



საქართველოს ეროვნული უნივერსიტეტი სეუ
GEORGIAN NATIONAL UNIVERSITY SEU

The Statutes of Scientific-Research Activity of Georgian National University SEU

Approved by
the Rector's Order №494, September 3, 2020

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Chapter 1. General Provisions

Article 1. Scope of regulation

This standard regulates the Georgian National University SEU (hereinafter referred to as the University) scientific-research activities, its management, financial matters, and the system for assessing the scientific productivity of staff.

Article 2. Legal basis of the statute

The scientific-research activity of the University is based on the Constitution of Georgia, legislation, by-laws, mission of the University, regulations, its basic values and principles.

Article 3. Objectives of the University's research activities

1. Based on academic freedom, the goal of the University Research Unit is to facilitate the development of the scientific-creative potential of the academic staff, mainly directed to the applied but also fundamental research as well, which will be focused on expanding existing knowledge and creating new ones;
2. To ensure the creation and sharing of new knowledge in the community, including national and international scientific circles;
3. To provide appropriate conditions for increasing the research productivity of academic staff;
4. To promote the development of students' scientific-research skills and coaching a new generation of scientists;
4. To create a favorable environment for master's and doctoral studies;
5. To facilitate the implementation of scientific research in educational programs;
6. To assist the internationalization of activities in cooperation with foreign partner universities.

Chapter 2. Management of Scientific-Research Activities

Article 4. Organizational structure and functions

1. Organizational issues of scientific research at the University are supervised by the Vice-Rector for Scientific Research.
2. The purpose of the activities of the Scientific-Research Development and Project Management Service is to promote the development of the scientific-creative potential of the academic staff based on academic freedom and to allow appropriate conditions for the increase of the research productivity of the academic staff, as well as to promote the development of students' research skills, the implementation of scientific research in educational programs, and the internationalization of activities in cooperation with foreign partner universities.
3. The structure, functions and rules of the Scientific-Research Development and Project

Management Service occupation are determined by the regulations of the scientific-research activities of the University.

Article 5. Vice-Rector for Scientific Research

1. Scientific-research activities at the University are coordinated by the Vice-Rector for Scientific Research.

2. The purpose of the Vice-Rector's activities in the field of scientific research is to organize the scientific-research activities of the University in the directions defined by the SEU scientific-research policy and to support the relevant activities.

3. Vice-Rector for Scientific Research:

- a) Provides planning and management of research activities of the University;
- b) Coordinates and monitors the implementation of the research strategy; develops mechanisms to support the research activities of research units and academic staff annually;
- c) Plans and monitors the process of international cooperation for the purpose of internationalization of research activities;
- d) Coordinates the activities related to the activities of the Institutional Research Fund (IRF);
- e) Chairs the meetings of the Advisory Board of the Institutional Research Fund; provides the annual plan of the Institutional Research Fund to the Academic Council;
- f) Ensures the preparation of annual reports on the research activities, opportunities, and research resources of the University for the Academic Council;
- g) Coordinates issues related to determining the need to develop doctoral programs;
- h) Develops an annual plan / calendar of scientific-research activities of the University together with the Deans of the Faculty;
- i) Plans and coordinates the ongoing scientific-grant projects within the University and monitors their implementation;
- j) Coordinates the publication of scientific journals of the University, academic staff, and students' scientific works;
- k) Promotes the establishment of research units and the proper conduct of their activities.

Article 6. Project Management Manager

1. Organizational management of projects in the field of scientific-research development is carried out by the project management manager.

2. The main goal of the project manager's activities is to promote the growth of the research potential of the academic staff, their involvement in both internal and external grant projects.

