

LEPL Samtskhe-Javakheti State University
The Concept of Research Activities

Content

Article 1. Aims and Objectives of the Concept

1.1 Environment of research activities

1.1.1. Administration of research activities

1.2. Material-technical base

1.2.1. Scientific library

Article 2. The University research policy

2.1. Compliance of research policy with the university mission, vision and strategic development plan

Article 3. Principles of research

3.1. Freedom of scientific activities

3.2. Ethics

Article 4. Academic Integrity

4.1. The rule of prevention, detection and reaction on plagiarism

4.1.1. General regulations

4.1.2. Definitions

4.1.3. Prevention of plagiarism

4.1.4. Mechanisms of detection of plagiarism

4.1.5. Reaction and sanction on plagiarism

4.2. The rule of activities of plagiarism detection commission at LEPL Samtskhe-Javakheti State University

Article 5. Support of research activities

5.1. University Financing System of Scientific-Research Activities

5.2. Regulation of competition for internal university grant projects at LEPL Samtskhe-Javakheti State University

5.2.1. Aims

5.2.2. General conditions

5.2.3. Commission

5.2.4. Financing and grant agreement conditions

5.2.5. Project proposal deadlines and stages

5.2.6. Conditions and documentation of proposals

5.2.7. Criteria for project evaluation

5.2.8. Accountability, monitoring, evaluation

5.3. Informational provision of university research

Article 6. Rule of planning, implementing and evaluation scientific-research component

6.1. Research planning, evaluation indicators, workload scheme of academic staff

6.1.1. Workload scheme of academic staff

6.2. Scientific-research component in educational programmes

6.2.1 Preconditions of successful doctoral education

Article 7. Standards of scientific activity

7.1. Rule and conditions for organizing scientific events

- 7.1.1. General regulations
- 7.1.2. Organizing scientific events
- 7.1.3. Evaluation and publishing conference papers
- 7.2. Standards for formatting scientific paper/article**

Article 1. Concept Objectives

The purpose of the research activity of the LEPL Samtskhe-Javakheti State University is to identify university research activities, scientific research organization and development support mechanisms, structural units for conducting research, defining research direction and developing general policies for conducting research activities.

Participating in scientific activities is one of the important quality assessment indicators for the academic staff in LEPL Samtskhe-Javakheti State University .

4.1 Scientific Research Environment

1.1 Administration of research activities

Deputy Rector in the scientific field manages Research activities at the LEPL Samtskhe-Javakheti State University which oversees scientific activities, research activities, scientific journals and publications of the University. The Deputy Rector also oversees the implementation of the scientific-research component in educational programs and integrates teaching and research.

Scientific-research activities of the LEPL Samtskhe-Javakheti State University are based on the faculty's scientific resources and initiatives. The faculty plays an important role in defining and planning the university research direction

The faculty quality assurance service promotes the development of scientific-research activities. Coordinating planning and evaluation processes of the scientific-research component within the educational programs, support the implementation of the scientific activities of the academic staff, control of the protection of academic honesty within the research.

1.2. Material-technical base

LEPL Samtskhe-Javakheti State University provides a suitable environment for research. The university is focused on improving and increasing the office space, equipment, and access to relevant resources annually. In order to provide a research environment, partner organizations are actively seeking to increase the ability for university according students and researchers needs.

1.2.1. Science Library

The Scientific Library of the LEPL Samtskhe-Javakheti State University has three modern reading rooms equipped with the necessary equipment, they are located in the first, second and third educational buildings. In all three buildings the library includes: reading room, library staff space, bookstore, information technology room - meeting and group work space. The University Scientific Library is a member of the Georgian Library Association and the Elsevier Consortium of International Scientific Publishing houses, which was created with the support of the Shota Rustaveli National Science Foundation. Accredited universities in Georgia, including Samtskhe-Javakheti State University, with the full funding of LEPL Shota Rustaveli Georgian National Science Foundation from 2019, have the opportunity to join Elsevier's system and have access to free databases - Scopus and Science Direct (S Research articles, books, abstracts).

The University has the right to access and use **ScienceDirect@onlain** scientific articles from more than 3,500 journals and more than 34,000 books. Using the **Scopus@onlain** platform, it is possible to search for scientific articles from peer-reviewed journals, 113,000 e-books, 27 million International patent. It is possible to calculate the number of citations of individual scientists, research centers, and university publications. LEPL Samtskhe-Javakheti State University Library has the opportunity to participate in the project "Electronic Information for Libraries - eIFL". Since 2017, according to the Consortium of Integrated Information Networks of Georgian Libraries (NIPL) 2017 Agreement # 2019/21, 21.01.2019, we can use the following electronic resources

- Cambridge Journals Online (<https://www.cambridge.org/core>)
- e-Duke Journals Scholarly Collection (<https://www.dukeupress.edu/>)
- Edward Elgar Publishing Journals and Development Studies e-books (<https://www.elgaronline.com/page/70/journals>)
- IMechE Journals (<https://us.sagepub.com/en-us/nam/IMEche>)
- Openedition Journals (<http://www.openedition.org/>)

- Royal Society Journals Collection (<https://royalsociety.org/journals/>)
- SAGE Premier (<https://us.sagepub.com/en-us/nam/sage-premier>)
- SAGE APCs for Open Access Journals (<https://uk.sagepub.com/en-gb/eur/pure-gold-open-access-journals-at-sage>)

Article 2. The University research policy

LEPL Samtskhe-Javakheti State University continues the traditions of research activities developed by TSU Akhaltsikhe and Javakheti Branches. From the early 90s of the twentieth century, the analogue system of TSU for research activities was created which facilitated the preparation and development of relevant topics, conducting scientific conferences and publishing scientific literature.

Since its foundation the University (therefore the Branches) has been promoting studies in philology, history and economics. It was conditioned by the fact that three departments with the same names existed from 1990. Studies have been gradually added to astronomy, education, mathematics and other fields.

Since 2012, Teaching University has been established on the basis of mergers of two higher education institutions, and in 2014, Samtskhe-Javakheti State University was established on the basis of raising the status. This fact has defined a new scientific-research policy on the basis of existing scientific traditions.

❖ The niche of the University

LEPL Samtskhe-Javakheti State University research policy is based on the search of the niche that provides high quality scientific-research activities at the university. The existence of the third cycle of higher education – a doctoral level at LEPL Samtskhe-Javakheti State University determined research activity as a priority in certain.

The following are the research directions of LEPL Samtskhe-Javakheti State University:

- **Humanities (Philology, History, Ethnology);**
- **Agrarian Sciences;**
- **Economics.**

Studies in all three fields are relevant for our university and are related to the scientific study of Samtskhe-Javakheti.

The primary area of scientific studies of LEPL Samtskhe-Javakheti State University is related to Doctoral Educational Programmes, as the environment was established for preparing its own scientific staff from young researchers.

❖ Character of research

LEPL Samtskhe-Javakheti State University tries to establish its place in both fundamental and applied research. Fundamental researches will be implemented in philology, history, ethnology, and cultural studies at the University; however the results of the research can be utilized in terms of applied research perspective too. The results of research in onomastics determines many problems at the state level.

Research in agrarian sciences depends on the needs of the region, so its practical purpose is high. At the same time regional problems in the direction of economic are in progress too.

Studies of LEPL Samtskhe-Javakheti State University are interdisciplinary in character, which is determined by the regional peculiarities. For example onomastic studies which use the methodology and research results of history, ethnology, geography and other sciences. Agriculture and economics create a base for bioeconomic interdisciplinary studies.

❖ **Research internationalization**

Without internationalization of research it is impossible to develop scientific-research activities at LEPL Samtskhe-Javakheti State University. Approbation and approval of our research results and consequently involvement in the international scientific space begins with the interaction with our immediate neighbors. In this regard our partners are Turkish universities with whom we have close contacts. Our professors present reports at European universities.

