



UNIVERSITY OF KYRENIA

REGULATION ON PROMOTION AND ASSIGNMENT TO ACADEMIC POSITIONS

Scope

Article-1 This Regulation sets out the conditions for the promotion and appointment of academic staff working at the University of Kyrenia to the titles of “**Assistant Professor**”, “**Associate Professor**” and “**Professor**”, as well as the principles for the use of titles acquired at other universities.

General Provisions

Article-2 The criteria specified in this Regulation will be decisive only at the stage of preliminary examination leading to the acceptance or rejection of applications for promotion and appointment. In evaluating applications, the academic qualifications and achievements of the applicant will be thoroughly examined. In making this evaluation, consideration will also be given to the applicant’s standing and potential in the field of science, his or her contribution to education, his or her professional experience and contribution to society, the contributions he or she has made or may make to the objectives of the department for which he or she is applying, his or her contribution to the administration and institutional structure of the University and other University services, and his or her personal and social characteristics with respect to his or her suitability for the position to be appointed.

Preliminary Assessment Committee

Article-3 The Rectorate of University of Kyrenia will establish a five-member Preliminary Assessment Committee to conduct the preliminary assessment of applications. The titles of the academic members participating in the committee cannot be lower than the title of the position for which the applicant has applied. If there are not enough academic members with that title, the committee will be formed by assigning as many members from other departments as necessary. This committee will submit the Preliminary Assessment Report to the Rectorate within 10 days at the latest.

The Preliminary Assessment Committee will evaluate the scientific studies and other academic activities of the applicants documented in the applications quantitatively according to the scoring system in Appendix 1 and the system of minimum requirements in Appendix 2.

Preliminary Assessment Criteria

Article-4 The “University of Kyrenia Criteria for Promotion to the Academic Staff (Scoring Table)” used in the preliminary assessment stage of candidates’ applications are listed in Appendix.1, and the “Minimum Requirements for the Departments of Education and Teacher Training, Science-Mathematics, Engineering, Health Sciences, Social Sciences, Administration and Humanities, Philology, Architecture, Fine Arts and Design, Performing Arts, Law, and Theology” are listed in Appendix 2. The scores indicated in the table in Appendix 1 are the minimum scores for appointment and promotion to the academic staff of University of Kyrenia.

Article-5 University of Kyrenia may establish and apply different criteria for the relevant basic subject(s) under the model in Appendix 2, consistent with the objectives in Appendix 1 of the score levels applicable to academic promotion and appointment. In order for such different criteria to be applied, these criteria must be deliberated and decided upon by the relevant Faculty/College/Vocational School Board and the decision must be approved by the Senate. The

Rectorate will determine the division of duties and authority regarding which departments may define different criteria for which basic areas.

Initial appointments and promotions to academic positions of the vocational schools will be made by the Rector's Office according to the same procedures and principles.

Article-6 At the preliminary assessment stage, 1 (one) electronic and printed file will be submitted to the Rectorate. The application file prepared in accordance with Article 4 (for all internal or external applicants), together with the applicant's original application petition, will be forwarded to the Preliminary Assessment Committee for evaluation.

Article-7 The Promotion and Appointment Criteria determined by the Senate of the University are the minimum criteria required for the academic departments of University of Kyrenia; the fulfilment of these criteria during the preliminary assessment process cannot be considered a vested right for the applicant. The University Senate reserves the right to change the criteria depending on the developments.

Application

Article-8 A prerequisite for the processing of candidates' applications for appointment and promotion is that there is a need for a staff member with this qualification in the department applied for and that the Rectorate has approved the assignment of a staff member with this title.

Before applying, each applicant must evaluate his or her own work within the framework of the criteria set forth in Article 4 and, if the prescribed conditions are met, submit an application.

If documentation is missing from candidates' applications for promotion and appointment, their applications will not be considered.

Application Criteria

Article-9 In case Academic members and staff of the University of Kyrenia meet the application criteria determined for professorship, associate professorship and assistant professorship, except for the criteria of the minimum period of working in the relevant field, they can apply at the previous application period. But this is only applicable if they will have completed the minimum period of working at a date between the promotion and appointment application periods held twice a year. The assessment process of applications submitted in such cases will only be initiated when the minimum period of working criteria is met, (it is three years for associate professorship and five years for professorship).

Promotion and Appointment to the Assistant Professor Position

Article-10 To be eligible for promotion to Assistant Professor position it is required to have a PhD degree, to have acquired medical specialist title or to have acquired competency in one of the art disciplines to be determined by the Senate of the University of Kyrenia.

Article-11 Applicants, who meet the conditions stipulated in Article 4 of this Regulation are required to have engaged in the training of educators that is implemented by universities, to have at least one (1) article published under the name of KU.

Article-12 In order to be appointed as an assistant professor, it is required to have scored at least 60 points in YDS or in a foreign language exam of which equivalency approved by YÖDAK and/or YÖK, or a minimum score of C from the graduate foreign language exam organized by the Rectorate of KU, or a minimum score of 55 from the English Proficiency Test for Teaching (EPTT) also organized by the Rectorate of KU.

Article-13 The applicants who are approved for assistant professorship by the University of Kyrenia Preliminary Assessment Committee, submit one printed and three electronic files to the University of Kyrenia Rector's Office. The printed file is kept in the Rector's Office.

Article-14 Together with the application documents, a petition specifying the unit (department/major / art major/art branch, if any) and the subject area to be assessed, as well as a declaration that no documents are missing from the application documents, must be submitted to the Rectorate as a separate file.

