# T.C.

ISTANBUL MEDIPOL UNIVERSITY INCENTIVE INSTRUCTION ON THE SCIENTIFIC ACTIVITIES

Aim

**ARTICLE 1-** (1) The aim of this instruction is to determine the methods and principles of the incentive to be given to those who conduct and assist research and other scientific studies made and published by Istanbul Medipol University (IMU) instructors and scanned in certain systems.

# Definitions

**ARTICLE 2-** (1) The definitions in this instruction refer to;

1. IMU: Istanbul Medipol University,
2. Board of Directors: Istanbul Medipol University Board of Directors
3. Lecturer: Faculty Member, Lecturer, Lecturer and Research Assistant at Istanbul Medipol University,
4. Service Inventions or Designs: Inventions or designs that the faculty members in the university have come up with during their duties at the university,
5. Freelance Inventions or Designs: Inventions (patent, utility model, etc.) that the university does not consider necessary/appropriate to be an applicant and that the investor can make his application, and the University’s Idea and Opinion Inventions that are decided not to belong to the university by the Industrial Property Board or that are not deemed necessary to be an applicant,
6. Patent: It refers to the monopoly right on intellectual and industrial property and the document proving this right. The inventor and/or the applicant is a faculty member of the university. Service inventions and free inventions are considered the same.
7. Utility Model: It refers to the right to national protection, where the inventor and/or applicant is a faculty member of the university, cheaper and faster than a patent, and the document proving this right. Service and free inventions are treated in the same way.
8. Design**:** New and up-to-date products designed for mass production, for which the inventor and/or applicant is a faculty member of the university, by considering various criteria such as aesthetics, creativity, technical advantage, functionality,

ergonomics, material knowledge, marketability, production methods and possibilities, and means the document proving the right arising from these products. Service and free inventions are treated in the same way. Service and free inventions are treated in the same way.

ı) Incentive Calendar: Refers to the period between January 01 and December 31.

# Types of Incentives

**ARTICLE 3-** (1) IMU Scientific Activities Incentives are evaluated under the following headings.

1. **Scientific Publication Incentive:** Scientific publications (article, review, case report, letter, letter to the editor) with a full text published in journals scanned in Web of Science, Scopus, ESCI and/or ULAKBİM database.
2. **Book/Book Chapter Authoring Incentive:** Regarding the person’s area of expertise,
3. *National Book/Book Chapter Authorship:* Authorship or editorship/book chapter authorship, book translation editorships with IMU address and ISBN, published by bookstores whose quality and prestige are recognized at the national level.
4. *International Book/Book Chapter Authorship:* Book authorship or editorship/book chapters with an address of IMU, published in an international and foreign language and included in the Web Of Science and / or Scopus database
5. **Congress notice etc., scientific activities**: Congress papers and other papers and scientific activities in the Web of Science database are within this scope.

# Incentive Allowance Application Principles

ARTICLE 4- (1) Academic Publication Incentive Applications:

1. In order to give academic incentives to scientific publications and other activities, the use of the address “Istanbul Medipol University, Medipol University, Istanbul Medipol University” in the publication or related scientific activity, and the name of the unit, department and program has been announced by the Rectorate and in accordance with the list published on medipol.edu.tr must be displayed. For publications that do not contain addresses in accordance with the specified rules, incentive support is not provided until the address correction is published in the relevant database.
2. Scientific publications addressed to IMU, citations and other academic activities within the scope of the incentive are scanned by the Medipol University Library and Documentation Department. The evaluation report prepared by TTO is submitted to the Presidency.
3. The follow-up and evaluation of patents, utility models and designs are made by the Technology Transfer Office and the relevant evaluation report is submitted to the Rectorate. (In order for the incentive to accrue in applications, the letter “There is no formal deficiency in the application” must be received from the institution applied for).

ç) No additional application is required for incentive payments, except for national and international books or book chapters that are not included in WOS and SCOPUS. Book or book chapter authors fill out the relevant form and submit a written report to Medipol University Library and Documentation Department between January 1 and January 31 each year.

1. For Congress papers, applications are made before the congress date. Payment is requested after participation in the congress.

