

TR
NEVSEHIR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE of SCIENTIFIC RESEARCH PROJECTS (BAP)

FIRST PART

Purpose, Scope, Basis and Definitions

Purpose and scope

ARTICLE 1- (1) This directive covers the evaluation, acceptance and support of scientific research project proposals managed by Nevşehir Hacı Bektaş Veli University faculty members and researchers who have completed their doctorate, specialty in medicine, specialization in dentistry and proficiency in art, and projects supported by national or international organizations. It has been prepared in order to regulate the procedures and principles regarding the transfer of resources, the execution of the related services, their monitoring and evaluation of the results.

Basis

ARTICLE 2- (1) This Directive has been prepared on the basis of the following legislation provisions:

- a) Article 58 of the Higher Education Law No. 2547 dated 06/11/1981,
- b) Regulation on Scientific Research Projects of Higher Education Institutions published in the Official Gazette dated 26/11/2016 and numbered 29900,
- c) Regulation Amending the Regulation on Scientific Research Projects of Higher Education Institutions published in the Official Gazette dated 26/01/2018 and numbered 30313,
- ç) The Law on the Amendment of Certain Laws and Statutory Decrees for the Development of Industry and Support of Production published in the Official Gazette dated 01/07/2017 and numbered 30111, and the Additional Article 34 defined in the Higher Education Law No. 2547,
- d) Principles and Procedures Regarding the Use, Accounting and Operation of the Special Account by Transferring the Appropriations Separated for Scientific Research Projects in the Budgets of Higher Education Institutions to the Special Account,
- e) Regulation Amending the Regulation on Scientific Research Projects of Higher Education Institutions published in the Official Gazette dated 07/01/2018 and numbered 30444,
- f) Law on Making Amendments to Higher Education Law No. 7243 and Some Laws published in the Official Gazette dated 17/04/2020 and numbered 31102
- g) Regulation Amending the Regulation on Scientific Research Projects of Higher Education Institutions published in the Official Gazette dated 16/07/2020 and numbered 31187.

Definitions

ARTICLE 3 - (1) The definitions in this directive are given below:

a) Researcher: In order to carry out the scientific research project, the academic staff and students who are studying undergraduate or graduate education related to the project subject and experts who have completed their education, included in the project team by the project coordinator,

b) Researcher Information System (ARBIS): Turkey 's researchers to create the database and to update continuously, designed and developed by TUBITAK web-based application,

c) Science Commission: Nevşehir Hacı Bektaş Veli University Scientific Research Project science commission,

ç) Scientific Research Project (BAP): Completed when the results of science in the field of international to contribute or national measures, the country's technological, economic, social and cultural development to serve the anticipated sci flood content, inside Nevsehir Haci Bektas Veli University and / or external, national and / or projects that can be done with the participation of international institutions or organizations, raising scientists and establishing and developing research infrastructure,

d) Scientific Research Projects (BAP) Coordination Unit: Execution of the secretariat services of the Scientific Research Projects Commission; transferring the budget appropriations to the special account, carrying out the works and transactions related to the special account; Carrying out, monitoring, encouraging and coordinating the processes determined by the relevant legislation of the projects supported by national and international organizations in which university researchers take part, carrying out activities related to the measurement, evaluation and determination of research policies of university research performance, and other duties to be assigned by the Senior Manager regarding scientific research projects with the relevant units. the unit responsible for coordinating

e) Unit and Unit Managers: Institute, Faculty, School, Vocational School, Central Directorates of Nevşehir Hacı Bektaş Veli University and the managers of these units,

f) Institute: Institutes affiliated to Nevşehir Hacı Bektaş Veli University,

g) Execution Officer: The person assigned by the expenditure officer to carry out the tasks of getting the work done, receiving the goods or services, making the transactions related to receiving, documenting and preparing and controlling the documents required for payment, upon the instruction of the spending authority, for the expenditures to be made within the scope of the special account,

ğ) Referee: A scientist known for his expertise in the field covered by the projects, whose opinions are sought for the evaluation of the submitted projects and, when necessary, the project development and final reports,

h) Spending Officer: Scientific research projects coordination unit coordinator who has the authority and responsibility to spend from the special account,

i) Expenditure Officer Trustee: Responsible to the expenditure officer for the expenditures to be made limited to the advances given to him from the special account for the purchase of goods and services or the credits opened on his behalf, who is responsible for giving the documents related to the deduction of these to the accounting officer and to return the increased amount, and who is responsible for each and every one of the expenditure authorized. the person or persons assigned in writing for the project,

i) Commission: Carrying out activities related to the evaluation, acceptance, support, encouragement and coordination of scientific research projects, taking measures to increase the research performance of higher education institutions, measuring and evaluating research performance and determining research policies, and carrying out other duties to be assigned by the Senior Manager regarding scientific research. in order created BAPE commission ni ,

j) Chairman of the Commission: The person responsible for chairing the BAP Commission on behalf of the University and carrying out the BAP commission activities, appointed by the Executive Director from among the faculty members, and responsible to the Executive Director,

k) Coordinator: Scientific Research Projects Coordination Unit Coordinator, among the personnel who are responsible for the execution of the Scientific Research Projects (BAP) Coordination Unit's activities on behalf of Nevşehir Hacı Bektaş Veli University, who have the knowledge and qualifications to carry out the activities of scientific research projects by the Senior Manager in accordance with the procedure specified in the relevant legislation. the person appointed and responsible to the Senior Manager,

l) Accounting Unit: The unit where accounting transactions are carried out in the Strategy Development Department of Nevşehir Hacı Bektaş Veli University,

m) Accounting Officer: The person responsible for the management of the accounting unit and the competent authorities,