The file for Promotion and Appointment to the Assistant Professor Position comprises the following documents;

- Resume,
- A copy of the form in Appendix 3 as filled out with the necessary scoring done,
- Documents proving that the applicant's articles scanned in WOS, SCOPUS, and ULAKBİM,
- A copy of PhD. diploma and assistant professorship document if any,
- A copy of each work,
- Final acceptance documents for articles that considered eligible for publication but not published at the date of application, or their DOI numbers,
- Certificate(s) indicating proficiency in foreign language (original or a notarized copy of document),
- Training certificate of the educator,
- Printing contract if the publication is a book,
- It is compulsory to attach the documents proving citations and refereeing. At least 70% of applicant's articles, which are considered mandatory in the scope of the academic title applied for, must have been published,

Article-15 To assess the status of the assistant professor applicant(s) approved by the preliminary assessment committee, the dean of the faculty or the director of the institute or school affiliated to the Rectorate determines three professors or associate professors one of whom is the administrator of that unit and one of whom is from outside the University of Kyrenia engaged in the discipline that the candidate(s) applied for. The dean or the respective director delivers the documents of each applicant to these academic members and ask for a written opinion. After receiving the written opinions, the dean or the respective director delivers the file for review at the first meeting of the Administrative Board of the Faculty, and/or Administrative Board of School and receive opinions regarding each applicant on personal basis. If more than one candidate applies for an open position, the Board makes a reasoned choice. The dean or the director delivers the file including his or her views and recommendations to the Rector. University of Kyrenia Administrative Board makes the decision regarding the applicant's appointment to assistant professor title and delivers the decision to the Board of Trustees for approval. The procedures regarding the appointment are carried out by the Rectorate.

Promotion and Appointment to the Associate Professor Position

Article-16 The following requirements are necessary for promotion and appointment as associate professor;

- (a) After obtaining the title of Ph.D., specialization in medicine and health sciences, or competence in an arts discipline, the applicant must have worked in the relevant scientific discipline for at least three (3) years, at least two (2) of which must have been full-time at an institution of higher education, and must have published at least two (2) articles under the name of KU, if he/she is an academic member of University of Kyrenia.
- (b) The scientific studies and other academic activities of the applicant are required to be deemed appropriate by “KU Preliminary Assessment Committee” in terms of quantity according to the scoring system in Appendix 1 and the minimum requirements system in Appendix 2.
- (c) The applicant must have original work in his or her field of science and practical studies in branches with areas of application.

Article-17 Associate Professorship Promotion Exam;

Candidates applying for the Associate Professorship exam submit 1 printed and 7 electronic files consisting of their resumes, scientific studies and publications to the Rectorate of University of Kyrenia. The printed one of these files is kept at the Rectorate.

Article-18 Associate Professorship Promotion Exam Scientific Jury

- a) Considering the discipline and field of research that the applicant involved in, the Scientific Jury consists of 5 full members and 2 substitute members, most of whom are professors serving in other universities. KU Administrative Board is the organ to decide who will be appointed as jury members. If there are not adequate number of members in the same applicable discipline, or if it becomes a must due to expertise and research subjects of the applicant, jury members can be selected among professors engaged in close fields of science.
- b) Before the meeting, the members of the scientific jury prepare their comprehensive reports on the originality, conformity, contribution to the scientific field and completeness of the scientific work submitted by the applicant. The scientific jury meets with the participation of all members and elects one of its members as the chairperson and evaluates the reports of the applicants and makes a “positive” or “negative” decision for each applicant by majority vote.
- c) If the jury’s decision is positive, the jury invites the applicant to take an oral examination, or where necessary, a practical and applied examination. During the oral examination, the Jury evaluates the applicant’s knowledge accumulation in the applicable discipline by taking his or her studies as basis and concludes by majority of votes whether the applicant is successful or not.
- d) Applicants whose scientific works deemed satisfactory but failed in the oral examination can take a second oral examination not earlier than six months. Applicants who fail in the oral examination for the second time can apply again for the associate professorship not earlier than full year.

Article-19 The scientific jury verbally informs the applicant about the jury’s decision and delivers a written notification (with the reports of jury members and a detailed examination report) to the Rectorate. In the line with the scientific jury’s decision concerning the academic promotion of the applicant, KU Administrative Board concludes for the appointment of the applicant and delivers the decision to the Board of Trustees for approval. The Associate Professorship achievement certificate of the applicant, whose appointment is approved, is delivered by the Rectorate of the University of Kyrenia.

The file for Promotion to the Associate Professor position;

Together with the application documents, a petition specifying the unit (department/major / art major/art branch, if any) and the subject area to be assessed, as well as a declaration that no documents are missing from the application documents, must be submitted to the Rectorate as a separate file.

- Resume,
- A copy of the form in Appendix 3 as filled out with the necessary scoring done,
- Documents proving that the applicant's articles scanned in WOS, SCOPUS, and ULAKBİM,
- A copy of PhD. diploma and copy of certificate of specialization in medicine and health sciences, or competence in an arts discipline, assistant professorship document if any,
- A copy of each work,
- Final acceptance documents for articles that considered eligible for publication but not published at the date of application, or their DOI numbers,
- Certificate(s) indicating proficiency in foreign language (original or a notarized copy of document),
- Training certificate of the educator (For applicants from universities other than University of Kyrenia),
- Printing contract if the publication is a book,
- It is compulsory to attach the documents proving citations and refereeing. At least 70% of applicant's articles, which are considered mandatory in the scope of the academic title applied for, must have been published,

Article-20 Appointment to Associate Professor Position;

In order to determine the status and scientific or artistic qualifications of the applicant(s) for appointment as associate professor, the Board of Directors of KU selects 3 full and 1 substitute member from among the professors or associate professors at other universities, one of whom is the head of the unit related to the scientific or artistic specialty of the announced personnel. These members examine the documents submitted by the applicant(s) and prepare a separate report for each applicant; if there is more than one applicant for the position, they indicate their choice. These reports evaluate the scientific or artistic qualifications and work of the applicant(s), detail their leadership, constructive and development qualities, and their efforts to educate scientists and artists. Based on these reports, the Board of Directors makes a decision on the applicant's appointment and submits it to the Board of Trustees for approval. The appointment procedures are carried out by the Rectorate.