3. The functions of the project management manager are:

- a) To organize the process of announcing internal university research grants and holding a competition;
 - b) To participate in monitoring the implementation of university research grants;
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- c) To promote the internationalization of research activities in the field of international cooperation together with the International Relations Office;
- d) To search for scientific-educational grant-giving organizations, obtain information about grant competitions and disseminate it through a website and/or e-mail;
- e) To advise interested parties on the issues of finding a scientific-training grant and provide specific assistance (within the scope of competence) for the preparation of competition materials;
- f) To assess the need for academic staff to find scientific / training grants and grant application preparation techniques, prepare a training program, and provide information to the Continuing Education Center;
- g) To periodically analyze the reports of the academic staff and the research centers of the University and prepare the relevant report;
- h) To assist academic staff in placing specific scientific work in a peer-reviewed scientific journal;
- i) To coordinate the activities related to the occupation of the Institutional Research Fund (IRF);
- j) To organize the cooperation of interested foreign researchers with the academic staff of the University and research centers;
- k) In order to commercialize scientific research, provide a special platform for stakeholders / partners with the involvement of scientific and human resources available at the University and promote their interconnection;
- l) To perform other tasks by the immediate supervisor.

Article 7. Scientific Activities Manager

1. Scientific-research activities are performed by the scientific activities manager.
 2. The main purpose of the scientific activities manager is to ensure the conduct of scientific activities and to facilitate the introduction of academic good faith through an anti-plagiarism system.
 3. The functions of a scientific activity manager are:
 - a) To organize local and international scientific forums, conferences and competitions at the University;
 - b) To seek international scientific forums, conferences, seminars, and to provide information and support to the academic staff for the implementation of relevant scientific activities;
 - c) To assess the need for print and digital resources for scientific purposes together with the head of the library and, if necessary, initiate a request for a new resource;
 - d) To organize the publishing activities of the University, including the periodical publication of the University scientific journal and the posting of students' scientific papers on the website;
 - e) To organize meetings of the editorial board of the University Scientific Journal, provide them with papers, evaluate them and publish the relevant university journal in electronic and printed formats;
 - f) To develop methodological recommendations on plagiarism prevention issues and to introduce them to relevant persons;
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- g) To support the academic staff in the process of publishing a specific scientific paper in a peer-reviewed scientific journal;
- h) To seek international scientific forums, conferences, seminars and provide information and support to academic staff for the implementation of relevant scientific activities;
- i) To organize meetings of the IRF Advisory Board if necessary;
- j) To perform other tasks by the immediate supervisor.

Chapter 3. Management of Scientific-Research Activities

Article 8. Institutional Research Fund

1. An institutional research fund (hereinafter referred to as the Fund) has been established at the University to support scientific-research activities.
2. The goals of the Fund are:
 - a) To improve research funding mechanisms;
 - b) To promote and encourage the development of projects in all areas, especially innovative projects;
 - c) To assist the SEU academic staff and students in preparing and managing research activities and projects;
 - d) To promote the attraction of successful academic staff to SEU;
 - e) To provide funding for scientific research;
 - f) To ensure the coherence of scientific-research development activities and equip researchers with the necessary facilities for research;
 - g) To promote the ideas of innovative inter-disciplinary and multi-disciplinary research;
 - h) To assist academic staff in finding external grants for research.

Article 9. Sources of Funding

1. The funding of the Institutional Research Fund is aimed at providing stable, institutional support for research activities and directly encouraging research by affiliated staff of the University.
2. The Fund is financed from the University's annual revenue budget, including tuition and consulting services offered in the market, as well as from the budget obtained from projects funded by external grants.
3. The annual budget of the Fund is approved annually by the order of the Rector and amounts to at least 0.75% of the annual income of the University.
4. Based on the reasoned proposal of the University Finance Committee, the annual budget of the Fund may be increased to 1.5%.

Article 10. Structure of the Fund

1. An Advisory Board and a Competition Commission have been established at the Fund to carry
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out its goals and activities.

2. The organizational administration of the Fund is carried out by the Secretariat of the Fund.

Article 11. Advisory Board

1. The Advisory Board of the Fund consists of 7 members: 2 Vice-Rectors for Scientific-Research and Finance, and 5 academic staff.

