

**Republic of Turkey
FIRAT UNIVERSITY**

**ANNUAL ACADEMIC PERFORMANCE PAY
APPLICATION GUIDE**

Note: This guide has been prepared to assist the academic staff of Fırat University, taking into account the "Regulation on Annual Academic Performance Pay " published in the Official Gazette dated June 27, 2018, with decision number 2018/11834.

You can access the regulation
at <http://www.resmigazete.gov.tr/eskiler/2018/06/20180627.htm>.

Prepared by the Annual Academic Performance Pay Regulation, Audit, and Appeal
Commission.

02-13 January 2025	Academic staff must submit their Annual Academic Performance Pay applications and the output from YÖKSİS to the relevant evaluation committee of the higher education institution where their position is located. Applications must be submitted via the FU Annual Academic Performance Pay System (FUATS) at https://akademiktesvik.firat.edu.tr . Academic staff must submit only the signed YÖKSİS output and FUATS system output to their units. Applications will only be accepted electronically.
13-15 January 2025	Applications submitted by academic staff will be reviewed by the Unit Annual Academic Performance Pay Application and Review Committee through the FUATS system.
16 January 2025	Applications deemed eligible for the incentive by the Unit Annual Academic Performance Pay Application and Review Committee will: a) Be entered into the system at https://akademiktesvik.firat.edu.tr b) YÖKSİS and FUATS system outputs will be sent to the Dean's Office or Directorate.
17 January 2025	Relevant documents will be forwarded by the Dean's Office/Directorate to the Annual Academic Performance Pay Regulation, Audit, and Appeal Committee.
18-23 January 2025	Applications will be evaluated by the Annual Academic Performance Pay Regulation, Audit, and Appeal Committee.
24 January 2025	Academic staff deemed eligible for the incentive will be announced via the FUATS system.
25-31 January 2025	Appeals will be accepted by the Annual Academic Performance Pay Regulation, Audit, and Appeal Committee. Appeal petitions must be delivered to the Vice Rector's Office by hand.
01-05 February 2025	Appeals will be reviewed by the Annual Academic Performance Pay Regulation, Audit, and Appeal Committee, and final decisions will be made.
05 February 2025	Final lists will be prepared, and academic staff eligible for the incentive will be notified to facilitate payment through their respective budget units.

General Information for Application Documents

1. Activities submitted for the Annual Academic Performance Pay must have been conducted and documented between January 1, 2024, and December 31, 2024.
2. Academic staff assigned from public universities to foundation universities cannot apply for performance pay for activities conducted during their assignment at the foundation university.
3. Academic staff who transfer from foundation universities to public universities can only apply for activities conducted during their tenure at the public university.
4. To apply for the Annual Academic Performance Pay, academic activities must first be entered into the YÖKSİSsystem. After obtaining the output from YÖKSİS, the application must be submitted via the FUATS system, along with all required documents uploaded to the system.
5. Researchers applying for the Annual Academic Performance Pay must submit a signed copy of each page of both the YÖKSİS and FUATS system outputs.
6. If the academic staff member has transferred from another institution, they are required to submit a Declaration of Institution Transfer Form indicating activities conducted at both the previous institution and Fırat University. Additionally, the YÖKSİS output must specify the institution where each activity was carried out.
7. The calculation of points and payments for the Annual Academic Performance Pay will be based on the academic title held by the staff member at the time of application.

RESEARCH ACTIVITY DESCRIPTIONS

1. PROJECT

A project refers to a set of activities conducted within a scientific framework, encompassing the purpose, scope, general and technical definitions, duration, budget, specific conditions, and the amount of in-kind and/or cash support provided by other institutions, organizations, or individuals. It also includes the principles for sharing intellectual property rights that may arise as a result and outlines all phases of R&D activities in detail.

PROJECTS INCLUDED IN THE SCOPE

- TÜBİTAK Programs: 1001, 1003, 1004, 1007, 1505, 2244, 3501, SAYEM, COST, and International Bilateral Cooperation Programs
- TÜBİTAK Programs: 1005, 3001
- Horizon Europe Projects
- R&D Projects: Supported by international private or public institutions and organizations with a support duration exceeding 9 months
- R&D Projects: Supported by national private or public institutions and organizations
 - (1) PROJECT (20 Points)

Conditions: Projects Included in the Scope

1. Only projects that have been successfully completed in Turkey or abroad, contributing to science, technology, or the arts, and whose final reports have been approved, will be considered for evaluation.
2. Externally funded R&D projects (domestic or international) conducted through revolving funds and with a total duration exceeding **nine months** will be eligible for evaluation. The financial support for the project must have been transferred to the university.
3. Only academic support programs provided by TÜBİTAK will be evaluated within this scope.
 - Relevant programs can be accessed at: <http://tubitak.gov.tr/tr/destekler/akademik/ulusal-destek-programlari>

Projects Excluded from the Scope

1. Externally funded projects (domestic or international) conducted through revolving funds that have a duration of less than nine months or lack R&D qualifications.
2. TÜBİTAK's industrial, public, entrepreneurship, scientific events, and science-society support projects, including projects aimed at creating research infrastructure, fostering entrepreneurship, or supporting research culture among researchers and students.