Article-21 If the field the candidate is applying for appointment as an associate professor does not coincide with the department and/or related department in which he or she is working at the University of Kyrenia, the written opinion of the head of the department to which he or she will apply is obtained.

Article-22 1 printed and 4 electronic files are submitted to the Rectorate of University of Kyrenia. The printed one of these files is kept at the Rectorate.

Article-23 Together with the application documents, a petition specifying the unit (department/major / art major/art branch, if any) and the subject area to be assessed, as well as a declaration that no documents are missing from the application documents, must be submitted to the Rectorate as a separate file.

The file for Appointment to the Associate Professor position;

- Resume,
- A copy of the form in Appendix 3 as filled out with the necessary scoring done,
- Documents proving that the applicant's articles scanned in WOS, SCOPUS, and ULAKBİM,
- A copy of PhD. diploma and copy of certificate of specialization in medicine and health sciences, or competence in an arts discipline, assistant professorship document if any,
- Associate Professorship certificate,
- A copy of each work,
- Final acceptance documents for articles that considered eligible for publication but not published at the date of application, or their DOI numbers,
- Certificate(s) indicating proficiency in foreign language (original or a notarized copy of document),
- Training certificate of the educator (For applicants from universities other than University of Kyrenia),
- Printing contract if the publication is a book,
- It is compulsory to attach the documents proving citations and refereeing. At least 70% of applicant's articles, which are considered mandatory in the scope of the academic title applied for, must have been published.

Promotion and Appointment to the Professor Position

Article-24 The following requirements are sought for promotion and appointment to the Professor position:

- a) After obtaining the title of Associate Professor, the applicant must have served as an academic staff member at a higher education institution in the relevant department for at least five (5) years, three (3) of which must have been full-time and must have published at least three articles under the name of KU if the applicant is a member of the academic staff of University of Kyrenia.
- b) The scientific studies and other academic works of the applicant are required to be deemed quantitatively appropriate by “KU Preliminary Assessment Committee” in accordance with the scoring system in Appendix 1 and the system of minimum requirements in Appendix 2.
- c) To have original works in his or her field and/or to have application-oriented studies in applicable fields.

Article-25 1 printed and 4 electronic files are submitted to the Rectorate of University of Kyrenia. The printed one of these files is kept at the Rectorate.

Article-26 Together with the application documents, a petition specifying the unit (department/major department/major art branch/art branch, if any) and the subject area to be assessed, as well as a declaration that no documents are missing from the application documents, must be submitted to the Rectorate as a separate file.

The file for Promotion and Appointment to the Professor Position

- Resume,
- A copy of the form in Appendix 3 as filled out with the necessary scoring done,
- Documents proving that the applicant’s articles scanned in WOS, SCOPUS, and ULAKBİM,
- A copy of PhD. diploma
- Associate Professorship certificate,
- A copy of each work before and after associate professorship,
- Final acceptance documents for articles that considered eligible for publication but not published at the date of application, or their DOI numbers,
- Certificate(s) indicating proficiency in foreign language (original or a notarized copy of document),
- Training certificate of the educator (For applicants from universities other than University of Kyrenia),
- Printing contract if the publication is a book,
- It is compulsory to attach the documents proving citations and refereeing. At least 70% of applicant’s articles, which are considered mandatory in the scope of the academic title applied for, must have been published.

Article-27 If the field the candidate is applying for appointment as a professor does not coincide with the department and/or related department in which he or she is working at the University of Kyrenia, the written opinion of the head of the department to which he or she will apply is obtained.

Article-28 In order to determine the status and scientific or artistic qualifications of the applicant(s) for appointment as professor, the Board of Directors of KU selects 3 full and 1 substitute member

from among the professors at other universities, one of whom is the head of the unit related to the scientific or artistic specialty of the announced personnel. These members examine the documents submitted by the applicant(s) and prepare a separate report for each applicant; if there is more than one applicant for the position, they indicate their choice. These reports evaluate the scientific or artistic qualifications and work of the applicant(s), detail their leadership, constructive and development qualities, and their efforts to educate scientists and artists. Based on these reports, the Board of Directors makes a decision on the applicant's appointment and submits it to the Board of Trustees for approval. The appointment procedures are carried out by the Rectorate.

Article-29 Candidates' Application Files are submitted to the Jury members electronically (e-mail / CD / DVD / flash memory) containing the following:

- Applicant's application petition to the Rectorate (indicating which discipline he or she is applying for),
- Applicant's resume (CV),
- The form in Appendix 3 (the form must be filled out with the necessary scoring done),
- Screenshots proving that the applicant's articles scanned in WOS, SCOPUS, and ULAKBİM,
- Final acceptance documents for articles that considered eligible for publication but not published at the date of application, or their DOI numbers.

Article-30 Applicants who have applied for promotion and appointment to assistant professor, associate professor, and professor positions, but have been rejected by the Scientific and Appointment Jury formed after their initial acceptance, may not reapply for the same positions before the expiration of one year.

Open Appointment and Reappointment

Article-31 Applications for open appointment and reappointment to the positions of Professor, Associate Professor and Assistant Professor are evaluated by the Rectorate of University of Kyrenia and the result of the evaluation is submitted to the Board of Trustees. Appointment procedures are carried out by the Rectorate.