A particular importance has the university's decision that any advancement of the professor will be determined by the articles published in the peer-reviewed journals. The University has its support mechanisms to facilitate participation in international research events.

An important part of the internationalization of research is the involvement of foreign or Georgian scientists working abroad in our scientific activities. Turkish scholars present reports on the scientific „Gulani” (a scientific journal published at the university) and oppose doctoral dissertations.

Foreign scientists are involved in the implementation of doctoral programmes. This direction will be strengthened at the university.

❖ **Integration of teaching and research**

LEPL Samtskhe-Javakheti State University has the principle that academic staff will be required to carry out scientific work as a mandatory component of their workload. The purpose of this decision is to apply the results of the professor's research to the teaching process. The PhD level is of particular importance, as this is where the integration of study and research takes place at the highest level. Young scholars directly apply the results of their research to the process of transferring new knowledge to students.

With this approach, the university strengthens the research component. We share the assumption that "through all levels of research-based education we will provide the high-level skills and

innovative thinking that modern societies need and which future economic, social and cultural development depends on" (3 EUA Aarhus Declaration - "Investing Today in Talent for Tomorrow". 2011) and develop educational programmes taking this into account. In all three cycles of higher education, we find it necessary to include research aspects, but the interrelationships between teaching and research components depends on the educational cycle, the goals and the profile of the programme. Naturally, this ratio changes with the growth of the degree and, as mentioned, the research component at the doctoral level is a leading component of the educational programme.

Article 2.1. Compliance of research policy with the mission, vision and strategic development plan of the University

The concept of research activities of LEPL Samtskhe-Javakheti State University complies fully with the vision, mission and values of the University.

The vision announced by the University emphasizes explicitly the importance of creating new knowledge based on close scientific contacts with the partner University. The vision also specifies areas of research in the fields of agriculture (agrarian, veterinary), humanities and social sciences. The social sciences explicitly imply economic studies.

LEPL Samtskhe-Javakheti State University's mission clearly emphasizes the university's choice to fulfill its function through teaching and research, to provide research based on traditional and innovative methods.

The mission statement responds to the two priorities chosen by the university, where research also holds a special place. **Integrating research and teaching and learning, expanding communication.**

In order not to leave mission statement and priorities as declared information, the university dominates the research at the first place out of the five strategic directions of the Strategic Development Plan.

The research policy presented in Article 2 of this document complies fully with the strategic direction identified in the Strategic Plan - Research. The Strategic Plan states:

Realization of this strategic direction is one of the main priorities of the university. Although since its foundation the University has been actively concentrating on active scientific activity, after upgrading the status, focusing on research activities and promoting research activities has become a priority for the university. According to identified directions it is important to carry out interdisciplinary researches in humanities, practical significance studies in agro-economic, which is essential and natural for Samtskhe-Javakheti State University. In the field of research, the university intends to increase the intensity and scale of relevant activities. For the effective development of this strategic direction, it is necessary to create / develop the relevant structural unit of the university. Supporting activities might include information-learning activities, preparation and dissemination of literature / guides/ instructions, research or counseling. Special emphasis will be made on the assistance of young scientists and PhD students to enable them to develop scientific products of international standards and integrate into international scientific space. In order to better understand the existing situation and develop effective strategy, it is important to facilitate the quality of research and culture of academic integrity and to carry out the in-depth study of institutional development issues. For this purpose, the University plans to conduct a systematic monitoring of research activities

at different levels of education and to implement practice of conducting complex analysis on research potential of the institution.

*This will enable to assess periodically the progress and help both the university and other stakeholders to proceed and develop result-oriented and needs-based research policy. The University also plans to develop services for implementing international standards in the field of research. Aims, objectives and activities for achieving this strategic direction are in line with both priorities identified by the university - **integrating research and teaching-learning and expanding communication.***

During the next 7 years, the university identifies 2 strategic goals and 7 objectives for research activities, which also derive from the research policy.

Article 3. Research Principles

Principles of research recognized by the LEPL Samtskhe-Javakheti State University are based on international experience, own experience and the legal foundations of state policy in the field of science development.

The university shares the approach of the state in the direction of research development: “That scientific and technological progress is one of the main factors for social development, improvement of the public welfare and for the self-enrichment of people, and that it facilitates the manifestation of intellectual capabilities and economic development of the country. It ensures the development of the humanities, natural and technical sciences as an integral part of national culture and education and perceives scientific research as a form of creative activity. ”(Law of Georgia on Science, Technology and their Development).

3.1. Freedom of the scientific activity

Freedom and consequently freedom of scientific research is the first value out of three values identified by LEPL Samtskhe-Javakheti State University. The University takes Article 8 of Law of Georgia on Science, Technology and their Development as the principle where it is stated that the scientist has a right:

- ❖ to carry out scientific research without external intervention and publish research results without any limitation, except cases when there are some limitations imposed on them under an agreement or if the results contain state secrets;
- ❖ determine the content, method and means of a scientific research independently;

3.2. Ethics

Ethics is an important pillar of good scientific research in the scientific world. Staff and students are guided by the university's adherence to ethical principles, where academic integrity is the primary means of preventing plagiarism. The main purpose of regulations against plagiarism at the university is to take effective preventive mechanisms.

Article 4. Academic Integrity

4.1. Rule of plagiarism

4.1.1 General provisions

1. This rule regulates the prevention, detection and sanctioning of plagiarism at Samtskhe-Javakheti State University (hereinafter "the University").
2. This rule applies to university academic staff, teachers, invited doctors / teachers and students.
3. The rule is based on the Law of Georgia on Higher Education, the Organic Law of Georgia, Labor Law of Georgia, the Order No. 52/n of May 13, 2014 by the Ministry of Education and Science approving the Charter of LEPL Samtskhe-Javakheti State University, legal acts of the University and legislation of Georgia.

4.1.2 Definition of the term

Plagiarism

Plagiarism is considered as:

1. reproduction of someone else's work (whether it is an idea, writing part, image, table or data) without the author's referencing; coping from a source without the quotation marks or other type of reference that will explicitly distinguish quoted text from the author's text. Appropriation can involve several phrases or entire works. Plagiarism, as a form of academic dishonesty, creates an incorrect / false impression of the original nature of the work. Reproducing someone else's work is considered to be coping with the permission of others. Plagiarism in this case is from the position of original knowledge;
2. Paraphrasing other's opinion without the explicit reference of the author. The slight change in the words of the author in the paraphrase, which gives the text the impression of ambiguity and do not show whose idea the author refers to and when. Referencing the source in the text or at the end of the text is not enough in this case to distinguish where the paraphrase and where the original opinions are. Sometimes the change in paraphrase is so close to the original text that their distinction is unnoticed but is not included in the quotation due to paraphrase;

3. Unifying the opinions taken from different sources without summarizing the individual authors, summarizing the different authors without specific reference sources (in some cases the scientist / author is indicated at the end of the work, but it is impossible to read the text where the author's original opinion of the author is written and where are the quotations inserted) ;

4.1.3. Prevention of Plagiarism

1. Increase awareness of academic personnel, invited lecturers, teachers and students through meetings, delivering information to students by professors and teachers, recording in the syllabus the sanctions in case of detection of plagiarism, posting relevant information on website, preparing guidance and delivering it to the students at the beginning of each academic year;
2. Increase the publicity of the works developed for teaching and research purposes; creating electronic database of scientific papers, bachelor's, master and doctoral dissertations;

Plagiarism detection mechanisms, reactions and sanctions

1. In order to detect plagiarism in qualification papers (Bachelor's, Master's and Doctoral Dissertations) the permanent commission will be established comprising from the following members:
 - A) Deputy Rector in the teaching and scientific field;
 - B) Head of Quality Assurance Service;
 - C) Lawyer;
 - D) Faculty Quality Assurance Specialists;
 - E) Technical Administrator;
 - F) Academic staff of the respective field, which is convened by the Commission. If necessary, an expert can be invited from outside
2. The commission checks papers developed by academic staff, teachers, invited doctors / teachers and students, including through plagiarism recognition programs.

