***Decision of the Vocational School Board of Directors****: 14.08.2024* ***Number:*** *2024/80*

**T.R. BOLU ABANT IZZET BAYSAL UNIVERSITY MUDURNU SÜREYYA ASTARCI VOCATIONAL SCHOOL ACADEMIC UNIT QUALITY COMMISSION RESEARCH AND DEVELOPMENT TEAM WORKING PROCEDURES AND PRINCIPLES**

**CHAPTER ONE Purpose, Scope, Basis, Definition and Abbreviations**

# Purpose

Article 1: These procedures and principles; Bolu Abant İzzet Baysal University Mudurnu Süreyya Astarcı Vocational School Academic Unit Quality Commission to determine the Working Procedures and Principles of the Research and Development Team.

# Scope

Article 2: These procedures and principles; It covers the formation, working principles and duties of the Mudurnu Süreyya Astarcı Vocational School Research and Development Team.

# Underlying

Article 3: These procedures and principles; It has been prepared on the basis of Bolu Abant İzzet Baysal University Quality Assurance and Quality Commission Directive.

# Definition and Abbreviations

Article 4. In these procedures and principles;

University: Bolu Abant İzzet Baysal University,

Unit: Mudurnu Süreyya Astarcı Vocational School,

Department: Departments of the Vocational School that are teaching staff,

Commission: Mudurnu Süreyya Astarcı Vocational School Academic Unit Quality Commission (A-BİKAK),

Director: Mudurnu Süreyya Astarcı Vocational School Director,

Members: A-BİKAK Research and Development Team Department Representatives.

**CHAPTER TWO Formation of the Team, Working Principles and Duties**

# Formation of the Research and Development Team

Article 5: The Research and Development Team consists of faculty members determined to represent each department in the relevant unit under the chairmanship of the responsible Deputy Director. Members are appointed by the Director for a period of 3 years. The member whose term of office has expired can take charge of the team again.

# Working Principles of the Research and Development Team

Article 6: (1) The team convenes at least once in each academic year. If deemed necessary, an extraordinary meeting may be held upon the call of the Chairman. In meetings, the agenda is determined by the suggestions of the team members and the approval of the Chairman. A work plan is prepared in line with the agenda. The decisions taken and worked on at the meetings are notified to the Mudurnu Süreyya Astarcı Vocational School Directorate, the teaching staff and, when necessary, other relevant stakeholders (such as students, non-faculty lecturers and administrative staff).

(2) The overall responsibilities of the team;

1. Establishing research and development activities and strategies through coordination and communication between the Research and Development Quality Sub-Commission of the University, the Departments of the Unit, and its employees,
2. Determining the current situation in the unit related to research and development activities,
3. Determining the needs of academic staff regarding research and development activities,
4. Organizing and announcing scientific activities in order to increase the number of qualified research in the unit,
5. Organizing trainings/conferences/courses related to research and development activities,
6. Monitoring the targets related to the priority working areas of the unit,
7. It is the work of the members in coordination with their own departments.

**Duties of the Research and Development Team**

Article 7: (1) Duties of the team:

1. Encouraging projects for research and development by developing the capacity of the university and the unit in line with research policies, strategies and priorities,
2. Determining the priority working areas of the unit, determining the areas that are aimed to be strengthened and planned to be developed,
3. Making the necessary plans to increase the number of qualified research in the unit, For this purpose;

- Ensuring that scientific R&D studies with high impact factors carried out in the unit are presented at meetings that faculty members and students can attend,

- Planning conferences that faculty members and students can attend by inviting researchers from within the university, from home or abroad in the fields needed,

1. To ensure that the current outputs of the research in the unit are regularly compiled and announced at the end of the academic term,

For this purpose;

- To determine and announce the current situation in the unit related to all scientific studies in the unit (publications, projects, patents, industry-oriented scientific studies, exhibitions, research and development activities, production of technology and the use of produced knowledge, technology and innovation for the benefit of society), - To determine and monitor research and development activities (SCI, SSCI, AHCI, international and national publications and papers, projects, patents, etc.) per academic staff,

-To determine and monitor the distribution of the number of publications, H factor and number of citations according to Titles, Departments and Departments,

- To ensure that these research and development activities are published annually on the website of the unit.

1. To monitor national and international project support programs and to effectively announce the calls for project proposals to the relevant people and unit lecturers,
2. Organizing trainings on project writing and providing support for project writing,
3. To carry out activities to make more effective use of the Research and Application Centers within the university,
4. To encourage the development of interdisciplinary studies by increasing cooperation among researchers,

ı. To support researchers in project information and writing, especially in the priority areas determined for the Vocational School and departments, to match it with the private sector, to ensure that activities such as publishing the produced information, patenting it through the Technology Transfer Office, and supporting it with structures such as Incubation Center are directed and realized,

1. To take measures to increase the awareness of faculty members and students about the importance of scientific research and to work to organize information meetings on the subject, For this purpose;

- Planning and organization of research basic training (seminars, conferences, national and international congresses and organization of training plans) for scientists at all stages, - Submitting suggestions to the Directorate on the training of researchers in line with predetermined targets at home and abroad,

1. To carry out improvement studies related to the areas determined and needed in the vocational school self-evaluation and peer evaluation reports.
2. It is responsible for the fulfillment of the tasks assigned by the Directorate regarding the development of research, changes and improvements.
3. Duties of the Head of the Team;
   1. Inviting team members to a meeting at least once per semester,
   2. To determine the agenda of the meetings,
   3. To determine the rapporteur member among the team members,
   4. To write the research and development section of the vocational school self-evaluation report,
   5. To determine and monitor the objectives, targets and performance indicators of the Vocational School Strategic Plan for Research and Development,
   6. To carry out improvement studies related to research and development in vocational school self-evaluation and peer evaluation reports and areas that need improvement.
4. Duties of the rapporteur:
   1. Writing the minutes of the meeting and forwarding them to the team chair.
5. Duties of the members:
   1. To make the necessary plans to increase the number of qualified research in the departments,
   2. To regularly compile and announce the current outputs of research in their departments at the end of the academic term,
   3. Perform the tasks of the team for the department they represent.

# CHAPTER THREE Miscellaneous and Final Provisions Amendment of Procedural Principles

Article 8: Proposals for changes in these procedures and principles are submitted to the Directorate by the Head of the Research and Development Team.

# Effective

Article 9: These procedures and principles enter into force as of the date they are approved by the Vocational School Administrative Board. The Director is authorized in matters not included in these procedures and principles.

# Execution

Article 10: The provisions of these procedures and principles are executed by the Director.