



UNIVERSITY OF KYRENIA

GUIDELINES FOR THE APPOINTMENT AND PROMOTION OF ACADEMIC STAFF

Scope

Article-1 This Regulation sets out the conditions for the promotion and appointment of academic staff to the titles of "**Assistant Professor**", "**Associate Professor**", and "**Professor**" and the principles regarding the use of titles acquired at other universities.

General Provisions

Article-2 The criteria specified in this regulation are decisive only at the preliminary evaluation stage, which will result in the acceptance or rejection of promotion and appointment applications. In the evaluation of applications, the academic qualifications and performance of the candidate must be examined in detail. In this evaluation, the candidate's place and potential in the field of science, his/her contribution to education, his/her professional experience and social contribution, the contributions he/she has made or may make to the objectives of the unit to which he/she applies, his/her contribution to the management and institutional structure of the university and other university services, personal and social characteristics are also taken into consideration in terms of his/her suitability for the position to be appointed.

Preliminary Evaluation Commission

Article-3 It is the commission formed by the Rectorate of University of Kyrenia to fulfil the preliminary evaluation procedures of the applications. The commission consists of 5 professors from different fields. In case there are not enough faculty members with the title of professor, the commission is formed by assigning as many members as necessary from other units. This commission submits the Preliminary Evaluation Report to the Rectorate within 10 days at the latest.

The preliminary review committee evaluates the applicants' scientific studies and other academic activities documented in their applications in terms of quantity according to the scoring system in Annex 1 and the minimum requirements system in Annex 2.

Preliminary Evaluation Criteria

Article-4 The "University of Kyrenia Criteria for Promotion to Faculty Membership (Score Table)" to be used in the pre-evaluation stage of the applications of the candidates is given in Annex-1, and the "Minimum Requirements for the Basic Fields of Educational Sciences and Teacher Training, Science-Mathematics, Engineering, Health Sciences, Social Administrative and Humanities, Philology, Architecture, Fine Arts and Design, Performing Arts, Law, Theology Faculties are given in Annex-2. The points specified in the table in Annex-1 are the minimum points for appointment and promotion to the academic staff of University of Kyrenia.

Article-5 University of Kyrenia may define and apply different criteria for the relevant basic field or fields within the framework of the model in Annex-2, in line with the objectives of Annex-1 of the score levels applicable to academic promotion and appointment. In order for such different criteria to be applied, they must be approved by the Senate. The distribution of duties and authorisations regarding which units can define different criteria for which basic fields is determined by the Rectorate.

Appointment and promotion to faculty membership in Vocational Schools are made by the Rectorate with the same procedures and principles.

Article-6 In the preliminary evaluation stage, 1 (one) electronic and 1 printed file is submitted to the rectorate together with the original of the candidate's application petition. In addition, the application files of all internal or external candidates prepared as specified in Article 4 are sent to the members of the Preliminary Evaluation Commission separately by the candidate in digital form.

Article-7 The Promotion and Appointment Criteria determined by the University Senate determine the minimum level required for the academic units of the University of Kyrenia, and the fact that the candidate has passed the preliminary evaluation according to these criteria cannot be accepted as an acquired right. The University Senate reserves the right to make changes in the criteria depending on the developments.

Applications

Article-8 In order for the appointment and promotion applications of the candidates to be processed, there must be a need for a staff member with this qualification in the unit applied for, and the Rectorate must have given approval for the allocation of a staff member with this title.

Before submitting an application, each candidate must evaluate his/her own work in accordance with the criteria set out in Article 4 and, if the prescribed conditions are met, submit an application.

If there are missing documents in the promotion and appointment application files of the candidates, their applications will not be taken into consideration.

Application Requirements

Article-9 University of Kyrenia faculty members and staff who fulfil the application conditions for professorship, associate professorship and assistant professorship, except for the minimum period of time required to work in the relevant field, can make their applications in the previous application period in which they have not yet completed their minimum period of time, if they will complete their minimum period of time between the promotion and appointment application periods held twice a year. The evaluation processes of the applications made within this framework are initiated after the completion of 5 years for applications for the title of professor and 3 years for applications for the title of associate professor.

Promotion and Appointment to Assistant Professorship

Article-10 In order to apply for assistant professorship;

It is a must to have a doctorate degree, to be a specialist doctor in medicine and health sciences or to have gained proficiency in one of the branches of art to be determined by the UoK Senate.

Article-11 Those who fulfil the conditions stipulated in Article 4 of this Regulation must have received the training of trainers organised by the universities and must have published at least one (1) article under the name of UoK.

Article-12 In order to be appointed as an assistant professor; a foreign language score of at least 60 from YDS or a foreign language score whose equivalence is approved by YÖDAK and/or YÖK, or a score of at least C from the graduate foreign language exam organised by the Rectorate of UoK, or a score of at least 55 from the English Proficiency Test for Teaching (EPTT) held by the Rectorate of UoK.

Article- 13 Candidates who apply for assistant professorship and who are approved by the UoK. Preliminary Evaluation Commission submit 1 printed and 1 electronic file to the UoK. Rectorate

Article-14 Together with the application files, a petition stating the unit (department / department / department of art / branch of art, if any) and the field to be evaluated and a declaration stating that there are no missing documents in the application file should be submitted to the Rectorate in a separate file.

