

(changes/additions: Resolutions of the BSU
Academic Council: №06-01/93, 14.08.2019;
N06-01/52, 06.08.2020; N06-01/17, 06.02.2024)

The rule of evaluation of the scientific-research work of BSU scientific personnel

(New Edition- N06-01/17, 06.02.2024)

Article 1. General provisions

1. This rule is established by the scientific staff (chief scientific employee; senior scientific employee; scientific employee) of the independent scientific-research unit (hereinafter - the institute) of the legal entity under public law - Shota Rustaveli State University of Batumi (hereinafter - "BSU" or "University").) to determine the regulation and procedure of assessment of scientific-research activity.
2. This rule is developed on the basis of Georgian legislation, BSU quality assurance policy and BSU personnel management policy.

Article 2. Scientific-research project of BSU independent scientific-research institute

1. Each independent scientific-research unit (institute) of BSU will develop a scientific-research project/projects according to the structure of Annex N1 of this rule.
2. The scientific research projects developed by the institutes must be in accordance with the mission of BSU and the strategic development plan.
3. Each scientific-research project is reviewed by the Scientific Council of the relevant institute, within the project budget agreed with the head of the university administration (taking into account the budget determined by the BSU budget for the relevant institute) and submitted to the Academic Council of BSU for approval.
4. The Academic Council determines the need for the implementation of the presented project and its compliance with the mission of BSU. Sends for examination to an external evaluator/evaluators, on the basis of whose report makes the appropriate decision.

Article 3. Minimum mandatory requirements for scientific-research activities of scientific personnel

1. The minimum mandatory requirements established for scientific personnel for scientific-research activities are:
 - a) fulfilling the terms of the labor contract;
 - b) fulfilling the requirements of the legal acts of the university regarding the scientific-research work to be carried out at BSU;
 - c) Performing mandatory scientific research work provided by this rule.

1. Within the framework of the scientific-research project of the independent scientific-research institute of BSU (hereinafter "the project"), the mandatory scientific-research work of the scientific staff consists of:

1.1. The chief scientific worker:

a) In the last 5 years, publishing a scientific paper with an impact factor (The Clarivate Analytics Impact Factor) or Q1/Q2 in a scientific journal indexed in the Web of Science or Scopus international database or a scientific paper in a scientific journal of the humanitarian field indexed in the Web of Science or Scopus international database or publishing a monograph indexed in the Web of Science or Scopus international database or a monograph in the field of humanities in the direction of Kartvelian studies (in which the article/articles of the author/authors published in a scientific journal indexed in the Web of Science or Scopus international database are cited) or registering an invention/patent registered in international patent organizations;

b) participation in a scientific event during the last 5 years, whose abstracts/publications are indexed in Web of Science or Scopus or ERIH PLUS (humanitarian and social direction) international databases;

c) leading/participating as the main executor of the funded scientific grant project in the last 5 years;

1.2. For senior scientific worker:

a) within the last 5 years, a scientific paper in a scientific journal indexed in the Web of Science or Scopus or ERIH PLUS (in the humanitarian and social direction) international database or a monograph indexed in the Google Scholar international database or a monograph in the humanitarian field in the direction of Georgian studies (which is cited in the Google Scholar or ERIH PLUS international database) publication of author/authors' article/articles published in an indexed scientific journal or registration of invention/patent in national patent organizations;

b) participation in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or Google Scholar or ERIH PLUS (in the humanitarian and social direction) international databases;

c) leadership/participation as an executor of a scientific grant project with a high rating (80% or more) submitted for financing;

1.3. For a scientific worker:

a) publication of a scientific work in a scientific journal indexed in Google Scholar international database during the last 5 years;

b) participation in an international or national scientific event;

Article 4. Evaluation of the scientific-research activity of the scientific personnel

1. The components of evaluation of the scientific-research activity of the scientific personnel are:

1.1. Scientific work/monograph indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) or Google Scholar or other international databases or invention/patent registered in national or international patent organizations.

1.2. Theses/publications of scientific events indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) or Google Scholar or other international databases;

1.3. Participation in winning/funded scientific grant projects (international, national or university) and/or receiving a high grade (80% or more) in the relevant grant competition;

1.4. Other scientific activities: participation in the organization of scientific events or involvement of students in scientific projects or supervision of bachelor's/master's/doctoral theses or conducting scientific seminars or participation in student scientific conferences or membership of the editorial board of scientific publications or reviewing a master's/doctoral thesis or reviewing/editing a monograph or reviewing a scientific paper or expert services or involvement in international grant projects or expert/consulting services or others.