The file for application to open appointment and reappointment

- Applicant's application petition to the Rectorate (indicating which discipline he or she is applying for),
- Applicant's resume (CV) and list of works.

Enforcement

Article-32 This Regulation is in effect from the date of **1 November 2022**

Appendix 1.

PROMOTION CRITERIA (SCORING TABLE)

ACTIVITY	SCORE
1. ARTICLE(S) IN WOS & SCOPUS	
A. ACHI, SCI Expanded, SCI and SSCI indexed publications that scanned in Web of Science.	15*
B. ESCI indexed publications that scanned in Web of Science (Maximum 20 points)	10*
C. Article scanned only in Scopus	8*
2. OTHER ARTICLES AND PUBLICATIONS	
A. Article scanned in the field indexes	6*
B. Article scanned in other international indexes	4*
C. Article scanned in Ulakbim	3*
D. Article or review published in Journals of KU.	5
E. Case reports, book review, technical notes and similar others published in journals indexed in the Web of Science and Scopus databases	3*
F. Letter to editor published in journals indexed in Web of Science or Scopus databases	1
3. PRESENTATION	
A. Papers that published as full-text and scanned in Web of Science	6*
B. Papers that published as full-text and scanned in Scopus and field indexes	3*
C. Papers that presented and published as full-text	2*
D. Abstracts of the presented and published papers	1*
4. CITATION	
A. IN WOS&SCOPUS	1 point for each citation
B. In Google Scholar	0,5 point for each citation
5. PROJECT*	
International	
A. Executor	10
B. Researcher	6
C. Advisor	2
National (Cyprus)	
D. Executor	6
E. Researcher	3
F. Advisor	1
KU SRP	
G. Executor	6
H. Researcher	3
I. Advisor	1
* If the project conducted in collaboration with other universities	3
6. POSTER	
A. Posters presented at conferences scanned in Web of Science or Scopus databases	3/YS
B. Posters presented in international conferences	2/YS
C. Posters presented in national conferences	1/YS
7. BOOK (Scientific, Professional and Textbook)	
A. Book(s) published by Pearson, Prentice-Hall, Thomson Reuters, Kluwer, Penguin Random House, Hachette Livre, McGraw-Hill, Holtzbrinck, Scholastic, Wiley, Oxford University Press, Taylor and Francis, Springer, Elsevier, Cambridge University Press, EKSMO.	40
B. Book published under the book series indexed in Web of Science or Scopus databases	10

C. Book published by a prestigious international printing house	7
D. Book published by a prestigious national printing house	4
E. Book chapter (International)	3
F. Book chapter (National)	2
G. Monograph books in the form of associate professorship thesis, professorship presentation thesis	25**
H. Gift Book Chapter	7**
8. EDITORSHIP	
A. Editorship in Journals indexed in Web of Science or Scopus	3
B. Editorship in books/translated books published by a prestigious international printing house	2
C. Editorship in books/translated books published by a prestigious national printing house	1
9. TRANSLATION	
A. Book	5
B. Book chapter/Article	
10. PATENT	
A. National	10
B. International	20
11. CURATORSHIP	3
A. International	2
B. National	
12. ARCHITECTURAL PROJECT AWARD	
A. Rank	5
B. Honorable Mention	3
13. SEMINAR/PANEL/TALK/ COURSE/ COMPETITION/SOCIAL WORK PRACTICES	
A. National or international seminar/panel/talk/course/competition/social work practices	2
B. Seminar/panel/talk/ course/competition/social work practices realized at the University	1
14. ARTISTIC ACTIVITIES	
A. National solo exhibition (or activity regarding original artwork, project or solo activity with designs)	4
B. International solo exhibition (or activity regarding original artwork, project or solo activity with designs)	8
C. National group exhibition	2
D. International group exhibition	4
E. Participating in events of nationally selective, invitational artistic organizations	4
F. Participating in events of internationally selective, invitational artistic organizations	6
G. Awards received at nationally selective, invitational artistic organizations	4
H. Awards received at internationally selective, invitational artistic organizations	6
I. Artworks or designs accepted by institutions, organizations or museums	8
J. Artworks or designs taking place in national publications (book, catalogues, periodical art magazines, newspapers, encyclopedia, TV broadcasts)	2
K. Artworks or designs taking place in overseas publications (book, catalogues, periodical art magazines, newspapers, encyclopedia, TV broadcasts)	3
L. Taking part in juries relevant to national projects and artistic activities in the related field	2
M. Taking part in juries relevant to international projects and artistic activities in the related field	3
15. PERFORMING ARTS ACTIVITIES	
A. Authoring a play that staged on State Theaters or at equivalent professional arts institutions	5
B. Authoring a play that staged at State Conservatory or at equivalent educational institutions	5
C. Having a productive role in a play Show	5
D. Dramaturgy practice in a play that staged at State Theatres or at equivalent professional art institutions	3
E. Dramaturgy practice in a play that staged at State Conservatory or at equivalent professional art institutions	3
F. Stage design for a play staged at State Conservatory or equivalent educational institutions	2
G. Stage design for a play staged at State Theatres or equivalent professional art institutions	1
H. Motion design in a play staged in State Theatres or at equivalent professional art institutions	2
I. Motion design in a play that staged at State Conservatory or at equivalent educational institutions	1
16. CONCERT	
A. International concert	5
B. National concert	3