Application File for Promotion and Appointment to Assistant Professorship;

- CV
- A copy of the form in Annex 3, filled in and marked accordingly,
- Documents proving that the candidate's articles are scanned in WOS, SCOPUS and ULAKBIM,
- Copy of doctoral diploma, if any, certificate of assistant professorship
- One copy of each of his works,
- Final acceptance documents or DOI numbers for publications that have been accepted but not yet published at the date of application,
- Foreign language certificate (original or notarised copy),
- Training of Trainer certificate
- Printing contract if the publication is a book,
- They must attach documents proving citations and refereeing. At least 70% of the applicant's articles within the scope of the mandatory requirement of the applied title must be published,

Article-15 The dean of the faculties and the directors of the institutes or colleges affiliated to the rectorate shall appoint three professors or associate professors, one of whom shall be the director of that unit and the other of whom shall be from outside UoK, who are related to the field of science in which the candidate or candidates apply, to examine the status of the assistant professor candidate or candidates approved by the preliminary examination commission. For each candidate, the dean or the relevant director sends the documents related to the candidates to these faculty members and asks them to submit their written opinions. The dean or the relevant director takes the matter to the first Faculty Administrative Board and/or School Administrative Board meeting after the written opinions are received, and takes separate opinions about the candidate or candidates. In case more than one candidate applies for a vacancy, the board of directors states its preference with justification. The dean or director submits his/her opinions and recommendations to the rector together with the file. Based on these reports, the Board of Directors decides on the appointment of the applicant as an assistant professor and submits them to the Board of Trustees for approval. Appointment procedures are carried out by the Rectorate

Promotion and Appointment to Associate Professorship

Article-16 The following conditions are required for promotion and appointment as Associate Professor;

- a) Having worked in the relevant field of science for at least three (3) years, including at least 2 (two) years full-time in a Higher Education Institution, and having published at least 2 articles under the name of UoK for the faculty members and staff of University of Kyrenia, after obtaining the title of PhD, specialisation in Medicine and Health Sciences or proficiency in art.
- b) To be found appropriate by the " UoK Preliminary Evaluation Commission" according to the scoring system in Appendix 1 and the minimum requirements system in Appendix 2 in terms of quantity of scientific studies and other academic activities.
- c) To have given original works in his/her field of science and to have practical studies in the branches that have an application area.

Article- 17 Examination for Promotion to Associate Professorship;

Candidates applying for the associate professorship exam submit 1 printed and 1 electronic file including their CV, scientific studies and works to the Rectorate of UoK.

Article- 18 Scientific Jury for Promotion to Associate Professorship Examination,

a) The Science Jury consists of 5 full and 2 substitute members, the majority of whom are selected from among the professors working at other universities, according to the expertise and research subject of the branch of science applied by the candidate. The UoK Board of Directors decides on the members of the science jury. If there are not enough members in the same branch of science or if the characteristics of the candidate's branch of science or specialisation and research subjects make it compulsory, jury members can be selected from nearby branches of science.

b) Candidates' Application Files are submitted to the jury members electronically (e-mail / CD / DVD / flash memory) by the rectorate.

c) The members of the scientific jury prepare their comprehensive reports on the originality, relevance to the branch of science, contribution to the branch of science and integrity of the scientific works presented in the candidate's file before the meeting. The Science Jury convenes in full number, elects a chairman from among themselves, evaluates the submitted reports and decides positively or negatively by majority vote.

d) The scientific jury subjects the candidate, about whom it has made a favourable decision, to an oral examination or, if necessary, also to a practical and applied examination. In the oral exam, the candidate's knowledge of the discipline to which the candidate has applied is evaluated based on the works submitted by the candidate, and the candidate is decided to be successful or unsuccessful by unanimity or majority vote.

e) Candidates whose scientific works are found sufficient but who fail the oral examination may take the oral examination for the second time at least 6 months later. Candidates who fail the oral exam for the second time can take the associate professorship exam again only after a full year.

Article-19 The science jury notifies the candidate orally and in writing (together with the reports of the jury members and a detailed examination report) to the Rectorate of the University. The Board of Directors of UoK takes the appointment decision of the candidate in line with the promotion decision of the science jury and submits it to the Board of Trustees for approval. The Associate Professorship success certificate of the appointed candidate is issued by the Rectorate of

the University.

Application File for Promotion to Associate Professor;

Together with the application files, a petition stating the unit (department / department / department of art / branch of art, if any) and the field to be evaluated and a declaration stating that there are no missing documents in the application file should be submitted to the Rectorate as a separate file.

- CV
- A copy of the form in Annex 3, filled in and marked accordingly,
- Documents proving that the candidate's articles are scanned in WOS, SCOPUS and ULAKBIM,
- Copy of doctorate, specialisation in medicine and health sciences and proficiency in art certificate, if any, assistant professorship certificate
- One copy of each of his works,
- Final acceptance documents or DOI numbers for publications that have been accepted but not yet published at the date of application,
- Foreign language documents (original or notarised copy),
- Training of Trainer certificate (for applicants from universities other than University of Kyrenia)
- Printing contract if the publication is a book,
- They must attach documents proving citations and refereeing. At least 70% of the applicant's articles within the scope of the mandatory requirement of the applied title must be published,

Article-20 Appointment to associate professorship;

In order to determine the status and scientific or artistic qualifications of the candidate/candidates applying for the appointment of associate professor, the Board of Directors of UoK forms a jury consisting of professors from other universities, one of whom is the director of that unit, related to the field of science or art of the announced staff. The jury consists of 3 full and 1 substitute member. The jury members examine the documents in the file submitted by the candidate/candidates and prepare a report separately for each candidate, and if there is more than one candidate applying for appointment to the staff, they state their preferences. In these reports, the scientific or artistic qualifications and studies of the candidates are evaluated, their managerial, constructive and developmental qualities and their efforts to train scientists and artists are stated in detail. Based on these reports, the Board of Directors decides on the appointment of the applicant and submits them to the Board of Trustees for approval. Appointment procedures are carried out by the Rectorate.

Article-21 Candidates submit 1 printed and 1 electronic file to the Rectorate of UoK.

Article-22 When submitting their application files, candidates submit a petition stating the unit (department / department / department of art / branch of art, if any) and the field to be evaluated and a declaration stating that there are no missing documents in the application file.

