



UNIVERSITY OF GUINEA SCIENTIFIC RESEARCH PROJECTS COORDINATION UNIT APPLICATION PRINCIPLES

PART ONE PURPOSE AND SCOPE

PURPOSE and SCOPE

Article 1. This directive has been prepared in order to regulate the procedures and principles regarding the evaluation, acceptance, support, execution, monitoring, evaluation and publicising of the results of scientific/artistic research project proposals prepared by faculty members and researchers who have completed their doctorate, medical speciality or proficiency in art, which are carried out within the scope of the University of Kyrenia Scientific Research Projects (BAP) Coordination Unit.

PART TWO DEFINITIONS and PROJECT TYPES

DEFINITIONS

Article 2. Definitions in the Code of Practice;

University University of Kyrenia,

Scientific Research Projects (BAP) Coordination Unit: The members of the University of Kyrenia Scientific Research Projects Coordination Unit, the unit responsible for the execution of the scientific secretariat and the approval of budget allocations in order to fulfil the services specified in Article 1 of the application principles,

BAP Unit Coordinator: The faculty member responsible for carrying out the activities of the unit on behalf of the university,

Scientific/Artistic Research Project: Projects with scientific/artistic content, which are expected to contribute to science in their field at universal or national scale with their results when completed, and to contribute to the technological, economic, social and cultural development of the country, projects that can be carried out with the participation of national and/or international institutions or organisations inside



and/or outside the higher education institution, and projects for training scientists and developing research infrastructure,

Project Manager: University of Kyrenia faculty members and researchers who have completed their doctorate, medical speciality or proficiency in art education who are responsible for the proposal, preparation and execution of the project,

Researcher In order to carry out the Scientific/Artistic research project, in-house or external academic staff and University of Kyrenia students studying undergraduate or postgraduate education related to the subject of the project, who are nominated in the project team by the project coordinator,

Referee: Refers to scientists specialised in the relevant fields, whose opinions will be used by the Unit in the evaluation of project proposals, and who do not have a relationship of interest or conflict of interest with the project team.

PROJECT TYPES

Article 3. The research projects defined below are supported by the University of Kyrenia.

a) **Scientific Research Project:** These are scientific/artistic research projects prepared by University of Kyrenia faculty members and researchers who have completed their doctorate, medical speciality or proficiency in art education.

b) **Postgraduate Thesis Research Projects:** Priority supported projects. These are research projects managed by the thesis supervisor to support medical speciality, doctorate or master's theses carried out at the University of Kyrenia. Thesis projects are submitted by the supervisors together with the relevant students. A document from the relevant institute showing that it is a postgraduate thesis must be submitted with the application form at the time of application. In this project type, more than one thesis work can also be submitted as a combined thesis project.

PART THREE

MEMBERS, DUTIES, AUTHORITIES and RESPONSIBILITIES

BAP Coordination Unit Members

Article 4. It consists of Vice Rectors, BAP Coordination Unit Coordinator and at least three and at most seven faculty members appointed by the Rectorate, who have publications in journals indexed by



international citation indexes and/or whose publications are cited in journals indexed by these indexes, and who have been executives in research projects. The term of office of the members of the unit is four years, the member whose term expires can be reappointed with the same procedure, and if the members leave their duties at the university for any reason, their membership of the unit automatically ends.

Meeting and Decision Quorum of the Unit

Article 5. The unit convenes by absolute majority following the end of the project application deadlines, and may convene at any time upon the call of the unit coordinator. Decisions are taken by open voting and majority of votes.

