

IBN HALDUN UNIVERSITY ACADEMIC INCENTIVE DIRECTIVE

Purpose and Scope

ARTICLE 1- (1) The purpose of this directive is to establish the method and principles required for determining the reward for the academic work conducted by full-time and part-time academic staff, administrative staff, and Ibn Haldun University (IHU) students (undergraduate, postgraduate) as well as IHU faculty members, provided that their academic work is based at IHU, and for encouraging the publication of academic work in national and international peer-reviewed journals, books, and book chapters.

Definitions

ARTICLE 2- (1) In this directive;

- a) Citation indexes: Scopus, WoS, TR-Dizin, and SOBIAD citation indexes,
- b) Subject indexes: Databases belonging to ProQuest and EBSCO companies, ESCI, EconLit, DOAJ, EconPapers, Index Islamicus, Index Copernicus (only Journal Masters List) databases, as well as databases of well-known publishing houses such as Harvard University Press, Oxford University Press, MIT Press, Cambridge University Press, John Hopkins University Press, Columbia University Press, Elsevier, Kluwer, Thomson, Springer, Taylor & Francis, Pearson, and others, among the indexes accepted for associate professorship applications by the Inter-University Board Presidency,
- c) Citation: The citation of the relevant researcher's publications in academic works indexed by WoS and SCOPUS,
- d) Scientific Publication: Reference book, scientific book, editorial book, book chapter, book review, case study, research article, review article,
- e) BAP: Scientific Research Project funded by Ibn Haldun University,
- f) External Source Projects: Scientific research projects funded by TÜBİTAK, the EU, or other institutions,
- g) IHU: Ibn Haldun University,
- h) ABS: IBU Academic Information System,
- i) Quartile: Elsevier Scopus Q1, Q2, Q3, and Q4 journal classification and WoS journal classification,
- j) Academic Staff: Full-time and part-time professors, associate professors, Ph.D. faculty members, lecturers, and research assistants in the IHU positions, and guest academic staff who use the title of Guest Academic Staff in their joint work with IHU academic staff,
- k) Rectorate: Ibn Haldun University Rectorate,
- l) Scopus: Elsevier Scopus database,
- m) Calendar year: The period between January 1 and December 31,
- n) Incentive Coefficient: X,
- o) Incentive Amount: The TL equivalent of the incentive coefficient X determined by the IHU Board of Directors,

- p) TÜBİTAK: The Scientific and Technological Research Council of Turkey,
- q) ULAKBİM-TR-Dizin: National Academic Network and Information Center TR-Dizin database,
- r) Publication Incentive Commission: Senate Research Commission responsible for the regulation, inspection, and objection processes of academic incentive,
- s) Publishing House: An organization operating in the field of national and international scientific publishing, which has professional prestige and whose criteria are determined by the Senate Research Commission.

Types of Incentives

ARTICLE 3- (1) IHU Academic Publication Incentive Entitlements are evaluated according to incentive types.

- a) Academic Publication Incentive: Original academic work with full text addressed to IHU in journals scanned in Scopus, WoS, TR-Dizin, SOBIAD, and other field databases is included in this scope.
- b) Book/Editorial Book/Chapter Authorship:
 - i. National Book/Editorial Book/Chapter Authorship: It covers national books, editorial books, and book chapter authorship with original content addressed to IHU. The list of reputable national publishing houses is determined by the relevant commission and announced on the IHU website.
 - ii. International Book/Editorial Book/Chapter Authorship: It covers international books, editorial books, and book chapter authorship with original content within the scope of Scopus addressed to IHU. The list of reputable international publishing houses (such as Harvard University Press, Oxford University Press, MIT Press, Cambridge University Press, John Hopkins University Press, Columbia University Press, Elsevier, Kluwer, Thomson, Springer, Taylor & Francis, Pearson) is determined by the relevant commission and announced on the IHU website.
- c) Citation Incentive: Citations received in journals, books, and proceedings indexed in Elsevier Scopus, WoS, TR-Dizin, and SOBIAD field databases are taken into account in the citation incentive.
- d) WoS; In publications in journals covered by SCI, SSCI, and AHCI but not indexed in Scopus, the WoS Q category is taken into account. Publications indexed in WoS (SCI, SSCI, and AHCI) but without a Q category are evaluated in Scopus Q4 category.

Publication Incentive Regulation and Evaluation

ARTICLE 4 - (1) The regulation, supervision, appeals, application review, and evaluation processes for academic publication incentives at İbn Haldun University (IHU) are conducted by two authorized bodies. The regulation, supervision, and appeals process for academic publication incentives are overseen by the Senate Research Committee, while the application review and evaluation process for Academic Publication Incentives is carried out by the Library Directorate.