Article-23 In the event that the field of application of the candidate applying for the appointment of Associate Professor is different from the department and/or the relevant department at the University of Kyrenia, the written opinion of the head of the department to which the candidate will apply is taken.

Application File for Appointment to Associate Professorship;

The application file for appointment as an associate professor includes all the documents

included in the application file for promotion to associate professor and additionally **the CERTIFICATE OF ASSOCIATE PROFESSORSHIP**.

Promotion and Appointment to Professorship

Article-24 The following conditions are required for promotion and appointment to professorship:

- a) After gaining the title of Associate Professor, he/she must have worked in the relevant field of science for at least five (5) years, at least three (3) years of which must be full-time in a Higher Education Institution, and candidates who are faculty members and staff of University of Kyrenia must have published at least 3 articles under the name of UoK.
- b) To be found appropriate by the "UoK Preliminary Evaluation Commission" according to the scoring system in Appendix 1 and the minimum conditions system in Appendix 2 in terms of quantity of scientific studies and other academic activities.
- c) To have given original works in his/her field of science and to have practical studies in the branches that have an application area.

Article-25 1 printed and 1 electronic file is delivered to the Rectorate of University of Kyrenia.

Article-26 When submitting their application files, candidates submit a petition stating the unit (department / department / department of art / branch of art, if any) and the field to be evaluated and a declaration stating that there are no missing documents in the application file.

Application File for Promotion and Appointment to Professorship

- CV
- A copy of the form in Annex 3, filled in and marked accordingly,
- Documents proving that the candidate's articles are scanned in WOS, SCOPUS and ULAKBIM,
- Copy of the doctoral diploma,
- Associate Professorship certificate,
- One copy of his works before and after associate professorship,
- Final acceptance documents or DOI numbers for publications that have been accepted but not yet published at the date of application,
- Foreign language documents (original or notarised copy),
- Training of Trainer certificate (for applicants from universities other than University of Kyrenia)
- Printing contract if the publication is a book,
- They must attach documents proving citations and refereeing. At least 70% of the applicant's articles within the scope of the mandatory requirement of the applied title must be published,

Article-27 In the event that the field of application of the candidate applying for professorship is different from the department and/or the relevant department at the University of Kyrenia, the written opinion of the head of the department to which the candidate will apply is taken.

Article-28 In order to determine the status and scientific or artistic qualifications of the candidates applying for professorship, the Board of Directors of UoK shall select 3 full and 1 substitute member, one of whom shall be the director of that unit, from among the professors from other universities related to the field of science or art of the advertised position. These members examine the documents in the dossier submitted by the candidate or candidates and prepare a report

separately for each candidate, and if there is more than one candidate applying for appointment, they state their preferences. In these reports, the scientific or artistic qualifications and works of the candidates are evaluated, their managerial, constructive and developmental qualities and their efforts to train men of science and art are stated in detail. Based on these reports, the Board of Directors decides on the appointment of the applicant associate professor to professorship and submits them to the Board of Trustees for approval. Appointment procedures are carried out by the Rectorate.

Article-29 Candidates' Application Files are submitted to the jury members electronically (e-mail, CD, DVD or flash memory) as follows:

- The application petition of the candidate to the Rectorate (indicating which branch of science he / she is applying for),
- Candidate's Curriculum Vitae (CV),
- Annex-3 form (The form should be filled in and the necessary points should be made),
- Screenshots proving that the candidate's articles are scanned in WOS, SCOPUS and ULAKBIM,
- Final acceptance documents or DOI numbers for publications that have been accepted but not yet published at the date of application.

Article-30 Candidates who apply for promotion and appointment to assistant professorship, associate professorship and professorship positions, but are found unsuccessful by the scientific and appointment jury formed after their applications are accepted, cannot apply for the same position again until one year has passed.

Open and Reappointment

Article-31 Applications for open and re-appointment to professorship, associate professorship and assistant professorship positions 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.

Open and reappointment application file

- The application petition of the candidate to the Rectorate (indicating which branch of science he / she is applying for),
- Candidate's Curriculum Vitae (CV) and list of works,

Enforcement

Article-31 This regulation shall apply as of **31 March 2023**.

Annex 1.

PROMOTION CRITERIA (POINT TABLE)

EVENTS	SCORES
1. ARTICLE IN WOS & SCOPUS	
A. AHCI, SCI Expanded, SCI and SSCI indexed article scanned in Web of Science	15*
B. ESCI indexed article scanned in Web of Science	10*
C. Article scanned only in Scopus	8*
2. OTHER ARTICLES & PUBLICATIONS	
A. Article indexed in the field indexes	6*
B. Articles indexed in other international indexes	4*
C. Article scanned in Ulakbimde	3*
D. Article or review published in the journals of UoK	5
E. Case report, book review, technical note, etc. published in journals indexed in Web of Science or Scopus databases.	3*
F. Letter to the editor published in journals indexed in Web of Science or Scopus databases	1
3. PRESENTATION	
A. Papers scanned in Web of Science and published in full text	6*
B. Full-text papers published in Scopus and other field indexes	3*
C. Papers presented and published in full text	2*
D. Abstracts presented and published	1*
4. ATTRIBUTION	
A. IN WOS&SCOPUS	1 for each citation
B. In Google Scholar	0.5 for each citation
5. PROJECT	
International	
A. Executive	10
B. Researcher	6
C. Consultant	2
National (Cyprus)	
D. Executive	6
E. Researcher	3
F. Consultant	1
UoK BAP	
G. Executive	6
H. Researcher	3
I. Consultant	1
* Cooperation with other universities in the project	3
6. POSTER	
A. Presented at conferences indexed in Web of Science or Scopus databases	3/Ys
B. Presented at international conferences	2/Ys
C. National presented	1/Ys
7. BOOK (Scientific, Professional and Textbook)	
A. Pearson, Prentice-Hall, Thomson Reuters, Kluwer, Penguin Random House, Hachette Livre, McGraw-Hill, Book published by Holtzbrinck, Scholastic, Wiley, Oxford University Press, Taylor and Francis, Springer, Elsevier, Cambridge University Press, EKSMO publishing houses	40
B. Book series indexed in Web of Science or Scopus databases book published under	10
C. A book published by a reputable international publishing house	7
D. A book published by a reputable national publishing house	6
E. Scientific book chapter Authorship (International)	5
F. Scientific book chapter authorship (National)	3
G. Scientific Book Translation	4
H. Translation of chapters in a scientific book	2
I. Monograph books in the form of associate professorship thesis, professorship presentation thesis	25**
I. Gift Book Chapter	7**
8. EDITORSHIP	
A. Editorial editorship in journals indexed in Web of Science or Scopus databases	3

