

KADIR HAS UNIVERSITY

DIRECTIVE ON CONFERENCE PARTICIPATION SUPPORT

Purpose and Scope

Article 1 – (1) This Directive has been prepared to regulate the principles governing the use of the budget allocated for conference participation by undergraduate and graduate students, and by academic staff members who do not have access to an Individual Research Fund (IRF) or Research Start-up Support (Seed Money).

In order to encourage academic staff and students at all stages of the research ecosystem to participate in conferences that will contribute both to their individual research careers and to the advancement of the University, applications shall be evaluated in accordance with predetermined criteria, and funding shall be allocated to applicants who satisfy these criteria.

The total budget allocated by the University for the 2025–2026 academic year is **TRY 1,500,000**. The evaluation of applications and the allocation of funds shall be carried out by decision of the University Research Commission. The deadline for budget allocation is **15 September 2026**.

Basis

Article 2 – (1) This Directive has been prepared pursuant to the provisions of the Higher Education Law No. 2547 and the decision of the Kadir Has University Executive Board dated **25 December 2025** and numbered **2025/15**.

Definitions

Article 3 – (1) For the purposes of this Directive:

Individual Research Fund (IRF): Refers to the annual budget allocated to faculty members who are subject to research obligations, in accordance with the **Directive on the Individual Research Fund (IRF) / Research Start-up Support (Seed Money)**, to enable them to conduct their individual research activities. The amount of the IRF allocated shall be determined annually based on the research performance of the relevant faculty members.

Research Start-up Support (Seed Money): Refers to the research funding allocated, by decision of the Rectorate and in an amount determined by the Rectorate, to newly appointed full-time faculty members of Kadir Has University. This support is intended to foster the University's research and development culture, assist faculty members in establishing the necessary research infrastructure for more comprehensive and in-depth research, enable them to conduct scientific research from the commencement of their appointment, participate in national and international scientific meetings held in Türkiye and abroad in their respective fields, and procure the equipment and materials required for their research.

University Research Commission: Refers to the commission established by the decision of the Kadir Has University Executive Board adopted at its meeting dated **30 April 2026** and numbered **2026/05**. The Commission is chaired by the Vice Rector responsible for Research; the Director of Research and Development serves as the rapporteur; and each faculty and the Graduate School is represented by one academic member. The Commission convenes at least once each month to evaluate matters and requests relating to the University's research system. The quorum for meetings is an absolute majority of the total number of members, and decisions are adopted by an absolute majority of the members present.

Resolution of the University Executive Board

The following resolution was adopted at the meeting of the University Executive Board dated **25 December 2025** and numbered **2025/15**, registered under Decision No. **137359** dated **2 January 2026**:

"Effective for the 2025–2026 Academic Year, it has been unanimously resolved to authorize the University Research Commission to administer the budget of TRY 1,500,000 allocated for conference participation by undergraduate and graduate students and academic staff members who do not have research obligations, provided that the amount allocated per application shall not exceed the minimum amount available under Fund A of the Individual Research Fund (IRF) table (the limited performance amount) and that all expenditures shall comply with TÜBİTAK expenditure regulations."

The upper funding limit referred to in this decision is **TRY 20,000** for the 2025–2026 academic year.

Application

Article 4 – (1) Academic staff members, undergraduate students, and graduate students seeking financial support for conference participation or other research-related activities shall submit their applications to the **Directorate of Research Resources** by completing the "**Conference Participation Support Application**" form available under the **Forms** menu in the **MyKHAS** system.

The application links are as follows:

Students: https://stu-my.khas.edu.tr/forms/basvuru/individual_research

Academic Staff: https://my.khas.edu.tr/forms/basvuru/individual_research

Budget requests may be submitted in any currency. However, payments shall be made in Turkish Lira (TRY) and may not exceed the upper limit specified in the decision of the University Executive Board.

Applicants are required to submit, at a minimum, the following information and documents:

- The event information section of the application form accessible through the links above must be completed. The application form shall be digitally approved by the applicant's Department Chair; additionally, graduate student applications must be approved by the thesis supervisor, and undergraduate student applications must be approved by the academic staff member with whom the student is conducting research.
- The first page of the paper to be presented at the event shall be uploaded to the portal. (The title, abstract, authors, and their institutional affiliations must be clearly visible.)
- The official letter of acceptance for the event, which must be consistent with the information provided in the application.

Applications containing all required documents shall be placed on the agenda by the rapporteur of the University Research Commission and submitted for evaluation at the next meeting of the Commission.

Evaluation Criteria

Article 5 – (1) In evaluating applications, the University Research Commission shall take the following criteria into consideration:

1. The applicant must be either an academic staff member of Kadir Has University who does not have an Individual Research Fund (IRF) or Research Start-up Support (Seed Money); or an undergraduate or graduate student enrolled at Kadir Has University.
2. The applicant must not have received Conference Participation Support during the relevant academic year.
3. During a single academic year, a maximum of three students supervised by the same academic staff member may receive support.
4. For any single conference paper, financial support may be granted to no more than one student among the co-authors.
5. Where applicants meet the same eligibility criteria, priority shall be given to the student who is closest to graduation.
6. The conference should be indexed in **Scopus** and/or **Web of Science**. If the conference is not indexed in either database, the applicant shall submit a written statement, approved by the Department Chair and, in the case of student applicants, also by the supervising academic staff member, confirming the significance and academic recognition of the conference.
7. Consideration shall be given to the applicant's role in the conference or event and the nature of the presentation.
8. Both at the application stage and at the presentation stage, the applicant's institutional affiliation must be indicated as **Kadir Has University**.

9. Consideration shall also be given to whether the applicant has access to any alternative source of funding to finance participation in the conference or event.

Applications shall be evaluated through discussion and voting by the University Research Commission in accordance with the above criteria. The Commission's decision, together with the approved amount of financial support, shall be communicated to the applicant through the **MyKHAS** system by the Commission's rapporteur.

The budget approved by the University Research Commission may differ from the amount requested by the applicant.

Budget Utilization Procedure

Article 6 – (1) If the applicant accepts the approved budget, they shall submit their bank account information to the **Directorate of Financial Affairs** through the system. Payment may be made either as an advance or following completion of the event, at the discretion of the Directorate of Financial Affairs.

All expenditures made under this Directive shall be carried out and documented in accordance with the expenditure procedures determined by the Directorate of Financial Affairs.

All expenses must be directly related to the purpose of the support, properly documented, and incurred within the timeframe corresponding to the conference.

Upon completion of the event, the applicant shall upload all supporting expenditure documents to the system and simultaneously deliver the original hard copies to the Directorate of Financial Affairs.

The conference participation certificate and all expenditure documents shall be uploaded to the relevant application section of the **MyKHAS** portal following completion of the event.

The original supporting documents must be delivered by hand to the Directorate of Financial Affairs no later than **one month** after the conclusion of the conference, upon which the application file shall be formally closed.

Entry into Force

Article 7 – This Directive shall enter into force on **30 April 2026**, the date on which it is approved by the Senate.

Execution

Article 8 – The provisions of this Directive shall be executed by the **Rector of Kadir Has University**.