures related to the project and seeking solutions to problems.

FOURTH PART

Miscellaneous and Final Provisions

Personnel Requirement

ARTICLE 15-(1) The academic, administrative and technical staff needs of the office is met with the appointments to be made by the Rector by 13th Article of the Higher Education Law numbered 2547.

Validity

ARTICLE 16-(1) This Directive inures from the date of acceptance by Nevsehir Haci Bektas Veli University Senate.

Enforcement

ARTICLE 17-(1) The Rector of Nevsehir Haci Bektas Veli University executes the provisions of this directive.

The Senate Decision Accepting the Directive;

DATE	NUMBER
07.01.2021	2021.01.01