n) Special Account: According to the Presidential Decree dated 07/03/2019 and numbered 810, the appropriations for scientific research projects, which are allocated in the university budgets for scientific and technological research services in return for own income and treasury aid, are transferred from the current or capital economic codes, depending on their relevance. The bank account opened on behalf of the accounting unit within the framework of the provisions of the Regulation on the Public Treasurer,

o) Project Team: Project coordinator and researchers,

ö) Project Expert: Full-time or part-time lecturer assigned on the basis of the Commission, who assists the coordinator by checking the project application file and term reports in terms of compliance with the legislation,

p) Project Coordinator: Faculty members who propose the project, are responsible for its preparation and execution, and researchers from Nevşehir Hacı Bektaş Veli University who have completed their doctorate or proficiency in arts education,

r) Protocol: The BAP project protocol, signed by the project coordinator and the Senior Manager, or by the President of the Commission by transferring authority in writing, containing details about the project, such as the project duration and project budget, for the projects decided to be supported by the BAP Commission,

s) TÜBİTAK: Scientific and Technological Research Council of Turkey,

ş) University: Nevşehir Hacı Bektaş Veli University,

t) Administrative Board: Nevşehir Hacı Bektaş Veli University Administrative Board,

u) Top Manager: Rector of Nevşehir Hacı Bektaş Veli University,

ü) YÖKSİS: Higher Education Information System,

SECOND PART

Bodies, Duties, Powers and Responsibilities

Chairman of the commission

ARTICLE 4- (1) The Chairman of the Commission of the BAP Coordination Unit is the person appointed by the Senior Manager from among the faculty members and is responsible to the Senior Manager.

BAP commission

ARTICLE 5- (1) It consists of at least 7 (seven) and at most 11 (eleven) faculty members, including the BAP Coordination Unit Coordinator, who are appointed by the Senior Executive upon the recommendation of the Senate under the chairmanship of a commission chairman appointed by the Senior Executive to carry out the duties specified in this directive. A commission is formed. The BAP Unit Coordinator also undertakes the duty of rapporteur.

(2) BAP Commission members are appointed for 4 (four) years by keeping a balance between the existing branches of science at Nevşehir Hacı Bektaş Veli University. The chairman and commissioner whose terms have expired may be reassigned in the same manner.

(3) If it is determined that the chairman and members of the commission do not fulfill their duties, powers and responsibilities, they can be dismissed by the Senior Executive upon the recommendation of the Senate before their term of office expires. A new member is

appointed with the same procedure to replace the chairman or commission member who leaves his/her position for any reason.

- (4) The members of the commission are responsible for the confidentiality of all information within the scope of the projects applied for and evaluated, to act in accordance with ethical principles and to carry out their duties in accordance with the issues required by the relevant legislation.

Meeting and decision quorum of BAP commission

ARTICLE 6- (1) The meeting quorum is the absolute majority (one more than half) of the total number of commission members. The Top Manager, the chairman of the commission or at least three of the commission members may call the commission for an extraordinary meeting. Attendance at commission meetings is essential. The duty of a member who does not attend the commission meetings 3 (three) times in a year without a valid excuse such as official leave, assignment or health problem or who has been on duty or report for more than 6 (six) months is deemed to have ended automatically. The decision quorum of the commission is the absolute majority of the total number of members of the commission. Decisions in the commission are taken by open voting. In case of equality of votes, the decision is deemed to have been taken in favor of the chairman's vote.

The authority, duties and responsibilities of the BAP commission

ARTICLE 7- (1) The Commission has the duties of evaluation, support, monitoring, freezing, cancellation and finalization of BAP applications in line with the purpose and scope specified in the directive, and has the authority and responsibilities regarding the preparation, modification and rearrangement of the forms and documents annexed to this directive.

The duties of the BAP Commission are as follows:

- a) To determine the types of BAPs, to remove the ones they deem necessary, to create new types of BAPs with the decision of the Senate,
- b) To determine the implementation procedures and principles regarding the realization of the project applications, the evaluation of the applications, the execution, monitoring and conclusion of the projects,
- c) National science and technology policies, country's development plan objectives in the evaluation of BAP proposals and in the selection of projects to be supported; To give priority to the subjects in line with the science policies determined by the Presidential Science, Technology and Innovation Policy Board,
- ç) Considering its impact on science and the development of the country and Nevşehir province in the evaluation of BAP proposals and the selection of projects to be supported; To contribute to the technological, economic, social, artistic and cultural development,

- d) In the evaluation of BAP proposals and in the selection of projects to be supported, to give priority to projects with basic sciences, multi-participatory in terms of resources and activities, application-oriented, multi-center, inter-institutional, international and interdisciplinary projects,
- e) To give priority to the University's strategic plan objectives in the evaluation of BAP proposals and in the selection of projects to be supported,
- f) To prepare and announce the application and evaluation calendar for the BAP,
- g) Evaluating and concluding scientific research projects in due time,
- ğ) Selecting the referees to evaluate the newly proposed BAP proposals,
- h) To decide on the acceptance of the project and the determination of its appropriations by making use of the opinions and evaluations of the Scientific Commission and, when necessary, of the referees,
- ı) Inspecting the project works on-site when necessary,
- İ) To evaluate and decide on additional time, additional allowance and all other requests for projects,
- J) To prepare the forms and protocol text to be used regarding BAP,
- K) To determine the allowance limits to be provided for the BAP,
- L) To examine, evaluate and finalize BAP reports (interim and final),
- M) To decide on the cancellation of the project, which is understood to be not carried out in accordance with its purpose and program as a result of the evaluation of the reports, the demand for the tools and equipment purchased with the project allowance, and the recovery of the expenditures with legal interest in accordance with the provisions of the relevant law,
- N) For reasons not caused by the executive, n) To decide whether to continue the projects that cannot be completed for reasons not caused by the executive,
- O) Developing incentives to increase the publication of research results,
- Ö) To evaluate the patent applications to be made by the project coordinator regarding the patents issued within the scope of BAP.

