

(Codified with amendments and additions:
By decisions N07-01/51 as of 30.11.2022 and N07-01/17 as of 27.04.2023)

**Rule of the BSU staff professional development funding and incentives for article
publication**

Article 1. General provisions

1. This Rule defines procedure for obtaining finances for the participation of the academic, research, administrative, support and invited staff (hereafter “staff”/“employee”) of the Legal Entity of Public Law-Batumi Shota Rustaveli State University in various activities and events-conferences, seminars, congress, forum (hereafter –“Scientific Event”), training courses, seasonal schools or/and other working meetings (hereafter-“Event”/”Training”) with the purpose of their further professional development as well as the regulation for application of the incentive procedure for publication or an scientific article.
2. An employee of the BSU is entitled to participate in a BSU event (an event organized by a university/faculty or structural unit) for a period of no more than 30 days during one calendar year for the purpose of professional development, as well as in an event organized by individuals and legal entities of Georgia or a foreign country, by attending or online/remotely and in accordance with this Rule to receive full or partial funding within the funds allocated from the BSU budget .
3. The amount of financing determined for participation in the event provided for in this Rule may be requested for the registration fee for participation in the event and/or to cover/reimburse the expenses of business trips stipulated by the legislation of Georgia.
4. The Rector of BSU and the head of the administration will issue a legal act regarding the financing of the employee's participation in the event provided for in this rule, in accordance with their competence.
5. Employees of BSU are entitled to participate in various events for professional development with self-financing. In such a case, the decision on the suspension of the employment relationship due to the employee's absence at the workplace or on considering the non-appearance at the workplace as honorable, upon submission of the head of the relevant structural unit (with a service card), is taken by the Rector or

the Head of the Administration, in accordance with their competence (the decision is reflected in the relevant authorization and/or BSU the relevant structural unit prepares a legal act).

Article 2. Basis for issuing a legal act on financing

1. The basis **for issuing a legal act** on the financing of the employee's participation in the training/event (except for the scientific event) provided for in this rule may be as follows:
 - a) in the case of an **academic position holder** - the Report Letter of the Head of the Quality Assurance Service of the faculty (or the Dean of the Faculty), which must be endorsed by the Dean of the Faculty (or by the Head of the Quality Assurance Service of the faculty), the corresponding Deputy Rector, the Head of the Quality Assurance Service of the university;
 - b) in the case of a **scientific position holder**- the Report Letter of the Director of the relevant scientific-research institute, which must be endorsed by the relevant Deputy Rector and the Head of the Quality Assurance Service of the university;
 - c) in the case of **an administrative position holder**- the Report Letter of the Head of the Quality Assurance Service of the university, which must be endorsed by the Head of the Administration (in the case of an administrative official of the faculty, it must first be endorsed by the Dean of the Faculty);
 - d) in the case of **support staff** (employees at the full-time unit of BSU and those employed in a non-staff position with an employment contract for a period of more than 1 year) - on the basis of the Report Letter of the Head of the Relevant Structural Unit (in the case of an employee performing in the management of educational or scientific research processes or quality assurance or management of vocational programs and continuing education center, the initiative/Report Letter must be signed by the Head of the Quality Assurance Service of the university and the corresponding Deputy of the Rector).
2. A legal act on financing the participation of academic/scientific personnel in a scientific event (conferences, seminars, congresses, forums) is issued based on the results of the competition announced and conducted in accordance with this rule, based on the Report Letter of the Deputy Rector.

