

BEYKOZ UNIVERSITY
RESEARCH AND DEVELOPMENT (R&D) INCENTIVE DIRECTIVE

Approving Authority, Date and Number: Senate, 05.09.2019 / 9

Amendments and Additions: Senate, 26.04.2022 / 11

Amendment and Revision Control Date: 26.04.2022

SECTION 1
PURPOSE AND SCOPE

Purpose and Scope

Article 1-(1) Beykoz University has adopted an innovative and entrepreneurial university model. Accordingly, it attaches great importance to research. To this end, it develops policies, conducts strategic planning, allocates resources for the development of the university's research ecosystem, and takes necessary measures.

(2) The purpose of this directive is to regulate the supports related to the encouragement and development of scientific research at the University.

(3) The University may define specific thematic areas to focus on in order to enhance research support.

(4) The regulations concerning the establishment and development of the research ecosystem at the University are not limited to this directive; they also encompass other components of the innovative and entrepreneurial university model, such as active learning, project-based learning, undergraduate research, integrated master's programs, integrated doctoral programs, and the performance-based academic remuneration system.

SECTION 2
RESEARCH FUND

Research Fund

Article 2-(1) A Research Fund budget shall be established at the University to support research activities.

(2) The utilization of the Research Fund budget shall be carried out in accordance with the current expenditure and budget utilization principles and procedures of Beykoz University.

SECTION 3
RESEARCH SUPPORT COMMITTEE

Research Support Committee

Article 3-(1) The research supports within the scope of this directive shall be administered by the Research Support Committee.

(2) The Research Support Committee shall consist of the vice-rector responsible for research and one representative from each faculty, institute, school, and vocational school. The representative of each faculty, institute, school, or vocational school shall preferably be the vice-dean or assistant director responsible for research, or, if unavailable, a faculty member

appointed by the dean or director. The Chair of the Committee shall be the Vice-Rector responsible for research; however, if necessary, one of the committee members may be appointed as the Chair by the University Executive Board.

(3) The Research Support Committee shall make recommendations to the Rectorate regarding the development of research policies, strategic planning, and necessary measures and regulations to enhance research at the University.

(4) The Research Support Committee shall prepare the draft budget of the Research Fund and submit it to the Rectorate for approval.

(5) The Research Support Committee shall promote the supports provided under this directive as well as external support programs to foster research development within the University.

(6) The Research Support Committee shall guide the activities carried out by the Office of R&D Process Coordination and Support.

(7) The Research Support Committee shall take necessary measures, establish criteria, and define forms and procedures to ensure the effective operation of the supports covered by this directive.

(8) The Research Support Committee shall evaluate research support applications submitted under this directive, determine the supports to be granted, and recommend them to the Rectorate. It shall also monitor the supported research projects and other supports, and evaluate the final reports, publications, and other outputs of the supported research projects.

(9) During the last quarter of each academic year, the Research Support Committee shall submit an annual activity report to the Rectorate. The report shall include the types of supports provided, encountered issues or deficiencies, and recommendations for necessary measures.

(10) The Research Support Committee shall propose to the Rectorate, during the last quarter of the preceding academic year, which types of supports will be provided in the following academic year. These supports shall be finalized by the decision of the University Executive Board. The annual support amounts and the total budget for the supports shall also be proposed by the Committee and finalized by the University Executive Board. If necessary, the approval of the Board of Trustees shall be obtained.

(11) Office support for research activities within the scope of this directive shall be provided by the Office of R&D Process Coordination and Support.