BAP coordination unit coordinator

ARTICLE 8- (1) He is the faculty member responsible for carrying out the activities of the Scientific Research Projects Coordination Unit on behalf of Nevşehir Hacı Bektaş Veli University. The BAP Coordination Unit Coordinator is appointed by the Senior Manager from among the faculty members who have international scientific publications in their field and is responsible to the Senior Manager.

Authorities, duties and responsibilities of the coordinator

ARTICLE 9- (1) The Coordinator performs the following duties:

- a) To organize and carry out the programs and activities of the BAP Coordination Unit in line with the relevant legislation, directive and BAP Commission decisions,
 - b) To act as the Chairman of the Commission when the Chairman of the BAP Commission is not on duty,
 - c) To prepare announcements about projects, to make correspondence,
 - ç) To prepare the agenda for the commission meetings,
 - d) To act as a rapporteur at commission meetings,
 - e) To ensure communication and coordination in BAP Coordination Unit and Commission activities,
 - f) To submit periodic written reports on the work of the Commission and the Unit to the Senior Manager or the Vice-Chancellor assigned by the Senior Manager,
 - g) To appoint a realization officer for project procurement,
 - ğ) To ensure that data is transferred to YÖKSİS about the supported, ongoing and completed projects at the end of each year and to report to the Rectorate to be announced to the public,
 - h) It is responsible and responsible for following the data entry to YÖKSİS at the specified time.
- science commissions

ARTICLE 10- (1) Science Commissions consist of three groups: Science, Health Sciences and Social Sciences.

- (2) Science Commissions consist of at least five faculty members selected from among Professors and Associate Professors who have original research in the relevant discipline and are appointed by the Executive Director or the Vice-Chancellor in charge of the BAP unit, according to the distribution of the relevant disciplines at the University. The term of office of the members elected to the Science Commissions is 3 (three) years. A member whose term has expired may be reassigned in the same manner. The Senior Manager can make changes in the members of the Scientific Commission, without waiting for the expiry of their terms of office, if he deems it necessary. The duty of a member who does not attend the meetings or studies to be held 3 (three) times in a year without any legal excuse such as official leave, assignment or health problem is deemed to have ended automatically.
- (3) Science Commissions advise the BAP Commission in determining priority research areas, evaluating projects and other matters needed by the commission. The decisions to be taken by the Science Commissions are recommendations to the BAP Commission.

Authorities, duties and responsibilities of scientific commissions

ARTICLE 11- (1) Scientific Commissions fulfill the following duties:

- a) Science Commissions meet as often as necessary with an agenda and the decisions taken are reported to the BAP Commission.
- b) For BAP proposals, the Science Commissions appoint one member as the Chairman of the Science Commission.
- c) Science Commissions, when deemed necessary, get the opinion of the referee/referees to be determined by the board to review the project proposal and make the necessary decision by making the evaluation.
- ç) Science Commissions ensure that the amount of appropriation requested in BAP proposals does not exceed the limits determined for that year.
- d) BAP interim and final reports are examined by Science Commissions. When deemed necessary, Scientific Commissions may send the interim and final reports to the referees for examination.
- e) The Scientific Commissions examine the BAP proposals scientifically and submit the reports they will prepare to the BAP Commission.

Project Manager's duties and responsibilities

ARTICLE 12- (1) The project coordinator fulfills the following duties:

- a) The project coordinator is responsible for carrying out the project in accordance with this directive and other relevant legislation in scientific, technical, administrative, legal and financial aspects. The coordinator and other project officials are obliged to compensate for any damage to the extent of the defect, arising from not using the project appropriation in accordance with the project objectives, effectively and efficiently.

Duties and responsibilities of other Personnel

ARTICLE 13-(1) Duties and Responsibilities of Other Personnel

- a) Spending officer, realization officer, accounting officer and other personnel who take part in commissions such as tender commission, inspection and acceptance commission; It is responsible within the framework of the Public Financial Management and Control Law No. 5018 dated 10/12/2003 and other relevant legislation.
- b) Project Experts, who are full-time or part-time lecturers assigned on the basis of the Commission, prepare the project application file and term reports in a formal way.

THIRD PART

Project Types and Qualifications

ARTICLE 14- (1) The application, execution and conclusion conditions and application principles of the types of projects to be supported by the Scientific Research Projects Coordination Unit are determined by the BAP Commission.

(2) The types of projects supported by the Scientific Research Projects Coordination Unit are listed below. The BAP Commission can make changes in the scope of these projects, remove the ones it deems necessary, and create new project types.

a) General Research Projects (GAP): These are the projects that involve personal or interdisciplinary scientific research and development activities of faculty members and researchers who have completed doctorate, specialty in medicine, specialization in dentistry or proficiency in art.

b) Graduate Thesis Projects (THES): These are the research projects carried out by the thesis advisor with the students of the faculty member who is the thesis advisor and covers the postgraduate and dentistry specialization theses. The project application is made after the thesis subject is approved by the authorized committees of the institute/faculty where the postgraduate study is carried out. In this context, support is provided only for postgraduate thesis studies within the normal education period. In the application, it is obligatory to submit a waiver stating that if the student is dismissed due to absenteeism or failure, or if he does not renew his registration for 2 (two) consecutive semesters, he will have waived from the project.

c) Multidisciplinary Research Projects (ÇAP): These are the research projects that will be prepared by more than one faculty member from at least 2 (two) departments from different disciplines from the university or from 2 (two) different departments in the field of medicine-health.

