**Appendix 1**

**Endorsed: Order. #07/01-29, 25/06/2024**

**International Black Sea University**

**Academic Activity Encouragement Provision**

**Tbilisi**

**2024**

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# Article 1. Subject and field of action

1.1. The purpose of the present provision is to ensure that LLC - International Black Sea

University (hereinafter "University") affiliated reimbursement of scientific activities of academic staff, to facilitate their professional development and encourage the general level of research in the university improvement.

1.2. The regulation also establishes the university's administrative, academic, invited staff, doctoral, and master's students of the university rules of payment for articles published in scientific journals.

Article 2. Abbreviations

a) SCI - scientific cited index;

b) SSCI - social science cited index;

c) AHCI - Arts and Humanities Cited Index;

d) ISBN - international standard book number

d) Service - research promotion and project management service.

# Article 3. General Provisions

3.1. Scientific work (article/conference material, book/book chapter, translation work), editorial work, and grant-making, and for participation in a post-doctoral research project reimbursement will be provided by the university.

3.2. To receive the amount specified in clause 3.1. of this article, the relevant activity must belong to the International Black Sea University.

3.3. Research needs to line up with the university's educational and scientific goals to promote scientific activity.

3.4. The applicant must be in the labor relationship with the university, at the time of disbursement of incentive money.

3.5. Ccompensations for the activities provided for in this provision the rates are given by the Rector's order, which determines the tariff for each scientific activity.

3.6. In the previous article, the payment of the specified activities of the responsible unit for making decisions is the research Promotion and Project Management Service of the Finance Department.

3.7. If the publication has a co-author, the compensation amount will be shared equally, if all co-authors are affiliated with International Black Sea University.

3.7.1. If the co-author is not affiliated with the International Black Sea University, their amount will be equally only those who are affiliated co-authors with the International Black Sea University.

3.7.2. Rector's order, where scientific activities are defined rates, depending on the level of the research paper, the remuneration is different. The level is determined by the indexing of the journal, according to the international ranking/rating where the mentioned paper is published. The unit responsible for determining the levels is the Research Promotion and Project Management Service.

#  Article 4. The procedure for receiving funding for participation in a scientific event

4.1. In Scientific events (symposiums, conferences, congress, training, panel, etc.), participants will be fully or partially reimbursed for participation costs, prior written request to the research promotion, and project management based on the mutual agreement to the university.

4.2. For this article, activities carried out within the framework of online scientific events are also taken into account, and based on a prior written request to the research promotion and project management service and a mutual agreement with the university, the amount of participation in the event is fully or partially reimbursed.

4.3. Participation in the scientific event will be financed only if the participant presents a report personally and his article is published in the relevant collection of the conference.

4.3.1. After the end of the scientific event, the participant must submit relevant documents to the research promotion and project management service, confirming his participation in the scientific event.

4.3.2. After the event, if the participant does not submit the relevant documentation and/or did not attend the scientific event due to personal reasons is obliged to return the received amount.

# Article 5. The procedure for receiving compensation for publishing an article and publishing a book

5.1. The author applies to the Research Promotion and Project Management Service to receive compensation for the published paper, the service is submitted to the web page electronic link and a printed article, after the service checks the compliance of the journal with the scientific index, international ranking/rating specified by the author.

5.2. The work published as a result of the conference, which is already funded by the university, is not subject to additional financing.

5.3. An extended version of a paper published in the conference proceedings is not reimbursable.

5.4. Book publication will be financed only if the book has an ISBN;

5.5. If the book is published by the university publishing house, a license agreement is signed between the parties.

5.6. If the book is published by another publishing house, it is necessary to indicate the requisites of the university for its financing;

5.7. If the book is printed for commercialization, an additional agreement will be made between the university and the authors to define the financial conditions and the rights and obligations of the parties.

5.8. Rates for article publication and book publication are determined by the Rector's order.

# Article 6. Funding of scientific journal

6.1. The rates of the editor/co-editor, as well as the assistant editor for each issue of the International Black Sea University Scientific Journal are determined by the Rector's order.

# Article 7. Final Provisions

7.1. Those scientific activities that are not provided for in this rule, their financing, and other prerequisites are determined by agreement between the parties, for which it is necessary to apply in advance to the research promotion and project management service.

7.2. This provision shall enter into force upon its acceptance by order of the Rector.

7.3. The implementation of this provision is supervised by the vice-rector in the research field.