# Medipol University Academic Publication Incentive Allowance Coefficient

The academic incentive allowance coefficient has been determined as 1,200 TL, and the CPI increases each year in proportion to the PPI average.

1. The publication (article, review, case report, letter, letter to the editor), book, book chapter, congress notice etc., scanned in the Web of Science database. In addition to the academic activities, as a result of the evaluation of other academic activities included in the scope of academic incentives, the following coefficients are multiplied by the annual academic incentive allowance coefficient, and the value is paid in TL
2. Publications published in journals that were not scanned in Web of Science but scanned in Scopus, et al. academic activities are supported at the rate of 75% of the values determined for Web of Science.
3. Academic incentive allowance is only valid for publications addressed to “Medipol Universitesi, Medipol University” and criteria based on publications.

Table 1: Academic Incentive Allowance Coefficients

|  |  |  |  |
| --- | --- | --- | --- |
| SCI, SCI-E, SSCI, AHCI  Magazines | Article | Compilation | Case report, letter, letter to the editor  technical note, etc. |
| The first 1% of research in Q1 magazines | 16 | 8 | 5 |
| First 10% research in Q1 journals | 8 | 4 | 3 |
| Q 1 journals other | 6 | 4 | 2 |
| Q2 journals | 4 | 2 | 1,5 |
| Q3 journals | 2 | 1 | 0,5 |
| Q3 journals | 1 | 0,5 | 0,3 |
| Magazines on the  ESCI or ULAKBİM base | 0,5 | 0,25 | 0,2 |
| Citation (citation under WOS) | 0,2  (per citation) |  | The incentive granted is only used for research (project, etc.) purposes. No personal payment is made. It can only be used by the  responsible author or by the first-named author. |

ç) For books evaluated in WOS (authorship/editing) ***3x coefficient***, for translation editor ***1.5xCoefficient***, provided that payment is made for a maximum of 3 chapters for chapter authorship. ***0.6xCoefficient*** (Payment is 75% of WOS for books in the database in SCOPUS), 1 for authorship and editorship in other international and national books except for WOS and SCOPUS***x coefficient***, for translation editor ***0.5xCoefficient,*** provided that a maximum of 3 chapters is paid for chapter authorship ***0.2xCoefficient*** until payment will be made.

1. A maximum of 1,500 TL of the congress participation fees for the lecturers who participate in national congresses as oral presentations and invited speakers. ***0.3xCoefficient*** Accommodation and transportation will be paid. In this way, payments cannot be more than two times a year. One person is paid for each paper. **(Amendment: Senate Decision dated 11/09/2018 and numbered 2018/26-02).**
2. With a maximum of 3,000 TL of congress participation fees for international congresses attended with oral or poster presentations and not included in WOS and SCOPUS. ***0.7xCoefficient***; with a maximum of 3,000 TL of the congress participation fees for the papers included in SCOPUS, without distinction of oral and poster ***1,4xCoefficient***; Those who take part in WOS, with a maximum of 3,000 TL of congress participation fees. ***2xCoefficient*** Accommodation and transportation costs that will not exceed the amount are paid. In this way, payments cannot be more than 2 times a year. One person is paid for each paper. Congress participation fee is not paid for clinical sciences; payments according to the relevant coefficient are subject to the approval of the Rectorate. **(Amendment: Senate Decision dated 11/09/2018 and numbered 2018/26-02).**
3. Expenses such as per-page printing and colour image printing fee requested by publishers for research articles accepted to be published in Q3. Higher journals within the scope of SCI, SCI-E, SSCI, AHCI Payment for Q12, Q3 journals without deduction, for Q1journals without belief. This amount cannot be more than the payment to be made to the relevant person who fits the category of the journal to be published. For faculty members in the clinical sciences of the School of Medicine and Dentistry, the expenses for the publication of Q1, Q2 and Q3 articles are paid after the commission review and the approval of the rector; In this context, no incentive payment is made for publications that have been paid for. **(Amendment: Senate Decision dated 23/03/2021 and numbered 2021/05-04).**
4. > Total payment according to author rank is distributed according to the table below. For multi-author publications, only members of Istanbul Medipol University are paid.