Article 3. Funding initiative

1. The written initiative of the BSU employee regarding the financing of participation in the training/event (except the scientific event) provided for by this Rule (drawn up in accordance with the **N1 form** attached to this Rule) must be submitted through the electronic system of proceedings in the following way:
 - a) in the case of a **person holding an academic position** - to the relevant faculty council;
 - b) in the case of a person holding a **scientific position** - to the Scientific Council of the relevant institute.
 - c) in the case of a person holding an **administrative position** - to the Head of the Quality Assurance Service of the university.
 - d) in the case of **support staff** (employees at the full-time unit of BSU and non-staff positions, employed for a term of more than 1 year under an employment contract) - to the Head of the corresponding Structural Unit.
2. **The following documentation must be attached to** the written funding initiative (funding application) for participation in the training/event (except the scientific event):
 - a) information about the training (topic and/or estimated work plan; venue, date and format; organizing institution and/or others);
 - b) other documentation, which is provided for by the relevant measure and is necessary for making a decision on financing.
3. The persons specified in subparagraphs "c"-,"d" of the first paragraph of this article will review the employee's financing application and submit a substantiated Report Letter to the Head of Administration/Rector (according to competence) within **5 working days of receiving the application** .

Article 4. The procedure for consideration of the application for financing the participation of an academic and scientific official in a training/event (except for a scientific event)

1. In order to consider the funding application for the participation of an academic/scientific staff in the training/event (except the scientific event), before the session of the Faculty Council/Scientific Council, the Dean of the Faculty/Director of the Institute will hold a consultation meeting with the Quality Assurance Service of BSU (with the involvement of the financial and economic department, if necessary), to discuss initially the appropriateness of participation in the event and compliance with the BSU budget.
2. At the meeting of the Faculty Council/Scientific Council, when discussing the issue of funding application/initiative, the Dean of the Faculty/Director of the Institute will

report to the members of the council the results of the initial discussion of the issue provided for in the first paragraph of this article.

3. The Faculty Council/Scientific Council makes one of the following decisions as a result of considering the report and initiative of the Dean of the Faculty/Director of the Institute:
 - a) Decision on satisfaction and full financing of the initiative;
 - b) Decision on satisfaction and partial financing of the initiative;
 - c) Decision on refusal to satisfy the initiative.
4. The Decision of the Faculty Council/Scientific Council must include justification for the feasibility of meeting the application submitted for the purpose of the educational/scientific-research work of the faculty/institute and the professional development/qualification of the employee and/or the grounds for refusing to meet the request.
5. When considering the issue of financing, it should be taken into account that **the amount given to the employee during 1 calendar year should not exceed:** in the case of an international event (business trip) held outside the country (abroad) - GEL 1000, and in the case of an event (business trip) held within the country - GEL 400.

Article 5. The procedure for receiving funding for participation in a scientific event by academic/scientific staff

1. For the participation of BSU academic/scientific staff in scientific events (conferences, seminars, congresses, forums) abroad (abroad), it is possible to obtain funding from the BSU budget on the basis of a competition.
2. The competition is declared on the basis of the Report Letter of the Deputy Rector of BSU, issued by the Order of the Rector of BSU, within the funding allocated for the faculties/institutes.
3. The Rector's Order on the announcement of the competition the following shall be determined:
 - a) Terms and conditions of receiving documentation, conducting the competition and making a decision (**must take into account** the possibility of financing participation in the events to be held no less than 2 and no more than 6 months after the end of the competition).
 - b) The composition of the competition commission, which includes the Deputy Rector(s), the Head of the Quality Assurance Service, the Head of the Scientific Research Service and the Deans of the Faculty or 1 representative of each faculty council/administration and directors of research institutes or 1 representative of each Scientific Council.