Authorities, Duties and Responsibilities of Unit Members

Article 6. Unit members fulfil the following duties:

- a. Prepares the project application calendar and announces it on the website of the University/unit and through other means.
- b. Prepares the forms related to the projects and announces them to the researchers.
- c. Determines the types of projects to be supported and the principles of implementation. Unit members may make changes in the types and scope of projects, abolish some applications or put new applications into effect when deemed necessary.
- d. Each year, it determines and announces the support limits to be provided for the projects.
- e. Prepares a contract protocol specifying the details for the projects decided to be supported.
- f. Determines and announces the principles to be taken into consideration in project applications and evaluations in line with the scientific policies of Kyrenia University on Scientific/Artistic Research Projects.
- g. For the project proposals it deems necessary, it may organise panels with the participants it will determine and may request presentations to be made by the project team in the panels.
- h. Evaluates and decides on project applications, taking into account the referee's opinions, if any.
- i. Evaluates and decides on the interim and final reports submitted within the scope of the projects.
- j. Evaluates and decides on additional time, additional budget and other requests from the project coordinators,
- k. When necessary, it may examine the project work on site, change the project coordinators or abolish the project.



m. At the end of each year, it submits a report to the Rector of University of Kyrenia on the projects supported, under review, ongoing and completed.

BAP Coordination Unit Coordinator

Article 7. The BAP Coordination Unit Coordinator is a faculty member appointed by the Rector and responsible for carrying out the activities of the unit on behalf of the university.

Duties of the Coordinator

Article 8. The coordinator fulfils the following duties:

- a. To organise and carry out the programmes and activities of the unit in accordance with the regulations, directives and BAP commission decisions,
- b. To conduct BAP Coordination Unit meetings,
- c. To prepare announcements about the projects, to make correspondence,
- d. To prepare the agenda for unit meetings,
- e. To ensure communication and coordination in unit activities,
- g. To submit periodic written reports to the Rector and Vice Rectors on the work of the unit,

SECTION FOUR

PROJECT APPLICATION, EVALUATION and FOLLOW-UP PROCESS

PROJECT APPLICATION

Project proposals are prepared by filling in the University of Kyrenia BAP Coordination Unit Project Application Form in accordance with the principles stated below, and the approval printout is submitted by the project manager to the University of Kyrenia Scientific Research Projects Coordination Unit by hand after the wet signatures are completed.

Issues to be considered in project proposals;

- a) Approval of the projects accepted to be supported in experimental studies to be applied on clinical or live animal species will be made following the submission of the approval documents to be obtained from the relevant ethics committee(s).



b) It should be documented with proforma invoices containing the estimated prices of consumables, machinery and equipment and services to be purchased within the scope of the project and should be submitted by hand at the time of application.

c) The maximum project duration is three years including additional periods. Delays due to force majeure and fire, earthquake, etc., which are not caused by the fault of the project team and prevent the execution of the project, are not included in this period. Upon the justified request of the project managers, an additional period of up to six months may be granted for projects with the decision of the BAP Commission Unit. However, any request, including additional time, must be made six months before the end date of the project at the latest.

d) **The** protocol for the projects approved for support must be signed by the project manager and submitted to the BAP Coordination Unit within 15 days. Those who have an excuse must notify the BAP Coordination Unit of their excuses (assignment, leave, health report, other excuses accepted by the Commission) within this period and the protocol must be signed within a maximum of 6 (six) months. Projects of project managers whose protocol is not signed by the project manager within 15 days or who do not notify an excuse are cancelled.

EVALUATION PROCESS

Article 10. Emphasis is placed on the contribution of science to the technological, economic, social and cultural development of the country, its conformity with the development plan goals of the country, its conformity with the science policy of our University and our country, its content in basic sciences, its results being application-oriented, multi-participation, multi-centre, inter-institutional, international and interdisciplinary in terms of its resources and activities.

Postgraduate (Medical Speciality, PhD or Master's) thesis Research Projects and project proposals are supported primarily in cases where the project manager's project results, which were previously budgeted and completed by the resources of the University of Kyrenia, have been published in publications registered in international citation indexes (Science Citation Index, Social Science Citation Index and Arts and Humanities Index) and the project has been cited. The BAP Coordination Unit decides whether the projects are supported or not and ultimately the amount of support by majority vote in line with the budget possibilities.