B. Book/translated book published by a reputable international publishing house editorial	2
C. Editing a book/translated book published by a national reputable publishing house	1
9. TRANSLATION	
A. Book	5
B. Book chapter/Article	3
10. PATENT	
A. National	10
B. International	20
11. CURATING	3
A. International	2
B. National	2
12. ARCHITECTURAL PROJECT AWARD	
A. Degree	5
B. Honourable Mention	3
13. SEMINAR/PANEL/DISCUSSION/COURSE/COMPETITION/COMMUNITY SERVICE PRACTICES	
A. National or international seminar/panel/discussion/course/competition/society service applications	2
B. Seminar/panel/discussion/course/competition/community service practices at the university	1
14. ARTISTIC ACTIVITIES	
A. National solo exhibition (or personal activity with original works, projects or designs)	4
B. International solo exhibition (or an exhibition of original works, projects or designs) personal effectiveness)	8
C. National group exhibition	2
D. International group exhibition	4
E. Participation in the activities of national selected, invited artistic organisations	4
F. Participation in the activities of international selected and invited artistic organisations	6
G. Receiving awards in national selected, invited artistic organisations	4
H. Receiving awards in international selected, invited artistic organisations	6
I. Works or designs accepted by institutions, organisations or museums to be	8
J. Works or designs appearing in national publications (book, catalogue, periodical art magazines, newspapers, encyclopaedias, TV broadcasts)	2
K. Works or designs appearing in foreign publications (books, catalogues, periodical art magazines, newspapers, encyclopedias, TV broadcasts)	3
L. Taking part in national project and artistic juries related to the field	2
M. Taking part in international project and artistic juries related to the field	3
15. PERFORMING ARTS EVENTS	
A. Playwriting in a work staged in State Theatres or equivalent professional art institutions	5
B. A performance staged at the State Conservatory or equivalent educational institutions playwriting in the work	5
C. take a productive part in a play production	5
D. Dramaturgy practice in a play staged in State Theatres or equivalent professional art institutions	3
E Dramaturgy practice in a play staged at the State Conservatory or equivalent educational institutions	3
F. Stage design in a play staged in State Theatres or equivalent professional art institutions	2
G. Stage design in a play staged at the State Conservatory or equivalent educational institutions	1
H. Movement design in a play staged in State Theatres or equivalent professional art institutions	2
I.Movement design in a play staged at the State Conservatory or equivalent educational institutions	1
16. CONCERT	

A. International concert	5
B. National concert	3
17. FILM/ VISUAL & AUDIO PRODUCTION	
A. Producer / Director / Assistant Director / Screenwriter / Director of Photography / Art Director	6
B. Editing Operator / Sound Operator / Lighting Operator / style consultancy	4
C. Screening in National/International Cinemas and Festivals	6
D. Broadcasting on National/International TV and Radio	4
18. CONGRESS/SYMPOSIUM	
Scanned in Web of Science or Scopus databases at congresses/symposiums	
A. President	8
B. Keynote/Plenary Speaker	6
C. Chairperson	4
D. Member/Secretary	3
E. Participation	2
Reputable congresses/symposia not scanned in Web of Science or Scopus databases	
F. President	5
G. Keynote/Plenary Speaker	4
H. Chairperson	3
I. Member/secretary	2
J. Participation	1
K. Publication of the congress scanned in Web of Science or Scopus databases if any	3
19TH WORKSHOP	
International	
A. Arrangement	3
B. Participation	2
National	
C. Arrangement	2
D. Participation	1
20. AWARDS	
A. Scientific/Artistic Award from an international organisation	5
B. Scientific/Artistic Award from a national institution	3
21. THESIS	
PhD	
A. Completed	10/DS
B. Under management	4/DS
Master's Degree	
C. Completed	5/DS
D. Under management	2/DS
22. MEMBERSHIP	
A. Scientific / Professional Organisations	2
B. Scientific Committee	2
23. JURY	
International	
A. Scientific/Professional Jury Presidency	3
B. Scientific/Professional Jury Membership	2
National	
C. Chairmanship of Scientific/Professional Jury	2
D. Scientific/Professional Jury Membership	1
24. REFEREEING	
A. Journals indexed in Web of Science or Scopus databases refereeing	4
B. Refereeing in journals indexed in field indexes	3

C. Other Refereeing in international journals	2
D. Refereeing in journals indexed in Ulakbimde	1
25. ADMINISTRATIVE OFFICE (For each year and maximum 3 years in total)	
A. Chairman of the Board of Trustees	25
B. Member of the Board of Trustees/Deputy Director	20
C. Dean/Institute Director/Head Physician	15
D. Secretary General	12
E. University Coordinator (Open, Joint, Elective Courses, BAP, Centre of Excellence)	10
F. College/Vocational School/School Director	10
G. Deputy Dean / Deputy Institute Director	5
H. Higher School/Vocational School/School Deputy Director	4
I. Head of Department/Division (TIP)	5
J. Deputy Head of Department/Division (TIP)	2
K. Head of Research Centre	3
L. Term Coordinator (TIP)	3
M. Deputy Term Coordinator (TIP)	2
N. Chairman or Coordinator of Other Commissions, Boards and Committees (TIP)	2
O. Coordinator	2
26. EDUCATION	
Excess credit	1
TOTAL	