- c) the amount of funding determined for each faculty/institute (among them, it is possible to consider a certain amount of funding only for young scientists - persons who have obtained a doctorate academic degree within 7 years before the announcement of the competition and whose age does not exceed 35 years) .
- 4. The member of the commission is obliged, before the beginning of the stages of the competition, to declare in advance about all the circumstances that may prevent him/her from objectively evaluating the competition application and making an impartial decision (for example, if the member of the commission is a co-author, or is the direct supervisor of the contestant and/or other circumstances) and apply for self-exclusion. Based on the above, he/she will not be able to participate in the review of competitive applications of a specific faculty/institute.
- 5. If a member of the commission does not declare the existence of the circumstances provided for in paragraph 4 of this article, and the commission becomes aware of this during the course of the competition, the assessment made by this member of the commission will not be taken into account when making the final decision.
- 6. In order to participate in the competition, the academic/scientific position holder of BSU (hereinafter - the contestant) **must submit electronically** (through the electronic system and / or on the appropriate electronic platform determined by the employer) application on funding (filled in **form N1** or in accordance with the form approved by the Order of the Rector on announcing the competition) and the following documentation:
 - a) information about the event (theme and/or estimated work plan; venue, date and format; organizing institution and/or others);
 - b) the original of the official invitation (consent of the host organization/institution) and translated into Georgian;
 - c) short report text in Georgian and/or report text/presentation in one of the working languages of the conference; Scientific paper/article relevant to the report, published and/or prepared for publication;
 - d) the decision of the session of the sectoral department/institute department of the relevant faculty (excerpt of minutes) about the appropriateness of the employee's participation in the event;
 - e) other documentation, which is provided for by the relevant scientific event and is necessary for the decision on funding.
- 7. While making a **decision on funding of participation of the academic/scientific staff** in a scientific event, **the competition commission should take into account:**
 - a) rating of the event to be implemented and the organizing institution;

- b) conformity of the competitor's report **with the scientific activity plan of the main scientific-research areas/institute's scientific-research work plan** approved according to the research policy of the BSU and the competitor's scientific-research productivity during the last five years (publications in journals indexed in Web of Science, Scopus, ERIH PLUS (humanitarian and in social areas) databases and/or articles published/accepted for publication in the field of Kartvelian Studies and their citation);
 - c) the amount given to an employee for financing participation in a scientific event (business trip) held outside the country (abroad) during 1 calendar year should not exceed GEL 2000.
8. The competition commission must review the competition documents, determine the circumstances necessary for making a decision through interviews with the contestants and **the principle of equal treatment of the contestants**, must make an objective and unbiased decision about the appropriateness of financing the respective contestant (the decision must be made by open voting, by majority vote and/or by calculating the rating points determined in accordance with the criteria developed by the commission).

Article 6. Deadline for issuance of the legal act on financing

1. BSU employee's funding application (initiative) and the decision made as a result of the review of the initiative (in the case of an academic/scientific staff, the sReport Letter of the Head of the relevant Structural Unit/management body and the minutes of the meeting of the Faculty Council/Scientific Council, as well as the Report Letter of the Deputy Rector on the results of the competition conducted within the given rule), together with the attached documentation, will be submitted to the Rector of BSU and the Head of the Administration for a final decision before the event/participation in the event in a reasonable period of time.
2. Funding initiative submitted and/or discussed in violation of this rule (including the decision of the Scientific/Faculty Council) and the petition of the Dean of the Faculty/Director of the Institute/Reputy Rector's Report Letter(regarding the results of the competition conducted within the given rule) will remain unreviewed.
3. Taking into account the funding application submitted and reviewed in accordance with this rule, the decision made and the approval of the relevant management body/officials (authorization, Report Letter), the relevant structural unit of BSU prepares the draft of the legal act on funding the participation of the employee in the event within the time limit specified by the procedure instruction (but no later than

3 working days before the event) and submits it to authorized persons for agreement (approval) and signature.

Article 7. Report on the results of participation in the event

1. After the activity carried out with the funding of BSU, the employee is obliged to submit to the Rector/Head of Administration (taking into account the issued order) the Report Letter /Report and relevant documentation (confirmation of the targeted spending of the received funding amount/in the case of secondment , documents stipulated by the law).
2. The employee's Report Letter (report) is given to the Head of the relevant Structural Unit (where the sponsored person is employed) and to the Quality Assurance Service (if the financing application was approved), as well as to the Financial and Economic Department;
3. The reports of representatives of the academic and scientific staff should be reviewed by the Faculty Council and the Scientific Council, respectively, and the Dean of the Faculty/Director of the Institute should submit a Report Letter to the Rector about the results obtained (the Report Letter is sent to the Quality Assurance Service, scientific research service and case management service for processing).
4. If it is revealed that the sponsored person has not carried out the relevant activity/participation in the event/unintendedly used provided funding, the employee is obliged to return the received amount to the BSU account within the period determined by the employer.