17. FILM/VISUAL & AUDIAL PRODUCTION	
A. Producer / Director / Assistant Director / Screenwriter /Cinematographer / Art Director	6
B. Editing Operator / Audio Operator / Light Operator / style consulting	4
C. Film screened at international/national cinemas and festivals	6
D. Productions broadcasted on National / International TV and Radios	4
18. CONGRESS / SYMPOSIUM	
In symposia and congresses scanned in Web of Science and Scopus databases;	
A. Chairperson	8
B. Keynote/Plenary Speaker	6
C. Session chairperson	4
D. Member/Secretary	3
E. Participant	2
In prestigious symposia and congresses not scanned in Web of Science and Scopus databases;	
F. Chairperson	5
G. Keynote/Plenary Speaker	4
H. Session chairperson	3
I. Member/Secretary	2
J. Participant	1
K. If the Congress has publication scanned in the Web of Science or Scopus databases	3
19. WORKSHOPS	
International	
A. Organizing	3
B. Participating	2
National	
C. Organizing	2
D. Participating	1
20. AWARDS	
A. Scientific/artistic Awards granted by international organizations	5
B. Scientific/artistic Awards granted by national organizations	3
21. THESIS	
PhD	
A. Completed	10/DS
B. Currently conducting	4/DS
Master's	
C. Completed	5/DS
D. Currently conducting	2/DS
22. MEMBERSHIP	
A. In Scientific / Professional Organizations	2
B. In Scientific Committee	2
23. JURY	
International	
A. Serving as the Chairperson of a Scientific / Professional Jury	3
B. Serving as a Scientific / Professional Jury Member	2
National	
C. Serving as the Chairperson of a Scientific / Professional Jury	2
D. Serving as a Scientific / Professional Jury Member	1
24. REFEREEING	
A. Serving as a referee in journals indexed in Web of Science or Scopus databases	4
B. Serving as a referee in journals scanned in field indexes	3
C. Serving as a referee in other internationally scanned journals	2
D. Serving as a referee in journals scanned in Ulakbim	1
25. ADMINISTRATIVE TASKS (For each year and maximum three years in total)	
A. Chairperson of the Board of Trustees	25
B. Member of the Board of Trustees / Vice Rector	20
C. Dean / Institute Director / Chief Physician	15
D. Secretary General	12
E. University Coordinator (Common, Elective Courses, SRP, Center of Excellence and other)	10
F. Principal of College/Vocational School/School	10

G. Deputy Dean / Deputy Director of Institute	5
H. Deputy Principal of College / Vocational School / School	4
I. Head of Department (MED)	5
J. Deputy Head of Department (MED)	2
K. Head of Research Center	3
L. Term Coordinator (MED)	3
M. Deputy Term Coordinator (MED)	2
N. Chairperson or Coordinator of Other Commissions, Boards and Committees (MED)	2
O. Coordinator	2
26. EDUCATION	
Extra Credit	1
TOTAL	

YS = Number of Authors

DS = Number of Counselors

* The DOI number or final acceptance document (a document indicating the volume and issue of the work to be published) must be scanned on the date of issue.

** For Law basic discipline

**SCORING TABLE FOR WORKS AUTHORED BY ONE OR MORE AUTHORS
(SUGGESTED)**

Single author	1 x points indicated in the table
Two authors	Main author - 1 x points indicated in the table Second author – 0,8 x points indicated in the table
Three or more authors	Main author – 0,9 x points indicated in the table Other authors – 0,7 x points indicated in the table / NUMBER OF AUTHORS

DEFINITIONS

- 1- **The publication must be related to the candidate's field of application and must be in indexed journals** and must be research article, review, "short communication=brief communication", case report, technical note, letter to the editor, congress abstract/full text, book review with one of the following qualifications;
 - a. Printed,
 - b. Electronically published,
 - c. Received DOI for publication and published full text electronically.
- 2- **Main author;**
 - a. The name on the single authored articles,
 - b. The first author among the authors of the article,
 - c. For publications derived from graduate theses, the author and advisor(s) of the thesis (it must be documented that it is a thesis publication).
 - d. If the order of authors is alphabetical, the main author is determined on the basis of the declaration signed by all authors (the petition for declaration is available under the title "Documents and Forms to be used for Application").
- 3- **Book / Book Chapter;**
 - a. The book must relate to the basic science/art discipline for which the applicant is applying.
 - b. Chapters/articles from encyclopedias are considered book chapters.
 - c. Only two points may be obtained for authorship/translation of two chapters of the same book.
 - d. If the author of the book chapter is the same as the editor, points can only be awarded for authorship of a chapter in addition to the points for the editor.
 - e. The "Sense Ranking of Academic Publishers" classification in the year of the book's publication is used.
- 4- **Citation**
 - a. Citations from the applicant's own publications will not be considered.
 - b. The citation score is calculated by dividing the total score determined for the publication by the total number of authors.
 - c. The applicant must document the citations that he or she give score for.
 - d. For the assistant professorship, citations to all of the c applicant's publications will be evaluated. For the associate professorship, citations to all of the applicant's postdoctoral and medical/dental specialization publications will be evaluated. For the professorship, citations to all of the applicant's publications after obtaining the title of associate professor will be evaluated.
- 5- **Advised and Completed Thesis**

If there is more than one advisor, the points will be divided as "main author points".
- 6- **Projects**

Projects are not considered "completed" until a letter of acceptance of the final report is received.
- 7- **Patent**

Patents registered with the Turkish Patent and Trademark Office or international patent offices, with a research report showing that the invention is new and involves an inventive step, and has been implemented or marketed in industry are accepted. The patent score is divided by the number of intellectual property right holders.