YS = Number of Authors

DS = Number of Consultants

*** 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 the Basic Area of Law**

SCORE TABLE FOR WORKS WITH ONE OR MORE AUTHORS

Number of Authors in the Work	First Author %	2. Author %	3. Author %	4. Author %	5. Author %
Single Author	100				
2 Authors	80	80			
3 Authors	75	60	50		
4 Authors	70	60	50	40	
5 Authors	60	50	40	30	20
6 and above	Calculated in the same way as done by five authors				

EXPLANATIONS

1-Publication must be in indexed journals related to the candidate's field of application;

- a. Printed,
- b. Electronically published
- c. It should be a research article, review, "short communication=brief communication", case report, technical note, letter to the editor, letter to the editor, congress abstract/full text, book review, which has received DOI for publication and whose full text has been published electronically.

2- Main Author ;

- a. Name in a single-authored article
- b. The first ranked author among the authors of the article
- c. The author and supervisor(s) of the thesis in the publication produced from graduate theses (it must be documented that it is a thesis publication).
- d. If the author order is alphabetical, the main author is determined according to the declaration signed by all authors (Declaration petition Appendix 4).

3-Corresponding Author;

- a- The senior author, who usually provides intellectual input and designs and approves the protocols to be followed in the study
- b- If the responsible author is not the first name, this author is given an additional score of 10% of the total score of the work.

4-Book/Book Section;

- a. The book must be related to the field of basic science/art to which the candidate applies.
- b. Encyclopaedia chapters/articles are considered as book chapters.
- c. Points can only be awarded for authorship/translation of two chapters in the same book.
- d. If the author of the book chapter is the same person as the editor, points can be obtained from only one chapter author in addition to the editorial points.
- e. The "Sense Ranking of Academic Publishers" classification in the year the book was published is used.

5- Citations;

- a. The maximum score under this heading is 20 points.
- a. *References to the candidate's own publications and reciprocal citations are not taken into consideration.*
- b. The citation score is calculated as specified in the table.
- c. The candidate must document the citations scored
- d. Each publication receives one citation score regardless of the number of times it is cited in the place of publication.
- d. For assistant professorship; citations to all publications of the candidate are evaluated. For associate professorship, citations made to all publications of the candidate after obtaining the doctorate and medical/dental speciality degree are evaluated. For professorship; citations made to all publications of the candidate after the date of receiving the title of associate professor are evaluated.

6-Directed and Completed Graduate Thesis;

In case of more than one supervisor, the points are shared as "main author points".

7-Projects;

Projects are considered "completed" only in the presence of a final report acceptance letter.

8-Patent;

Patents registered by the Turkish Patent and Trademark Office or international patent offices; with a research report indicating that the invention is new and contains an inventive step; patents that have been implemented in industry or commercialised are accepted. The patent score is divided by the number of idea right holders.

9-Impact Factor (IF) ;

a-For articles published in journals within the scope of SCI, SCIE, SSCI, AHCI, the effect of the "Impact Factor" on the score is as follows;

$$\text{Net Score} = \text{Score indicated in the table} + (2 \times \text{Impact factor})$$

The Impact factor of the specified journal on the date of publication of the article is taken as the basis for pointing.

b-If the article is included in the Q1 or Q2 index of the specified journal at the time of publication, 30% additional points are given to the score specified in the table, and 15% additional points are given if it is included in the Q3 index.

10-Multicentre and/or Multinational Studies;

a-Studies conducted in four or more centres are considered as multicentre and multinational studies.

b-In multi-centre studies, works published in journals with an Impact factor (IF) of 5 and above are evaluated.

c-In different multi-centre / different multi-disciplinary studies (article authorship, book / book chapter authorship or book / book chapter translation, joint scientific studies and citations such as awards and patents), the score specified in the table is accepted separately for each centre / discipline and divided as in the sample calculations below. Different centres / different disciplines are different faculties, different departments of different universities or different faculties of the same university.

d-Different scientific branches of science within the same department are not different centres/different disciplines.

e- The department of the first author in the study is accepted as the main centre / discipline, and the points deserved by the authors working in the main centre / discipline are calculated as in the sample calculation below.

f- Departments other than the department of the first author are considered as secondary centres/disciplines. In the calculation of the points deserved by the authors working in the secondary centre / discipline, the score of the first author of the study is taken as the basis and this score is divided equally among the authors working in each secondary centre / discipline.

g-If there is only one author in the secondary centre / discipline, this author receives 80% of the score received by the first author of the study.

h- For international collaborative publications, the candidate receives the same score as the first author.

Sample Calculation in Multicentre Studies

EXAMPLE:1

1. A. AHCI, SCI Expanded, SCI and SSCI indexed article indexed in Web of Science;

A centre (Main centre / discipline) : 15 points

First name in centre A: $15 \times 80\% = 12$ points

Second name in centre A: $15 \times 40\% = 6$ points

Centre B (Secondary centre/discipline) : 12 points [Points awarded to the first author of the study]

Each of the authors : $(12 \times 80\%) \div 3 = 3.2$ points

Centre C (secondary centre/discipline) : 12 points [Points awarded to the first author of the study]

Each of the authors : $(12 \times 80\%) \div 3 = 3.2$ points

*If there is only one author in the secondary centre(s), $9 \times 80\% = 7.2$ points (80% of the points received by the first author of the study)

*Impact Factor (IF) is added to the scores indicated in the table (see explanations, item 9).