Article 8. Encouraging academic and scientific staff to publish articles

1. Within the allocations determined by the BSU budget, the university provides incentives for the scientific activities of academic and scientific staff in order to promote their professional development and improve the general level of research at the university (*Change - No. 07-01/17; 27.04.2023*);
2. For the article/articles published during the last calendar year, the employee is encouraged in the form of a one-time cash award, for the article published in accordance with the scientific activity plan of the main scientific research areas/the scientific research work plan of the institute approved according to the BSU research policy in the case ff the published article indicates the BSU academic/scientific position held by the author of the article and the official e-mail address (.....@bsu.edu.ge).
3. For the purposes of this article, the amount of incentive (hereinafter - monetary reward) amounts to:

- a) for an article published in a journal with an impact factor indexed in the Web of Science database - no more than GEL 2,500 (including taxes stipulated by the legislation);
 - b) for an article published in a journal indexed in the Web of Science or Scopus database (not having an impact factor) - no more than 1875 GEL (including taxes stipulated by the law);
 - c) in the journal indexed in the ERIH PLUS (with humanitarian and social directions) databases (the resolution of the Academic Council of BSU "On the approval of the list of journals included in the ERIH PLUS database and articles published in the Georgian Studies direction determined for the purpose of encouraging the staff of BSU") - no more than GEL 1250 (fees provided for by law inclusive); (*change - No. 07-01/17; 27.04.2023; to be implemented from 2024*);
4. The initiative to use an incentive measure for an academic/scientific staff of BSU is submitted by the employee or the Faculty Dean/Institute Director to the relevant Faculty Council/Scientific Council. For consideration of the submitted initiative, it is mandatory to submit a published article (printed/original) and a corresponding electronic link, in the form of information certified by the Scientific Research Service of BSU (in accordance with **the N2 form attached to this rule**). (*Change - N07-01/51; 30.11.2022*)
 5. The Faculty Council/Scientific Council determines the compliance of the article with the requirements of this Article. In the case of an article published in a journal indexed in the ERIH PLUS (humanitarian and social directions) bases or in a Georgian Studies direction, the positive decision of the Faculty Council/Scientific Council must include a justification for the appropriateness of using the incentive measure.
 6. When publishing an article with co-authorship, the incentive amount (reward) will be equally awarded (distributed) to the academic/scientific staff of BSU who is the author of the article. (*Change - No. 07-01/17; 27.04.2023*);
 7. The monetary reward given to an academic/scientific staff for the publication of a scientific article for one calendar year should not exceed GEL 2500 (including taxes stipulated by the law);
 8. The Decision of the Faculty Council/Scientific Council regarding the application of an incentive measure to employees for the article/articles published during the last calendar year (together with the appendix of the minutes of the Council drawn up according to the **N3 form of this rule**) shall be submitted to the Rector of BSU and the relevant structural department of BSU by **March 1 of each** calendar year. The unit is preparing a draft of the legal act on issuing a monetary award under the authorization by the scientific research service, the Deputy Rector of BSU, the Quality Assurance Service and the Head of Administration (*change- N07-01/51; 30.11.2022*).

9. If an article published last year (except for the Georgian Studies field) is reflected in the Scopus, Web of Science, ERIH PLUS scientific database **after March 1 of the current year**, it is allowed to consider the issue of using an incentive measure - giving a monetary reward based on the employee's application, in accordance with the procedures established by this article. **In the case of an article published last year and reflected in scientific databases after March 1 of the current year**, after the issuance of the Act on employee monetary reward, it is not allowed to reward the employee for the same article in the following calendar year. *(addition - N07-01/51; 30.11.2022)*