2. 2 out of 5 academic staff should be professors of SEU and 3 should be professors of other universities. At least one of them should be a professor at a foreign university, whereas 2 invited professors from a local university.

3. The functions of the Advisory Board are:

- a) To develop a three-year strategy of the Fund to set priorities;
- b) To review the Fund's procedures;
- c) To supervise the competition commission and evaluation of their reports;
- d) To staff the competition commission annually;
- e) To advise the Vice-Rector for Research.

4. The Advisory Board is appointed by the Academic Council on the recommendation of the Vice-Rector for a term of 5 years.

5. The Advisory Board meets at least twice a year. Its sessions are chaired by the Vice-Rector for Research.

6. The Advisory Board shall make decisions by a majority of those present at the meeting.

Article 12. Competition Commission

1. Project proposals are evaluated by a Competition Commission appointed by the Advisory Board.

2. The Competition Commission is elected by the Advisory Board for a term of 1 year, based on the recommendation of the Vice-Rector for Research.

3. The competition commission consists of 5 members, of which 1 member is from the university administration, 3 are SEU professors, and 1 is a local or international expert in research management.

4. In connection with studies for which it is necessary to involve people as test subjects, the internal University Ethics Commission will be invited to consider a specific grant application. It sets the boundaries of research project ethics and its compliance with both universal and university norms.

5. The Ethics Commission should include at least 5 specialists in the field, of which at least 3 should not be university staff.

Article 13. The Secretariat

1. The organizational process is managed by the Secretariat of the Fund, which is arranged by the Vice-Rector for Scientific Research.

2. The Secretariat of the Fund advises potential applicants and supports them in the process of drafting and further implementation of the grant project.

3. The Secretariat of the Fund also prepares the meetings of the Advisory Board and the Competition Commission, attends their meetings, and prepares the minutes.

Chapter. 4. Scientific-Research Grant Management Process

Article 14. Grant Projects

1. The Fund finances two types of scientific grant projects: preparatory grants for research development and grants supporting research activities.
2. Preparatory grants for research development include:
 - a) Initiation of scientific-research and innovative projects and preparation of proposals, elaboration and development of new ideas, drafting of innovative proposals and articulation of a concept;
 - b) Initiation of pilot scientific-research projects in order to successfully find external research grants in the future;
 - c) Planning and elaboration of joint scientific projects with practitioners working in the public and private sector, and creative industries.
3. Grants in support of scientific-research activities include:
 - a) Scientific development activities, including short-term scientific visits to other universities or research institutes in Georgia or abroad. Also, grants to support the development of joint projects with partner higher education and research institutions;
 - b) Dissemination of research results, financing / co-financing the publication of journals and monographs, as well as research skill trainings to increase the capacity of researchers;
 - c) Attending scientific events, conducting trainings and seminars aimed at improving skills in successful project application preparation; grant management and reporting management;
 - d) Preparation of intellectual property results, their alleged patenting and commercialization;
 - e) Dissemination of research results through active participation in national and international scientific conferences.

Article 15. Grant Recipients

1. Only an affiliated SEU professor can hold the position of a project manager.
 2. It is possible to include affiliated, academic, and invited staff in the project team, as well as masters and doctoral students of SEU and external experts.
 3. External experts involved in the project may be invited from abroad, or staff from other Georgian universities and research institutes, both in the private and governmental, and civil sectors.
 4. It is permissible that only 20% of the staff of the research team receiving research grants referred to in paragraph 2 of Article 14 of this Regulation were external experts / external staff.
 5. Recipients of research grants referred to in Article 14 (3) (d) of this regulation may only be affiliated personnel. The rest of the grants provided for in subparagraphs (a) (b) (c) and (e) may be
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both affiliated and invited staff.