APPENDIX 2. MINIMUM CRITERIA

1. MINIMUM CRITERIA FOR EDUCATIONAL SCIENCES AND THE BASIC FIELD OF TEACHER TRAINING

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of other activities	40
TOTAL	80
In addition to 80 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 40 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	80
To have acquired the specified total points within the scope of other activities	80
TOTAL	160

International Field Indices:

1. ISI Master Journal List- Thomson Reuters Web of knowledge (Also known as ISI Web of Knowledge) Database
2. Australian Education Index
<http://www.acer.edu.au/library/catalogues/aei.html>
3. British Education Index
<http://www.leeds.ac.uk/bei/bei.htm>
4. Journals Indexed in Eric
<http://www.eric.ed.gov>
5. Education Index (EI)
<http://www.hwwilson.com/>

2. MINIMUM CRITERIA FOR SCIENCES - THE BASIC FIELD OF MATHEMATICS

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of other activities	40
TOTAL	80
In addition to 80 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 50 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	80
To have acquired the specified total points within the scope of other activities	80
TOTAL	160

3. MINIMUM CRITERIA FOR THE BASIC FIELD OF ENGINEERING

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of other activities	40
TOTAL	80
In addition to 80 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 50 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	80
To have acquired the specified total points within the scope of other activities	80
TOTAL	160

4. MINIMUM CRITERIA FOR THE BASIC FIELD OF HEALTH SCIENCES

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 40 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	50
To have acquired the specified total points within the scope of other activities	30
TOTAL	80
In addition to 80 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 50 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	90
To have acquired the specified total points within the scope of other activities	70
TOTAL	160

International Field Indices:

1. ISI Master Journal List- Thomson Reuters Web of knowledge (Also known as ISI Web of Knowledge) Database
2. IM: Index Medicus
3. DI: Dental Index
4. EI: Engineering Index
5. CMCI: CompuMath Citation Index

5. MINIMUM CRITERIA FOR THE BASIC FIELD OF SOCIAL ADMINISTRATIVE AND HUMAN SCIENCES

5.1. Departments of Economics, Marketing, Accounting, Organization, Finance, Tourism, Public Administration, Political Science, Social Policy, International Relations, European Union

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 15 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	25
To have acquired the specified total points within the scope of other activities	35
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of 1, 2A, 2B, 2C, 3A or 3B	30
To have acquired the specified total points within the scope of other activities	50
TOTAL	120

5.2. Departments of Communication, Applied Communication, Public Relations, Visual Communication Design, Cinema, Journalism, Advertising

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 15 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	20
To have acquired the specified total points within the scope of other activities	40
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of other activities	80
TOTAL	120

5.3. Departments of Philosophy, Anthropology, Archeology, History, Art History, Social Psychology, Clinical Psychology, Applied Psychology, Developmental Psychology, Sociology

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 15 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	20
To have acquired the specified total points within the scope of other activities	50
TOTAL	70
In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of other activities	100
TOTAL	140

5.4. Department of Information and Document Management

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
To have acquired the specified total points within the scope of other activities	5
TOTAL	20

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	30
To have acquired the specified total points within the scope of other activities	40
TOTAL	70
In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of other activities	100
TOTAL	140

5.5. Departments of Linguistics and Applied Linguistics

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
To have acquired the specified total points within the scope of other activities	5
TOTAL	20

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	30
To have acquired the specified total points within the scope of other activities	40
TOTAL	70
In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 30 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	40
To have acquired the specified total points within the scope of other activities	100
TOTAL	140

6. MINIMUM CRITERIA FOR THE BASIC FIELD OF PHILOLOGY

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 10 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	15
To have acquired the specified total points within the scope of 1 and 2A	15
To have acquired the specified total points within the scope of other activities	30
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	30
To have acquired the specified total points within the scope of other activities	90
TOTAL	120

International Field Indices:

1. ISI Master Journal List- Thomson Reuters Web of knowledge (Also known as ISI Web of Knowledge) Database
2. Australian Education Index
<http://www.acer.edu.au/library/catalogues/aei.html>
3. British Education Index
<http://www.leeds.ac.uk/bei/bei.htm>
4. Journals Indexed in Eric
<http://www.eric.ed.gov>
5. Education Index (EI)
<http://www.hwwilson.com/>

7. MINIMUM CRITERIA FOR THE BASIC FIELD OF ARCHITECTURE

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1, 2 and 3.	15
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 15 points acquired within the scope of 1A, 1B and 1C and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	20
To have acquired the specified total points within the scope of other activities	50
TOTAL	70
In addition to 70 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 20 points acquired within the scope of 1A and 1B and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author*of one of these publications.	30
To have acquired the specified total points within the scope of other activities	90
TOTAL	120

Field Publishing Indices for Basic Fields of Architecture, Planning, Design:

International Construction Database (ICONDA)

ISI Master Journal List-Thomson Reuters

Ergonomics Abstracts (EA)

Geobase

Sociological Abstracts

EBSCO Host Art & Architecture Complete

Leisure Recreation and Tourism Abstracts

Genamics

8. MINIMUM CRITERIA FOR FINE ARTS AND DESIGN

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 3 points acquired within the scope of 1A and 1B and to acquire the rest within the scope of the criteria defined in 1C, 2, 3 and 4.	5
To have acquired the specified total points within the scope of 14	10
To have acquired the specified total points within the scope of other activities	5
TOTAL	20

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 5 points acquired within the scope of 1A, 1B and to have obtained the rest within the scope of 1C, 2A, 2B and 2C from the articles published after being promoted to assistant professorship provided that the applicant is the main author*of one of these publications.	15
To have obtained the specified points with minimum 4 points acquired within the scope of 14A or 14B and to have acquired the rest within the scope of 14	25
To have acquired the specified total points within the scope of other activities	20
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 5 points acquired within the scope of 1A and 1B and to have obtained 20 points within the scope of 2A, 2B and 2C provided that the applicant is the main author* of one of the articles published after being promoted to associate professorship	30
To have obtained the specified points with minimum 4 points acquired within the scope of 14A or 14B and to have acquired the rest within the scope of 14	50
To have acquired the specified total points within the scope of other activities	40
TOTAL	120