- a) Senate Research Committee:
 - i. Manages the evaluation of Academic Publication Incentive Regulation, Supervision, and Appeals processes.
 - ii. The Committee evaluates written incentive proposals from faculty members at its next initial meeting.
 - iii. The Committee may request opinions and suggestions from academic staff and independent researchers during the process of improving the relevant incentive system.

- iv. The Committee also conducts the audit of the system's effective operation.
 - v. The Committee evaluates objections that may arise in the academic incentive system and, in the event of a material error regarding the objection, initiates the necessary investigations and presents the matter to the Rectorate to rectify the material error.
- b) Academic Incentive Application and Review Unit:
- i. The Library Directorate is the relevant unit responsible for the effective operation of the academic incentive system.
 - ii. Under the responsibility of the Library Directorate, academic incentive applications and reviews are evaluated within the incentive program.
 - iii. The determination of the incentive category for the scientific work subject to the application in the incentive system (books, book chapters, articles) is the responsibility of the Library Directorate.
 - iv. The Academic Incentive Application and Review Unit coordinates the announcement of publication incentives provided by domestic and international institutions, especially TÜBİTAK, on the university's website and through the academic staff email system, independently of the incentive system.

Incentive Grant Application Principles

ARTICLE 5 - (1) The incentive application and payment process is carried out according to the type of incentive applied for.

- a) Academic incentive application and evaluation process:
- i. For a publication incentive application to be made, it is a requirement that in Turkish publications, the name "İbn Haldun University" is mentioned together with the faculty or department where the author is affiliated, and in publications in other languages, the phrase "İbn Haldun University" is specified.
 - ii. Incentive applications for publications are made after the publication is visible/listed in the relevant indexes included in the scope of the incentive.
 - iii. The application form prepared by the Committee is filled out, signed by the copyright owners, and sent as an attachment via email to the Library Directorate for evaluation. Applications made by email are considered as signed applications.
 - iv. A copy of the publications for which the application is made is sent as an attachment to the application form to be stored in the IHU Institutional Academic Archive System.
 - v. In order for the application to be eligible for an incentive, the publication must be added to the relevant academic staff's YÖKSİS (National Academic Network and Information Center) profile.
 - vi. The application form includes publication information with reference to the details determined by the relevant committee (Journal Name, Article Title, Publication Date, Article Link, names and contact information of co-authors affiliated with IHU, index information of the journal, and relevant Quartile information).
 - vii. The email-based application acceptance process will be valid until the IHU Academic Information System (ABS), to be developed by the Information Processing Directorate, is put into operation. Afterward, applications will be made online via ABS.
 - viii. The publication incentive application is examined by the Library Directorate within 20 working days, and after the necessary verification is carried out, the amounts to be paid to eligible researchers are determined, and the approval form is submitted to the Administrative and Financial Affairs Directorate.

- ix. The payments of the determined incentive amounts are made within 20 working days after the acceptance of the application by the Administrative and Financial Affairs Directorate.
 - x. In accepted applications, the incentive amounts are communicated to the relevant academicians through the Electronic Document Management System (EBYS).
- b) Academic Publication Incentive Applications:
- i. Article: Scientific works affiliated with IHU within the scope of Article 3.
 - ii. Book/Edited Book/Book Chapter Incentive Applications: The book or edited book must have an ISBN number. For books with multiple editions, an incentive can be received only once. The book editor can only apply for the relevant work. In the case of book chapters in the same work, a separate incentive application cannot be made.
 - iii. Citation Incentive Applications: It refers to the citations received in journals, books, and papers scanned in Elsevier Scopus, WoS, TR-Dizin, SOBİAD, and other databases. The number of citations in applications is limited to 20. Authors with more than 20 WoS and Scopus citations can apply within the calendar year, while those who do not meet this criterion make their applications in January of the following calendar year. Students and guest lecturers cannot benefit from citation incentives. Self-citations (citations made by the author to their own work) are not taken into account.
 - iv. For publications that have been missed or published late for any reason, applications can be made within one year of the publication date.
 - v. A single application can be made for the same work published in two different languages.

Incentive Payment Principles and Special Conditions

ARTICLE 6 - (1) The amount of the incentive allowance for IHU academic publications is evaluated according to the type of publication incentive applied for.