Article 16. Grant Application Terms

1. The date of announcement of the grant competition is determined by the Advisory Board.
2. The Rector is addressed to announce the grant competition; the competition is announced by the order of the Rector.
3. The grant application and research must be in line with the main educational directions of the University and the priorities for the development of higher education.
4. The research project should be completed and its results should be published on behalf of the University, while a joint project must under the name of University.
5. The content of the research should be a novelty for the Georgian educational area and should not replicate the content of the research / publications already done.
6. It is necessary to use adequate sources and research methods relevant to modern scientific advances in research.
7. If necessary, the author of the grant application must have agreed with the relevant owners of copyright and related rights to use the sources containing these rights before submitting the application.
8. University Ethics and Academic Honesty standards apply to all project participants from the submission of the grant application to the completion of the research.
9. Grant application terms should include the following information:
 - a) Scope, goals and priorities;
 - b) Total financial resources, maximum budget, and maximum number of proposals according to the project types;
 - c) Estimated project duration, eligibility criteria and partnership requirements according to the project type (number of partners / legal status);
 - d) Deadlines: start and deadline for receipt of applications, deadline for consideration and evaluation of proposals, deadline for announcing the results of the evaluation process and the expected start of implementation of successful projects;
 - e) Expenses: types of expenses (staff expenses, travel and accommodation expenses, administrative and laboratory equipment, other necessary services, etc.);
 - f) Other required documents (invoices and other relevant evidence).

Article 17. Grant Application

1. A grant application must be submitted in the forms established by the University.
 2. Mandatory elements of the grant application are:
 - a) Substantiation and basis of the project: description of the current situation in the field of research, past and current activities, revision of additional projects, samples of similar projects implemented locally, or patterns of European countries;
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- b) Project impact: impact on societal challenges and relevant field, target groups and their needs, popularization and dissemination of project results;
 - c) Project work plan: activity description, expected activities and results, expertise of team members, required infrastructure and its availability, project risks and risk mitigation measures;
 - d) Possible sources of funding and possible assistance from other sources;
 - e) Budget proposal with justification of expenses;
 - f) Autobiographies of research team members.
3. Grant applications are accepted only electronically.

Article 18. Grant Project Evaluation

1. The Secretariat shall verify the formal requirements of the grant project whether the project proposal contains all mandatory elements. In case of a negative conclusion, the application cannot be considered in the second stage.
2. In addition to the Competition Commission to evaluate grant applications, the Advisory Board shall invite international or national external evaluators, depending on their experience and level of the field expertise.
3. The grant application is evaluated by two reviewers within 15 days. Reviewers evaluate whether the application contains innovative ideas, clearly presented goals and concepts, as well as systematic and proposed, well-developed working methodologies. The quality of project proposals is assessed on the basis of the scientific relevance of the expected results and the potential added value, including the likelihood of securing external funding in the future. In addition, the evaluation includes an analysis of the effectiveness of the proposed work plan and the relevance of the plan to the goals, objectives and expected results of resource use. Assessment involves evaluating the competencies of the research group. (See Appendix 1.).

Article 19. Selection of Grant Project

1. The Competition Commission analyzes the recommendations and remarks of the reviewers during the selection process.
 2. The Competition Commission shall make a decision by a majority of votes, as follows:
 - a) Grant application is satisfied - the application fully meets the required quality level and selection criteria;
 - b) The grant application is conditionally satisfied - the proposal is considered approved on condition that it meets other specific requirements within 10 days;
 - c) Grant application is not satisfied - it does not meet both the requirements and the selection criteria.
 3. The results of the selection process are published on the University website.
 4. After the evaluation, the "conditionally satisfied" grant application must meet the additional conditions within 15 days of the announcement of the results.
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5. Applicants may also file a complaint with the Fund within 7 days of the announcement of the results regarding the results of the evaluation process.
6. The complaint shall be considered within 7 days after its submission by the Advisory Board.
7. After the evaluation of the fulfillment of the conditions by the competition commission, the final results are published on the website of the University, no later than 60 days after the deadline for applications.