SECTION 4

SUPPORTS

Supports

Article 4-(1) The following supports have been defined to promote scientific research at Beykoz University:

- a) Internal Research Project Support
- b) Additional Support for Externally Funded Research Projects
- c) Externally Funded Research Project Preparation Award
- ç) Publication Award
- d) Publication Fee Support
- e) Patent and Intellectual Property Certificate Award
- f) Patent and Intellectual Property Certificate Application Support
- g) Researcher of the Year Award
- h) Best Master's Term Project Award of the Year
- ı) Best Master's Thesis Award of the Year
- i) Best Doctoral Thesis Award of the Year
- j) Conference Participation Support
- k) Scientific Conference Organization Award
- l) Research Infrastructure Project Support
- m) Research Project Preparation Travel Support
- n) Course Load Reduction
- o) Special Project Award
- ö) Master's and Doctoral Scholarships with Thesis

(2) The specific supports to be implemented from the list above shall be determined on an academic year basis.

SECTION 5 INTERNAL RESEARCH PROJECT SUPPORT

Internal Research Project Support

Article 5-(1) Research conducted by University academic staff shall be supported by the University. Priority shall be given to researchers who have not previously received support, young researchers, and interdisciplinary research projects.

(2) Priority shall also be given to projects aligned with the University's designated thematic areas for research support.

(3) The maximum amount of support that can be provided by the University for a research project shall be determined each year based on the recommendation of the Research Support Committee, the decision of the University Executive Board, and the approval of the Board of Trustees.

(4) Research project support shall only be allocated for specific types of expenditures. These include machinery and equipment, software, consumables, service procurement, travel expenses exclusively required for project activities (e.g., fieldwork), and personnel costs exclusively required for project activities (e.g., surveyors). Expenses such as conference travel or researcher salaries are not included.

(5) The project manager is authorized to use the budget of internally supported research projects. The project budget shall be utilized in accordance with the current Beykoz University Expenditure and Budget Utilization Principles and Procedures.

(6) The duration of support for University-funded research projects shall not exceed two years. The project period begins on the date the project is approved by the University Executive Board. The project duration may be extended for up to six months upon the request of the project manager and approval of the Research Support Committee. Such an extension requires that the project final report be submitted within the original project period. In other words, timely submission of the final report is a prerequisite for a project duration extension, and projects that fail to submit their final reports within the designated period shall not be granted an extension.

Application, Evaluation, and Monitoring

Article 6-(1) Applications for research project support are accepted once a year. The application period is one month from the start date of the fall semester courses. Applications shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools.

(2) Applications for research project support shall be submitted using the relevant application form. The form shall include the project title, the names, institutions, and units of the project manager and participating researchers, project resources and costs, approval from the submitting unit, project duration, project summary, project objectives, the list of students who will conduct master's or doctoral research within the project (if any), project methodology, expected outputs, work schedule, available facilities to be used in the project (if any), current research projects of the project manager (if any), previously University-supported research projects of the project manager (if any), publications of the project manager related to the project topic, and a detailed breakdown of the requested support by expenditure items (project budget).

(3) Applications shall be evaluated by the Research Support Committee. The evaluation shall consider the scientific value of the project (originality and significance to science), the content and presentation of the application (clarity, completeness, coherence, methodology, and work schedule), project feasibility, project budget, previous scientific work of the project team, whether team members have previously received research support from the University, and other relevant criteria.

(4) If necessary, the Research Support Committee may request opinions from one or more referees for technical evaluation and may establish commissions or panels for assessment and ranking purposes.

(5) The Research Support Committee may, if deemed necessary, request ethical evaluations from the ethics committee or independent researchers for certain project support applications.

(6) The evaluation of projects submitted within an application period shall be completed within two months from the application deadline, and the results shall be communicated to the project managers by the Rectorate.

(7) Internally supported research projects shall be monitored by the Research Support Committee. The Committee shall work to resolve project-specific issues and, if necessary,

make amendments to the project definition. If deemed necessary, the Committee may seek referee opinions or establish technical commissions for project monitoring.

Generation of Scientific Publications from Projects

Article 7-(1) It is essential that at least one scientific publication is produced from internally supported research projects. This publication must be at a minimum the level of a paper presented at a nationally refereed conference and included in the conference proceedings. Publications produced within the scope of the project shall be submitted by the project manager to the Chair of the Research Support Committee. It shall be indicated in the publications that the study was supported by Beykoz University.

