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|  | EPOKA UNIVERSITY | | | |
| | REGULATION ON PUBLICATIONS | | | |
| | Document Code | Publication Date | Amendment No. | Amendment Date |
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ARTICLE 1

The publications that will be issued by the units affiliated to Epoka University (course books, and auxiliary textbooks), are subject to this regulation.

ARTICLE 2

The Administrative Board of the University elects two of its members to form a Publication Commission under the chairmanship of one of the Vice-Rectors.

The Publication Committee, according to the principles set by the Senate in terms of publications makes the necessary planning, takes all decisions and supervises their implementation. The Commission's decisions are effective after the approval of the Administrative Board of the University.

ARTICLE 3

The Publication Commission, while checking the publications ready for printing:

- a. If it fulfills the requirements for publication in terms of pedagogical qualifications and educational needing;
- b. To which of the categories stipulated in Article 1.1 the publication should be categorized;
- c. Decides on print number, cost, sales price and the copyright price to be paid.

The Publication Commission may benefit from the services of the teaching staff and administrative personnel when necessary and according to the occupational categories may establish temporary sub-committees.

ARTICLE 4


The University may press publications and textbooks copyrighted or translated from people of another university or inside Epoka University. For this, the decision of the commission is required after taking the opinion of the department where the textbook will be used and the written statement of the author allowing the press of his work in accordance with the terms stated in this Regulation.

ARTICLE 5

For the translated publications a written approval is needed from the translator and from the authors or the press office entitled of the copyright. The Publication Commission decides whether the fees on this issue should be paid from the university budget.

ARTICLE 6

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| Drafting Unit | Controlling Unit | Approving Unit |
| Senate | Academic Evaluation and Quality Improvement Board | Higher Board |

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The responsibility in terms of scientific and language issues of the publication belongs to the authors. The works, together with the written statement of the author allowing the press of his work in accordance with the terms stated in this Regulation are delivered to the Rector, Deans and Heads of the Research Centers. The works prepared by the lecturers, instructors and teaching assistants alone are presented together with the views of their department.

MADDE 7

The copyright payment for the first edition of publications is carried out according to the figure to be calculated by the multiplication of the indicating numbers found in the table below and the monthly coefficient of civil servants as defined in the Budget Law by the nominal number of pages.

Textbooks: Copyright: 175 Translation: 125

Auxiliary Textbooks: Copyright: 125 Translation: 100

If they are written in foreign languages two points will be added to these points.

The number of pages of Textbook or duplication is determined by the syllabi and the number of weekly hours of the course. This books and publications are calculated as 240 pages per hour in a term. Regarding the publication with less than 240 pages the payment is done according to the actual number of pages, whereas for the publications that exceed 240 pages the payment is done for just 240 pages.

All correction work to the publication, unless otherwise stated by the Commission, is performed by the author or the translator.

Article 8 **Cost of Works**


The book expenses consist of the cost of the copyright, cliché, paper, printing, binding, etc. The total amount divided by the number of the printing gives the cost of a book.

Article 9 **Copyright Calculation**

The nominal number of pages is taken into consideration while determining the copyright for publications and the related payment is calculated according the quantity of the publication's copies. A nominal page is equivalent to a A4 page where a Times New Roman 12 font is used, with a single space and with all margins by 2.5 cm. The texts/drawings in other formats are arranged based on this format and the nominal number of pages is determined accordingly.

The copyright is calculated based on the civil servants' coefficient at the date when the approval for the publication is granted. ½ of the copyright can be paid in advance. The remaining amount

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is paid after the completion of the print job. In appropriate cases the payments can be determined according to a plan. The copyright for every nominal page according to Article 7 corresponds to 5000 or less than 5000 copies. For the works to be published in more than 5000 copies the author for the copyright will be paid 20% more per page.

On behalf of the author or any other reason, an extra amount is not printed.

Article 10

In the cases when the printing and publication rights are transferred from the author or translator to the respective organization, a contract stating that the publication work will be carried out according to the provisions of this Regulation is prepared and duly signed. In the cases when the number of prints constituting this edition finishes, it is necessary that in compliance with the provisions of this Regulation, a contract be again signed between the author or the translator and the respective organization for the further editions that either contain or do not contain changes. Otherwise the author or translator owns all the printing rights of the subsequent editions of the publication. The copyright for the subsequent editions following the first edition is paid as 3/5 of the figures found in Article 7. With regard to the sections added in the subsequent editions, the scale of the first edition is used.

If the first edition of the publication is less than 5000 copies, the copyright shall not be paid until the subsequent editions complete the 5000 copies.

Article 11

Cost of sales of the publications

- The cost of sales of the publication, in accordance to the provisions of Article 17, is calculated by adding 20% to the cost of materials shown in Article 8. The fractions at the prices are either omitted or rounded up.

Article 12

The terms on the shape and printing principles for the books that will be pressed or duplicated by the University are determined by the Publication Commission. If the authors accept their works being pressed by the university or its affiliates are obliged to comply with this principle.


Article 13

50 pieces of the publication are given to the author free of charge in the form of suppressed books or duplication.

Article 14

From any publication published by the University are send,

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- a. to the Ministry of Education and Science two (2) copies,
- b. to the library of the concerned unit five (5) copies,
- c. to all the teaching staff, of other universities, involved in the subject one (1) copy,
- d. to the other entities in the country offering education same subject two (2) copies,
- e. to the libraries of the higher education institutions in Turkey and the Turkish Republic which give courses on the same subject one (1) copy.

Together with these numbers all other published works that will be distributed free of charge in accordance with the provisions of other laws, are accepted outside of the agreed number of prints.

Article 15

The University and its affiliated organizations especially in the nature of books and duplications used in courses, within the possibilities uses the publications and bounds of its own printing press.

Article 16

The University and its affiliated organizations, will set up outlets in which can sell to students the publications.

On the cover of textbooks the price determined according to the method in this regulation must be written.

By the decision of the Publications Commission the books may be sold to a lower price but not under its printing cost to the bookshops or other entities that sell Universities press.

Gained Income:


In cases when the publication activities are organized by a company that operates according to the circulating capital principles, upon condition that the costs are covered by the said company. The incomes are registered to the company.

When printing costs of the work are covered by the university's budget, the income is transferred to the budget.

Article 17 – The University and its affiliated organizations by the authorization of the Publications Commission may sell the textbooks or duplications of its own property to the students with a minimum discount of 20% and after a period of 5 years may sell the unsold books or other publications with appropriate discounts or if necessary even at no cost.

Article 18

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Entry into Force

This Regulation shall enter into force on the date of its publication.

Article 19

Execution

The provisions of this Regulation shall be implemented by the Rector of Epoka University.

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