Article 20. Management of Grant Projects

1. The winning grant project is managed by the Scientific-Research Development and Project Management Service.
2. The project management manager carries out organizational activities related to project management and is authorized to supervise the progress of projects.
3. No later than 10 working days before the start of the project, a preparatory, consultative meeting of the project manager with the service should be held.
4. During the consultation meeting, the exact terms, periodicity, and types of documentation to be submitted are determined.
5. The project manager is obliged to submit a report to the Service at the agreed periodicity (no later than 3 months).
6. If the circumstances of the project implementation have changed due to objective reasons, the project manager has the right to request a change for the implementation of the next stage. The Service will review the request and make a reasoned decision, which will be notified to the SEU Legal Office.
7. If the actions envisaged in the next stage of the project are related to costs, the project manager is obliged to agree in advance with the service on the issue of relevant funding.
8. The SEU Legal Office concludes a relevant agreement with the grant recipients, which stipulates the rights and obligations of the parties, deadlines, periodicity of performance, and the conditions of interim and final reporting.

Article 21. Reporting

1. Reporting is of two types: interim and final.
 2. The interim report envisages the submission of the following documents:
 - a) A detailed description of the work performed;
 - b) A description of the intermediate results achieved and, if possible, submitting it to the Service;
 - c) Description of the difficulties / problems arising at the relevant stage of the project implementation;
 - d) If the planned activities have already been carried out at the project reporting stage, which were related to the pre-agreed costs, the project manager should submit an appropriate estimate (invoice).
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3. The Service is obliged to reimburse the relevant expenses only on the basis of complete reporting.

Article 22. Completion of Grant Projects

1. No later than 10 working days after the completion of the grant project, the project manager shall:

- a) Provide a detailed description of the entire work performed;
- b) Provide a description of the final results, an assessment of the impact of the project on the development of the community and science, the sustainability of the results, and the future research perspective. This report is scheduled and conducted at a pre-agreed time.

2. The grant project manager undertakes to indicate that the project, if used in the future, will be implemented with the support of SEU.

Article 23. Grant Application for Financing the Publication of Literature and the Publication of Articles

1. Georgian National University SEU finances its academic affiliated staff in full or in part in accordance with the Annex № 493 of the Rector of SEU Order No. 1 of September 3, 2020, in accordance with the second paragraph of Article 3:

- a) Textbooks, monographs, methodological, teaching or research materials prepared on behalf of SEU;
- b) Participation in international conferences, seminars, etc. on behalf of SEU;
- c) Publishing an article on behalf of SEU in high-ranking scientific publications;
- d) Research activities and other activities, including:

2. The application must be submitted in the appropriate form approved by SEU.

3. The Scientific-Research Development and Project Management Service will consider the application at the next meeting of the relevant Faculty Council.

4. In accordance with the decision made at the meeting of the Faculty Council, the Service enforces the issue. In case of a negative decision, the answer will be notified to the applicant no later than 5 working days.

5. In case of a positive decision, the matter shall be referred to the Legal Office and the Vice-Rector for Resources and Finance for enforcement.

6. The said grant project shall be managed in accordance with the procedures provided for in Articles 19, 20 and 21 of this Regulation, based on the essence of the project.

Chapter 5. Academic Integrity

Article 24. Plagiarism

1. Plagiarism is all the text, phrase, idea, research data that a person uses in their own work without citing the author / source.

2. The source is considered to be a book, article, guide, blog, as well as material that is not published,

but belongs to a specific person.

3. According to the University Academic Standards Act, plagiarism is prohibited and it is contrary to the Code of Ethics of the University Society.