Project Final Report

Article 8-(1) Upon the completion of a research project, a final project report shall be prepared and submitted by the project manager to the Chair of the Research Support Committee. The submission date of the final project report shall be the end date of the project period.

(2) The final project report shall include the project's identity (name, code, title, project manager, start and end dates), report date, a detailed breakdown of expenditures by category, a summary of the work performed and outputs produced, encountered problems and proposed solutions, and, if applicable, any changes related to the project team, schedule, scope, methodology, or budget.

(3) If the final project report is not submitted on time or if no publication is produced, the project manager shall be warned. If the deficiencies are not remedied within the period granted after the warning, Beykoz University shall not provide support for projects involving that project manager.

SECTION 6

ADDITIONAL SUPPORT FOR EXTERNALLY FUNDED RESEARCH PROJECTS

University Support for Externally Funded Research Projects

Article 9-(1) Externally funded research projects conducted at the University or projects in which the University participates as a project partner may receive additional support from the University within a certain ceiling. This support is limited, and the Research Support Committee shall determine which externally funded projects are eligible for additional support.

(2) The maximum amount of additional support for externally funded research projects shall be determined based on the recommendation of the Research Support Committee, the decision of the University Executive Board, and the approval of the Board of Trustees.

(3) Additional support for externally funded research projects shall only be provided for specific expenditure types. This includes only purchases of machinery and equipment, software, and consumables; other expenditure types are not included.

(4) Applications for additional support for externally funded research projects shall be submitted together with the external funding application. Applications shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. A copy of the externally funded research project

application shall be attached. The application shall be forwarded to the Chair of the Research Support Committee. Support shall be granted based on the recommendation of the Research Support Committee and the approval of the Rector.

SECTION 7

EXTERNALLY FUNDED RESEARCH PROJECT PREPARATION AWARD

Article 10-(1) Project managers who prepare and submit externally funded research projects shall be granted the Project Preparation Award.

(2) The Externally Funded Research Project Preparation Award shall be granted per project. The amount of the award for each project shall be determined based on the recommendation of the Research Support Committee, the decision of the University Executive Board, and the approval of the Board of Trustees.

(3) Applications for the Externally Funded Research Project Preparation Award shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. A copy of the project proposal prepared for external funding shall be attached. The application shall be forwarded to the Chair of the Research Support Committee. Support shall be granted based on the recommendation of the Research Support Committee and the approval of the Rector.

SECTION 8

PUBLICATION AWARD

Publication Award

Article 11-(1) Publications produced by the academic staff of the University shall be eligible for the Publication Award.

(2) The Publication Award shall only be granted for scientific articles published in journals indexed by certain databases and scientific books published by specific international publishers.

(3) Publications eligible for the Publication Award are categorized into seven groups:

A. Publications in journals indexed by the Science Citation Index (SCI), Science Citation Index Expanded (SCI-Expanded), Social Sciences Citation Index (SSCI), and Arts and Humanities Citation Index (AHCI), as well as journals listed in the TÜBİTAK-ULAKBİM International Scientific Publications Incentive Program (UBYT) journal list.

B. Scientific articles published in internationally refereed scientific journals not included in Group A.

C. Scientific articles published in nationally refereed scientific journals not included in Groups A and B.

D. Scientific papers presented at internationally refereed scientific conferences and published in the conference proceedings.

E. Scientific papers presented at nationally refereed scientific conferences and published in the conference proceedings.

F. Scientific books published by a recognized international scientific publisher (a recognized international scientific publisher is defined as a scientific publishing house that has been active for at least five years).

G. Scientific books published by a recognized national scientific publisher (a recognized national scientific publisher is defined as a scientific publishing house that has been active for at least five years).