3. Scientific Research Projects (BAP) supported by higher education institutions.
4. TÜBİTAK-1002 projects.
5. Projects funded by institutions such as the Turkish Employment Agency, Small and Medium Enterprises Development Organization (KOSGEB), development agencies, or similar organizations for purposes such as local development, community service, vocational training, or social responsibility.
6. Expert opinions and consultancies conducted through revolving funds.
7. European Union pre-accession financial assistance projects.
8. Projects that are complementary or provide additional budget support to an already completed project funded by another institution or organization. These are considered part of the same project, and duplicate scoring for such extensions is not allowed.

2. RESEARCH

Research activities that are not included under the "Project" category but contribute to science, technology, and the arts are eligible if they meet the following criteria:

- Conducted outside the institution through assignments within Turkey or abroad for a minimum duration of **four months**.
- Aim to produce new knowledge, solve/analyze technological problems, or develop innovative products, processes, works, or designs.
- Carried out in compliance with scientific principles.
- Completed with a final report approved by the authorized bodies of the relevant institutions.

Conditions: Research Activities Included in the Scope

1. The research must have been completed in 2024, with its final report approved.
2. The research must have received prior approval from relevant institutions in Turkey or abroad, and an official assignment must have been issued by the University Administrative Board for the researcher(s).
3. The research must have been successfully conducted, with the final report evaluated and approved by the authorized bodies of the relevant institutions.
4. The researcher(s) must have been assigned to an external university or research institution for a minimum period of four months, working full-time outside their own institution.
5. Only the individuals officially assigned for the research are eligible to benefit from the Annual Academic Performance Pay.
6. Only research activities that contribute to science, technology, or the arts will be considered for evaluation.
7. The duration of the research must be clearly specified in the documents submitted with the application.

Research Activities Excluded from the Scope

1. Action plans, feasibility studies, and inventory studies will not be considered.
2. Research activities with a duration of **less than four months** will not be considered.

3. Projects not eligible under the **Project (Category 1)** activity type cannot be submitted under this scope.
4. Technopreneurship projects (e.g., TRB projects) and similar activities are excluded.

3. PUBLICATION

Includes review articles, research articles, or short articles (e.g., letters to the editor, commentaries, case reports, technical notes, research notes, abstracts, and book reviews) published in journals.

International Book

- Authorship/ Editorship of an original scientific book published by recognized international publishers.
- Authorship of chapters in original scientific books published by recognized international publishers (limited to a maximum of two chapters in the same book).

National Book

- Authorship of an original scientific book published by national publishers.
- Authorship of chapters in original scientific books published by recognized national publishers (limited to a maximum of two chapters in the same book).

Journal Editorship

- **SSCI, SCI-Expanded, SSCI, and AHCI Indexed Journals:** Editorship in journals covered by these indexes.
- **Field Indexes:** Editorship in journals included in field-specific indexes as defined by the Interuniversity Board (ÜAK).
- **International Peer-Reviewed Journals:** Editorship in other recognized international peer-reviewed journals.
- **ULAKBİM Indexed Journals:** Editorship in journals indexed by ULAKBİM (Turkish Academic Network and Information Center).

Published Articles in Indexed Journals

- **Research Articles:** Published in journals indexed by **SSCI, SCI, SCI-Expanded, and AHCI**.
- **Review or Short Articles:** Includes letters to the editor, commentaries, case reports, technical notes, research notes, abstracts, and book reviews published in journals indexed by **SCI, SCI-Expanded, SSCI, and AHCI**.
- **Research Articles in Field Indexes:** Published in journals included in field-specific indexes as defined by the Interuniversity Board (ÜAK).
- **Review or Short Articles:** Includes letters to the editor, commentaries, case reports, technical notes, research notes, abstracts, and book reviews published in

journals indexed in **field-specific indexes** as defined by the Interuniversity Board (ÜAK).

- **Research Articles in Other International Peer-Reviewed Journals:** Articles published in recognized international peer-reviewed journals.
- **Research Articles Indexed by ULAKBİM TR Dizin:** Articles published in national peer-reviewed journals indexed by ULAKBİM TR Dizin.

Audio and/or Visual Recordings

- **International Level (Individual):** Published audio and/or visual recordings of individual performances based on measurable performance criteria at the international level.
- **International Level (Collaborative):** Published audio and/or visual recordings of collaborative performances based on measurable performance criteria at the international level.
- **National Level (Individual):** Published audio and/or visual recordings of individual performances based on measurable performance criteria at the national level.