4. A paper shall be found as a piece of plagiarism if:

a) The opinion of another author is quoted (phrases, paragraph or part of the paragraph are copied) and the so-called Quotes with reference to the author / source, or the text is not separated by other means (dark font, italic font ...);

b) Paraphrasing (translating the content of the text from the source in one's own words) in which the phrases of the original text are slightly modified and presented as their own;

c) Research results are used, including their own (article, project, and book) that does not have a specified source;

d) Copied and used material from various websites / portals (survey results, spreadsheets, graphs, etc.) without reference to source.

5. In case of plagiarism detection, supervisor of the paper gives a possibility to the student to correct it in a reasonable time but not later than 3 days. In case plagiarism is detected in the submitted paper again, the supervisor doesn't grade the paper and appeals to the Dean of Faculty for further response.

6. In order to prove academic integrity in the presented paper, Dean of Faculty sets up Faculty Ethics Committee consisting of at least 3 academicians.

7. Faculty Ethics Committee takes a decision by majority. In case the Committee determines that principles of academic integrity are respected, the paper will be submitted for a review.

8. In case the Committee determines that academic integrity is violated, student will have 3 days to correct it. In case student doesn't take the note into consideration again, paper will be evaluated negatively.

Article 25. Self-Prevention of Plagiarism

1. In order to avoid "unintentional plagiarism", it is necessary to draw a precise line between the so-called general knowledge and knowledge established by a particular author(s). If the author of the paper is skeptical about citing the source, it is recommended to consult another scholar, or cite the source, rather than consider the text as plagiarism.

2. "Periphrasis" does not imply changing only certain words from the original text, but also includes conveying the content of a certain part of this text in one's own words with the style characteristic of the author and taking into account the context of the work. Even in the case of periphrasis, it is necessary to indicate the author / source, as periphrasis suggests the expression of another's opinion.

3. "Citation" is the use of another author's thoughts / views in his / her work by quoting unaltered words. In case of citation, the quoted text should be enclosed in quotation marks, or in bold, italicized, and the source should be cited in accordance with university rules.

4. Summary refers to the summary of the whole source, or the general opinion of a part of this source and the use of the relevant source in the paper.

Article 26. Reference and Citation Standards

1. Relevant sources should be properly indicated in the paper.
2. The reference to the source should be made in Arabic numerals in the form of a footnote. The footnote in the text must be preceded by a terminal punctuation mark (letter, exclamation mark, question mark). Footnotes may be used to describe a particular word or term;
3. The rules for indicating the recommended source of papers submitted in Georgian are:
4. Preliminary reference to the book:
 - a) In case of one or two authors - author(s), title of the book in quotation marks, publishing house, year, page or paragraph;
For example: T. Hobbes, "Leviathan", Penguin Publishing, 1985. p. 268.
 - b) In case of several authors - the first author with reference to "and others" (in case of a team of authors: team of authors, name of the editor), the title of the book in quotation marks, publishing house, year, page, or paragraph. For example: Team of Authors, Editor A. Demetrashvili, "Handbook of Constitutional Law", "Hollywood Publishing House", 2005. p. 305.
5. Each subsequent reference to the book, including surname of the author, see. Relevant primary reference footnote number, page, or paragraph. For example: Hobbes, see. Footnote 15, page 88.
6. Article in the book: author of the article, title of the article in the book - by reference rules to the book. For example: F. Rose, in the book "Evolution of the Species", E. Burrows and A. Roger (editors) "Definition of Law: Essays in Memory of Peter Birks". Oxford University Press, 2006.
7. Indication of the periodical article: the author of the article, the title of the article in quotation marks, the number of the publication and the title of the publication in quotation marks, year, page and/or paragraph. Rule of further reference must be similar to the rule of further reference to the book.
For example: G. Kvaratskhelia, "Constitutional Proceedings on a Disputed or Annulled Dispute Act", 10 "Review of Constitutional Law", 2016. p. 45-47.
8. Indication of a newspaper article: author, title of the article in quotation marks, title of the newspaper in italics, date, pages. For example: T. Padoa-Schioppa, "Il carattere dell' Europa", *Carriere della Serra*, June 22, 2004, p. 1.
9. Indication of Internet sources (blogs, websites) must be similar to the rule of a newspaper article source, with reference to the website and the date of the last check in square brackets.
For example: M. Klaasen, "The best interests of the child in deportation cases: An analysis of Ejimson v. Germany" *Strasbourg Observers Blog*, March 30, 2018, available here: www.strasbourgobservers.com/2018/03/30/the-best-interests-of-the-child-in-deportation-cases-an-analysis-of-ejimson-v-germany/ [last verified April 17, 2018].
10. Reference to the legislation: article number, title of the act, date of adoption.
For example, Article 7, Organic Law of Georgia on the "Constitutional Court of Georgia". January 31, 1996;
Article 19, European Convention for the Protection of Human Rights and Fundamental Freedoms