3. The main composition of the Commission (except of the academic staff of the relevant field, who is invited by the Plagiarism Commission) and the rules of commission are elaborated and approved by the Academic Council.

Plagiarism detection mechanisms, reactions and sanctions

1. In case of plagiarism the permanent Commission shall

A) the abuser (employee) is dismissed from his / her job, the employment contract is terminated according to the legislation

B In case of plagiarism in the qualification paper, confirmation of violation (plagiarism) in the academic staff / teacher, invited doctor / teacher, the commission's report is sent to the relevant dissertation / faculty council for further response;

C) In the case of a student, the decision shall be made in accordance with the statute of the University and the legal acts adopted by the University.

4.2. Rules of operation of the plagiarism detection commission at the LEPL Samtskhe-Javakheti State University

1. This Rule defines the rules, principles, goals, objectives, tasks and the decision-making procedure of the plagiarism detection commission (hereinafter referred to as “the University”) at the LEPL Samtskhe-Javakheti State University.

2. The goals and objectives of the Commission are:

- a) To study the plagiarism prevention, detection and response rules

- a.a) papers of academic staff, teachers, invited doctors and present report

- a.b) before the defense master and doctoral students’ works and present conclusion

1. The existence / non-existence of plagiarism shall be considered irrespective in spite of, where and when does it occurred.

2. The working principles of the Commission are:

- a) legality;

- b) justice

- c) Honisty

- d) Privacy

- e) objectivity

- f) impartiality

3. The Commission is authorized to start work:

A) based on the annual schedule developed by the Commission. The rules and priorities for drafting the annual schedule will be elaborated by the Commission at the beginning of the year.

B) on the basis of an application submitted through the Chancellery of the State University of Samtskhe-Javakheti

4. Chairperson, Deputy Chairperson and Secretary shall be elected by Commission at first meeting. The first meeting of the commission is chaired by the eldest member who is authorized to sign the decisions made by the commission at the first meeting. The commission is authorized if half of the list of commission members are attended. The meeting of the commission shall be managed by the chairperson of the commission, and deputy chairperson of the commission has the authority to conduct meeting in case of chairperson's absence.

5. The Commission makes decisions within its competence by a majority of the members

4. The Chairman is responsible for:

A) To manage and organize work of the Commission, in accordance with the established rules

B) Scheduling the meetings of the Commission, determining the place and time

c) control of preparation of documentation and materials for the sessions;

D) manage Commission sessions ;

E) Presenting the Commission's report

4. The Secretary of the Commission is responsible for:

A) Notification of the time and place of the meetings to the commission members;

B) Providing the Commission members with the necessary materials and documentation;

C) Make the protocols of work of the Commission;

D) Fulfillment of the duties of the Chairman of the Commission related to the work of the Commission

5. The member of Commission is responsible for:

A) To attend the Commission sessions and participate in it; Failure to act in a non-patrimonial manner shall terminate the member's authority;

B) To express his / her opinion by voting and signing (if necessary);

C) To act in accordance with the law for self-refusal.

D) to adhere ethical norms and university rules of procedure and disciplinary liability. In case of negligence or failure to fulfill the request, the above mentioned shall be considered not fulfilling their obligations under the labor agreement

4. termination of member of Commission

A) personal statement;

B) termination of employment relationship with an administrative person.

C) refusal to operate the commission for unjustifiable reasons;

- D) Violation of ethical norms and university internal regulations and disciplinary liability.
5. The Commission sessions are closed. The activities of the Commission shall be established by the protocol of the Commission, which shall be signed by the Chairman and the Secretary of the Commission. The agenda of the commission for the next meeting is sent to the chairman and the secretary one week in advance, member of Commission shall be sent information about it. The Commission makes decisions about presentation of conclusions, submissions and / or recommendations. The decision / recommendation by the commission is signed by the chairman of the commission, and the conclusion is signed by all members of the commission.
 6. The Commission is obliged to draw up a conclusion where will be reflected:
 - A) Information about the person against whom the administrative proceeding was conducted;
 - B) Information about the points;
 - C) The procedures, methods and methods used for the study;
 - D) Justification for the presence or absence of plagiarism;
 - E) Conclusion
 7. In the concluding section of the report, the Commission is obliged to directly indicate and substantiate for the existence/ non-existence of plagiarism
 8. The conclusion of the commission is signed by all the members of the commission who supported the decision. A member of the Commission having a dissenting opinion shall submit a dissenting opinion to the Commission within two days that will be attached to the Commission's conclusion.
 9. The commission's report shall be forwarded as necessary.
 10. All records of the Commission's proceedings shall be kept in a safe place assigned to the Secretary of the Commission.
 11. The Issues related to the activities of the Commission that are not provided for by this Rule shall be regulated by the Commission in accordance with the laws in Georgia and the regulations of the University.

Article 5. Support for research activities

5.1. University funding system for scientific-research activities

In order to develop and encourage research activities at the LEPL Samtskhe-Javakheti State University, the University provides funding, co-financing procedures and authorized bodies for research activities.

3. Sources of funding for research activities at the University include
 - a) funding from the university budget for research development;
 - ბ) Funding received from university grant;

g) Income from other sources

The funding can be used for research project. The University ensures that the budget for research is maintained or increased for each year.

4. involvement of university in international and local research activities is fully supported, the University cares about financial support mechanisms for both staff and students. Support and incentive mechanisms are outlined in the internal regulations.

It includes in following rules:

„Article 21. Academic leave

1. SJSU academic staff have the right to use professional paid leave (academic vacation) for one academic year once in 5 years for professional development. The vacation may be used partially - each time less than one

2. Academic leave can be requested by the one, who has worked in the SJSU academic position for 5 years continuously before the academic leave and is affiliated in SJSU. And the person who has already completed a full vacation () within 5 years after the SJSU academic position has the right to avail the academic leave at any time in the next five years

3. The applicant should apply to the Dean of the relevant faculty month prior to the academic year, which will submit the issue to the Faculty Board for consideration. The Bureau Rector's Order is issued according to the Council's consent.

4. The goal of leaving the academic leave should be in line with the SJSU strategic development goals

5. No later than one month after the expiry of the term of academic leave, academic staff is obliged to submit to the relevant faculty Board the report .

6. In case of negligence or failure to fulfill the request established by paragraph 4 of this article, the Academic Staffis obliged to refund the received amount of SJSU. In addition, the above mentioned shall be considered by the academic staff not fulfilling their obligations under the labor agreement

7. Compensation of academic staff returns from academic vacancies shall be determined by the current academic year, as envisaged by the relevant category of academic position

8. Academic leave shall be paid from the university budget and will be issued on the basis of the employer's decision

Article 27. Encouragement of personnel

1. The following types of incentives can be applied to pedagogical, scientific-research, and successful participation of university staff in the public life of the university:

a) Send to republican and international scientific conferences and symposiums;

b) Promoting the results of scientific articles and scientific researches in international scientific journals; (with partial financial support);

c) Promotion of publication of books;

3. The decision of the university staff is encouraged by the university academic council, with the consent of the faculty with the measures envisaged by the subparagraphs "e", "f"

„Article 40. Encourage a student

1. The following types of incentives can be applied to the student for active participation in studies and scientific research and active participation in the university community:

ა) Full or partial financial support for sending Republican and international scientific conferences and participation in seminars

ბ) Full or partial financial support promoting the results of scientific articles and scientific researches in international scientific journals

5. The Order on the use of the amount of encouragement defined by subparagraph "d" and "e" of this article, the head of the administration shall issue the decree of the dean of faculty and the consent of the Representative Council.