ç) Priority Area Research Projects (ÖNAP): Projects that can be supported with a higher budget than other support programs in priority areas determined by the Senate, taking into account the priority areas determined by the Presidency Science, Technology and Innovation Policy Board. It is preferable that the projects within this scope are multidisciplinary. Multidisciplinary projects have to be at least 3 (three) centers. Departments/branches in health sciences and departments in other fields will be considered as separate centers, but cooperation between departments and faculties will be preferred. Although not in the announced priority areas, multidisciplinary projects that are important for the University and have the potential to create high value-added outputs can also be supported within this scope.

- d) Guided Projects (GBAP): These are the projects that the Top Manager or the BAP Commission will have specialist scientists prepare for research on issues that are important to the University, or that they will support upon invitation by determining their subject and conditions.
- e) Career Start Support Projects (KBP): University academic staff who have completed their doctorate, specialization in dentistry or proficiency in art and who are working in academic staff other than associate professors and professors, and who have not previously taken part as an executive in any research project carried out with funding support. projects to support research
- f) Participatory Research Projects (KAP): These are research projects to be prepared by university researchers with the participation of national or international institutions and organizations. In such projects, the collaborating institution is expected to contribute to the project budget at a certain rate, to provide human resources support and/or to make available research infrastructures that are not available at the University within the scope of the project, in kind or in cash.
- g) Undergraduate Student Participation Research Projects (LÖKAP): These are the projects created with the aim of creating the R&D culture of the students enrolled in the formal education programs of the units of the university that provide 4 (four) years or more of education at the undergraduate level, encouraging research activities and encouraging them to do research. Only undergraduate students who meet the conditions determined and announced by the BAP Commission can take part as researchers in these projects, which are led by faculty members.
- ğ) International Research Cooperation Projects (UAIP): Cooperation of university researchers with relevant researchers in internationally recognized ranking systems [Times Higher Education (THE), ARWU or QS World University Rankings etc.] their research projects.
- h) Rapid Support Project (HZP): These are projects aimed at supporting short-term and low-budget researches that have the potential to turn into normal research projects. The duration of the project is limited to a maximum of 12 (twelve) months.
- ı) Intellectual Property Rights Acceleration Projects: In order to encourage, promote and commercialize scientific research with high added value, the expenses needed in processes such as commercialization and technological verification of technologies whose intellectual property applications have been approved by the University Intellectual Property Rights Commission and for the results obtained from the scientific studies of our university researchers. oriented projects.

- i) **Supplementary Support Project (TDP):** Bringing permanent resources from national or international non-university sources such as the European Union, Ministries, Local Authorities, Development Agencies (R&D Projects), TUBITAK, Industry and Public Institutions as a project coordinator on a research project basis. These are projects that provide complementary support to faculty members. Applications for TDP can be made up to 1 (one) year after the end of the project, starting from the acceptance of the project outside the University, without seeking the call period.
- (3) The BAP Commission is responsible for the compliance of the project types to be implemented with the definition of scientific research project and the legislation.

CHAPTER FOUR

Application and Evaluation

Project application

ARTICLE 15- (1) Project applications and support applications for the transfer of resources to scientific research projects supported by national or international organizations are made using the BAP Coordination Unit Automation and Management System. The application conditions and the procedures and principles to be followed in the application are announced with the announcements to be prepared by the Coordinator in line with the BAP Commission decisions.

(2) Project coordinators who have unfinished projects despite the expiry of their terms, and who have obligations such as interim reports or publication conditions from other projects, cannot apply for a new project of any kind before they successfully conclude their respective obligations, and researchers who are sanctioned by the BAP Commission before the sanction period expires. They cannot take part in projects as researchers. The coordinator and other project officials are obliged to compensate for any damage to the extent of the defect, arising from not using the project appropriation in accordance with the project objectives, effectively and efficiently.

(3) The number of projects in which researchers can work simultaneously as coordinators or researchers are determined and announced by the BAP Commission.

(4) Support application for graduate and specialization thesis projects is made after the thesis proposal is accepted by the authorized bodies of the relevant institutes or units. Thesis studies and non-thesis master's studies that have exceeded their normal deadlines are outside the scope of support.

(5) Project coordinators, whose support has been accepted by external resources and who will apply to TDP, should prepare the "Complementary Support Project Proposal Form". In this form, he/she should attach the project proposal submitted to external sources, the document confirming the acceptance of the proposal, the details of the budget accepted by the external source and all the

documents required to be prepared in this context. The reason for the supplementary support should be explained in detail in the application. The amount of support that can be given for Supplementary Support Projects cannot exceed 1/3 of the amount of outsource support.

(6) The Ethics Committee Decision should be attached to the BAP proposal file for projects that require the approval of the Ethics Committee, and for projects that require the legal permission of other institutions and organizations.

(7) YÖKSİS CVs updated within the last 1 (one) month of the project coordinator and assistant researchers should be attached to the BAP proposal files.

(8) The BAP proposal file is submitted to the BAP Coordination Unit to be forwarded to the Commission Presidency in full. The commission is authorized to make arrangements regarding the applications.

(9) In project applications, the contribution of the project coordinator to the project should be at least 60 percent, and the researchers at least 20 percent. The percentage of researchers can be changed by the decision of the commission, according to the need in the project, by stating the reason.

Evaluation and support of projects

ARTICLE 16- (1) Project proposals submitted to the BAP Coordination Unit within the application period are taken into preliminary evaluation in order to examine whether they meet the necessary conditions. Project proposals that meet the conditions at the preliminary evaluation stage are submitted to the Scientific Commission by the Coordinator. Project proposals that do not meet the necessary conditions are returned to the relevant applicant by stating the reason.

(2) Considering the project group, the project proposals that are evaluated are sent to the referees, whose number and qualifications are determined by the Scientific Commission, when necessary. In BAP proposals, it is preferred that at least one of the referees be from outside the University. The Scientific Commission presents the report it has prepared, taking into account the referee reports and the scientific publications of the project team in their previous projects.