Conditions for Publications

1. Publications must have been published in **2024**. Publications that have been accepted but not yet published are not eligible for the incentive. Theses are not considered as publications.

Books

1. Books must have an **ISBN number**.
2. Authorship of books, authorship of book chapters, and book editorship must be documented with a contract signed with the publisher, an invitation letter from the publisher or editor, or similar documentation.
3. Evaluations of books are based on the **year of publication**. A new edition of a previously evaluated book or book chapter will not be considered.
4. Curatorial books prepared for exhibitions and question books prepared for exams are **excluded** from evaluation.
5. Booklets or proceedings published as part of congresses, symposiums, conferences, or similar scientific events are not considered as publications under this category.
6. The definition of an **international book** refers to books published by publishers that have been operating internationally for at least 5 years, regularly publishing in the same field, and have published at least 20 books by different authors in that field.
7. Books consisting of proceedings from congresses, conferences, etc., are excluded from evaluation. Similarly, collections of proceedings are also ineligible. Authorship of books/book chapters and editorship must be documented with a contract signed with the publisher or similar documentation.

Journals

1. Journals must have an **ISSN number**.
2. For articles published in journals, the evaluation requires the journal to be either printed or published electronically, with **volume, issue, page, and year information** clearly stated and documented.

3. For other international peer-reviewed journals to be included in the evaluation, they must:
 - Have been published for at least **five years** with a minimum of one issue per year.
 - Have an editorial or publication board that is international in scope.
 - Follow a scientific peer-review process that is clearly explained on the journal's official website.
 - Provide access to article references and bibliographic details on their official website.
4. In the evaluation of editorial roles and editorial board memberships, **only one role** (editorial or editorial board membership) is considered, regardless of the number of issues published annually.
5. Articles from journals indexed in **SCI, SCI-Expanded, SSCI, and AHCI** must be retrieved and submitted through the **Web of Science (WOS)** database.
6. National journals not indexed in **Field Indexes** or **ULAKBİM TR DİZİN** are excluded from the scope.

Records

Performance-based audio and/or visual recordings at the national and international levels must meet measurable performance criteria to be eligible for evaluation.

4. DESIGN

Includes:

- Industrial, environmental (building, landscape, and interior) designs
- Graphic design, stage design, fashion (fabric, accessory, or clothing design)
- Musical instrument design

Conditions:

1. The design must represent the **original first sketch or unique concept** of a structure, product, or object.
2. The design must contribute to **science, technology, or the arts**.
3. Only designs that are related to the applicant's field and have been implemented or commercialized under contracts with public institutions or private legal entities will be considered.
4. Designs will be evaluated based on the **year of completion**, which must be **2024**.
5. The design must have been **implemented or registered** within the year being considered (2024).

5. EXHIBITION

Includes:

1. **Original International Individual Events**
 - Exhibitions, biennials, triennials, performances, recitals, festivals, and screenings conducted individually abroad.
2. **Original Domestic Individual Events**
 - Exhibitions, biennials, triennials, performances, recitals, festivals, and screenings conducted individually within the country.
3. **Original International Group/Collective Events**
 - Group exhibitions, biennials, triennials, performances, recitals, festivals, and screenings conducted abroad.
4. **Original Domestic Group/Collective Events**
 - Group exhibitions, biennials, triennials, performances, recitals, festivals, and screenings conducted within the country.

Conditions:

1. An exhibition encompasses all **artistic or scientific audio-visual events** such as exhibitions, biennials, performances, recitals, concerts, festivals, and screenings conducted within the academic activity area of the faculty member.
 2. Only activities that contribute to the **advancement of the arts** will be considered in the evaluation of exhibition activities. The evaluation is based on the **completion date** of the exhibition.
 3. For an exhibition to be considered **international**, it must be certified as international by the relevant department, division, or fine arts board.
 4. For exhibitions, concerts, or performances **repeated within the same year**, a maximum of **two repetitions** will be considered. In such cases, **50% of the activity points** will be applied for the repeated activities.
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Exhibition Activities Excluded from the Scope

1. **Educational and instructional activities** and exhibitions related to **student events** are not eligible for evaluation.

6. PATENT

National Patent

- A patent applied for within the scope of national legislation and granted by the **Turkish Patent and Trademark Office** based on the examination report.

International Patent

An international patent includes:

- A patent application filed under the **Patent Cooperation Treaty (PCT)**, where the **written opinion section of the international search report** or the **international preliminary examination report** confirms that at least one claim meets the patentability criteria:
 - **Novelty**
 - **Inventive step**
 - **Industrial applicability**
- A patent filed under the **European Patent Convention (EPC)** and granted by the **European Patent Office (EPO)**.