- i. Academic Incentive Allowance Coefficients (X) According to Publication Type (Table 1 in Annex) have been calculated.
- ii. The academic publication incentive coefficient (X) is calculated when there is one IHU-affiliated researcher in articles published in the relevant database.
- iii. IHU full-time academic staff members and guest lecturers can benefit from the incentive directive if they publish jointly, provided that IHU is the address of the publication.
- iv. In multidisciplinary studies produced by academic staff members working in different faculties at IHU, an amount 1.5 times (1.5X) the calculated incentive amount is paid.
- v. For studies produced by academic staff members at IHU as a result of TÜBİTAK and externally funded projects within the scope of the relevant database, 1.5 times (1.5X) the calculated incentive amount is paid.
- vi. IHU undergraduate and postgraduate program students can benefit from the publication incentive directive if they specify IHU as their address, provided that they work together with IHU full-time and guest academic staff members.

- vii. IHU undergraduate and postgraduate program students, with IHU specified as their address, receive half of the incentive amount paid to IHU academic staff members in their individual publications included in Article 3. For the individual work of students to be subject to the publication incentive system, the approval of the Faculty Dean or the Head of the Department to which they are affiliated is required. This information must be clearly stated under the "Acknowledgment" section of the published academic work.
- viii. For academic staff members at IHU who work in the relevant database, 1.2 times the calculated incentive amount is paid for studies conducted in collaboration with IHU undergraduate and postgraduate students.
- ix. In co-authored works, if there is a single IHU-affiliated author, the payment is made to the IHU author at a rate of 1/2. In co-authored works where the number of IHU authors is two, the incentive amount is divided equally among the IHU authors. In works with three or more IHU authors, the incentive coefficient is multiplied by 1.5, and the payment is made to IHU authors in equal amounts.
- x. The coefficient X for books, edited books, or book chapters published by reputable publishing houses determined by the Committee is constant. Special conditions specified in Article 6 (multidisciplinary work, student participation, etc.) are not taken into account in this context. If the relevant work is included in the Scopus database, the calculations in Table 1 of Annex 1 are taken into account.
- xi. In the calculation of coefficients for national category books and book chapters, the coefficient group of other field indexes is taken into account.
- xii. IHU full-time academic staff members can request payment of the article processing charge requested by the publisher for the publication of scientific studies accepted in open-access journals in WoS and Scopus Q1 and Q2. These requests are evaluated by the Rectorate. Authors whose request is met cannot make an additional incentive request after the publication of the relevant work. However, the citations they receive from this work are taken into account for incentives.
- xiii. Publication and citation incentive payments are limited to a maximum of 100 coefficients. If the coefficient of the applicant exceeds 100 within a year, a payment is made for the excess at a rate of 1/2.
- xiv. For applications falling within the scope of Article 6 (1) ix and xiii, the higher of the two conditions in this article is applied. In addition, the higher coefficient is taken into account in the payment of applications falling within the scope of this article (viii, ix).

Objection

ARTICLE 7 - (1) In the event of objections related to errors made in the determination of the amount of entitlement or the payment process, the applicant may apply in writing to the Senate Research Committee responsible for Academic Publication Incentive Regulation, Supervision, and Appeals.

Additional Provision

ARTICLE 8 - (1) Unless stated otherwise in the directive, academic publishers who have worked at IHU for at least 2 years can apply for publication incentives and benefit from them after the publication of an IHU-affiliated work, even if they have left IHU. For publishers who have left IHU, the publication

incentive payment is made at a rate of 1/3; furthermore, publishers in this situation cannot benefit from citation incentives.

Effectiveness

ARTICLE 9 - (1) Matters not covered in the Publication Incentive Directive will be decided and implemented with the approval of the Rectorate.

ARTICLE 10 - (1) This directive will enter into force from the academic year 2021-2022.

(2) The TL equivalent of the coefficient (X) used in calculating the incentive amount will be determined by the IHU Board of Trustees.

(3) The coefficient for the year 2022 has been determined as 1,500.00 TL. This amount can be updated every year by taking into account the 12-month Consumer Price Index (CPI).

ARTICLE 11 - (1) The provisions of this directive will be executed by the Rectorate.

Annex - Table 1: Ibn Haldun University Academic Publication Incentive Calculations

X: Publication Incentive Coefficient;

Table 1: Academic Incentive Coefficients According to Publication and Citation Types (X)

Scopus and WoS	Research Paper	Compilation Article	Book	Book Chapter	Case report, letter, letter to the editor, technical note
Q1 10th percentile	20	10	-	-	5
Q1 others	15	7	-	-	2
Q2	10	5	-	-	1
Q3	5	3	-	-	0,5
Q4	3	2	-	-	0,3
Recognized Publishing Houses	-	-	5	2	-
International Other Publishing Houses	-	-	3	1	-
TR-Dizin – ULAKBİM	3	1	-	-	0,1
Field Indexes - Article 2- (1)	2	0,7	-	-	-
SOBİAD	1	0,4	-	-	-
Citation (WoS, Scopus)	0,5				
Citation (TR-Dizin, SOBİAD)	0,25				