(3) At all stages of the evaluation process, the Commission may seek assistance from the members of the Scientific Commission or experts on the subject, if it deems necessary. The Commission may ask the project team to make an oral presentation for the BAP when it deems necessary.

(4) The number of projects to be supported is decided by considering the estimated BAP budget of the relevant year. Projects of faculty members who have never received support from BAP are given priority. The budget of the priority projects cannot exceed 25% of the total budget. The commission makes a decision by considering the scoring table while evaluating the project. The total score to be obtained by the instructor from the scoring table (ANNEX-1) in the last 2 (two)

years is calculated. If the activities in this table are derived from the projects supported by the BAP unit in the last 2 (two) years, 2 (two) times the current score is taken.

(5) BAP Committee members cannot be present in the meeting environment and cannot vote during the decision-making process of the projects they are involved in.

(6) Projects that are approved to be supported by the Commission are submitted to the approval of the Senior Manager or the Vice-Chancellor to be appointed, and the approved projects are put into practice.

CHAPTER FIVE

Execution and Monitoring of Projects

Project protocol

ARTICLE 17- (1) A protocol is drawn up for projects that are approved to be supported by the decision of the Commission. The "Nevşehir Hacı Bektaş Veli University Scientific Research Projects Protocol", which includes details about the project such as the project duration and the project budget, is signed by the project coordinator and the Senior Manager or by the head of the commission by transferring authority in writing. Protocol principles cannot be contrary to directive principles. The start date of the project is the date the protocol was signed. Projects that cannot be supported due to the lack of sufficient resources can be re-evaluated if an application is made in the following periods.

(2) Projects whose protocols are not signed within 2 (two) months after the approval of the project without a legal excuse and whose work is not started within 6 (six) months at the latest are cancelled.

Interim reports

ARTICLE 18 - (1) Project coordinators are obliged to submit the interim reports containing the works and developments within the scope of the project to the BAP Coordination Unit in accordance with the format determined in 6 (six) months from the date of the contract. Interim reports are evaluated by the Scientific Commission. The Scientific Commission may send the interim reports for peer review when deemed necessary. The continuation of the financial support for the next periods of the projects is subject to the positive opinion of the BAP Commission. The arrangements that will be made regarding the budget and the project team in the interim reports must be sent to the BAP commission as separate requests. Executives are responsible for following these issues.

(2) Interim reports for GBAP are submitted to the BAP Coordination Unit in 6 (six) monthly periods in accordance with the determined format. Interim reports are evaluated by the Commission.

Final report

ARTICLE 19- (1) The project coordinator submits the Project Final Report, which includes the research results and prepared in accordance with the format determined by the BAP Commission, within 3 (three) months at the latest following the end date specified in the protocol, while the graduate thesis project coordinator submits the thesis approved by the relevant units in electronic form. submits the copy to the BAP Coordination Unit. For graduate thesis projects, project coordinators are required to submit a document obtained from the relevant institute, together with the final report, stating that the thesis was successful and completed. In addition, the publications, if any, produced within the scope of the project are submitted to the BAP Coordination Unit.

(2) Reports and theses that do not include an indication that the study is supported by the BAP Coordination Unit will not be evaluated.

(3) The final reports are evaluated by the BAP Commission and it is decided whether the project will be considered successful or not. The BAP Commission may complete the evaluation process by referring to the opinions of the referees when it deems necessary.

Publication of project results

ARTICLE 20- (1) The following principles are applied in the publication of the project results. The BAP Commission can make changes to these principles, abolish what it deems necessary, and apply new principles.

a) The results of the supported GAP, ÖNAP and UAIP projects must be submitted within 2 (two) years after the end of the project, at the latest, in Web of Science's Science Citation Index (SCI), Science Citation Index-Expanded (SCI-E), Social Science Citation Index (SSCI) or Arts and Humanities Citation Index (AHCI) should be published as a full-text article in journals covered by the indexes.

b) For GAP and UAIP projects, it is obligatory to publish at least one full-text article in the above-mentioned indexed journals or as a chapter in a book published in internationally known publishing houses. In Social and Human Sciences, it is obligatory to publish a full-text article or a chapter in a book or book in journals scanned in the Emerging Sources Citation Index of Web of Science (ESCI) or in the field indexes accepted by the Interuniversity Board (ÜAK) for associate professorship applications.

c) For ÖNAP Projects, at least 2 (two) publications as articles in the above-mentioned indexed journals or as chapters in an international book published by well-known publishers are obligatory. For such projects, in Social, Human and Administrative Sciences, at least 2 (two) publications, including full-text articles in journals scanned in the field indexes accepted by ESCI or UAK for associate professorship applications in the relevant field, or book chapters in a foreign language published by international publishers or published by international publishers Publishing a book in a foreign language is mandatory.

ç) For projects whose results have been patented, publication is not required.

d) Concrete project outputs (patent, utility model, product, process, publication, etc.) obtained from KAP results must be submitted to the BAP Commission within 2 (two) years after the completion of the project at the latest.

e) The results of the KBP must be published as a full-text article in the journals scanned in the field indexes accepted by the Interuniversity Board (ÜAK) for associate professorship applications, within 2 (two) years after the completion of the project at the latest.

f) The results of the graduate thesis projects must be published as a full-text article in national or international refereed journals or as a full-text paper in national/international refereed conferences/symposiums indexed by Web of Science or Scopus databases within 2 (two) years after the completion of the project. . Project coordinators who will apply for a new graduate thesis project must meet the publication condition within the specified period.

g) Project coordinators who will apply for a new project must have met the publication condition within the time limit. In case the project coordinators certify that their publications in sufficient number and quality to meet the conditions are in the printing stage, or if they document that the publications they prepared were submitted to at least 2 (two) different journals/publishers with sufficient quality to meet the conditions, the publication was not accepted, the BAP Commission shall send the copy of the submitted publication and the last 2 (two) It decides whether the rejected publication(s) and the condition of publication will be deemed to be partially or completely fulfilled, taking into account the other publications it has made during the year.