7. CITATION

- A citation refers to references made to the works of the faculty member in publications where the faculty member is **not listed as an author**.
1. **Citations in Articles Published in SCI, SCI-Expanded, SSCI, and AHCI Indexed Journals**
 - Citations made to the faculty member's works in articles published in these prestigious indexed journals.
 2. **Citations in Articles Published in Journals Indexed in Field-Specific Indexes**
 - Citations from articles in journals included in field-specific indexes as defined by relevant academic authorities.
 3. **Citations in Articles Published in Other International Peer-Reviewed Journals**
 - Citations from recognized international peer-reviewed journals.
 4. **Citations in Articles Published in ULAKBİM-Indexed National Peer-Reviewed Journals**
 - Citations from articles in national journals indexed by ULAKBİM TR Dizin.
 5. **Citations in Original Scientific Books Published by Recognized International Publishers**
 - References to the faculty member's works in books published by reputable international publishers.
 6. **Citations in Original Scientific Books Published by Recognized National Publishers**
 - References to the faculty member's works in books published by reputable national publishers.
 7. **Inclusion or Presentation of Artistic Works in International Sources or Publications**
 - Recognition of artistic works in international sources, publications, or platforms, including exhibitions or performances.
 8. **Inclusion or Presentation of Artistic Works in National Sources or Publication**
 - Recognition of artistic works in national sources, publications, or platforms, including exhibitions or performances.

Conditions for Citations

Citations Included in the Scope

1. Only citations made during the application year (2024) by other researchers in their published works are eligible for evaluation.
2. Both the cited publication or work and the citing publication must belong to categories considered valid under the regulation.
3. Only citations made to the publications or works produced by the applicant within public higher education institutions are eligible.
4. The number of authors of the cited publication or work is not considered; separate scoring is applied for each applicant.
5. Multiple citations to the same publication or work within different parts or sections of the same article or book are evaluated as a single citation.
6. In books where chapters are authored by different contributors, each citation made in different chapters is evaluated separately for scoring.

Citations Excluded from the Scope

1. Citations made in publications or works that are not considered valid under this regulation are excluded.
 - For example, citations in national journals not indexed in Field Indexes or ULAKBİM TR DİZİN are not eligible.
2. Self-citations by the applicant to their own publications or works are excluded.
3. Citations made to publications or works produced by the applicant outside public higher education institutions are excluded.

8. CONFERENCE PAPERS

For a presentation to be considered as part of an **international event**, the following conditions must be met:

1. The event must include oral presentations by speakers from **at least five different countries other than Turkey**.
2. More than half of the presentations at the event must be delivered by participants from countries other than Turkey.
3. The **international status of the event** must be certified by a decision of the university's administrative board, which will serve as the basis for payment.

Conditions: Presentations Included in the Scope

1. For the event to be considered **international**, there must be participation from speakers representing **at least five different countries**.
2. More than half of the presentations at the event must be delivered by participants from **outside Turkey**.
3. Presentations must have been delivered at the event, and this must be **documented** with materials such as the event program and proof of participation.
4. The presentation must be included in the **electronic or printed proceedings book** of the event, and the **full text** of the presentation must be submitted. Abstracts alone are not sufficient.
5. For online participation in events, **all the above conditions must be met**.

Presentations Excluded from the Scope

1. Presentations with only **abstracts** are excluded.
2. Having five foreign speakers or participants at the event is **not sufficient**; they must represent five different countries.
3. If there are **not five different countries** represented among the speakers, the event is not eligible for evaluation.
4. If more than half of the presentations at the event are from **Turkey**, the event is excluded from evaluation.

9. AWARD

Includes prestigious national and international awards for academic and artistic achievements. The following awards are eligible:

Recognized Awards

1. **YÖK Yearly Doctoral Thesis Award**
2. **TÜBİTAK Science Award**
3. **TÜBA Academy Award**
4. **TÜBİTAK TWAS or Encouragement Award**
5. **TÜBİTAK Horizon Europe Program Threshold Award**

Conditions for Awards

Awards Included in the Scope

1. The award must have been granted in **2024** for work conducted in the applicant's **field of expertise**.
2. The award must be a **national or international scientific award** that:
 - Has been awarded **at least five times** previously and is regularly conferred.
 - Is announced on the official website of the granting institution or organization.
 - Involves an **academically focused evaluation jury** or selection committee.
3. If multiple awards are received for the **same work or project**, only one award will be scored.

Awards Excluded from the Scope

1. Awards given for **presentations** are not included.
2. Awards granted by publishers or journals for **peer review services** are excluded.
3. **Publication incentive awards** are not eligible.
4. Awards conferred by the institution where the faculty member is employed are excluded.
5. **Honorable mention awards** are not included.
6. Activities of applicants who fail to submit the **required documentation** are excluded from evaluation.