(4) The award amount for scientific publications varies by group. The support amount for Group A publications shall be determined annually based on the recommendation of the Research Support Committee, the decision of the University Executive Board, and the approval of the Board of Trustees. The award amounts for other publications shall be calculated as a fraction of the support amount determined for Group A publications, as follows:

Publication Group Support Amounts	
A.	Determined by the Board of Trustees
B.	Half of the support amount for Group A publications
C.	One-fourth of the support amount for Group A publications
D.	One-sixth of the support amount for Group A publications
E.	One-eighth of the support amount for Group A publications
F.	Equal to the support amount for Group A publications
G.	Half of the support amount for Group A publications

(5) For eligibility for the Publication Award, it is not sufficient for the article or book to have been accepted for publication; it must be published.

(6) The Publication Award shall be granted to academic staff of Beykoz University who are among the authors of the publication; other authors shall not receive the award. To be eligible, the author must list the University as their affiliated institution in the publication.

(7) The award amount for scientific publications is granted per publication and is not dependent on the number of authors. If multiple Beykoz University academic staff members are among the authors, the award shall be equally divided among them.

(8) Applications for the Publication Award shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. The form shall include the title of the publication, the authors and their institutions, the journal name, issue number, volume (if any), date, publisher, ISBN or ISSN number, and a document confirming that the publication has been published along with evidence of which indexes list the journal. A copy of the publication shall also be attached. The application shall be forwarded to the Chair of the Research Support Committee.

(9) Applications shall be evaluated by the Research Support Committee. If necessary, the Committee may request opinions from one or more referees for technical evaluation and may establish commissions or panels for assessment and ranking.

(10) Publications identified by the Research Support Committee for the award shall be recommended to the Rectorate and finalized by the decision of the University Executive Board.

SECTION 9 PUBLICATION FEE SUPPORT

Publication Fee Support

Article 12-(1) If full-time academic staff of the University need to pay a publication fee for articles to be published in journals indexed by SCI-Expanded, SCI, SSCI, or AHCI, this fee shall be covered by the University within a specified ceiling.

(2) The ceiling for the Publication Fee Support shall be determined based on the recommendation of the Research Support Committee, the decision of the University Executive Board, and the approval of the Board of Trustees.

(3) Applications for Publication Fee Support shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. A copy of the article to be published and documents related to the publication fee shall be attached. The application shall be forwarded to the Chair of the Research Support Committee. The support shall be granted based on the recommendation of the Research Support Committee and the approval of the Rectorate.

SECTION 10 PATENT AND INTELLECTUAL PROPERTY CERTIFICATE AWARD

Patent and Intellectual Property Certificate Award

Article 13-(1) Full-time staff of Beykoz University who obtain patents or other intellectual property certificates as a result of studies conducted at the University shall be granted the Patent and Intellectual Property Certificate Award. The award is granted per patent or intellectual property certificate, not per individual. In other words, the award amount is not dependent on the number of recipients but on each certificate.

(2) The amount of the Patent and Intellectual Property Certificate Award shall be determined based on the recommendation of the Research Support Committee, the decision of the University Executive Board, and the approval of the Board of Trustees.

(3) Applications for the Patent and Intellectual Property Certificate Award shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. Documents related to the patent or intellectual property certificate shall be attached. The application shall be forwarded to the Chair of the Research Support Committee. The award shall be granted based on the recommendation of the Research Support Committee and the approval of the Rectorate.

SECTION 11

PATENT AND INTELLECTUAL PROPERTY APPLICATION SUPPORT

Patent and Intellectual Property Certificate Application Support

Article 14-(1) Full-time staff of Beykoz University who apply for patents or other intellectual property certificates as a result of studies conducted at the University shall be granted the Patent and Intellectual Property Certificate Application Support. The support is granted per patent or intellectual property certificate, not per individual. In other words, the support amount is not dependent on the number of recipients but on each certificate.

(2) The amount of the Patent and Intellectual Property Certificate Application Support shall be determined based on the recommendation of the Research Support Committee, the decision of the University Executive Board, and the approval of the Board of Trustees.