ğ) Any publication, even if it is stated in the publication that it was produced within the scope of more than one project, can only be used for the purpose of meeting the publication condition of a project.

ARTICLE 21- (1) In any publication carried out within the scope of projects supported by the BAP Coordination Unit, “This study was supported by the Scientific Research Projects Coordination Unit of Nevşehir Hacı Bektaş Veli University. Project number:”” (“This work was supported by Research Fund of the Nevşehir Hacı Bektaş Veli University. Project Number:”) or a phrase with a similar meaning is mandatory.

(2) A copy of the publications made within the scope of the projects supported by the BAP Coordination Unit must be submitted to the BAP Commission.

Copyrights and project outputs

ARTICLE 22- (1) The copyright and intellectual property rights of the scientific results obtained from the projects belong to Nevşehir Hacı Bektaş Veli University. It is obligatory to obtain permission from the Rectorate for any income-generating publication or application to be made from the results of the project.

(2) In case of income generating patents, inventions or products, the distribution of the income to be generated is carried out in accordance with the principles to be determined by the University Administrative Board. If there is a regulation on the rates foreseen to be paid to the beneficiaries in the relevant legislation, the provisions of the relevant legislation shall apply.

(3) Data, information, documents, software, materials, samples, samples, results, etc., obtained/developed during/as a result of the research, may be requested by the BAP Commission during the period during which the researchers are obliged to keep the data and records during and/or after the completion of the project. . must submit all the elements to the BAP Commission.

(4) BAP Coordination Unit may publish/publish all kinds of information, results and/or data of completed projects, partially or completely, in printed or electronic media, in accordance with the principles to be determined by the BAP Commission.

(5) BAP Coordination Unit within 6 (six) months at the latest from the occurrence of any output such as patent, utility model, invention, product, design, license, company formation or publication produced/obtained from the results of the studies carried out within the scope of the projects supported by the BAP Coordination Unit. It must be reported to the unit. Project duration and completion

ARTICLE 23 - (1) Scientific research projects are completed within a maximum of 36 (thirty-six) months, including additional periods. Upon the reasoned request of the project coordinators, an additional period of 36 (thirty-six) months may be granted for the projects with the decision of the BAP Commission.

(2) The periods given for the Graduate Thesis Projects may be extended by the authorized units to cover the legal additional periods given for the theses. However, the financial supports to be provided for the postgraduate thesis projects are limited to the normal education periods determined in the relevant postgraduate education and training legislation, and the financial support to be provided for the thesis projects for which additional time extensions are given, may be provided at the most if the request for an extension of the expenditure period to be realized in accordance with the announced principles is approved by the BAP Commission. It can be continued for additional periods of up to 6 (six) months.

(3) Whether or not additional time will be granted according to the types of projects, the conditions for granting additional time and the additional periods that can be granted are determined and announced by the BAP Commission.

(4) The periods and durations of the interim reports and final reports regarding the allocation of resources to the projects are determined by the commission, taking into account the project contracts.

(5) Regarding the prepayment amounts that are not closed at the end of the set-off period, the expenses incurred during the set-off period are accepted. According to the Law No. 6183, interest

is applied on the remaining amounts at the rate of late payment and is collected from the related parties and deposited to the special account. In cases where the work is completed before the specified time or it is understood that it cannot be completed, the deduction is made without waiting for the times specified in this directive. All of the invoices or similar documents in the deduction documents or the summary list of these documents "Market price research has been carried out and the specified movable goods have been examined and accepted, and they have been received completely and perfectly." It is signed by the coordinator and/or the researcher with the annotation written.

Budget and implementation principles of projects

ARTICLE 24 - (1) The amount of support to be provided according to the types of projects is determined and announced by the BAP Commission every year. Commission; computer, printer, stationery, photocopy, travel, service procurement etc. may impose limitations on claims.

ARTICLE 25 - (1) Projects are basically completed according to the budget and expenditure plan accepted by the BAP Commission. When necessary, changes in the expenditure plan are made by the BAP Commission upon the reasoned request of the project coordinator. Upon the reasoned request of the project coordinator, an additional budget may be provided for the projects by the decision of the Commission, not exceeding the rates specified in the relevant regulation. The amount of additional budget that can be provided according to the types of projects is determined and announced by the BAP Commission.

ARTICLE 26 - (1) Apart from the domestic/international travel expenses required for the realization of the research, the travel and participation expenses required for the presentation of a paper produced with the results obtained from the project and accepted to be presented at a national/international congress or symposium are determined by the BAP Commission. can be met in accordance with the application principles to be determined.

(2) In order to cover travel expenses for research or congress/symposium participation, the relevant travel budget must be foreseen in the project application and approved by the BAP Commission.

(3) Budget amounts for travel, scholarship and post-doctoral researcher payments approved by the BAP Commission during the evaluation of the projects, machinery, equipment, consumables, service procurement, etc. cannot be transferred to other expenditure items. Similarly, procurement of machinery, equipment, consumables, services, etc. The amounts approved by the BAP Commission for other expenditure items are not transferred to the travel, scholarship and post-doctoral researcher budgets.

(4) Travel support for congress/symposium participation from the relevant project cannot be used to present papers that have not been produced from the studies carried out within the scope of the project. Behaviors within this scope are considered as ethical violations.

ARTICLE 27 - (1) In accordance with the provisions of the "Regulation on the Amendment of the Regulation on Scientific Research Projects of Higher Education Institutions" published in the Official Gazette dated 07.06.2018 and numbered 30444, scholarships can be paid to students in master's or doctoral programs with thesis in Scientific Research Projects.

