 <b>TED UNIVERSITY</b>	<b>TED UNIVERSITY REGULATIONS FOR PERSONAL ACADEMIC DEVELOPMENT FUND (TEDU-PADF)</b>			
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**TED UNIVERSITY  
REGULATIONS FOR PERSONAL ACADEMIC  
DEVELOPMENT FUND (TEDU-PADF)**

**Objective**

**Article 1:**

(1) The objective of this regulation is to outline the procedures and principles regarding the application, utilization and application processes of the Personal Academic Development Fund (PADF) provided to full-time faculty members, lecturers and research assistants working at TED University faculties/graduate school. The purpose of this fund is to support TEDU faculty member's activities to increase their research outputs in terms of publications, participation in scientific and/or academic meetings, and establishing academic collaborations for research purposes.

**Definitions and Abbreviations**

**Article 2:**


Some of the definitions and abbreviations used in this document are given below:

- a) TEDU: TED University
- b) TEDU-PADF: Ted University Personal Academic Development Fund
- c) FEB: Faculty Executive Board
- d) GSEB: Graduate School Executive Board
- e) UAB: University Administrative Board
- f) EDMS: Electronic Document Management System

**Scope**

**Article 3:**

- (1) TEDU-PADF provides financial support to full-time faculty members, lecturers and research assistants in faculties/graduate school, in the scope and amount specified in this regulation, to support them to develop themselves academically.
- (2) Requests for the use of PADF by full-time university staff other than academic staff working in faculties/graduate school for research-oriented studies under TEDU title can be supported by the decision of the University Administrative Board (UAB) in line with the opinion of the Vice Rector responsible for the research.
- (3) Within the scope of TEDU-PADF, a maximum amount of funds determined by the University Administrative Board (UAB) can be used for each academic year. The amount of resources to be used by full-time faculty members working in faculties/graduate school,

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lecturers with a PhD degree and the amount of resources to be used by lecturers and research assistants who do not have a PhD degree may differ.

- (4) TEDU-PADF fund is granted for each academic year, covering the calendar period between September 1 and August 31, and does not accrue to the subsequent academic year.
- (5) TEDU-PADF applications submitted after August 15 will be funded from the budget of the following academic year.

### **Terms of Application and Acceptance**

#### **Article 4:**

- (1) The applicant must be a full-time faculty member, lecturer, or research assistant at TED University faculties/graduate school.
- (2) TEDU-PADF application procedures are initiated by submitting it for approval via EDMS using the “KYS-FR-05 TEDU-PADF Request Form” prepared within the scope of the Quality Management System.
- (3) TEDU-PADF applications are open during entire academic year. For expenses which require preliminary preparation, application procedures should be completed at least fifteen days prior to the date of funding.

### **Evaluation**


#### **Article 5:**

- (1) The TEDU-PADF application is processed with the approval of the Head of Department (at the Faculties) or the Head of Program (at the Graduate School), the decision of the Faculty Executive Board (FEB)/ Graduate School Executive Board (GSEB), and the decision of the UAB.

### **Principles of Funding**

#### **Article 6:**

- (1) TEDU-PADF can be utilized by full-time faculty members and lecturers with PhD working at faculties and graduate school for the purposes listed below:
  - a) To support participation in academic congresses, conferences, symposiums and workshops (scientific meetings) to present papers affiliated with TEDU;
    - 1) The invitation letter regarding participation in the scientific meeting, the acceptance letter that the paper will be presented, a sample or abstract of the paper to be presented must be attached to the EDMS along with the application form. A maximum of two people from the same faculty/graduate school and department/program are given participation support to present the same paper.

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- 2) The congress, symposium, conference or workshop (scientific meeting) for which support is requested must be peer reviewed and have an up-to-date website with information,
- 3) Faculty members on leave within the scope of the "KYS-YN-13 Long-Term Paid Academic Leave Directive" can benefit from the support, taking into account the country of residence, provided that they use the address of TED University and do not incur any additional cost.
- 4) The faculty member may request additional PADF support provided that they meet the conditions in the table below. Additional PADF support is given once a year and does not accrue to the following term.


<b>Support Condition</b>	<b>Support Percentage**</b>
Four or more publications (article, book, book chapter, article review)* indexed in WoS or Scopus databases	20%
A total of three publications (article, book, book chapter, article review)* indexed in WoS or Scopus databases	15%
<p>TEDU members can apply for an award for projects supported by national and/or international grants that accept applications through a public call. In order for the application to be valid, the following two conditions must be met:</p> <p>1) TEDU and/or TEDUTECH is one of the signatories of the grant agreement for the relevant project,</p> <p>2) In the relevant contract for the project, there is a budgetary provision to be transferred to TEDU and/or TEDUTECH as institutional share within the total amount to be granted.</p>	50%

*\* Publications must be dated 2 (two) years prior to the application date and the publication information (DOI, volume and year of publication) must be finalized. Pre-printed publications are excluded.*

*\*\* The rates are is calculated as a percentage of the PADF support amount of the category to which it belongs..*

- b) One (1) annual membership to professional/academic organizations is supported. Annual journal subscriptions of the relevant organizations are not covered by the support.
- c) Participation in academic or technical visits to develop research potential, establish new research areas and develop joint research projects. A comprehensive report must be prepared on EDMS after the visit to be submitted to the vice-rector's office.