2. Scientific activity assessment procedures are:

2.1. filling in the scientific activity self-assessment form on the BSU electronic portal (www.portal.bsu.edu.ge/sa) by the scientific staff (in accordance with Appendix N2 of this rule);

2.2. Confirmation of the corresponding activity of each component of the employee's self-assessment by the persons responsible for the assessment (scientific research service, director of the institute, head of the department);

2.3. Based on the confirmation of the responsible person, evaluation of other scientific activity (assignment of points that does not depend on the quantitative indicator):

- a) participation in the organization of scientific events - 1 point;
- b) Involvement of students in scientific projects - 1 point;
- c) conducting scientific seminars - 2 points;
- d) membership of the editorial board of scientific publications - 2 points;
- e) reviewing/editing monograph - 3 points;
- f) reviewing the master's thesis - 1 point;
- g) reviewing the doctoral thesis - 2 points;
- h) reviewing a scientific paper - 2 points;
- i) expert services - 2 points;
- j) involvement in international grant projects - 2 points;
- k) expert/consulting services - 2 points;
- l) other activity - 1 point;

2.4. Based on scientific activities and assigned points, the annual final evaluation of the employee is determined as follows:

2.4.1 The grade "highest" is assigned to a person who, according to the data of the last five years, meets the following requirements:

a) has published a scientific paper with an impact factor (The Clarivate Analytics Impact Factor) or Q1/Q2 in a scientific journal indexed in the Web of Science or Scopus international database or a scientific paper in a scientific journal of the humanitarian field indexed in the Web of Science or Scopus international database or Web of Science or a monograph indexed in the Scopus international database or a monograph in the direction of Georgian studies in the humanitarian field (in which the article/articles of the author/authors published in a scientific journal indexed in the Web of Science or Scopus international database are cited) or has an invention/patent registered in international patent organizations;

b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) international databases;

c) is the head/main executor of a funded scientific grant project or is a consultant of a funded Master's/PhD scientific grant project;

d) has received at least 5 points in other scientific activities (from the activities mentioned in subsection 2.3 of paragraph 2 of this article);

2.4.2 The rating "high" is assigned to a person who, according to the data of the last five years, meets the "highest" rating of the employee of the same subsection 2.4.1. The requirement provided for in subsections "a" or "c" of subsection or the following requirements: a) has published a scientific work in a scientific journal indexed in the Web of Science or Scopus or ERIH PLUS (in the humanitarian and social direction) international database or a monograph indexed in the Google Scholar international database or a monograph in the humanitarian field A monograph in the direction of Kartevology (in which the article/articles of the author/authors published in a scientific journal indexed in Google Scholar or ERIH PLUS international database) or has an invention/patent

registered in national patent organizations;

b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or Google Scholar or ERIH PLUS (in the humanitarian and social direction) international databases;

c) is the head/executor of a scientific grant project submitted for financing with a high rating (80% and more);

d) has received at least 5 points in other scientific activities (from the activities mentioned in subsection 2.3. of paragraph 2 of this article);

2.4.3 The rating "good" is assigned to a person who, according to the data of the last five years, meets the "high" rating of the employee of the same subsection 2.4.2. the requirement provided for in subparagraph "a" or the following requirements:

a) has published a scientific paper in a scientific journal indexed in the Google Scholar international database;

b) has participated in an international or national scientific event;

c) has received at least 5 points in other scientific activities (from the activities mentioned in subsection 2.3. of paragraph 2 of this article);

2.4.4 The grade "no grade" is assigned to a person who cannot meet the requirements provided for by subsections 2.4.1 or 2.4.2 or 2.4.3 of Article 4, Clause 2 of this Rule.

3. Scientific personnel must fill in the self-assessment form of scientific activity on the electronic portal (www.portal.bsu.edu.ge/sa) by December of each year, and the responsible persons must confirm each data displayed on the portal no later than January of the following year. On the basis of reflected and confirmed data, the final annual evaluation of personnel is reflected in the system as of February 1. The data reflected by the delay of the established deadlines will not be taken into account in the final assessment of the current year.