(2) All aspects such as the qualifications required of postgraduate students to be paid scholarships within the scope of projects, the scope of which scholarships can be paid, the amounts to be paid for the scholarship holders and the principles to be followed in the selection of the scholars are determined by the BAP Commission in accordance with the provisions of the relevant legislation.

(3) The amount of the scholarship is determined by the commission, taking into account the insurance premiums to be paid due to insurance within the scope of subparagraph (b) of the first paragraph of Article 5 of the Social Security and General Health Insurance Law dated 31/05/2006 and numbered 5510. The amount of scholarship determined for the scholarship holders is paid from the project budget in the month following the month of assignment, after deducting the SSI premium to be paid by the higher education institution.

ARTICLE 28 - (1) Scientific Research in line with the "Law on the Amendment of Certain Laws and Decree Laws for the Development of Industry and Support of Production" and Annex 34 defined in the Higher Education Law No. 2547 in the Official Gazette dated 01.07.2017 and numbered 30111. A post-doctoral researcher can be employed on a contractual basis for a maximum of 3 (three) years, provided that he/she stays within 7 (seven) years after the doctorate in medicine, dentistry, pharmacy and veterinary medicine or proficiency in art.

(2) The number of personnel to be employed in this context is limited to 5% of the number of full teaching staff of the relevant higher education institution. Being employed pursuant to this article does not give the right to be employed as a civil servant or to one of the other employment forms.

(3) The distribution of post-doctoral researchers by higher education institutions, the contract sample, the issues regarding the extension and termination of the contract period, and the wages not exceeding the amount to be found by multiplying the 40,000 indicator figure with the civil servant monthly coefficient are determined by the Higher Education Council. Even if there is a provision to the contrary in other legislation, they cannot be paid under any name other than the fee stipulated in this article, and contracts cannot be made in this regard. In matters related to employment other than financial and social rights, the provisions applicable to the personnel employed in positions related to R&D project services within the scope of paragraph (B) of Article 4 of Law No.

(4) All issues such as whether post-doctoral researchers will be employed within the scope of the projects, the principles for employing post-doctoral researchers, the monthly amounts to be

paid to the researchers to be employed, and the contracts to be signed with those to be employed are determined by the BAP Commission, in accordance with the provisions of the relevant legislation.

CHAPTER SIX

General Provisions, Sanctions, Patents and Copyrights

General provisions

ARTICLE 29 - (1) The ownership of the machinery and equipment provided by the BAP Coordination Unit for the projects belongs to the BAP unit. The mentioned machinery and equipment are under the control and use of the project coordinators until the completion of the relevant project. Project coordinators are responsible for their protection, maintenance and repair. The machinery and equipment of the completed projects are available to the University researchers who need them. The Commission is authorized to use such machinery and equipment in a common area, to take them back for use in other projects, or to make other savings that it deems necessary.

ARTICLE 30 - (1) In projects with a book purchase request, the requested books must be the material of the project and not in the University library. The purchased books are recorded as fixtures in the University Central Library at the purchase stage.

ARTICLE 31 - (1) The project coordinator has to keep all the records and data of the project for 5 (five) years from the date of the conclusion of the project.

ARTICLE 32 - (1) If the commission finds the reasoned request of the project coordinator valid, it may make changes in the project team. In case of health problems or unforeseen compulsory situations, the Commission may suspend the work for up to 6 (six) months, not to be counted from the normal duration of the project.

ARTICLE 33 - (1) A fee not exceeding the amount to be found by multiplying the indicator figure of 10.000 on the basis of the project with the salary coefficient of the civil servants on the date of the assignment may be paid to the referees assigned in the evaluation of the project applications. All matters such as the amount of the arbitrator's fee to be paid, the types and qualifications of the projects to be paid, and the payment of the arbitrator's fee to the members of the institution or other institution researchers are determined by the BAP Commission, taking into account the provisions of the relevant Regulation and the budgetary possibilities of the BAP Coordination Unit. The number of arbitration fees to be paid to a person under this article cannot exceed six in a calendar year. Arbitration fees are covered from the allowances allocated to higher education institutions for scientific research projects for this purpose.

Sanctions

ARTICLE 34 - (1) In case it is determined that there is a violation of general academic and scientific ethics, and that financial resources are used against ethical principles during or after the completion of the projects, the following sanctions are applied.

- a) The ongoing project is canceled by the decision of the Commission.
- b) Among the fixtures purchased within the scope of the project, those that do not have a problem or malfunction and are in usable condition are taken back. Otherwise, the costs of all other expenses, including the costs of these fixtures, excluding the consumables used, are taken back from the project coordinator together with the legal interest.
- c) The person or persons in the project team who violate the ethical rules cannot benefit from any project support for a period of 5 (five) years.
- ç) The Commission may give an opinion to the Senior Manager regarding the discussion of the issue at the University Ethics Committee or legal action.

ARTICLE 35 - (1) The BAP Committee may directly examine the project work or have it examined by experts in the subject when it deems necessary. In the following cases, the projects are canceled with the decision of the BAP Commission, and the fixtures purchased within the scope of the project that do not have a problem or malfunction and are in usable condition are taken back. Otherwise, the costs of all expenditures, including these fixtures, excluding the consumables used, are taken back from the project coordinator together with the legal interest. In addition, the relevant project team cannot benefit from BAP Unit supports for a period of 3 (three) years.

- a) The project does not show the development envisaged in the application or is not carried out in accordance with the purpose,
- b) Activity reports regarding the trip carried out within the scope of the project are not approved by the Commission,
- c) The project coordinator leaves the project without transferring the project Coordinatorship to a faculty member approved by the Commission.

ARTICLE 36 - (1) The BAP Commission may decide to make a correction in the content of the project, make a change in the project team or cancel the project in the following cases. In case the project is canceled due to the following reasons, all purchased goods and materials are returned to the BAP Coordination Unit. These materials may be allocated to the relevant researchers or appropriate units or departments by the BAP Commission to be used in other researches.