ANNEX 2. MINIMUM REQUIREMENTS

1. EDUCATIONAL SCIENCES AND TEACHER EDUCATION BASIC AREA MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	40
TOTAL	80
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 80 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
40 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an associate professor A minimum of 10 points is compulsory under 1A.	80
Total within the scope of other activities	80
TOTAL	160

INTERNATIONAL FIELD INDEXES IN THE BASIC FIELD OF EDUCATIONAL SCIENCES AND TEACHER TRAINING:

1. ISI Master Journal List - Thomson Reuters Web of knowledge (aka ISI Web of Knowledge) Database
2. Australian Education Index
[http:// www.acer.edu.au/library/ catalogues/aei.html](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 SCIENCE MATHEMATICS BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	40
TOTAL	80
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 80 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
50 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an associate professor A minimum of 10 points is compulsory under 1A.	80
Total within the scope of other activities	80
TOTAL	160

3. ENGINEERING BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	40
TOTAL	80
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 80 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
50 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an associate professor A minimum of 10 points is compulsory under 1A.	80
Total within the scope of other activities	80
TOTAL	160

4. HEALTH SCIENCES BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
40 points within the scope of 1A and 1B A total of 40 points published after becoming an Assistant Professor, provided that he/she is the main author* in two of his/her articles. A minimum of 10 points is compulsory under 1A.	50
Total within the scope of other activities	30
TOTAL	80
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 80 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
50 points within the scope of 1A and 1B A total of 50 points, provided that he/she is the lead author* in two of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	90
Total within the scope of other activities	70
TOTAL	160

INTERNATIONAL FIELD INDEXES IN THE BASIC FIELD OF HEALTH SCIENCES:

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

5. SOCIAL, ADMINISTRATIVE AND HUMANITIES BASIC FIELD MINIMUM REQUIREMENTS

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

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
15 points within the scope of 1A and 1B A total of 15 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	25
Total within the scope of other activities	35
TOTAL	60
In addition to the 60 points, those who apply directly to the associate professorship after obtaining the title of Dr. must also meet the points stipulated for Assistant Professor	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total under 1A, 2A, 2B, 2C, 3A or 3B	30
Total 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 Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

SCORE	Professor	SCORE
15 points within the scope of 1A and 1B A total of 15 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.		20
Total within the scope of other activities		40
TOTAL		60
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points for Assistant Professor in addition to 60 points		

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	80
TOTAL	120

5.3. Philosophy, Anthropology, Archaeology, History, Art History, Social Psychology, Clinical Psychology, Applied Psychology, Developmental Psychology, Sociology

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
15 points within the scope of 1A and 1B A total of 15 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	20
Total within the scope of other activities	50
TOTAL	70
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 70 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	100
TOTAL	140

5.4. Department of Information and Document Management

Minimum Requirements for Promotion and
Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
Total within the scope of other activities	5
TOTAL	20

Minimum Requirements for
Promotion and Appointment as
Associate Professor

REQUIREMENTS	SCORE
20 points within the scope of 1A and 1B A total of 20 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	30
Total within the scope of other activities	40
TOTAL	70
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 70 points	

Minimum Requirements for Promotion
and Appointment to Professorship

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	100
TOTAL	140

5.5. Departments of Linguistics and Applied Linguistics

Minimum Requirements for Promotion and
Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
Total within the scope of other activities	5
TOTAL	20

Minimum Requirements for
Promotion and Appointment as
Associate Professor

REQUIREMENTS	SCORE
20 points within the scope of 1A and 1B A total of 20 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	30
Total within the scope of other activities	40
TOTAL	70
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 70 points	

Minimum Requirements for Promotion
and Appointment to Professorship

REQUIREMENTS	SCORE
30 points within the scope of 1A and 1B A total of 30 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor. A minimum of 10 points is compulsory under 1A.	40
Total within the scope of other activities	100
TOTAL	140

6. PHYLOLOGY BASIC FIELD MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
10 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor A minimum of 10 points is compulsory under 1A.	15
Total within the scope of other activities	30
TOTAL	60
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points for Assistant Professor in addition to 60 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
20 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an associate professor A minimum of 10 points is compulsory under 1A.	30
Total within the scope of other activities	90
TOTAL	120

INTERNATIONAL FIELD INDEXES OF PHYLOLOGY BASIC FIELD:

1. ISI Master Journal List - Thomson Reuters Web of Knowledge (aka 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 REQUIREMENTS FOR THE BASIC FIELD OF ARCHITECTURE

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1, 2 or 3, provided that there are at least 5 points within the scope of 1A and 1B	15
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
15 points within the scope of 1A, 1B and 1C A total of 15 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor. A minimum of 10 points is compulsory under 1A.	20
Total within the scope of other activities	50
TOTAL	70
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points stipulated for Assistant Professor in addition to 70 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
20 points within the scope of 1A and 1B In total, provided that he/she is the main author* in one of the articles published after becoming an associate professor A minimum of 10 points is compulsory under 1A.	30
Total within the scope of other activities	90
TOTAL	120

BASIC FIELD/FIELD INDEXES 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. FINE ARTS AND DESIGN MINIMUM REQUIREMENTS

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
At least 3 points within the scope of 1A and 1B and a total of 1C, 2, 3 and 4	5
Total within the scope of 14	10
Total within the scope of other activities	5
TOTAL	20

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
At least 5 points within the scope of 1A and 1B, within the scope of 1C, 2A, 2B and 2C published after becoming Assistant Professor and in one of the articles total, provided that the main author*	15
A total of at least 4 points within the scope of 14.A or 14.B.	25
Total within the scope of other activities	20
TOTAL	60
In addition to the 60 points, those who apply directly to the associate professorship after obtaining the title of Dr. must also meet the points stipulated for Assistant Professor	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
At least 5 points within the scope of 1A and 1B, 20 points within the scope of 2A, 2B and 2C Published after becoming an associate professor and the main author of one of the articles* provided that the total	30
At least 4 points within the scope of 14.A or 14.B, total within the scope of 14	50
Total within the scope of other activities	40
TOTAL	120