(3) Applications for the Patent and Intellectual Property Certificate Application Support shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. Documents related to the patent or intellectual property product shall be attached. The application shall be forwarded to the Chair of the Research Support Committee. The support shall be granted based on the recommendation of the Research Support Committee and the approval of the Rectorate.

SECTION 12

RESEARCHER OF THE YEAR AWARD

Researcher of the Year Award

Article 15-(1) Each year, one full-time academic staff member at the University shall be granted the Researcher of the Year Award, and one full-time research assistant shall be granted the Young Researcher of the Year Award.

(2) The Researcher of the Year Award and the Young Researcher of the Year Award shall be granted based on the publications produced during the award year (with priority given to those in indexed journals), patents obtained, externally funded research projects received and their budget amounts, internally funded research projects received and their budgets, the number of externally funded research project applications submitted, and other relevant criteria. The evaluation criteria and their weighting for the award shall be determined based on the recommendation of the Research Support Committee and the decision of the University Executive Board.

(3) For the Researcher of the Year Award, academic staff members who rank among the top three for three consecutive years shall be granted the Research Continuity Award based on the recommendation of the Research Support Committee and the decision of the University Executive Board.

(4) The Researcher of the Year Award, Young Researcher of the Year Award, and Research Continuity Award are not monetary awards; they consist of the Researcher of the Year Certificate, Young Researcher of the Year Certificate, and Research Continuity Certificate, respectively.

(5) These awards shall be presented in the last quarter of the academic year.

(6) Applications for the Researcher of the Year Award and Young Researcher of the Year Award shall be submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. The form shall include a list of publications produced during the academic year, a list of patents obtained, externally funded research projects received and their budgets, internally funded research projects received and their budgets, a list of externally funded research project applications submitted, and other significant research activities. Applications shall be forwarded to the Chair of the Research Support Committee. The applications shall be evaluated by the Research Support Committee and recommended to the Rectorate. The awards shall be finalized by the decision of the University Executive Board.

SECTION 13

BEST MASTER’S TERM PROJECT OF THE YEAR AWARD

Best Master’s Term Project of the Year Award

Article 16-(1) Each year, one master’s term project in the non-thesis graduate programs at the University shall be granted the Best Master’s Term Project of the Year Award. This award is not monetary; it consists of the Best Master’s Term Project of the Year Certificate being granted to the project.

(2) The award shall be presented in the last quarter of the academic year.

(3) The Best Master’s Term Project of the Year Award shall be determined in accordance with the “Beykoz University Principles for Best Master’s Term Project, Master’s Thesis, and Doctoral Dissertation Awards.”

(4) Applications for the award shall be submitted to the Institute Directorates using the relevant application form. The form shall include a brief summary of the master’s project, its originality as a scientific study, its significance, its contribution to science and practice, and any scientific publications resulting from the study. Applications shall be forwarded to the Chair of the Research Support Committee.

(5) Applications shall be evaluated by the Research Support Committee. The Committee may, if necessary, request the opinion of one or more reviewers for technical evaluation and, if needed, may establish commissions or panels for evaluation and ranking.

(6) The project selected for the award shall be recommended to the Rectorate by the Research Support Committee. The award shall be finalized by the decision of the University Executive Board.

SECTION 14

BEST MASTER’S THESIS OF THE YEAR AWARD

Best Master’s Thesis of the Year Award

Article 17-(1) Each year, one master’s thesis at the University shall be granted the Best Master’s Thesis of the Year Award. This award is not monetary; it consists of the Best Master’s Thesis of the Year Certificate being granted to the thesis.

(2) The award shall be presented in the last quarter of the academic year.

(3) The Best Master's Thesis of the Year Award shall be determined in accordance with the "Beykoz University Principles for Best Master's Term Project, Master's Thesis, and Doctoral Dissertation Awards."

(4) Applications for the Best Master's Thesis of the Year Award shall be submitted to the relevant Graduate School Directorates using the designated application form. The application form shall include a brief summary of the thesis, its originality as a scientific study, its significance, its contribution to science and practice (scientific contribution), and any scientific publications produced as a result of the study. Applications shall be forwarded to the Chairmanship of the Research Support Committee.

