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|  TED UNIVERSITY | TED UNIVERSITY REGULATIONS FOR PERSONAL ACADEMIC DEVELOPMENT FUND (TEDU-PADF) | | | |
| | Document No | Pub. Date | Rev. No / Rev. Date | Page No |
| | KYS-YN-10_ENG | 29.08.2012 | 5 / 25.11.2021 | 1 / 4 |

TED UNIVERSITY REGULATIONS FOR PERSONAL ACADEMIC DEVELOPMENT FUND (TEDU-PADF)

Objective

Article 1:

(1) This document's objective is to outline the application, utilization and implementation process of the Personal Academic Development Fund supplied by TED University for its faculty members, including full time lecturers, instructors with doctoral degree and research assistants.

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 offers financial support, amount and scope of which is delineated at this regulation, to lecturers, instructors with doctoral degree and research assistants in order to contribute their academic improvement.
- (2) Total maximum amount of resource that can be utilized in the framework of TEDU-PADF for each academic year is as determined by the University Executive Board (UEB). Amount allocated for lecturers/instructor with doctoral degree may differ from that allocated for research assistants.
- (3) TEDU-PADF fund is provided for each academic year including September 1st and August 31st.

Terms of Application and Acceptance

Article 4:

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

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|---|--|------------------|----------------------------|----------------|
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| | Document No | Pub. Date | Rev. No / Rev. Date | Page No |
| | KYS-YN-10_ENG | 29.08.2012 | 5 / 25.11.2021 | 2 / 4 |

- (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 15 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 lecturers and instructors with PhD for the following purposes:
 - e) Conference, workshop and similar activity participation in order to present a TEDU titled paper or poster.
 - f) Membership to professional / academic institutions.
 - g) Participation in training activities for academic-professional development
 - h) Technical and academic research-based trips in order to create new research, develop research potential and to conduct collaborative research activities
 - i) Evaluation fee of the journals recognized by the international citation indices, those recommended by the FAB of the related faculty, and approved by the UEB; total printing expenses of extra pages, graphics and tables.
- (2) TEDU-PADF can be utilized by research assistants for the following purposes:
 - a) Conference, workshop and similar activity participation in order to present a TEDU titled paper or poster.
 - b) In case of conference, workshop and similar activity participation in order to present a not TEDU titled paper or poster, TEDU-PADF can be utilized by research assistants who have qualified doctoral degree only for once during their employment at TEDU.
- (3) The University should be acknowledged either as “TED Üniversitesi”, “TEDÜ”, “TED University” or “TEDU” in the presentation (oral or poster), no other abbreviation should be used, provided that the related research was conducted completely or partially at TED University.
- (4) PADF allowances are allocated per annum; leftover funds cannot be rolled over to the subsequent year.

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|---|--|------------------|----------------------------|----------------|
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| | Document No | Pub. Date | Rev. No / Rev. Date | Page No |
| | KYS-YN-10_ENG | 29.08.2012 | 5 / 25.11.2021 | 3 / 4 |

Utilisation of the Fund and Financial Issues


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.

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|---|---|------------------|----------------------------|----------------|
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| | Document No | Pub. Date | Rev. No / Rev. Date | Page No |
| | KYS-YN-10_ENG | 29.08.2012 | 5 / 25.11.2021 | 4 / 4 |

Execution

Article 9:

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

SENATE MEETINGS ON THE REGULATION AND ITS AMENDMENTS

| DATE | DECREE NO. | EXPLANATION |
|------------|------------|----------------------|
| 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 |