Article 9. Transitional provisions

1. The Decision of the Faculty Council/Scientific Council regarding the use of employee incentive measures for the article/articles published during 2021 must be submitted to the Rector of BSU by June 1, 2022.
2. For the article/articles published during 2021, the Decision of the Faculty Council/Scientific Council should include a record on the compliance of the employee's article (conducted research) with the scientific research interests of the faculty, in accordance with Article 8 of this rule, when making decision on application of the incentive instead of justification of the compliance **of the main scientific-research directions with the scientific activity plan** approved according to the research policy .
3. For the article/articles published during 2021, the BSU employee is not required to follow the requirement of the clause 2 of the article 8 of the present rule in terms of indicating a working place e-mail (.....@bsu.edu.ge).
4. Introduced change in April 2023 in Subsection "C" of the Section 3 of the Article 8 of this Rule, in relation to the journals indexed in the E R I H PLUS (Humanities and Social Science directions) databases, shall enter into force from 2024, thus, apply to articles published by BSU staff in 2023. *(addition - No. 07-01/17; 27.04.2023)*

“Rule of the BSU staff professional development funding and incentives for article publication”

Form N 1

(Change - N07-01/51; 30.11.2022)

N	To the Rector/Head of Administration of BSU	
	Application of Funding	
1.	Employee /author of application (name, surname, position)	
2.	Contact information of the employee: (phone, e -mail)	
3.	Place of holding the event (country, city and institution);	
4.	Name of event and activity to be implemented/performed	
5.	Activity implementation period: 1. date/days of activity implementation; 2. <u>date of departure</u> ; 3. <u>return</u> date	
6.	Event format (in person or online/remotely)	
7.	Information about the amount of funding requested from BSU and total funding (full, partial, other. Specify in detail the source of funding (travel, per diem, etc.)	
8.	Type of transport to be used , if applicable (direction, date of departure and return by transport)	

9.	Information about event documentation (invitation letter, event plan/programme, memorandum/agreement, electronic letter),	
10	Information about the postponement of the performance of official duties to be performed at the university during the employee's participation in the event (indicate the schedule, if necessary)	
11	The total amount of funding provided from the BSU budget per employee in the current calendar year, including for scientific events (business trips) to be held outside the country (abroad) for participation .	
12	Scientific value of the event to be implemented/rating of the organizing institution (website address and brief description/ annotation)	
13	During the last 5 years, the contestant's scientific research productivity (Web of Science, Scopus, ERIH PLUS (Humanitarian and Social Science directions) in journals indexed in databases and/or Georgian Studies directions - published/accepted to be published articles and their citation).	
14	Other information at the employee's discretion	
The funding application has been agreed		

	The Head of the Structural Unit , with whom the schedule for the restoration of auditorium work has been agreed (consent of the Sectoral Department, where the study course to be carried out by the employee is carried out)	
	The employee's immediate supervisor/ Head of the Structural Unit	

Employee's signature

Date of submission of the application : _____

“Rule of the BSU staff professional development funding and incentives for article publication”

Form N2 *(addition - N07-01/51; 30.11.2022)*

Publication of the author's work/indexing in international databases

Confirmation form

Faculty of BSU / scientific-research unit (institute)

Faculty Sectoral Department / Department of the Scientific-Research Unit (institute) :

First Name, Surname and Position of Academic / Scientific Position of the Academic/Scientific Staff

	Authors, indicating all co-authors (contestant's last name shall be given in bold)	Title of the article	Title of the Journal/ Collection number. I S S N, ISBN , DOI publication electronic address , year of publication	The indexing base where the publication is searched (Scopus , Web of Science , Erich plus)	Scientific base confirmation link	Incentive measure - amount of monetary reward to be given	Note
<i>1.</i>							
<i>2.</i>							
<i>3.</i>							

„ BSU staff Professional development financing and of the article for publication encouragement of the rule

Form N 3 (*addendum - N07-01/51; 30.11.2022*)

published for the article / articles of employees towards ----- year encouragement of the event of use about of the faculty Council / Scientific Council decision of the appendix form

No	by the author of the article/ all Co-author 's name, surname (indicating the academic/scientific position held at BSU)	Name of the field department/institute department of the faculty	of the article title	magazine / collection name number; I S S N, ISBN , DOI publication electronic Address , year of publication	The indexing base where the publication is searched (Scopus, Web of Science, Web of Science with impact factor, Erih Plus), By referring to the confirmation link	Incentive measure - amount of monetary reward to be given
1.						
2.						
3.						