INTERNATIONAL FIELD INDEXES OF FINE ARTS AND DESIGN:

1. ISI Master Journal List-Thomson Reuters Web of Knowledge (aka ISI Web of Knowledge) Database
2. IIM, DI, CMCi
3. Art and Design Index ARID
4. Education Index (EI)

9. PERFORMING ARTS MINIMUM CONDITIONS

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
Total within the scope of 1A, 2A, 2B and 2C	10
Total within the scope of other activities	10
TOTAL	20

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
Published within the scope of 1A, 2A, 2B and 2C after becoming an Assistant Professor, provided that he/she is the main author* in one of the articles.	15
Total within the scope of 7	15
Total within the scope of other activities	30
TOTAL	60
In addition to the 60 points, those who apply directly to the associate professorship after obtaining the title of Dr. must also meet the points stipulated for Assistant Professor	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
20 points within the scope of 1A, 2A, 2B and 2C A total of 20 points, provided that he/she is the main author* in one of the articles published after becoming an associate professor.	30
Total under 7 and 15	40
Total within the scope of other activities	50
TOTAL	120

10. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF LAW

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
A total of at least 5 points within the scope of 1A,B,C and 2A	5
Total within the scope of other activities	10
TOTAL	15

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
10 points within the scope of 1A,B,C and 2A A total of 10 points, provided that he/she is the main author* in one of the articles published after becoming an Assistant Professor.	15
Total within the scope of 7	25
Total within the scope of other activities	35
TOTAL	75
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points for Assistant Professor in addition to 60 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
20 points within the scope of 1A, B, C and 2A (maximum 20% of the total points) To be the main author* in one of the articles published after becoming an associate professor provided that the total	30
Total within the scope of 7	50
Total within the scope of other activities	40
TOTAL	120

11. MINIMUM REQUIREMENTS FOR THE BASIC FIELD OF THEOLOGY

Minimum Requirements for Promotion and Appointment as Assistant Professor

REQUIREMENTS	SCORE
Total under 1A, 1B, 2D or 7	10
Total within the scope of other activities	10
TOTAL	20

Minimum Requirements for Promotion and Appointment as Associate Professor

REQUIREMENTS	SCORE
15 points within the scope of 1A, 1B, 2C, 2D and 7D A total of 15 points published after becoming an Assistant Professor, provided that he/she is the main author* in one of the articles.	20
Total within the scope of 7	15
Total within the scope of other activities	25
TOTAL	60
Those who apply directly for associate professorship after obtaining the title of Dr. must meet the points for Assistant Professor in addition to 60 points	

Minimum Requirements for Promotion and Appointment to Professorship

REQUIREMENTS	SCORE
15 points within the scope of 1A, 1B, 2C, 2D and 7D A total of 15 points published after becoming an associate professor, provided that he/she is the main author* in one of the articles.	20
Total within the scope of 7	15
Total within the scope of other activities	85
TOTAL	120

** National Area Index Journals:

Journal scanned by ULAKBIM National
Databases. [http://www.
Ulakbim.gov.tr/cabim/vt/uvj/journals/](http://www.Ulakbim.gov.tr/cabim/vt/uvj/journals/)

Appendix 3

UNIVERSITY OF KYRENIA PROMOTION AND APPOINTMENT APPLICATION FORM

I. PERSONAL INFORMATION

Name Surname	
Date of Birth	
Graduated from university	
His current university, faculty and department	

II. ACADEMIC DEGREES

Doctorate, Expert Doctor, Proficiency in Art (University, thesis title and year)
Assistant Professor (Date of appointment and university)
Associate Professor (Date of appointment and university)

III. PUBLICATIONS AND ACADEMIC ACTIVITIES

EVENT	REALISED and PRESENTED
1. PUBLICATIONS IN WOS & SCOPUS	
A. AHCI, SCI Expanded, SCI and SSCI indexed article or review scanned in Web of Science	
B. ESCI indexed article scanned in Web of Science	
C. Only scanned in Scopus Article	
2. OTHER ARTICLES & PUBLICATIONS	
A. Article indexed in field indexes	
B. In other international indexes scanned article	
C. Article scanned in Ulakbimde	
D. Article or review published in the journals of UoK	

E. Case report, book, review, technical note, etc. published in journals indexed in Web of Science or Scopus databases.	
F. Letter to the editor published in journals indexed in Web of Science or Scopus databases	
3. PRESENTATION	
A. Papers scanned in Web of Science and published in full text	
B. Scanned in Scopus and field indexes vetam Metinli published papers	
C. Presented and full Metinli published papers	
D. Abstracts presented and published	
4. ATTRIBUTION	
A. IN WOS & SCOPUS	
B. In Google Scholar	
5. PROJECT	
International	
A. Executive	
B. Researcher	
C. Consultant	
National (Cyprus)	
D. Executive	
E. Researcher	
F. Consultant	
NEU and UoK BAP	
G. Executive	
H. Researcher	
I. Counsellor	
J. If the project has co-operated with other universities	
6. POSTER	
A. Presented at conferences indexed in Web of Science or Scopus databases	
B. Presented at international conferences	
C. National presented	
7. BOOK (Scientific, Professional and Textbook)	
A. Pearson, Prentice-Hall, Thomson Reuters, Kluwer, Penguin Random House, Hachette Livre, Book published by McGraw-Hill, Holtzbrinck, Scholastic, Wiley, Oxford University Press, Springer, Elsevier, Cambridge University Press, EKSMO publishing houses	