The report must be sent via EDMS within 21 working days after the end of the visit. The letter to be written by the researcher via EDMS should be sent for the information of the Office of the Vice Rector and the relevant faculty dean's office/graduate school directorate, and for the information of the head of the department/program and the library.

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The researcher requesting support must have published at least 1 (one) publication in journals included in the TÜBİTAK UBYT (*Scientific and Technological Research Council of Türkiye - Incentive Program for International Scientific Publications*) journal list in the academic year and 1 (one) calendar year prior to the academic year in which the support is requested.

**\*TÜBİTAK UBYT (*Incentive Program for International Scientific Publications*) journal list:** <https://cabim.ulakbim.gov.tr/ubyt/>


d) Peer review, publication, article processing (APC) and language editing fees for articles submitted for evaluation in journals scanned by Web of Science and Scopus and included in the TÜBİTAK UBYT (*Incentive Program for International Scientific Publications*) journal list.

- (2) Participation of lecturers and research assistants who do not have a PhD degree and who work full-time in faculties /graduate school, in academic congresses, conferences, symposiums and workshops (scientific meetings) to present papers affiliated with TEDU is supported within the scope of TEDU-PADF.
- (3) Provided that some or all of the research related to the presentation to be delivered at the conference has been conducted at TED University, the name of the University should be included in the presentation as "TED Üniversitesi", "TEDÜ", "TED University" or "TEDU"; and no other abbreviation should be used.

## **Utilisation of the Fund and Financial Issues**

### **Article 7:**

- (1) In order to request coverage of expenditures made within the framework of TEDU-PADF, the original expenditure documents (voucher, receipt, invoice, etc.) should be submitted to the Department of Financial Affairs within 15 working days following the end of the visit using the "KYS-FR-02 Expenditure Declaration and Down-Payment Clearance Form."
- (2) The date of the receipt or the certificate of incumbency defines the budget period of the expenditure.
- (3) The expenditures are recognized as Turkish Liras. The TL value of the expenditures made in foreign currency is calculated according to the Turkish Central Bank effective sales rate on the invoice date or on the first date of travel (nearest working day when the date falls on a weekend or holiday).
- (4) Provided that the approval for the expenditure is obtained at least two weeks ahead of time, an advance payment can be requested in the estimated amount.
- (5) Expenses for participation in academic meetings to be held outside the city and country shall be made in line with the following principles:
  - a) Transportation expenses (economy-class airplane, train, bus, fares, intracity, intercity or international transportation),
  - b) Registration, visa, departure stamp fees,

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- c) Daily allowance payment covering accommodation and meal fees determined in accordance with the relevant internal regulations.
- (6) Number of additional days and country categories are applied according to the “Upper Limits Table for Funding Academic Meetings.” These limits and allowances given at the table are determined by the UAB at the beginning of each academic year.
- (7) In cases the accommodation expenses are covered by different sources, one-third of the daily allowance determined by the UAB is covered.
- (8) The expenses which exceed the defined daily allowance are not reimbursed.
- (9) For those faculty members newly recruited to TED University, the PADF amount is calculated based on the month of employment at the University.
- (10) The new PADF request by the researcher will be evaluated provided that the advances belonging to the previous support requests have been cleared.

### **Enforcement**

#### **Article 8:**

- (1) This regulation is entered into force on the date of approval by the University Senate.

### **Execution**

#### **Article 9:**

- (1) This regulation is to be executed by the TED University Rector.

### **SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS**

<b>DATE</b>	<b>DECRE E NO.</b>	<b>EXPLANATION</b>
29.08.2012	2012-05	TEDU-PADF Regulation
22.09.2016	2016-12	(Rev1) Amendments
13.04.2017	2014-04	(Rev2) Amendments
01.11.2018	2018-18	(Rev3) Amendments
07.10.2021	2021-23	(Rev4) Amendments
25.11.2021	2021-27	(Rev5) Amendments
10.11.2022	2022-24	(Rev6) Articles 1, 3, 4, 6 amended.
19.01.2023	2023-03	(Rev7) Art. 6.1 Paragraph (e)
23.11.2023	2023-33	(Rev8) Amendments to the Article 6
23.05.2024	2024-14	(Rev.9) Amendments to the Articles 1-2-3-4-5-6-7.
19.09.2024	2024-21	(Rev.10) Amendments to the Articles 2/ 3(3-5) / 4-(2) / 5(1) 6-1(a1-4)/6-1d/7(1) /7; (3-6 annulled), 7-(8) /7-(10) appended.

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