**ISTANBUL MEDIPOL UNIVERSITY**

**ACADEMIC INCENTIVE SYSTEM GUIDE**

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**GENERAL INFORMATION:**

An **academic incentive program** is implemented to encourage the publication of the scientific works of the lecturers and researchers at Medipol University in Istanbul at national and international level. The Academic Incentive Directive, adopted by the University Senate on **06.03.2018**, covers scientific studies published **from the beginning of 2018.**

- In order to give academic incentives to scientific publications and other activities, the article or the published copy of the related scientific activity should include the address "**Istanbul Medipol University, Medipol University, Istanbul Medipol University**", the name of the academic unit, department and program should be specified in  [accordance with the list announced by](http://medipol.edu.tr) the Presidency and published at medipol.edu.tr. 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.

- Academic incentive allowance **coefficient** is determined as **TRY 1,400 for 2019** and increased annually by the average of CPI, PPI.

- Academic incentive payments are added to the salary account of the person concerned.

- The academic incentive calendar means the period between 01 January and 31 December.

- The Department of **Library and Documentation** is responsible for identifying, calculating, reporting / filing, announcing and receiving objections for **books and articles** to be supported. **There is no need to apply or fill in the form** for the articles in WOS, SCOPUS, ESCI or ULAKBIM or book / book chapters in WOS or SCOPUS **via MEBIS.**

- For national and international books or book chapters not included in WOS and SCOPUS; the authors of the books or book chapters fill out the form and submit it to the **Department of Library and Documentation** **with at least one printed copy** **in January** of the following year. You can contact the relevant department for the provision of this form.

- Academic incentive evaluations **related to books, articles and scientific citations** are made by the related **Library Department** by **scanning** the scientific activities addressing Istanbul Medipol University from the **databases**. The evaluation of such incentives is done retrospectively. The evaluation report prepared is **announced** on a web page or other accessible digital environment**;** if necessary, after the necessary commission assessments for objections, the final version is submitted to the Presidency.

- The **Technology Transfer Office** is responsible for monitoring and evaluating incentives for **patents**. The evaluation report prepared by TTO is submitted to the Presidency.

- **Congress incentives** are under the responsibility of the academic **incentive committee**. Applications for domestic and international congress incentives are made through new **MEBIS (**[**mebis.medipol.edu.tr**](http://mebis.medipol.edu.tr)**)** **after returning from the congress.** For detailed information **congress incentive guide** can be reviewed.

- Applications for **congress incentives**, are collectively evaluated by the commission in **1-3 month** periods according to the intensity of the applications. After the approval of the Presidency, it is paid by adding to the salary account of the person concerned.

- The relevant congress booklet cover and abstract, the documents showing the congress transportation, registration and accommodation expenses and the congress participation document should be uploaded electronically (PDF) **to the relevant section of the MEBIS**. Incomplete applications are not considered. **No document is delivered by hand.**

- In case of technical problems with uploading files to MEBIS or logging into the system; assistance can be obtained from MEBIS staff using MEBIS support mail **(****mebisdestek@medipol.edu.tr****).** Technical issues are not under the responsibility of the publication incentive commission.

- In this way, **it is not necessary to apply** to the President's Office, Dean's Office or School **Directorate by means of petitions, etc**. after applying for the incentives of congress via MEBIS.

- The proceedings and correspondence for the academic appointment / leave at the President's Office, Dean's Office and School Directorates during the congress are completely independent of the duty of publication incentive committee and MEBIS transaction entry.

**A. ARTICLES:**

Scientific publications (original research article,collected work, case report, letter, letter to the editor) of Istanbul Medipol University, published in journals scanned in **Web Of Science, Scopus, ESCI and / or ULAKBIM** database, are covered by academic incentives.

> As a result of the evaluation of the publications (articles, collected work, case reports, letters, letters to the editor) scanned in the Web of Science database and other academic activities included in the scope of academic incentives; the resut of the multiplication of the coefficients in the table below with the academic incentive allowance coefficient determined annually is paid in TRY.

> A support of 75% of the values determined for Web of Science are provided to publications and other academic activities published in journals scanned at Scopus and rather than Web Of Science.

|  |
| --- |
| Table: Academic Incentive Allowance Coefficients |
| **SCI, SCI-E, SSCI, AHCI Journals** | **Article** | **Compilation** | **Case report, letter, letter to editor, technical note, etc.** |
| The first 1% research in Q1 journals | 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 |
| Journals on the base of ESCI or ULAKBIM | 0,5 | 0,25 | 0,2 |
| Citation (citation under WOS) | 0,2 (per citations) |  | 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. |

> Total payment according to author rank is distributed according to the table below.

> In multi-authored publications, only members of Istanbul Medipol University are paid.

Table: Table of Incentive Payment Percentages by Author Ranking

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of authors in the 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 5 authors, if there are more than 3 people wşth the address of Istanbul Medipol University including and after the 4th name; the remaining 25% of the total payment shall be divided into the number of Medipol authors and paid to the relevant persons.