Table: Table of Incentive Payment Percentages by Author Ranking

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of the authors in work  . | 1st author | 2nd author | 3rd author | 4th author | 5th author | 6th author |
| with 1 author | 100% |  |  |  |  |  |
| with 2 authors | 60% | 40% |  |  |  |  |
| with 3 authors | 50% | 30% | 20% |  |  |  |
| with 4 authors | 45% | 25% | 15% | 15% |  |  |
| with 5 authors | 40% | 20% | 15% | 15% | 10 |  |
| > with 5 authors | 40% | 20% | 15% | \* | \* | \* |
| In academic publications with more than five authors, if there are more than 3 Istanbul Medipol addresses after the 4th name; The remaining 25% of the total progress payment is divided by the number of authors from Medipol University and paid to the relevant persons.  In academic publications with more than 5 authors, if there is no person with more than 3 Istanbul Medipol University addresses after the 4th name; 10% is paid for 1 Istanbul Medipol University author, 15% is paid equally for 2 Istanbul Medipol University members, and 20% is shared equally for 3 Istanbul Medipol University authors. **(Amendment: Senate Decision dated 13/03/2019 and numbered 2019/03-02)**.  If the last name is the corresponding author and is mentioned in the article, 30% of the deserved point is given regardless of the number of authors (no additional points can be obtained).  Articles are written with national and international partnerships etc. The same rules apply above for publications, and 5% according to the total incentive paid per publication in national multi-centre joint publications,  and 5% in international joint publications 15% more is paid. In this context, for international multicenter studies, 40% more is paid for those published in journals in the 1% and 25% more for those published in journals in the 10% **(Amendment: Senate Decision dated 23/03/2021 and numbered 2021/05-04).**  No payment is made to those not included in the article as an author but only included in the working group. | | | | | | |

1. (a) If there is more than one name from university lecturers as the inventor in patent, utility model and design applications, the incentive is paid by dividing the inventors’ contribution to the invention specified in the Invention Notification Form. Patents, utility models and designs that have not received incentives before are included in the scope of this instruction.

Table 3: Patent/Utility Model/Design Coefficients Table

|  |  |  |
| --- | --- | --- |
| Type | Coefficient | |
| Application | Registration |
| International patent | 6 | 6 |
| National patent | 2 | 2 |
| Utility Model/ Design | 1 | 1 |
| International Design | 2 | 2 |

* 1. Suppose more than one (domestic patent, foreign patent, etc.) and/or different type (patent, utility model, etc.) applications are made for the same invention. In that case, the incentive with the highest amount will be taken as a basis. Suppose the applications are made in a sequence such as utility model, patent, foreign patent. In that case, if the utility model incentive is given first, the payment is made by deducting the previous payments from the incentive amounts to be accrued later.
  2. (c) For the incentive payment to accrue, the person to whom the incentive payment will be made must be the university’s academic staff at the date of the transaction (application, registration, etc.) that is the basis of the incentive. Scholars who meet this requirement but leave the university after the accrual will be paid. However, no incentives will accrue for applications or registration processes made after departure.

(ç) The incentive for “Joint Patents” made with other universities/institutions/organizations is accepted as 100%, not at the rate of the university’s share in the patent, and the calculation is made accordingly.

* 1. Patent, utility model, design incentive payments; 4. Article 1. It is accrued and paid at the end of an average of three months, in line with the report submitted to the Rectorate, as specified in paragraph c.

# Enforcement

**ARTICLE 5– (1)** This instruction enters into force as of the date it is accepted by the Istanbul Medipol University Senate. This instruction covers publications to be made as of January 01, 2018.

# Execution

**ARTICLE 6- (1)** The provisions of this instruction are executed by the Rector of Istanbul Medipol University.

\* Accepted by the University Senate’s decision dated 06/03/2018 and numbered 2018-10/01.

\*\*Revised with the decision of the University Senate dated 11/09/2018 and numbered 2018/26-02.

\*\*\*Revised with the decision of the University Senate dated 23/03/2021 and numbered 2021/05-04.