- a) The project becomes unworkable due to health problems of researchers or legal obligations,
- b) For thesis projects, the study becomes unworkable due to the graduate student dropping out of education or being dismissed from graduate education by the authorized units,

c) The study has become inoperable due to the dismissal of the majority of the researchers in the project team from the university,

ç) The work becomes inoperable due to other compulsory reasons that arise without the negligence of the project team and are deemed appropriate by the BAP Commission.

ARTICLE 37 - (1) Graduate students who cause the cancellation of the project due to their failure are not allowed to benefit from the BAP Coordination Unit graduate thesis project support indefinitely.

ARTICLE 38- (1) In case the project interim report is delayed for more than 1 (one) month without showing an excuse accepted by the Commission, the processes of all projects carried out by the project coordinators are suspended until the report is submitted. If the interim report is not submitted within 15 (fifteen) days despite the warning, the project work is canceled and the fixtures purchased within the scope of the project that do not have a problem or malfunction and are in usable condition are taken back. Otherwise, the costs of all other expenses, including the costs of these fixtures, excluding the consumables used, are taken back from the project coordinator together with the legal interest. In addition, the project coordinator cannot benefit from BAP Coordination Unit support for a period of 3 (three) years.

ARTICLE 39 - (1) The processes of all projects carried out by the project coordinators who do not submit the project final report in due time are suspended until the report is submitted.

(2) If the final report is not delivered within 15 (fifteen) days despite the warning, a new project support is not given for a period of 1 (one) year from the date the final report is presented to the project coordinator and decided by the Commission. A new project support of any kind is not given for a period of 3 (three) years to the project coordinator whose final report is insufficient.

(3) For projects whose final report is found insufficient, additional time may be given for some work to be done again or for the final report to be rearranged, upon the request of the project coordinators and the Commission's approval. However, the sum of this period and the previous periods used for the project cannot exceed 36 (thirty-six) months.

ARTICLE 40- (1) No new project support of any kind is given to postgraduate thesis project coordinators for 2 (two) years, and to coordinators of other projects for 3 (three) years, who do not fulfill the publication conditions despite the expiry of the stipulated time.

ARTICLE 41- (1) Within the scope of the project, travel, congress/symposium participation fee etc. by the University units or other institutions. In the event that supports are provided, no additional support is provided by the BAP Coordination Unit. If it is determined that there is a violation of this principle, the costs of the expenses, excluding the consumables used, are taken back from the relevant researcher together with the legal interest, and the relevant researcher is not benefited from the BAP Unit support for a period of 2 (two) years.

ARTICLE 42- Researchers who do not include the phrase specified in paragraph (1) of article 19 in any publication or thesis realized within the scope of projects supported by the BAP Coordination Unit will not receive any kind of support for 2 (two) years. However, if the BAP Commission accepts that this statement cannot be included due to mandatory circumstances that are not in the hands of the researchers, no sanctions are imposed on the researchers concerned.

ARTICLE 43- (1) If it is determined that there is a violation of the provisions of paragraph (5) of article 20 or paragraph (4) of article 24, no new project support of any kind is given to the project coordinators for a period of 2 (two) years.

ARTICLE 44- (1) If it is determined that there is a violation of the provisions of Article 29, no new project support of any kind is given to the project coordinators for a period of 3 (three) years.

ARTICLE 45- (1) Researchers who are sanctioned for the second time by the BAP Commission due to the situations under Article 32, Article 33 or Article 39 cannot benefit from the support provided by the BAP Coordination Unit indefinitely.

ARTICLE 46- (1) The project coordinator is responsible for carrying out the project in scientific, technical, administrative, legal and financial aspects in accordance with this Regulation and other relevant legislation. The coordinator and other project officials are obliged to compensate for any damage to the extent of the defect, arising from not using the project appropriation in accordance with the project objectives, effectively and efficiently.

Financial Audit

ARTICLE 47- (1) Expenditures made within the scope of this Regulation are audited by Nevşehir Hacı Bektaş Veli University internal auditors, without prejudice to the provisions of the relevant legislation. In the event that an issue that constitutes a violation of this directive is determined as a result of the internal audit, the result of the audit is conveyed to the coordination unit.

CHAPTER SEVEN

Other Provisions

Personnel needs

ARTICLE 48 – (1) The need for academic, administrative and technical personnel of the Scientific Research Projects (BAP) Coordination Unit, are met with the following assignments; the positions to be duly allocated by the Rectorate, the positions to be provided according to the principles of contracted personnel assignment, or by the Senior Manager in accordance with Article 13 of the Higher Education Law No. 2547.

Cases where there is no provision

ARTICLE 49- (1) The provisions of the Regulation on Scientific Research Projects of Higher Education Institutions in force and the provisions of general legislation shall apply to matters not included in this directive.

Repealed provisions

ARTICLE 50- (1) With the entry into force of this Directive, the "Nevşehir Hacı Bektaş Veli University Scientific Research Projects Directive" which was previously in force will be revoked.

Force

ARTICLE 51- (1) This Directive enters into force as of the date it is accepted by the Nevşehir Hacı Bektaş Veli University Senate. For projects accepted and applied for before this date, the provisions of the previous directive are applied.

Executive

ARTICLE 52- (1) The provisions of this Directive are executed by the Senior Manager.

Annex-1 (Nevşehir Hacı Bektaş Veli University Academic Membership Promotion and Appointment Criteria Scoring Table)

Points to note about the Scoring Table:

- a) The score of the products obtained from Scientific Research Projects is calculated by taking 2 (two) times the current score.
- b) Documents showing that the products obtained from Scientific Research Projects are associated with the project should be attached to the back of the scoring form.

Senate Decision Accepting the Directive

Date: 30.05.2021 Number: 2021.16.106.