International Field Indices:

1. ISI Master Journal List- Thomson Reuters Web of knowledge (Also known as ISI Web of Knowledge) Database
2. İİM, DI, CMCİ
3. Art and Design Index ARID
4. Education Index (EI)

9. MINIMUM CRITERIA FOR PERFORMING ARTS

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points within the scope of 1, 2A, 2B and 2C	10
To have acquired the specified total points within the scope of other activities	10
TOTAL	20

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points within the scope of the criteria defined in number 1, 2A, 2B and 2C from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of these articles	15
To have gathered the specified total points within the scope of 7	15
To have acquired the specified total points within the scope of other activities	30
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 20 points within the scope of criteria defined in 2A, 2B and 2C and to have acquired the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles	30
To have gathered the specified total points within the scope of 7 and 15	40
To have acquired the specified total points within the scope of other activities	50
TOTAL	120

10. MINIMUM CRITERIA FOR THE BASIC FIELD OF LAW

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points with minimum 5 points acquired within the scope of 1A, 1B, 1C and 2A	5
To have acquired the specified total points within the scope of other activities	10
TOTAL	15

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 10 points within the scope of criteria defined in 1A, 1B and 1C and to have acquired the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author* of one of the articles	15
To have gathered the specified total points within the scope of 7	10
To have acquired the specified total points within the scope of other activities	35
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 20 points within the scope of criteria defined in 1A, 1B, 1C and 2A (Maximum 20% of the total points) and to have acquired the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author* of one of the articles	30
To have gathered the specified total points within the scope of 7	10
To have acquired the specified total points within the scope of other activities	80
TOTAL	120

11. MINIMUM CRITERIA FOR THE BASIC FIELD OF THEOLOGY

Minimum Criteria Required for Promotion and Appointment to the Assistant Professorship

CRITERIA	POINTS
To have gathered the specified total points within the scope of 1A, 1B, 2D or 7	10
To have acquired the specified total points within the scope of other activities	10
TOTAL	20

Minimum Criteria Required for Promotion and Appointment to the Associate Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 15 points acquired within the scope of the conditions defined in 1A,1B, 2C, 2D or 7D and to have obtained the rest from the articles published after being promoted to assistant professorship provided that the applicant is the main author of one of the articles	20
To have gathered the specified total points within the scope of 7	15
To have acquired the specified total points within the scope of other activities	25
TOTAL	60
In addition to 60 points, those, who directly apply for associate professor position after receiving Dr. title, are required to have the points necessary for assistant professorship.	

Minimum Criteria Required for Promotion and Appointment to the Professorship

CRITERIA	POINTS
To have obtained the specified total points with minimum 15 points acquired within the scope of the conditions defined in 1A,1B, 2C, 2D or 7D and to have obtained the rest from the articles published after being promoted to associate professorship provided that the applicant is the main author of one of the articles	20
To have gathered the specified total points within the scope of 7	15
To have acquired the specified total points within the scope of other activities	85
TOTAL	120

** National Field Index Journals:

Journal that scanned by ULAKBİM National Databases

<http://www.Ulakbim.gov.tr/cabim/vt/uvvt/dergiler/>

APPENDIX 3

UNIVERSITY OF KYRENIA PROMOTION AND APPOINTMENT APPLICATION FORM

I. PERSONAL INFORMATION

Name & Surname	
Date of Birth	
University graduated from	
University, Faculty & Department currently employed in	

II. ACADEMIC TITLES

Ph.D., Specialist Doctor, Proficiency in Arts (University, thesis title and year)
Assistant Professor (Date of appointment and name of the university)
Associate Professor (Date of appointment and name of the university)

III. PUBLICATIONS AND ACADEMIC ACTIVITIES

ACTIVITY	REALIZED AND PRESENTED
1. ARTICLE(s) in WOS and SCOPUS	
A. ACHI, SCI Expanded, SCI and SSCI indexed article or review that scanned in Web of Science.	
B. ACHI, SCI Expanded, SCI and SSCI indexed conference paper that scanned in Web of Science with full text.	
C. ESCI indexed article that scanned in Web of Science	
D. Article scanned only in Scopus	
2. OTHER ARTICLES AND PUBLICATIONS	
A. Article scanned in the field indexes	
B. Article scanned in other international indexes	
C. Article scanned in Ulakbim	
D. Article or review published in Journals of KU.	
E. Case reports, book review, technical notes and similar others published in journals indexed in the Web of Science and Scopus databases	
F. Letter to editor published in journals indexed in Web of Science or Scopus databases	

3. PRESENTATION	
A. Papers that published as full-text and scanned in Web of Science	
B. Papers that published as full-text and scanned in Scopus and field indexes	
C. Papers that presented and published as full-text	
D. Abstracts of the presented and published papers	
4. CITATION	
A. IN WOS&SCOPUS	
B. In Google Scholar	
5. PROJECT	
International	
A. Executor	
B. Researcher	
C. Advisor	
National (Cyprus)	
D. Executor	
E. Researcher	
F. Advisor	
KU SRP	
G. Executor	
H. Researcher	
I. Advisor	
J. If the project conducted in collaboration with other universities	
6. POSTER	
A. Posters presented at conferences scanned in Web of Science or Scopus databases	
B. Posters presented in international conferences	
C. Posters presented in national conferences	
7. BOOK (Scientific, Professional and Textbook)	
A. Book(s) published by Pearson, Prentice-Hall, Thomson Reuters, Kluwer, Penguin Random House, Hachette Livre, McGraw-Hill, Holtzbrinck, Scholastic, Wiley, Oxford University Press, Taylor and Francis, Springer, Elsevier, Cambridge University Press, EKSMO.	
B. Book published under the book series indexed in Web of Science or Scopus databases	
C. Book published by a prestigious international printing house	
D. Book published by a prestigious national printing house	
E. Book chapter (International)	
F. Book chapter (National)	
8. EDITORSHIP	
A. Editorship in Journals indexed in Web of Science or Scopus	