(5) Applications shall be evaluated by the Research Support Committee. When deemed necessary, the Committee may request reviews from one or more referees for technical evaluation, and may form commissions or panels for assessment and ranking purposes.

(6) The thesis selected for the award shall be recommended to the Rectorate by the Research Support Committee. The award shall be finalized by the decision of the University Executive Board.

SECTION 15

BEST DOCTORAL DISSERTATION OF THE YEAR AWARD

Best Doctoral Dissertation of the Year Award

ARTICLE 18(1) Each year, the Best Doctoral Dissertation of the Year Award is granted to one doctoral dissertation completed at the University. The Best Doctoral Dissertation of the Year Award is not a monetary award; rather, the recipient receives the Best Doctoral Dissertation Certificate for the respective dissertation.

(2) The Best Doctoral Dissertation of the Year Award is presented in the last quarter of the academic year.

(3) The Best Doctoral Dissertation of the Year Award is determined in accordance with the "Principles for Beykoz University's Best Master's Project, Master's Thesis, and Doctoral Dissertation Awards."

(4) Applications for the Best Doctoral Dissertation of the Year Award shall be submitted to the relevant Graduate School Directorates using the designated application form. The application form shall include a brief summary of the doctoral study, its originality as a scientific study, its significance, its contribution to science and practice (scientific contribution), and any scientific publications produced as a result of the study. Applications shall be forwarded to the Chairmanship of the Research Support Committee.

(5) Applications shall be evaluated by the Research Support Committee. When deemed necessary, the Committee may request reviews from one or more referees for technical evaluation and may form commissions or panels for assessment and ranking purposes.

(6) The dissertation selected for the award shall be recommended to the Rectorate by the Research Support Committee. The award shall be finalized by the decision of the University Executive Board.¹

SECTION 16 CONFERENCE PARTICIPATION SUPPORT

Conference Participation Support

ARTICLE 19- (1) The primary funding for the participation of University academic staff in scientific conferences to present scholarly papers shall be provided by the funds of externally funded research projects conducted by the academic staff and by support obtained exclusively from scientific meeting participation programs. Scientific Conference Participation Support constitutes a limited amount of support provided by the University.

(2) The amount of Scientific Conference Participation Support is determined based on the recommendation of the Research Support Committee, the decision of the University Administrative Board, and the approval of the Board of Trustees.

(3) Applications for Scientific Conference Participation Support are submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. The application must include the documents related to the conference, the paper acceptance letter, and a copy of the paper to be presented. Applications are forwarded to the Research Support Committee Presidency. Scientific Conference Participation Support is granted based on the recommendation of the Research Support Committee and the approval of the Rectorate.

SECTION 17 SCIENTIFIC CONFERENCE ORGANIZATION AWARD

Scientific Event (Conference) Organization Award

ARTICLE 20- (1) The Scientific Conference Organization Award is granted to full-time academic staff of the University who organize national or international scientific conferences in which the University participates as an organizer.

(2) The Scientific Conference Organization Award is not a monetary prize; it is a certificate of recognition and appreciation issued by the Rectorate on behalf of the University to those involved in organizing the conference.

(3) Applications for the Scientific Conference Organization Award are submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. The application must include the documents related to the conference. Applications are forwarded to the Research Support Committee Presidency. The Scientific Conference Organization Award is granted based on the recommendation of the Research Support Committee and the approval of the Rectorate.

¹ **Amended Article:** Senate, 26.04.2022 / 11

SECTION 18

RESEARCH INFRASTRUCTURE PROJECT SUPPORT

Research Infrastructure Project Support

ARTICLE 21- (1) Support is provided by the University to establish and develop research infrastructure. Applications for infrastructure project support can be submitted by academic units, research groups, or individually. Research Infrastructure Projects are intended for purposes such as establishing research laboratories, and acquiring research equipment, software, and hardware. Priority is given to interdisciplinary research infrastructures in Research Infrastructure Project Support.