To reflect the research results on the remuneration of staff is planned in strategic plan

5.2 Legal Entity of Public Law – Samtkhe-javakheti State University Regulations for the contest of Targeted Scientific-Research Project

5.2.1 Aim of the Project

- The present Regulation defines the rule of announcing and conducting a contest for financing the targeted University scientific-research project (hereinafter "Targeted Project"), for Legal Entity of Public Law – Samtkhe-javakheti State University (hereinafter "University").
- to regulate, identify and fund projects through open competition. To promote the university's scientific potential, to attract University young researchers and increase their scientific potential, to generalize results of the modern researches, establish scientific contacts with Georgian and foreign researchers and scientific organizations,
- The terms of the open competition should be transparent and objective, ensuring access to funding for researchers.

5.2.2. General Conditions

A person who has right to participate in project

ა) University Professor, Associate or Assistant Professor

ბ) University doctoral student

გ) a team of researchers led by a university professor or an associate professor. This group may include undergraduate and undergraduate students, as well as an invited specialist if it will be justified

With a certain periodicity, the general directions of scientific-practical research are formed within university priorities.

- Sources of funding and administration:

A) Projects are funded from the University budget and funds raised (grants, donations and other legal proceeds).

B) The project administration is fully administered by the University's Scientific Projects Evaluation and Monitoring Commission (hereinafter referred to as "the Commission").

5.2.3. Commission

- The Commission and its Chair are appointed by the Academic Board, consisting of faculty representatives (one member from each faculty)
- The term of Commission shall be one year. A member of the Commission should not be a participant of project.
- Commission ensures :

- a) Announcement of competition according to the regulation approved by the Representative Council;
- b) Expertise of submitted projects;
- c) identify funded projects based on evaluation and transfer to the head of administration
 - The university make a contract with the authors of the projects approved by the Commission
 - The Commission makes decisions by a majority of votes and formulate its decisions by protocol

3.6. In case of termination of the Commission member the Academic Board appoint a new member of the Commission for the term of office.

Financing and Grant Agreement Terms

- After revealing the financed projects by the Commission, the University make an agreement with the grantee that sets out the rights and responsibilities of the parties;
- The grant agreement is signed by representatives of both parties: on the one hand, the rector of the university and the head of administration, and on the other hand (scientific) project manager
- Project implementation should be in line with the terms of the signed contract.
- Under the agreement, the grantee is required to maintain a financial accounting of the primary documents related to the grant;
- The grant activities are mandatory in accordance with the Georgian legislation.

- The grant will be financed step by step, according to the tranches, based on the project cost, duration, and reports / reports on completed works;
- Under the contract, each subsequent tranche will be transferred to the grantee on the basis of an interim report submitted by the project (scientific) supervisor to the commission.
- If the grantee violated the terms of the grant agreement during the implementation of the grant-funded project, or failed to perform the tasks lacking honor , The commission may raise the issue of termination of the contract with the university rector and head of administration.
- The project funding period should not exceed 12 months; the amount requested will be determined annually, according to the priority areas of the university budget and scientific-practical research.
- The project application may include co-financing; The co-financer may be a person of participating party as well as other international / local organizations.

5.2.4 Project submission deadlines and stages:

5.2 The project deadlines are set by the Commission. This deadline should not be less than one month after the competition is announced.

5.3 Selection of project is conducted once a year. The selection deadline is set by the decision of the Commission. The selection will take place in two stages:

- Stage One: Technical expertise of applications to determine their conditions. Applications that do not comply with the prescribed conditions will be removed from the review.

- Second stage: The Commission will consider the project proposals and evaluate them according to the criteria set out in paragraph 7. Projects that receive a score of 60-100 will be eligible for the next stage.

5.4 Upon completion of both stages, the Commission may select the winning projects and submit them to the Head of University Administration for funding.

5.5 Grant Application documentations

The application must be in hard copy and electronically into Georgian.

An electronic version of the application is required on a hard disk drive (compact disc);

The applicant is obliged to submit

- a) References to this Rule 2.1. Compliance with Applicant (s) Subpart Requirements;
- b) Application (attachment I);
- c) Filled Application form (attachment II);
- d) Project resume (1 page);

- e) Project proposal (attachment III), (not more 5 pages);
- f) Project budget (attachment IV);
- g) In case of co-financing, with the official document (the document should indicate the amount of co-financing and the part of the budget that the co-financing covers).

5.2.7 Project Evaluation Criteria

	Evaluation Criteria	ქულა
1	The essence, purpose and objectives of the problem are clearly stated	14
2	Has high scientific and / or practical importance	25
3	Expected results, mechanisms for achieving and evaluating are clearly formulated	20
4	project Implementation is realistic within the proposed time and budget	11
5	The basic scientific and technical methods are clearly described, and the use of existing and requested material and technical resources is realistic.	14
6	The grantee has the necessary professional education and qualifications to implement the project	16
totally		100

5.2. 8 Reporting, monitoring, evaluation

5.3. The grantee is required to submit software and financial report to the Commission of the project.

5. By Commission request, the Project manager shall submit any other documents related to the grant project. The Commission is also obliged to monitor the project;
6. The Commission checks the quarterly report and establishes the relevant act. In case of any gaps, the Act shall apply for petition to the Head of the University Administration for the transfer of a further tranche. If errors are correctable the grantee shall be given the opportunity to correct them. If there is an unfair attitude on the part of the grantee, then an appropriate act will be filed and the administration of university will be suspended for further funding of the project.
7. The final scientific report of the project should be submitted to the University within two monthes.

7.1. The project closes on the basis of the final and monitoring report submitted by the grantee.

7.2. After completion of the project the property from the grant belongs to University.

5.3. Informational support for university research activities

5.4.1. To enhance the university involvement in international and local research projects, the University and its structural units are committed to improve the level of awareness of the university academic staff and researchers, by offering research projects and give opportunities to participate in it, getting information about university research and scientific progress. University staff and students are provided information on local and international research grants, scientific events, and stakeholders are consulted in finding the grant. The information is posted in the newspaper "Meskheti University", on the website, on Facebook, on the information board, in some cases by e-mail

Article 6. Procedure for Planning, Implementation and Evaluation of a Scientific-Research Component

The purpose of planning, implementing and evaluating a scientific research component in order to support and develop scientific research in accordance with the overall goals and plans of LEPL Samtskhe-Javakheti State University:

- support research activities;
- ensure the stability of successful scientific research;
- create and maintain an appropriate level of research environment;
- To promote the continuous professional researchers growth (including PhD students).

In spite of the assessment of scientific-research component of educational programs the attention is focused on formative activities. The university considers the formative mechanism such as improving foreign language competence, encouraging young researchers and their role in research, promoting international academic engagement, university professor articles in international peer-reviewed journals. Providing it for publication;

6.1. Samtkhe-javakheti State University staff Academic Work Load

Academic staff activities during one academic year

A workload scheme specifies a mandatory workload and provides a variety scientific activities and events. The main value that is recognized at university is freedom, so the professor is given the opportunity to choose the scientific activities and plan of academic year according to his/her wish.

1. Pedagogical-scientific compulsory – 100%

a) Professor

- Pedagogical 40 %
- Scientific 40%
- Optional 20 %

b) Associated professor

- Pedagogical 50 %
- Scientific 30%
- Optional 20 %

c) Assistant professor

- Pedagogical 60 %
- Scientific 20%
- Optional 20 %

1.1 The pedagogical load is defined and implies

- a) Conducting contact hours (10/12/14)
- b) Conducting consultation hours
- c) making / perfection within the relevant programme
- d) Preparation of midterm and final exam tests or preparation of exam topics and questions;

1.2 Obligatory: Publishing Scientific article with Impact Factor minimum one scientific work in every 2 years - 60, in the case of co-authorship - 30

2. pedagogical activity, optional for staff.