4. The deputy rector of the BSU and the head of the BSU quality assurance service have the right to reflect the scientific activity by the scientific staff on the electronic portal (www.portal.bsu.edu.ge/sa) and monitor the data confirmed by the responsible persons. The inaccuracy detected on the basis of monitoring can be corrected only by consensus, on the basis of which the evaluation of the employee can be changed.

Article 5. Analysis of the results of the evaluation of scientific personnel's activities and measures to be taken

1. The scientific research service of BSU coordinates the evaluation process of scientific staff activity determined by this rule together with the director of the relevant scientific research institute and submits information to the deputy rector and the quality assurance service of the university.

2. The quality assurance service of the university, together with the deputy rector of the university, will develop recommendations based on the analysis of the evaluation results and present them to the rector and the academic council.

3. Based on the evaluation of the activity of the scientific staff and the recommendations approved by the academic council, the director of the institute, in agreement with the deputy rector of BSU, the head of the quality assurance service of the university and the head of the administration, will present to the rector of the university a service card regarding the use of the incentive measure provided for by the bylaws of BSU to the scientific staff.

Article 6. Transitional Provisions

For the purposes of evaluating the scientific activity of the scientific staff for the 2023 calendar year, the scientific activity self-evaluation form must be filled in on the electronic portal (www.portal.bsu.edu.ge/sa) by February 2024, and the responsible persons must confirm each data displayed on the portal no later than 15 February 2024. March. On the basis of reflected and confirmed data, the final annual evaluation of the staff should be reflected in the system as of March 16, 2024.

Appendix 1 of the rules for evaluating the scientific-research work of BSU scientific staff
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Name and duration of the scientific-research project: (5 years)
1.1. Head of department/project

1.2. Relevance of the research topic/issue, novelty of the research and formulation of the problem

A brief overview of the project/research topic/question; justification of why the project is important and relevant; description of the scientific novelty of the tasks to be implemented in the project; formulation of the problem, etc.

1.3. Research goals and objectives

Describe the goals and objectives of the research; list and briefly describe the tasks and stages to be performed to achieve the final goal of the project, including expected results, etc.

1.4. Research methodology

describe innovative approaches in planned research; justification of the research methodology and compliance with the project goals; Expected difficulties in the process of project implementation and ways to solve them, etc.

1.5. Scientific value of expected research results and/or potential practical applicability of research results and dissemination plan

Describe the scientific value of the expected results of the project implementation for a specific region, country, field; as well as the possibilities of practical application of the results. The perspective of continuing the activities started after the completion of the project, etc.

1.6. The degree of international and local cooperation of the project

Describe existing or planned local and/or international cooperation opportunities and activities within the project.

Scientific-research project implementation plan-schedule

	Naming of project topics by years	Supervisor/Executive	Tasks	Task-relevant activity	Period – 6 months		Indicators	Annual budget
			1.1.	1.1.1 1.1.2 1.1.3.				
			1.2.	1.2.				
			1.3.	1.3.				
						

Form of self-assessment of scientific activity of scientific staff of BSU

Components of evaluation of a scientific official	Self-evaluation and validation	Persons responsible for verification	Note
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Participation in scientific events	Director of the Institute
	Head of department
	Scientific Research Service
Head of department	Director of the Institute
Head of department	
Head of department	Head of department
	Scientific Research Service
Participation in winning/funded scientific grant projects and/or receiving a high grade in the relevant grant competition, but not winning (80% of the maximum grade and more)	Director of the Institute
	Head of department
	Scientific Research Service
Other scientific activities:	
Participation in the organization of scientific events	Director of the Institute
	Head of department
Involvement of students in scientific projects	Director of the Institute
	Head of department
Conducting scientific seminars	Director of the Institute
	Head of department
Membership of the editorial board of scientific publications	Director of the Institute
	Head of department
Reviewing/editing the monograph	Director of the Institute
	Head of department

Master thesis review	Director of the Institute Head of department
Doctoral thesis review	Director of the Institute Head of department
Reviewing a scientific paper	Director of the Institute Head of department
Expert services	Director of the Institute Head of department
Involvement in international grant projects	Director of the Institute Head of department
Other;	Director of the Institute Head of department