(2) The amount of support to be provided for Research Infrastructure Projects is determined based on the recommendation of the Research Support Committee, the decision of the University Administrative Board, and the approval of the Board of Trustees.

(3) Applications for Research Infrastructure Projects are submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. The application must specify the field and significance of the research infrastructure to be established, the types of studies it will enable, which researchers are planned to conduct which studies, the types and quantities of expected research outputs, as well as the list and budget of equipment, software, and hardware. Applications are forwarded to the Research Support Committee Presidency. Support is granted based on the recommendation of the Research Support Committee and the approval of the University Administrative Board.

SECTION 19

RESEARCH PROJECT PREPARATION TRAVEL SUPPORT

Research Project Preparation Travel Support

ARTICLE 22- (1) Support is provided for travel undertaken by University academic staff for the purpose of preparing research projects. This support is primarily intended for conducting joint research with other institutions and organizations and for developing externally funded research projects.

(2) The amount of Research Project Preparation Travel Support is determined based on the recommendation of the Research Support Committee, the decision of the University Administrative Board, and the approval of the Board of Trustees.

(3) Applications for Research Project Preparation Travel Support are submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. Applications are forwarded to the Research Support Committee Presidency. Support is granted based on the recommendation of the Research Support Committee and the approval of the University Administrative Board.

SECTION 20

COURSE LOAD REDUCTION

Course Load Reduction

ARTICLE 23- (1) Course load reduction is granted to academic staff who serve as principal investigators of externally funded research projects. The provisions regarding the course load

reduction to be applied to principal investigators of externally funded research projects are determined based on the recommendation of the Research Support Committee, the decision of the University Administrative Board, and the approval of the Board of Trustees.

SECTION 21 SPECIAL PROJECT AWARD

Special Project Award

ARTICLE 24- (1) The Special Project Award is granted for scientific studies that do not fall under other support categories but are significant in their respective fields. The Special Project Award is not a monetary prize; it consists of a Special Project Award Certificate.

(2) Applications for the Special Project Award are submitted to the Faculty Deanships and the Directorates of Institutes, Schools, and Vocational Schools using the relevant application form. The application must include documents related to the project. Applications are forwarded to the Research Support Committee Presidency. Applications are evaluated by the Research Support Committee and recommended to the Rectorate. The award is granted upon the approval of the Rector.

SECTION 22 THESIS-BASED MASTER'S AND DOCTORAL SCHOLARSHIPS

Thesis-Based Master's and Doctoral Scholarships

ARTICLE 25- (1) The primary sources of research manpower are external scholarships, scholarships provided within the scope of externally funded research projects, and the research personnel budgets of externally funded research projects. In addition, the University may provide Thesis-Based Master's and Doctoral Scholarships to students admitted to thesis-based master's and doctoral programs. These scholarships are granted in exchange for teaching assistantship duties. The aim is to support all students in thesis-based master's and doctoral programs through external scholarships, research project scholarships, research personnel budgets of externally funded research projects, and University-provided Thesis-Based Master's and Doctoral Scholarships.

(2) Provisions regarding Thesis-Based Master's and Doctoral Scholarships are determined based on the recommendation of the Research Support Committee, the decision of the University Administrative Board, and the approval of the Board of Trustees.

(3) Quotas for Thesis-Based Master's and Doctoral Scholarships are determined based on the recommendation of the relevant Institute Directorate, the decision of the University Administrative Board, and the approval of the Board of Trustees.

SECTION 23 FINAL PROVISIONS

Award Ceremony

ARTICLE 26- (1) A ceremony is held in the last quarter of the academic year to present awards to the recipients of research awards.

Enforcement

ARTICLE 27- (1) This directive enters into force on the date it is approved by the Board of Trustees of Beykoz University.

Execution

ARTICLE 28- (1) This directive is executed by the Rector of Beykoz University.