2.1 Supervision of BachelorProgram :

- a) Bachelor programme – 10
- b) Master programme- 10
- c) PHD programme – 10

2.2 co-existence of the programme

- a. Bachelor programme – 5
- b. Master programme- 5
- c. PHD programme – 5

2.3 Supervision of module/field/direction

- a. Bachelor programme – 5
- b. Master programme- 5

c. PHD programme – 5

2.4 Authorship of exercises/ tests, practise (with requirements) -30

2.5 co-existence of the tasks exercises/ tests, practise -15

2.6 Authorship of Lecture Courses – 30

2.7 co-existence of Lecture Courses – 15

2.8 Video lecture (completed course 15, lecture) – 30

2.9 resources for distance learning – 20

2.10 Social, cognitive activities (public lecture, excursion, training, seminar and etc) – 5

2.11 educational, expertising, consulting activities

a. International – 40

b. Local- 20

3. Scientific work (optional for staff)

3.1 Performing the scientific workload of the educational program

3.1.1 at PHD level

a. supervision – 15 -45 (professor, associated professor)

b. co-existence of the programme 10-30

3.1.2. at master level - 10-30 (professor, associated professor)

3.1.3 at bachelor level- 5- 25 (professor, associated professor)

Scientific Thesis – 60 %

a. Monograph / translation of monography (with requirements) - 60

b. Monograph / translation of monography (with requirements , co-existence – 30

c. Supervision of book – 60

d. Co-existence of book – 30

e. Book translation – 30

f. Scientific articles in international journals / translation (with requirements) – 20

g. Scientific articles in international journals / translation (with requirements) co
existence – 15

h. Scientific article in Regional Republican -10

i. Co-existence of Scientific article in Regional Republican -5

3.3 Scientific-research projects (50/40/30)

3.3.1. research fundamental – 60(associated professor)

- a. Supervision of the project – 60
- b. project team membership – 30
participant - 20

3.3.2 Joint Research with participation of Georgian compatriots residing abroad - 60

- a. supervision of the project - -60
- b. project team membership – 30
- c. participant – 20

3.3.3 Applied research – 60

- a. supervision of the project - -60
- b. project team membership – 30
- c. participant – 20

3.3.4 State science grants Georgia’s cultural and material heritage existing abroad- 60

- a. supervision of the project - -60
- b. project team membership – 30
- c. participant – 20

3.3.5 president Grants for young scientists - 30

- a. supervision of the project - 40
- b. project team membership – 30
- c. participant – 20

3.3.6 PHD programmes research - 30

- a. supervision of the project – 60
- b. project team membership – 20
- c. participant – 10

3.4. Scientific conference/ forum/symposium/congress – 20

3.4.1 Report

- a. international -20
- b. republican – 15
- c. University – 10

3.4.2. Organize

- a. international -20
- b. republican – 10

c. University – 5

3.5 Various scientific publishing / thesis

- a. Editing internationally- 30
- b. Editing in Georgia - 15
- c. Reviewing -10
- d. Opposing -10
- e. Membership of Dissertation Commission - 10
- f. membership of editorial board 10
- g. membership of editorial board internationally – 20
- h. membership of editorial board in Georgia – 10
- i. Supervision of conference article – 5 (bachelor, master, not more than 3)

3.6. Scientific Consulting Expert Activities – 20

- a. Internationally - 60
- b. In Georgia – 30

3.7. Social, scientific-popular activity (seminar, workshop, summer and winter schools, research order by university (for students and for professors) - 10

3.7.1. organizing/participating

- a. Internationally - 10
- b. In Georgia- 10

Teaching load of Staff

Name, surname –

Year –

Academic position: **Professor**

Workload specified by position :

Pedagogical workload : (4 obligatory components) **40 %**

- a. **Conducting contact hours - 10 hours**
- b. **Working with students**
- c. Preparing/updating syllables within the framework of the relevant Educational Programme
- d. Preparing mid-term and final exams

(Academic staff workload is defined by appendix N5)

Scientific-Research activity (it has only one compulsory component. Please, choose only one from following you have already done during one academic year) - **40%**

- _____

- _____

- _____

- _____

- _____

Elective (pedagogical and /or Scientific activities) Please, choose only one from following you have already done during one academic year) - **20%**

- _____

- _____

- _____

- _____

- _____

Teaching load of Staff

Name, surname –

Year –

Academic position: **Associated Professor**

Workload specified by position:

Pedagogical workload: (4 obligatory components) **50 %**

- e. **Conducting hours - 12hours**
- f. **Working with students**
- g. Preparing/updating syllables within the framework of the relevant Educational Programme
- h. Preparing mid-term and final exams

(Academic staff workload is defined by appendix N5)

Scientific-Research activity (it has only one compulsory component. Please, choose only one from following you have already done during one academic year) - **30%**

- _____

- _____

- _____

- _____

- _____

Elective (pedagogical and /or Scientific activities) Please, choose only one from following you have already done during one academic year) - **20%**

- _____

- _____

- _____

- _____

Teaching load of Staff

Name , surname –

Year –

Academic position: **Assistant Professor**

Workload specified by position:

Pedagogical workload: (4 obligatory components) **60 %**

- i. **Conducting hours - 140hours**
- j. **Working with students**
- k. Preparing/updating syllables within the framework of the relevant Educational Programme
- l. Preparing mid-term and final exams

(Academic staff workload is defined by appendix N5)

Scientific-Research activity (it has only one compulsory component. Please, choose only one from following you have already done during one academic year) - **200%**

- _____

- _____

- _____

- _____

- _____

Elective (pedagogical and /or Scientific activities) Please, choose only one from following you have already done during one academic year) - **20%**

- _____

- _____

- _____

- _____

6.2. Scientific-research component in the educational programmes

The Strategic Development Plan of the LEPL Samtskhe-Javakheti State University and the concept of research activities are based on the vision that “implementation of research-based education at all levels is a particular strength of Europe and European universities. Institutions that implement research-based education need to make sure that the research component is included and evolving in all levels.” (EUA Lisbon Declaration – “Europe’s Universities beyond 2010: Diversity with a common purpose”. 2010.).

Educational programs in all three cycles envisage research aspects. The interrelationship between teaching and research components depends on the educational cycle, goals and profile of the programme. This ratio changes with the growth of the degree and the research component at the doctoral level is a leading component of the educational programme. Planning and assessment of the scientific component at Bachelor’s and Master’s level is described in detail in each educational programme, based on the general guidelines developed by the Quality Assurance Office.

Since the research is important at the third cycle and generally the research component of the student is based on current research at the university, LEPL Samtskhe-Javakheti State University pays particular attention to doctoral studies. The fact that the results of the doctoral research must meet the originality of the research and be suitable for dissemination in the world scientific community is reflected in the regulations of the Faculty Doctoral and Dissertation Councils. The regulations of the Faculty Doctoral and Dissertation Council define the research component.

„Research component:

Preparation and defence of doctoral dissertation – from 120 to 140 (according to different programmes).

The PhD candidate completes the dissertation in accordance with the individual plan. After reviewing and agreeing with the research supervisor, at the end of each semester, a report is presented about the progress of the work. The thesis is considered complete if the purpose of the research is achieved, and the justified results of the theoretical and experimental research are presented. The work should be distinguished by scientific innovation and should contribute to the development of the field. Upon the request of the Faculty Council and the decision of the Dissertation Council, working on the thesis and its submission may be extended in case of necessity. PhD students who have completed the research component stated in this Regulation shall submit and defend the dissertation after the accumulating credits specified in the teaching component”.