FOLLOW-UP PROCESS



Article 11. Project managers are obliged to submit their interim reports, which include the studies and developments carried out within the scope of the project, to the BAP Coordination Unit in accordance with the form prepared by the unit coordinatorship in six-month periods starting from the signature date of the project protocol. Interim reports are evaluated and monitored by BAP coordination members. Interim reports are not requested from projects with a duration of less than six months. Projects that do not submit two consecutive interim reports are stopped and the necessary actions are taken in accordance with the decision taken by the BAP coordination unit.

Article 13. In case the project manager leaves the institution for any reason, if the project support has been approved and the expenditure has been made, one of the researchers in the project is appointed as the project manager by the BAP Coordination Unit, provided that the relevant permits and ethical documents are obtained.

Article 14. Project managers whose projects are cancelled (except for projects cancelled in special cases such as resignation, death, accident and long-term inpatient treatment), whose project final report is rejected or who do not submit a report (interim or final report) despite all warnings, cannot propose a new project for three years from the date of cancellation of the project. In addition, persons whose projects have been cancelled twice for the same reasons will not be supported again. The devices purchased within the scope of cancelled or rejected projects are taken back from the project manager and transferred to another academic unit related to the project subject or that may need them in accordance with the current procedures and principles.

RESULT REPORT and PUBLICATION PROCESS

Article 15. The project coordinator is obliged to submit the report containing the results of the studies carried out within the scope of the project to the BAP Coordination Unit in accordance with the form prepared by the unit coordinatorship within two months following the end date specified in the protocol. The final report is evaluated by the members of the BAP Coordination Unit and can be sent for peer review if deemed necessary. In graduate thesis projects, it is sufficient to submit to the Coordination Unit the thesis approval certificate approved by the jury and the publications carried out within the scope of the project together with the written thesis submitted.

The results of the project are expected to be presented as an oral or poster presentation in at least one national or international congress within one year at the latest after the completion of the project, and published as an article in journals included in the Science Citation Index-Expanded (SCI), Social Science Citation Index (SSCI) and Arts and Humanities Citation Index (A&HCI) indexes within two years at the latest, or as a book or chapter in a book published by internationally recognised publishing houses.



Article 17. In all kinds of publications carried out within the scope of projects supported by the BAP Coordination Unit, "This study was supported by the University of Kyrenia Scientific Research Projects Coordination Unit. Project Number:" ("This work was supported by Research Fund of the Near East University. Project Number:") is mandatory.

SECTION FIVE GENERAL PROVISIONS AND SANCTIONS

GENERAL PROVISIONS

Article 18. The machinery, equipment and hardware provided by the BAP Coordination Unit for the projects are under the control and use of the project managers until the completion of the relevant project. Project managers are responsible for their protection, maintenance and repair. The machinery and equipment belonging to the completed projects, which have special features, are open to the use of our university researchers who need them. The BAP Coordination Unit may decide to make such machinery and equipment available for use in a common area, to take them back to be used in other projects, and is authorised to make other disposals it deems necessary.

Article 19. In projects where there is a request to purchase books, it is obligatory that the requested books are the material of the project and that the university library approves the need for the purchase of the relevant books. The books purchased are registered to the University of Kyrenia Central Library as fixtures and must be returned to the central library at the end of the project.

Article 20. The project coordinator is obliged to keep all records and data of the project for five years from the date the project is finalised.

SANCTIONS

Article 21. In case it is detected that scientific and academic ethics are violated or irregular behaviour is committed during or after the end of the projects;

- a. The ongoing project may be cancelled by the BAP Coordination Unit.
- b. The project budget may be requested to be returned to the project manager together with legal interest.
- c. The person or persons in the project team who realise the situations contrary to the ethical rules may be banned from benefiting from any project support for four years.

WALKABILITY

Article 22: These principles are valid as of 2 May 2024.