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11. Reference to case law: name of the court, if possible, type of court act, case or application number, name of the parties in quotation marks, date of decision, relevant page, or paragraph.

For example: Judgment of the Constitutional Court of Georgia in the case N1 / 1/477 "Public Defender of Georgia v. Parliament of Georgia", December 22, 2011. Paragraph 80.

For example: Judgment of the European Court of Human Rights in Case N9815 / 82 "Lingens v. Austria", 8 June, 1986. Paragraphs: 41-42.

12. The rules for quoting are defined as follows: the quotation in the text or footnote should be placed in double quotes: the quotation should be low („), after the quotation - upper (“).

Article 27. Permissible Volume Limit of the Original Text

1. This article sets the threshold for the minimum volume of the original text in a student or research paper (without the use of quotations, paraphrases and other text sources).

2. The minimum limit for the volume of the original text for student papers is:

- a) For a bachelor's thesis, presentation, project - 60%;
- b) For a student article, essay, conference paper - 75%;
- c) For a master's thesis, for a project - 85%;

3. Student work that does not meet the requirements of this article will not be evaluated.

4. The minimum limit for the volume of the original text for scientific papers is:

- a) For a scientific article - 90%;
- b) For a scientific grant - 95%;

5. A scientific-research paper that does not meet the requirements of this article will not be allowed in the relevant research project.

6. Overcoming this limit does not preclude the University from prioritizing works with the original text of the volume allowed for the work that contains more than the original text.

Chapter 6. Scientific-Research Units and Academic Staff of the University

Article 28. Scientific-Research Units

1. A University scientific-research unit may be established on the basis of the University or the University faculty - a research institute or center.

2. The research unit should serve the following purposes:

- a) Expanding scientific-research work both among the academic staff and students, and promoting the efficiency of the production of master's and doctoral researches;
- b) Carrying out fundamental and applied scientific-research, consulting, and expert-analytical work;
- c) Promoting the training of scientific staff, their professional development by ensuring participation in local and international scientific research projects, and the implementation of

postdoctoral research projects;

d) Advancing the introduction of innovative teaching methods in educational programs and integrating the latest scientific information.

Article 29. Structure of the Scientific-Research Unit

1. The research unit consists of academic staff and governing bodies - the director and the scientific council.
2. Divisions / sectors may be established in a research unit according to a separate scientific problem or field direction.
3. The scientific staff of the research unit consists mainly of the academic staff of the University.
4. A specialist with or without an academic degree may be invited to participate in the implementation of a specific-research project.
5. The decision on admission of the staff unit and appointment of a person to the relevant position is made by the Rector of the University on the basis of the submission of the Director of the Research Unit.
6. A Scientific Council is established within the research unit, which includes all members / scientific staff of the Institute.
7. The activities of the Scientific Council of the Institute are managed by the Director of the Research Unit, who is also the Chairperson of this Council.
8. The Rector appoints a person with the academic degree of doctor from the academic staff of the University as the Director of the Research Unit, representing the Institute / Center in various organizations or institutions.