The regulations define the scientific component evaluation rule:

“Article 11. Pre-defense of a dissertation

11.1 After completing the dissertation by a PhD student, the conclusion on the thesis is presented by a scientific supervisor. Together with the overall assessment of the work, it should be

indicated that the dissertation can be proceeded. In case of a positive conclusion of a scientific supervisor, upon his / her request the dissertation and dissertation notice will be forwarded to the programme head. The programme head submits the dissertation to the Plagiarism Detection Commission of Samtskhe-Javakheti State University. In case of plagiarism, the work will no longer be proceeded, and in case of absence of plagiarism, the programme head will submit the work to the relevant field professor or associate professor for preliminary conclusion in agreement with a scientific supervisor. The programme head can invite a person with a doctoral degree in the relevant field to evaluate the dissertation. The conclusions should take into consideration, the following things among others: the relevance of the thesis topic, scientific novelty, the methodology, the role of the dissertation in solving the existing problems in the field. In addition to the aforementioned conclusion, the author should, after studying the research papers published by the doctoral student, make a conclusion as to the extent to which the main content and conclusions of the dissertation are reflected in these papers. The programme head is obliged to submit the dissertation for reviewing no later than one month after receiving the thesis.

11.2 The pre-defense of the thesis takes place at the Faculty Council meeting, which is attended by specialists of the relevant field. The meeting is chaired by the programme head or co-head. A secretary is elected to produce the protocol. The meeting is attended with decisive votes by a programme head, thesis supervisor, field professors and associate professors, as well as invited specialists if needed. The conclusion on the doctoral thesis must be handed to the PhD student at least three days before the pre-defense. The conclusion of the scientific supervisor of the thesis, the conclusion of the specialist assigned for the evaluation of the dissertation, as well as the response of the PhD student to the remarks expressed in the report are presented at the meeting. As a result of the pre-defense, the decision is made on submitting the dissertation to the Dissertation Council. In case if it is not considered appropriate to give further process to the dissertation, it returns to a PhD student for consideration the remarks made at the meeting. The second pre-defense can only take place after two months. The process of the pre-defense and the decision made will be reflected in the minutes of the meeting, which shall be signed by the programme head and secretary.

Article 12. Preparing for dissertation defense

12.1 The following materials and documents will be submitted to the Dissertation Council for defense of the dissertation:

- A) a form filled out by a PhD student on the credits obtained under the doctoral program, approved by the supervisor and the dissertation council;
- B) the conclusion of the Plagiarism Commission of Samtskhe-Javakheti State University;
- C) dissertation notice (in Georgian and English) in electronic and printed form;

The dissertation notice must include the following information:

- ❖ General description of the thesis
 - ✓ The relevance and importance of the research topic;
 - ✓ Research aims;
 - ✓ Scientific novelty;
 - ✓ Source-knowledge database of the work;
 - ✓ Practical value of the thesis;

- ✓ Details of the pre-defense protocol;
- ❖ Summary of the thesis;
- ❖ List of articles published on the topic of dissertation;

D) electronic and four bound copies of the dissertation;

E) the reasoned conclusion of the dissertation supervisor;

F) Prior to dissertation defense, a PhD student must have at least three scientific publications published in the field of research, including at least one article (or be accepted for publication) in an international peer-reviewed journal (s) listed in internationally recognized databases (e.g. ERIH PLUS, Scopus, EBSCOHost, Clarivate Analytics (former Thomson Reuters) Master Journal List, Ulrich's Index, Latindex Catalogue). The scientific publication should indicate the name of Samtskhe-Javakheti State University; (When presenting published scientific articles, it should have the copy of the cover of the periodical, the content and the article written by the author himself; when presenting an article published in an online publication - the address of the online publication, the first page of the journal, the title and the article itself should be indicated). In addition to the list recommended by the Dissertation Council, it will discuss on each specific issue of publications in other foreign or Georgian journals individually.

12.2. For the internationalization of the dissertation evaluation process, it is advisable for the PhD student to satisfy at least one of the following requirements:

A) a PhD student has a foreign supervisor / co-supervisor;

B) The Faculty Dissertation Council provides international peer review of one article (published or accepted for publication) or short version (30-45 pages) of a dissertation.

C) Submitting a short version (30-45 pages) of a dissertation in a foreign language to foreign leading universities and scientific-research centers listed by the Dissertation Council;

D) Participation in international conference / symposium.

The doctoral programme may specify additional requirements for submission of a dissertation.

12.3 After submission of all required documents to the Dissertation Council by a PhD student, the documents are reviewed within one month and a reasonable time limit (up to one month) is given to a PhD student to correct them in case of possible deficiencies.

12.4 In the case of a complete submission of documents, the Dissertation Council shall indicate the date of dissertation defense, approve the Sectoral Board, and appoint two / three reviewers, including at least one from the University. Reviewers must hold doctoral degree in the field of dissertation. **Reviewers are given the full text of a dissertation. If one reviews out of the two is negative, the dissertation will be sent to the third reviewer. In the case of three reviewers, the conclusion of two should be positive. The dissertation notice will be given to the members of the sectoral board.**

Article 13. Dissertation defense

The Sectoral Board shall be chaired by the chairperson elected by the same board by open ballot. The Sectoral Board shall, by open ballot, elect the Secretary who shall produce the minutes of the meeting. The proceedings of the Sectoral Panel shall be reflected in a protocol signed by the Chairman and Secretary of the Sectoral Panel.

The dissertation is protected publicly in front of the Sectoral Panel (if all members of the Board are present at the meeting) by the following procedure:

13.1 The Chair of the Sectoral Panel submits a dissertation (5-10 minutes) to the Sectoral Panel;

13.2 A PhD student presents the main results of his/her research (20 min);

13.4 The dissertation supervisor presents his / her views on the dissertation and a PhD student (10-15 minutes);

13.5 Official reviewers present comments and opinions (10-15 minutes each); The debate takes place and the comments and opinions of the official reviewers are discussed. A PhD student is given the opportunity to respond to the notes (30 minutes);

13.6 The dissertation may be defended in the absence of one reviewer if his / her review is positive. If the reviewer whose review is negative does not attend the defense, it will be postponed.

13.7 During the closed session of the Sectoral Board, the Board shall evaluate the PhD candidate according to the existing criteria (established by the Dissertation Council).

13.8 For the final evaluation of the dissertation, the Sectoral Panel uses the following scheme:

A) Excellent work (summa cum laude)

B) Very good (magna cum laude) result that exceeds all requirements;

C) Good (cum laude) result that exceeds the requirements;

D) Medium (bene) mid-level work that meets the essential requirements

E) Satisfactory (rite) - a result which, in spite of any deficiencies, still meets the requirements raised;

F) Insufficient - a work of unsatisfactory level that fails to meet the requirements due to significant deficiencies therein;

G) Completely unsatisfactory (sub omni canone) - a result that completely does not meet the requirements

13.9 The dissertation shall be considered defended if the assessments correspond to the paragraphs (A), (B), (C), (D), (E) of the article 8.

13.10 The Board shall submit a protocol to the Dissertation Council. In case of successfully defending the dissertation, the Dissertation Council decides on awarding a doctoral degree.

13.11 In case of unsatisfactory evaluation, the PhD student is allowed to submit the dissertation after a year; In case of receiving a completely unsatisfactory evaluation, the PhD student loses the right to re-submit the same dissertation.

13.12 The relevant diploma confirms the award of the Doctor's academic degree.

13.13. The doctoral candidate is obliged to publish the dissertation in printed or electronic format within the timeframe established by the Council. One printed and electronic version of the dissertation must be submitted to the University Library. Also, the electronic version of the dissertation should be submitted to the National Library of Georgia.”

6.2.1 Prerequisites for Successful Doctoral Education:

In order to successfully pursue PhD Education at the Samtskhe-Javakheti State University, the focus is on qualitative research environment. The university doctoral education strategy is based on university research opportunities - **qualitative research, diversity and inclusive research environment**. The research environment should ensure the active participation of the PhD student in the research.

PHD student proper supervision is considered for the further success of University. PhD student success depends on the supervisor. The PhD supervisor is an active researcher of the relevant field, providing the PhD student with regular and appropriate guidance (monitoring planned research, engaging in university research, timely and effective feedback on research, etc.). the supervisor selection Criteria is set out in the provisions of the PhD and Dissertation Councils of the Faculties:

„2.4 Doctoral Program

- A doctoral program according to its specifics, may have one or more supervisors. A university professor or associate professor with relevant qualifications can be a doctoral program supervisor. An invited person or a person with relevant degree can manage a doctoral programme as well. In this case, with the invited person, the doctoral program should also be managed by a university professor or associate professor with relevant qualifications. In case of more than one supervisor, a coordinator is selected from them;
- A Doctoral Program Supervisor / Coordinator coordinates the curriculum in which, participating all program development staff, specialists, PHD supervisors. It also ensures the publicity and transparency of the curriculum development process;
- The Doctoral Program Supervisor / Coordinator is the contact person with the Faculty and Faculty Quality Assurance Office, who is notified of the results of internal and external program evaluation, technical monitoring and academic expertise and is responsible for responding to program improvement;
- Doctoral Program Director / Coordinator is responsible to inform students about the curriculum, and do consultations between PHD supervisors for planning curriculum process, PHD students' participation with supervisors in seminars, monitoring PHD students learning and research components evaluation process

Diversity and **internationalization** are essential for doctoral education, which is particularly emphasized in the provisions of the PhD and Dissertation Councils as a mandatory requirement, in addition to promoting mobility

LEPL Samtskhe-Javakheti State University provides **quality assurance mechanisms** that support the requirements of level 3, PHD and the above-mentioned components. 6603

The Strategic Development Plan of the LEPL Samtskhe-Javakheti State University outlines a **doctoral school** establishment, we considered a flexible structure of doctoral education, that gives a doctoral student as a beginner researcher a wide range of personal and career development opportunities. It promotes the development of transfer skills and leadership culture.

Article 7. Standards of Scientific Activities

7.1. Rules and conditions for organizing scientific events

7. 1.1 General Provisions

2. This Rule defines planning, organizing, conducting, selecting, evaluating and awarding scientific events at the LEPL Samtskhe-Javakheti State University (hereinafter referred to as the "University" or "SJSU")

3. A scientific activity at LEPL Samtskhe-Javakheti State University involves a scientific conference, a scientific symposium, a scientific seminar, a scientific session, a seasonal school or a combined event (eg, organizing a seasonal school and conference)

Definition of Terms:

Scientific Conference - scientific and other organizations representatives Meeting to discuss about scientific problems

Symposium – an occasion , an international meeting on a scientific topic.

Science Workshop - Group Scientific Workshop

Scientific Session - Periodic session held by scientific institutions and others.

3. Scientific activities may be held at LEPL Samtskhe-Javakheti State University:

a) according to its scope

- International;
- Republican;
- Between Universities;
- University;
- Faculty;

b) According to the participants:

- Professors-teachers;
- Students (bachelor, Master, PHD)
- Joint (bachelor and Master, masters and PHD students, PHD students and professors)

c) According to content -

- Thematic;
- Unlimited them;

d) According to the format:

- Distance;
- Participate directly;
- Mixed;

4. The purpose of scientific activities is to promote:

A) science development , new staff promotion in science, Georgian scientists integration in international scientific field, initiation and built trust of cooperation, creation of new scientific ideas;

B) student scientific activities, encourage young researchers to engage in further research activities; Develop their skills of preparation and participation in a scientific conference; Develop independent research skills and enhance student interest in science and research.

7.1.2. Organizing scientific events

1. The scientific event should have the initiator person / structure / organization. In coordination with the Deputy Rector in the scientific field, an organizational body for the scientific event is established. A scientific event may have a scientific committee. Student self-government may be involved in the organization of a student scientific event or the student self-government may organize independently.

2. The organizing body, together with the Scientific Committee (if any), is responsible for conducting the event, its content, providing the necessary material and technical resources for the scientific event.

3. A member of the organizing body may be the SJSU academic staff as well as invited staff (specialist / teacher). Citizen of Georgia or foreign country, PhD, Master or equivalent academic degree, PhD student of Master's Degree. Persons which help staff solve technical tasks.

The Organizing Body (Scientific Committee) will develop an application for a scientific event, that should include the following information:

4. About the event organizer, purpose, scale, content, group of participants, format, reporting conditions, technical parameters, organizational details and contact person (s). The place and form of registration of participants (electronic or mixed)

6. The organizing body shall make public the application for holding a scientific event. It is mandatory to post the application on the university website and facebook pages.

7. The organizing body (Scientific Committee) will develop a program of scientific events. The program should contain the following data:

A) the name of the university, faculty and / or affiliated organizations;

B) naming sections (if any);

C) the identity of the head or heads of each section with academic position or degree; In the student event, the co-supervisor must be a student.

D) Work plan of the conference (date, start and finish time, regulations, campus, audience);

(E) the full name and surname of the speaker, the organization representing the educational program and course for the student;

F) full name of the report;

G) full name, academic position or scientific degree of the student in the case of a student. Undergraduate, postgraduate and doctoral students of the Samtkhe-javakheti State University have the right to participate in the scientific event. Students will be allowed to attend the event, in case, if their reports are submitted by student scientific supervisor.

7.1.3. Evaluation and publication of conference paper

1. The Scientific Organizing Body (Scientific Committee), in coordination with the Deputy Rector, submits the papers for publication at the scientific event

2. A member of the organizing body (scientific committee) is obliged to avoid a conflict of interest (not to evaluate a scientific work if he/she is the supervisor of work and / or has a direct relationship with the author of the scientific work

3. The submitted scientific papers are evaluated according to the following criteria:

A) Relevance topic

B) Research and analysis

C) Discussion and conclusion

D) actual literature and bibliography

E) linguistic-stylistic and structural justification

7.2. Standards for submitting and publishing a scientific work / article

Technical Parameters of Submission:

The article should be submitted in A4 format. The volume of the article, including the list of actual literature and other appendices, should not exceed 1 computer per copy and 11 fonts printed in one copyright (40,000 marks) or 20 computer pages;

The paper must be submitted in one hard copy, with the electronic version (MS word, Sylfaen Georgian article, Times New Roman text);

Article structure:

Article Title: Keep a brief, informative style, try to make the subject specific (not generic) and reflect the content of the article. Avoid abbreviations, make focus on the large audience

Author (s): Full name of author (s) should be indicated below the title of the article (on the right side). Quality, position, phone, email;

Abstract (short summary): Georgian-English.

The abstract should be informative, reflecting the main content of the article, describing the purpose of the research, summarizing the main findings of the research and presenting its theoretical and practical significance, follow the logic of building an article. The abstract is separated from the article. Therefore, guidelines should be avoided;

In the abstract, we should categorically avoid general, non-verbal words that only increase the volume of the text but do not contribute to the content of the article. In short, it should be essentially original; A brief and factual abstract (abstract) is required (max. 250 words, approximately one page per computer);

Keywords: The article must be accompanied by properly selected keywords .Their maximum number should be 8. Use only derived abbreviations;

Article introduction: It should be clear: the essence of the problem; Your goals; What is your hypothesis; The importance of your work; What has been done before (literature review, list some of the most interesting and original papers, including recent editions. No large number of references to the literature that have nothing to do with the topic, or inappropriate tabs on their own achievements); What results have you achieved. Must be presented concisely.

Method: The article should be methodologically correct, it should be clear to use modern research methods. Describe how study the question before: Bring extensive information;

Results: The results should be clear and concise. Sort this paragraph by hypothesis. The results are not discussed here. Use clear spreadsheets and pictures to understand the data; Spreadsheets, pictures, and text should not be duplicated; Picture names should have an independent meaning; The material should be interpreted: Readers often look at charts, charts - then read. The diagrams should therefore be clear and informative;

Each illustration should have a caption. Write the captions separately, not on the illustration. The caption should include a title and a brief description. Make a short caption, but explain all the symbols and abbreviations used;

Number tables in the text consistently. Insert a footnote in small letters below the spreadsheet. Avoid vertical rows. Note that the data in the tables do not duplicate the results described in the other paragraphs of the article.

Suggestion: This paragraph should examine the significance of the results and not repeat them. Sometimes concluding paragraphs with results and reasoning are acceptable (results and suggestions). Avoid extensive quotations and reviews of published literature. Find out what your results mean (what they mean). Reasoning is the most important part, it must be consistent with the results. It is not worth ignoring the papers whose results are contrary to

yours - hold a discussion with them and convince the reader of your correctness. Review the hidden content of your results, compare your results to those that existed before.

Conclusions: The main findings of the paper may be presented in a conclusion paragraph, which may either be presented as a separate paragraph, or as a sub-paragraph in the Results and Discussion paragraph.

Acknowledgment: At the end of the article, in a separate paragraph, before your remarks, express gratitude to all those who helped you with the research. Do not include this paragraph as a footnote in the title.

Footnote: Try not to use a footnote often. If there is something important, write it in the text, otherwise exclude it. Number the footnote in Arabic numeric order. Most word processing software does footnotes to text that can be used. Otherwise specify the place of a footnote in the text and indicate footnotes at the end of a separate article.

Sources

Quotations in the text: Keep in mind that all sources cited in the text are also listed in the source list and vice versa. Unpublished results and personal links are not recommended in the source list, but may be mentioned in the text. If these sources are listed in the source list, then they must meet the standard style of reference in the journal. The quote in the source - "In print" means that the work has been accepted for publication.

Reference style: After the sentence or paragraph quoted in a scientific publication, an index should be indicated in parentheses indicating the author, the year of publication and the relevant page, eg (Takaishvili, 1920: 23).

Reference to the literature:

Named literature alphabetically. The index form is defined as follows:

Book by one author -

Kekelidze, 1987 - Kekelidze K., History of Old Georgian Literature (V-XVIII century), Tbilisi, 1987;

Uspensky, 2001 - Uspensky I., History of the Byzantine Empire, vol. 2, M., 2001.

Book by two or more authors -

Mepisashvili ..., 1989 - Mepisashvili R., Tumanishvili D., Banas Temple, Tb., 1989.

Edited or Compiled Book:

Chronicles, 1897 - Chronicles and other materials of Georgian history and literature, collected, chronologically arranged and explained By Jordania, sec. 2, tf., 1897;

Takaishvili, 1913 - Old Georgia, Vol. II, Red. EQ. Takaishvili, TX, 1913.

An article from a magazine or newspaper

Shanidze, 1962 - Shanidze AK, Basil for Holding One Narrative Site of Historical Works of Basil, Proceedings of Tbilisi State University, 1962, Vol. 99.

Newspaper article without author and headline -

Iveria, 1897 - Gas. "Iveria", Tiflis, 1897, # 2.

An encyclopedic or chiropractic article -

Shoshiashvili, 1975 - Shoshiashvili N., Abuseridze, Kse, Vol. 1, Tb., 19

Silogava, 2001 – Силогава В., Анисская Эпархия, Православная Энциклопедия, т. II, М., 2001.

Historical Source -

Basil ezosmodzgvvari , 1959 - ezosmodzgvvari, Life of King Tamaris, The Life of Kartli, Vol. II, the text established by all major manuscripts. By Kaukhchishvili, Tbilisi, 1959;

1987 - Revaz Kiknadze, Tbilisi, 1987 - The text was published by Revaz Kiknadze, Tbilisi, 1987.

Description of Manuscripts - Foundation Description, 1973 - Description of Georgian Manuscripts, Collection of Former Ecclesiastical Museum (A), vol. II, email. Edited by Metreveli, Tb., 1973;

Fund Description, 1959 - Description of Georgian Manuscripts, Collection of Literature Distribution Society among Former Georgians, Vol. I, email. Edited by Metreveli, Tb., 1959.

Several books by one author in the same year:

1) Kakabadze, 1921a - Kakabadze S., Church Documents of Western Georgia, sec. 1, tf., 1921;

2) Kakabadze, 1921b - Kakabadze S., Church Documents of Western Georgia, sec. 2, Tf.,

For reference of the digital book, follow the guidelines for the printed book reference. In addition to the standard items, specify the URL and access date for the books in the bibliography online. Note that a URL alone is not enough; Include maximum publication information so that readers can find the source even if the URL is changed. If page numbers are not listed, indicate the location of the cited section as descriptive, e.g. Guided by subtitle.

1. First Name Last Name, Title, Issue Number (Place of Publication: Publisher, Year), Under Sub Heading, URL (Access Date).

1. Samora..., 2000 - Julian Samora, and Patricia Vandel Simon, A History of the Mexican-American People, rev. ed. (East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000), under "Civil War in Mexico," [http://www.jsri.msu.edu/museum/pubs / MexAmHist / chapter14.html # six](http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six) (19.12.2005).

B.: Last name, first name. title. Publication number. Place of Publication: Publisher, Year. URL (access date).

Published in other electronic formats (e.g. CD-ROM, Microsoft Reader e-book)

When referring to books, indicate the format of the book as well.

Example: First Name, Last Name, Title (Place of Publication: Publisher, Year), Book Format.

Thomas, 2001 - Thomas H. Davenport and John C. Beck, The Attention Economy: Understanding the New Currency of Business (Cambridge, MA - Harvard Business Scholl Press, 2001), TK3 Reader e-book.

B.: Last name, first name. title. Place of Publication: Publisher, Year. Book format.

Hellman, 2004 - Hellman, Hal. Great Feuds in Technology - Ten of the Liveliest Disputes Ever. New York: John Wiley, 2004. Rocket e-book.

Internet sources may be listed or separated (for example, after a list of sources) under different headings.

Short article creation instructions

Title (short, informative, should reflect the content of the article)

Full Name (Full)

University;

Acad. quality,

Position,

Phone, email;

Abstract

The abstract should be informative, reflecting the main content of the article, describing the purpose of the research, summarizing the main findings of the research and presenting its theoretical and practical significance; follow the logic of building an article. Summary and summary (max. 250 words).

Keywords: Their maximum number should be 8.

1. Introduction

The essence of the problem; goals; Hypothesis; The importance of the work; Literature review, your contribution; What results have you achieved.

2. Method

How study the question before: Do not describe the procedures for which you have previously published data; List the methods, tools, equipment, and describe the materials used.

3. Results

Sort this paragraph by hypothesis. The results are not discussed here. Spreadsheets, pictures, and text should not be duplicated;

4. Suggestions (Sometimes it is acceptable to combine results and paragraphs with suggestions).

This paragraph should examine the significance of the results of the work and not repeat them. Review the content of your results, compare your results to those that existed before.

5. Conclusions

The main findings of the paper may be presented in the conclusion paragraph, which can either be presented as a separate paragraph or as a sub-paragraph in the Results and Discussion paragraph.

Reference style:

After the sentence or paragraph quoted in the scientific publication, an index should be placed in round brackets indicating the author's name in Georgian, the year of publication of the work and the relevant page, eg (Takaishvili, 1920: 23);

Actual literature:

Named literature alphabetically.

Kekelidze, 1981 - Kekelidze K., History of Old Georgian Literature (V-XVIII century), Tbilisi, 1981;

Uspensky, 2001 - Uspensky I., History of the Byzantine Empire, vol. 2, M., 2001.