B. Editorship in books/translated books published by a prestigious international printing house	
C. Editorship in books/translated books published by a prestigious national printing house	
9. TRANSLATION	
A. Book	
B. Book chapter/Article	
10. PATENT	
A. National	
B. International	
11. CURATORSHIP	
A. National	
B. International	
12. ARCHITECTURAL PROJECT AWARD	
A. Rank	
B. Honorable Mention	
13. SEMINAR/PANEL/TALK/ COURSE/ COMPETITION/SOCIAL WORK PRACTICES	
A. National or international seminar/panel/talk/course/competition/social work practices	
B. Seminar/panel/talk/course/competition/social work practices realized at the University	
14. ARTISTIC ACTIVITIES	
A. National solo exhibition (or activity regarding original artwork, project or solo activity with designs)	
B. International solo exhibition (or activity regarding original artwork, project or solo activity with designs)	
C. National group exhibition	
D. International group exhibition	
E. Participating in events of nationally selective, invitational artistic organizations	
F. Participating in events of internationally selective, invitational artistic organizations	
G. Awards received at nationally selective, invitational artistic organizations	
H. Awards received at internationally selective, invitational artistic organizations	
I. Artworks or designs accepted by institutions, organizations or museums	
J. Artworks or designs taking place in national publications (book, catalogues, periodical art magazines, newspapers, encyclopedia, TV broadcasts)	
K. Artworks or designs taking place in overseas publications (book, catalogues, periodical art magazines, newspapers, encyclopedia, TV broadcasts)	

L. Taking part in juries relevant to national projects and artistic activities in the related field	
M. Taking part in juries relevant to international projects and artistic activities in the related field	
15. PERFORMING ARTS ACTIVITIES	
A. Authoring a play that staged on State Theaters or at equivalent professional arts institutions	
B. Authoring a play that staged at State Conservatory or at equivalent educational institutions	
C. Having a productive role in a play Show	
D. Dramaturgy practice in a play that staged at State Theatres or at equivalent professional art institutions	
E. Dramaturgy practice in a play that staged at State Conservatory or at equivalent professional art institutions	
F. Stage design for a play staged at State Conservatory or equivalent educational institutions	
G. Stage design for a play staged at State Theatres or equivalent professional art institutions	
H. Motion design in a play staged in State Theatres or at equivalent professional art institutions	
I. Motion design in a play that staged at State Conservatory or at equivalent educational institutions	
16. CONCERT	
A. International concert	
B. National concert	
17. FILM/VISUAL & AUDIAL PRODUCTION	
A. Producer / Director / Assistant Director / Screenwriter /Cinematographer / Art Director	
B. Editing Operator / Audio Operator / Light Operator / style consulting	
C. Film screened at international/national cinemas and festivals	
D. Productions broadcasted on National / International TV and Radios	
18. CONGRESS / SYMPOSIUM*	
In symposia and congresses scanned in Web of Science and Scopus databases;	
A. Chairperson	
B. Keynote/Plenary Speaker	
C. Session chairperson	
D. Member/Secretary	
E. Participant	

In prestigious symposia and congresses not scanned in Web of Science and Scopus databases;	
F. Chairperson	
G. Keynote/Plenary Speaker	
H. Session chairperson	
I. Member/Secretary	
J. Participant	
* If the Congress has publication scanned in the Web of Science or Scopus databases	
19. WORKSHOPS	
International	
A. Organizing	
B. Participating	
National	
C. Organizing	
D. Participating	
20. AWARDS	
A. Scientific/artistic Awards granted by international organizations	
B. Scientific/artistic Awards granted by national organizations	
21. THESIS	
PhD	
A. Completed	
B. Currently conducting	
Master's	
C. Completed	
D. Currently conducting	
22. MEMBERSHIP	
A. In Scientific / Professional Organizations	
B. In Scientific Committee	
23. JURY	
International	
A. Serving as the Chairperson of a Scientific / Professional Jury	
B. Serving as a Scientific / Professional Jury Member	
National	
C. Serving as the Chairperson of a Scientific / Professional Jury	
D. Serving as a Scientific / Professional Jury Member	
24. REFEREEING	
A. Serving as a referee in journals indexed in Web of Science or Scopus databases	
B. Serving as a referee in journals scanned in field indexes	
C. Serving as a referee in other internationally scanned journals	
D. Serving as a referee in journals scanned in Ulakbim	
25. ADMINISTRATIVE TASKS	
A. Chairperson of the Board of Trustees	
B. Member of the Board of Trustees / Vice Rector	

C. Dean / Institute Director / Chief Physician	
D. University Coordinator (Common, Elective Courses, SRP, Center of Excellence)	
E. Principal of College/Vocational School/School	
F. Deputy Dean / Deputy Director of Institute	
G. Deputy Principal of College / Vocational School / School	
H. Head of Department	
I. Deputy Head of Department	
J. Head of Research Center	
K. Coordinator (MED)	
L. Coordinator	
26. EDUCATION	
Extra Credit	