Article 30. Activities of the Scientific-Research Unit and the Rules of its Evaluation

1. The staff of the Institute / Center conducts research activities jointly or independently.
2. Scientific research activities of the Institute / Center include the following:
 - a) A local conference organized by the Institute / Center;
 - a) An international conference organized by the Institute / Center;
 - c) A local grant project received by the Institute / Center;
 - d) International grant project received by the Institute / Center;
 - e) Research project of the Institute / Center;
 - f) Postdoctoral research;
 - g) Public / scientific communication extent organized by the Institute / Center (discussion of seminars, master classes, debates, new scientific papers, etc.);
 - h) Expert services of the Institute / Center.
 - i) International or national grant project prepared by the Institute / Center.

Article 31. Evaluation of Research Activities Carried Out by the Institute

1. The Institute shall be evaluated in accordance with the measures referred to in Article 29 (2) of this Regulation.
2. Subparagraphs (b) and (d) of paragraph 2 of Article 29 shall be deemed to be 30 points for a 100-point assessment, and a) c) e) f) h) paragraphs shall be deemed to be 20 points of the assessment, and points (g) and (i) shall be assessed with 10 points.
3. The Institute evaluates research activities annually with a 100-point evaluation system:
 - A) AA - Excellent (90-100);
 - B) A - Good (71-90);
 - C) B - Sufficient (51-70);
 - D) C - Satisfactory (31-50).

Article 32. University Academic Staff

1. University research is conducted by the academic staff of the University.
2. The affiliated staff of the University conducts research on behalf of the University.
3. Evaluation of scientific-academic productivity of academic staff is carried out once a year.
4. Certification of academic staff is carried out once in three years.
5. The results of the attestation are taken into account when considering the hourly workload of the academic staff and also when selecting the advisor of the master's thesis.
6. The productivity of the academic staff will be taken into account when extending their contractual relationship.

Article 33. Assessment of Scientific Productivity of Academic Staff

1. The scientific productivity of academic staff is assessed by the following four criteria:
 - a) Publishing scientific publications;
 - b) Obtaining a scientific grant / participating in a project;
 - d) Participation in scientific activities;
 - e) Sharing scientific knowledge;
 - f) Other activities that include elements of research.

The relevant criteria are set out in Annex 2.

2. The annual scientific activity scores of the academic staff are summarized and the productivity rate is divided into the following levels:
30 points for professors, 20 points for assoc. professors and 10 points for assistant professor.

A) Performed in excess: - At least 50% more points compared to the expected number
(For example, if a professor has earned more than 31 points during the year-in-review, or an associate professor has earned more than 21 points, and an assistant professor has earned more than 11 points)

B) Performed: corresponds to the expected number of points.

(If a professor has earned 31 to 45 points during the year-in-review, or an associate professor has scored 20 to 29 points, and an assistant professor has scored 10 to 15 points)

C) Not performed: lower than the expected number of points.

Up to 29 points for professors;

Up to 19 points for assoc. professors;

Up to 9 points for assistant professor

Article 34. Assessment of Research Productivity of Faculties

1. The Service, under the supervision of the Vice-Rector in the field of research, evaluates individual faculties and prepares reports and recommendations.

2. The relevant report shall be submitted to the Dean of the Faculty, the Faculty Councils, and the Academic Council.

Chapter 7. Scientific Journals

Article 35. Scientific Journals

1. The University publishes the scientific journals "SEU & Science" and "Vectors of Social Sciences"

2. The University Scientific Journal is published once in 6 months.

3. Scientific articles in a specific field can be published in a special, extra edition of the University, in the form of a collection.

4. The Journal is divided into main directions, which correspond to the main directions of the educational activities of the University.

5. The publication of an article in the scientific journal of the University is free of charge and all expenses related to the publication of the research paper are financed by the University.

6. To improve students' research skills, the University organizes student conferences and publishes student reports.

Chapter 8. Final Provisions

Chapter 36. Entry into Force of the Regulation

This provision shall enter into force on the date of approval by order of the Rector.