 <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 the publication, participation in scientific and/or academic meetings, establishing academic collaborations for research purposes, and training activities for personal academic development of TEDU faculty members in order to increase their research outputs.

**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) FAB: Faculty Administrative Board
- d) UEB: University Executive Board

**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, 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.

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(4) TEDU-PADF fund is provided for each academic year including September 1<sup>st</sup> and August 31<sup>st</sup>.

### **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 “PADF Request Form” prepared in the framework of quality management system to the approval of the Head of Department.
- (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) TEDU-PADF application, which is initiated by the related Head of Department and the Faculty Dean, is implemented upon the approval of the Rector, after the decision taken by the University Executive Board.

### **Principles of Funding**

#### **Article 6:**

- (1) TEDU-PADF can be utilized by full-time faculty members and instructors 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;
    - a.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 application form,
    - a.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,
    - a.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.

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a.4) The faculty member may request additional PADF support provided that they meet the conditions in the table below. Additional PADF support request form is filled out and submitted to the Rector's office. Additional PADF support is given once a year and does not transfer to the following year.

Support Condition*	Support Percentage**
Four or more publications (article, book, book chapter, article review) indexed in WoS or Scopus databases	%20
Three or more publications (article, book, book chapter, article review) indexed in WoS or Scopus databases	%15

\* *Publications must be from the previous year and the publication information (DOI, volume and year of publication) must be finalized. Pre-printed publications are excluded.*

\*\*1. *The rates are calculated as a percentage of the Group 1 PADF support amount.*

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 tours to develop research potential, establish new research areas and develop joint research projects. A comprehensive report must be prepared on EDMS after the travel and submitted to the vice-rector's office.

The researcher requesting support must have published at least 1 (one) publication in journals indexed by Web of Science or Scopus databases affiliated with TED University two (2) calendar years prior to the academic year for which support is requested.

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, recommended by the relevant faculties with the decision of FAB and accepted by UAB.

(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 allowance.


(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.

(4) KAF allocations are determined per annum and cannot be transferred to the subsequent year.

(5) For the new faculty members who have recently been recruited to TED University, the PADF amount is calculated based on the month of employment at the university.

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

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### **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 the month of expenditure using the “Expenditure Declaration and Down-Payment Clearance Form” prepared in line with Quality Assurance System.
- (2) The date of the receipt or the certificate of incumbency defines the budget period of the expenditure.
- (3) The reimbursement is made within two weeks following the submission of the payment voucher to the Department of Financial Affairs, after the expenditures have been validated as compliant to this regulation and related internal legislation.
- (4) 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).
- (5) If the approval for the travel or the procurement is ready at least two weeks in advance, an advance can be requested for the respective expenditure.
- (6) The advance should be reimbursed within two weeks following the invoice date or the end of travel.
- (7) The expenditure for participation to academic meetings outside the city or country should be done according to the rules below:
  - a) Travel expenses (economy-class plane, bus, train, etc. fares, intracity, intercity or international transportation)
  - b) Registration, visa, departure fees
  - c) Accommodations and daily allowances according to the related internal legislation.
- (8) 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 UEB.
- (9) If the accommodation is covered by different sources, one-third of the defined daily allowance is covered.
- (10) The expenses which exceed the defined daily allowance are not reimbursed.


### **Enforcement**

#### **Article 8:**

- (1) This regulation is entered into force on the date of approval, 25.11.2021, by the University Senate.

### **Execution**

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**Article 9:**

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

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

<b>DATE</b>	<b>DECREE 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