B. Book published under book series indexed in Web of Science or Scopus databases	
C. An internationally recognised publishing house book published by	
D. A reputable national publishing house book published by	
E. Book chapter (international)	
F. Book chapter (National)	
8. EDITORSHIP	
A. Editorial editorship in journals indexed in Web of Science or Scopus databases	
B. An internationally recognised publishing house book/translation book editorship published by	
C. A national reputable publishing house book/translation book editorship published by	
9. TRANSLATION	
A. Book	
B. Book chapter/Article	
10. PATENT	
A. National	
B. International	
11. CURATING	
A. International	
B. National	
12TH ARCHITECTURAL PROJECT AWARD	
A. Degree	
B. Honourable Mention	
13. SEMINAR/PANEL/DISCUSSION /COURSE/COMPETITION/SOCIETY SERVICE APPLICATIONS	
A. National or international seminar/panel/discussion/course/competition/community service practices	
B. Seminar/panel/discussion/course/competition/community service applications	
14. ARTISTIC ACTIVITY	
A. National solo exhibition (or personal activity with original works, projects or designs)	
B. International solo exhibition (or original work, project or personal effectiveness with designs)	
C. National group exhibition	

D. International group exhibition	
E. To the activities of national selected, invited artistic organisations Participation	
F. International selected, invited artistic	

participate in the activities of organisations	
G. National selected, invited artistic receiving awards in organisations	
H. Award in international selected and invited artistic organisations don't take	
I. Acceptance of works or designs by institutions, organisations or museums	
J. Works or designs appearing in national publications (book, catalogues, periodical art magazines, newspapers, encyclopedias, TV broadcasts)	
K. Publication of works or designs in foreign publications (book, catalogues, periodical art magazines, newspapers, encyclopedias, TV broadcasts)	
L. Taking part in national project and artistic juries related to the field	
M. Taking part in international project and artistic juries related to the field	
15. PERFORMING ARTS EVENTS	
A. A play in a work staged in State Theatres or equivalent professional art institutions authorship	
B. Playwriting in a work staged at the State Conservatory or equivalent educational institutions	
C. take a productive part in a play production	
D. Dramaturgy in a play staged in State Theatres or equivalent professional art institutions application	
E. Staged at the State Conservatory or equivalent educational institutions dramaturgy practice in a play	
F. State Theatres or equivalent professional organisations Art in their staged one in the game stage design	
G. Stage design in a play staged at the State Conservatory or equivalent educational institutions	
H. Acting in a play staged in State Theatres or equivalent professional art institutions design	

I. Staged at the State Conservatory or equivalent educational institutions	
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motion design in a game	
16TH CONCERT	
A. International concert	
B. National concert	
17. FILM/ VISUAL & AUDIO PRODUCTION	
A. Producer / Director / Director Assistant/ Screenwriter/ Director of Photography/ Art Director	
B. Editing Operator / Sound Operator / Light Operator / style consultancy	
C. In National/International Cinemas and Screenings at Festivals	
D. Broadcasting on National/International TV and Radio	
18. CONGRESS/SYMPOSIUM*	
In congresses/symposiums scanned in Web of Science or Scopus databases	
A. President	
B. Keynote/Plenary Speaker	
C. Chairperson	
D. Member/Secretary	
E. Participation	
Reputable congresses/symposia not scanned in Web of Science or Scopus databases	
F. President	
G. Keynote/Plenary Speaker	
H. Chairperson	
I. Member/secretary	
J. Participation	
* If the congress has a publication scanned in Web of Science or Scopus databases	
19TH WORKSHOP	
International	
A. Arrangement	
B. Participation	
National	
C. Arrangement	
D. Participation	
20TH AWARD	
A. A grant from an international organisation Scientific/Artistic Award	
B. Scientific/Artistic Award from a national institution	
21. THESIS	
PhD	
A. Completed	
B. Under management	
Master's Degree	
C. Completed	
D. Under management	

22. MEMBERSHIP	
A. Scientific / Professional Organisations	
B. Scientific Committee	
23RD JURY	
International	
A. Scientific/Professional Jury Presidency	
B. Scientific/Professional Jury Membership	
National	
C. Chairmanship of Scientific/Professional Jury	
D. Scientific/Professional Jury Membership	
24. REFEREEING	
A. Web of Science or Scopus data refereeing in journals indexed in databases	
B. Refereeing in journals indexed in field indexes	
C. Other Internationally recognised refereeing in journals	
D. Refereeing in journals indexed in Ulakbimde	
25. ADMINISTRATIVE DUTY	
A. Chairman of the Board of Trustees	
B. Member of the Board of Trustees/Rector Deputy	
C. Dean / Institute Director / Chief Physician	
D. University Coordinator (Open, Joint, Elective Courses, BAP, Centre of Excellence)	
E. College/Vocational School/School Principal	
F. Assistant Dean/ Institute Director Deputy	
G. Deputy Director of College/Vocational School/School	
H. Head of Department/Division	
I. Deputy Head of Department/Division	
J. Head of Research Centre	
K. Coordinator (Medicine)	
L. Coordinator	
26. TRAINING	
Excess credit	

DECLARATION

(For authors other than the main author)

Open information of the study with alphabetical author order (year of publication / title of the study / journal (book) name / volume / number / page / DOI (ISBN/ISSN number)):

.....
.....
.....

I hereby declare that the main author of the above-mentioned study is; that I have not previously made a declaration that I am the main author of this study during any tenure application at the University of Kyrenia or during applications at other institutions and that I will not make a declaration in the future; I agree that if a duplicate declaration of main authorship is detected, the study in question will be excluded from the evaluation of the University of Kyrenia faculty member promotion and appointment.

Title Name Surname:

Faculty; High School, Vocational School:

History:

Signature: