

## **TED UNIVERSITY REGULATIONS FOR PERSONAL RESEARCH FUND (TEDU-PRF)**

### **Objective**

#### **Article 1:**

(1) This document's objective is to outline the application, utilization and implementation process of the Personal Research Fund supplied by TED University for its faculty members.

### **Utilization**

#### **Article 2:**

- (1) PRF provides financial aid to faculty members for academic their development.
- (2) The maximum amount of financial aid that a faculty member can use each academic year is determined by the University Executive Committee (UEC).

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

#### **Article 3:**

- (1) The applicant should be a full-time faculty member at TED University.

#### **Article 4:**

- (1) All applicants must fill out the TEDU-PRF Application Form completely in order to receive any payments from the fund.
- (2) The applicant must justify in detail and attach to the application form any expenses which do not fall under the scope of Article 6.
- (3) TEDU-PRF applications are open during the entire academic year. For expenses which require preliminary preparation, application procedures should be completed at least 15 days prior to the date of funding.

### **Evaluation**

#### **Article 5:**

- (1) Any faculty members who seek to benefit from the PRF must submit their application form to the respective heads of their departments, and the dean's office.
- (2) If the head of a department and the dean's office approves the application, it is then submitted to either the rector's office, or the respective vice rector.
- (3) The application is evaluated during the first University Executive Board meeting, and the applicant is then informed of the result.

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

#### **Article 6:**

- (1) The appropriate utilisation of the PRF is explained below:
  - (a) Conference, workshop and similar activity participation in order to present a TEDU titled paper, approved by the head of the department and the dean
  - (b) Procurement of a personal computer with improved features every 4 years, providing all justifications

- (c) Service procurement for scientific research activities
- (d) Membership to professional-academic institutions
- (e) Participation in training activities for academic-professional development
- (f) Technical and academic research-based trips in order to create new research, develop research potential and to conduct collaborative research activities

**Article 7:**

- (1) The PRF covers the period between September 1, and August 31 of each academic year.
- (2) The faculty members employed before the start of each spring semester can benefit from the PRF of that academic year.
- (3) The unused PRF is transferred to the next academic year with a 50 percent deduction.
- (4) The transferred amount can only be used during the transferred academic year.
- (5) The PRF for the current academic year and the next year can be combined only for international symposium participation if deemed appropriate by the UEC.
- (6) The unused income from the consultancy and project activities carried out by and transferred to the faculty member, can be transferred to next academic year and used together with grant funds dispensed by TED University within the same fiscal year.

**Article 8:**

- (1) The original expenditure documents (voucher, receipt, note of expenses) should be submitted for coverage by the PRF.
- (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 General Secretary.
- (4) The expenditures are recognised as Turkish Liras. The TL value of the expenditures made in foreign currency is calculated according to the Turkish Central Bank effective sales rate.
- (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.

**Article 9:**

- (1) The expenditure for participation to academic meetings outside Ankara should be done according to the rules below:
  - (a) Travel expenses (economy-class plane, bus tickets, train, taxi)
  - (b) Registration, visa, departure fees
  - (c) Accommodations and daily allowances

**Expenditure of Daily Allowance**

**Article 10:**

- (1) The daily allowance is defined by the UEC at the beginning of each academic year in TL for Turkey and TRNC, and in Euro for travels abroad.
- (2) If the accommodation is covered by different sources, one-third of the defined daily allowance is covered.
- (3) The expenses which exceed the defined daily allowance are not reimbursed.
- (4) The maximum number of days for participation in academic meetings is the “number of days of the meeting plus two more days.”

(5) If conference participation requires cancellation of courses, all methods of making up these courses should be specified in the application form.

### **Enforcement**

#### **Article 11:**

(1) This regulation, accepted by the University Senate on April 13, 2017, decision no. 4, came into effect with the approval of the Board of Trustees on April 18, 2017, meeting no. 50.

### **Execution**

#### **Article 12:**

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