> If the academic publications with > 5 authors do not have more than 3 people with the address of Istanbul Medipol University including and after the 4th name; a payment of 10% for 1 Medipol author, 15% equal for 2 Medipol authors and 20% equal for 3 Medipol authors is made.

> If the last name is the responsible author and is specified in the article, 30% of the deserved score is awarded regardless of the number of authors (no further additional points can be received).

> Articles written by national and international partnerships et al. the same rules apply to publications; national multicenter co-publications are paid 5% more than the total amount of incentives paid per publication, and 15% more for international co-publications.

> Only those who are not included in the article as an author but included in the working group are not paid.

> For research articles accepted to be published in Q3 and above in SCI, SCI-E, SSCI, AHCI (WOS) journals, expenses for the research article accepted to be printed and which are demanded by publishers such as fee per page printing and colour visual printing are covered by scientific incentives.

> Q2, Q3 journals are paid to the account of the payment to be made later, Q1 journals are made without entering in an account; this amount cannot be more than the payment to the person who falls within the category of the journal to be published.

**B. CONGRESSES:**

The congress papers and other papers and scientific activities in the Web Of Science database are included in this scope.

> Congress incentives are applied through the **new MEBIS** (mebis.medipol.edu.tr) upon the return of the congress.

> There are maximum 2 domestic and 2 international congress incentive restrictions per year.

> With a single paper, only one member of Medipol University can benefit from the incentive.

> Participation in a congress with more than one paper does not increase the amount of incentive a person will receive; congress incentives are given on the basis of a single paper.

> No incentive is given to persons who do not attend the congress but whose names are mentioned. Incentives for congress are based on expenditure amounts.

> For Medical and Dentists working as clinicians, congress attendance fee is not paid, and payments according to the relevant coefficient (accommodation + transportation) are subject to the approval of the Presidency.

**Domestic Congresses**: Lecturers who participate as oral presentations and invited speakers can benefit from the incentives of domestic congresses. **A maximum of 1,500 TRY** is paid for the congress participation fee.

> In addition; a maximum payment is made for up to ***0,3x Coefficient*** (accommodation + transportation).

> For the invited speaker, a maximum payment is made for up to ***0.3x Coefficient*** (accommodation + transportation).

> Incentive support for domestic congress cannot be more than 2 times a year.

**International congresses**: At the first stage, a basic level of incentive coefficient is applied for the presentations (oral or poster presentations) in the congresses held abroad. Payment for a **maximum 3.000 TRY of the congress attendance fee** and a maximum of 0.7xCoefficient (accommodation+transportation).

- The presence of the international congress declaration in **SCOPUS** is determined by the Library and Documentation Department on an annual retrospective basis.

The incentive coefficient applied in the first stage for accommodation and transportation is increased to ***1,4x Coefficient*** and the payment is made by calculating the difference. For example; The SCOPUS differences (if any) of all declarations for 2019 shall be determined and paid collectively in the first months of 2020.

- The presence of the international congress declaration in the **WOS** is determined by the Library and Documentation Department on an annual retrospective basis.

The incentive coefficient applied in the first stage for accommodation and transportation is increased to ***2xCoefficient*** and the payment is made by calculating the difference. For example; The WOS differences (if any) of all papers for 2019 are determined and paid collectively in the first months of 2020.

> Incentive support for international congress may not be more than 2 times a year.

**C.** **BOOKS:**

National Book/book chapter writing and International Book/book chapter writing activities related to the person's field of expertise are within the scope of scientific incentive.

*> National Book / Book Chapter Writing:* It refers to the bookwriting or editorial / book section writing with the address of Istanbul Medipol University and ISBN number published by the bookstores whose quality and credit are accepted at national level.

*>* *International Book / Book Chapter Writing*: It refers to the book authorship or editorship/book chapter authorship published in a foreign language and with international nature, included in the database of the Web of Science and/or Scopus, with address of Istanbul Medipol University.

- An incentive of ***3x Coefficient*** for **books that have been evaluated at WOS** (authorship / editorial), ***1,5x Coefficient*** for translation editing, and ***0,6x Coefficient*** for the authorship of the department, up to 3 sections is granted.

- For books that **have been evaluated at SCOPUS**, payment will be 75% of WOS.

- In international and national books **other than WOS and SCOPUS**, a payment of ***1x Coefficient*** for authorship and editorial, ***0.5x Coefficient*** for translation editor, and ***0,2x Coefficient*** for payment of maximum 3 chapters is paid.

**D.** **PATENTS:**

If there are more than one names of university faculty members in the patent and utility model, the incentives are paid evenly among those mentioned. Patents and utility models that have not previously received incentives are included in this directive.

Table: Patent / Utility Model / Industrial Design Coefficients Table

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

**Communication:**

**For questions about article and book incentives:**

**Şevval Gündüz** (sgunduz@medipol.edu.tr) or **Ezgi Yavaş** (eyavas@medipol.edu.tr)

**Department of Library and Documentation**

**For questions about patent incentives:**

**Adv. Safiye Soyupak** (ssoyupak@medipol.edu.tr)

**Technology Transfer Office, Patent Specialist**

**For other questions:**

Istanbul Medipol University Publication Incentives Commission

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