

Pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 1<sup>st</sup> session, held on 12<sup>th</sup> December 2023, the following

## **BOOK OF REGULATIONS ON THE EVALUATION OF SCIENTIFIC AND ARTISTIC WORK AND RESEARCH ACTIVITIES**

### **1. GENERAL PROVISIONS**

#### **ARTICLE 1**

##### **Subject and Purpose of this Book of Regulations**

- (1) The Book of Regulations on the Evaluation of Scientific and Artistic Work and Research Activities at Algebra University and related decisions prescribe the criteria and procedures for the evaluation, encouragement, and reward of scientific and artistic work and research activities at Algebra University.
- (2) The purpose of this Book of Regulations is to evaluate, encourage, and reward excellence among employees in their scientific and/or artistic field of work and research activities, which include the following:
  - a. publishing scientific papers;
  - b. activities in the field of art;
  - c. advancing the scientific activities of Algebra University;
  - d. rewarding national and international scientific, research, technological projects, and cross-border cooperation projects;
  - e. incentives to enhance the visibility of Algebra University;
  - f. excellence in the scientific achievements of Algebra University.
- (3) The Decision of the Rector on the Membership in a Research Group (Decision 1) determines the affiliation of employees and external collaborators with research groups and appoints science advisors. Decision 1 is made once a year before the start of the academic year. In exceptional cases, one can become a member of a research group during the academic year, upon the invitation of the research group leader.
- (4) The Decision of the Rector on Rewarding Scientific and Artistic Production (Decision 2) determines the minimum number of points needed to be accumulated, the maximum total number of points for which rewards can be achieved, and the amount of the reward for each academic year. The minimum number of points is defined for each category of employees, and the maximum number of points is defined for each category of employees and external collaborators of Algebra University.

## 2. RIGHT TO INCENTIVES AND REWARDS

### ARTICLE 2

- (1) The right to incentives and rewards is granted to employees of Algebra University who are members of one of the research groups, and they fall into the following status categories:

A - The status is acquired by entering into an employment contract that does not include dedicated time for scientific and/or artistic work and research activities within working hours. Individuals in status A must be members of a research group.

B - The status is acquired by entering into an employment contract that includes dedicated time for scientific and/or artistic work and research activities within working hours. Individuals in status B must be members of a research group.

C - The status is acquired by entering into an employment contract that includes significant dedicated time for scientific and/or artistic work and research activities. Individuals in status C must be members of a research group.

- (2) External collaborators of Algebra University have the right to specific incentives if they are members of research groups, in accordance with the provisions of this Book of Regulations.
- (3) All employees from Paragraphs 1 and 2 of this Article have the right to awards based on accumulated points exceeding the minimum requirements for each category of employees, and external collaborators based on accumulated points.
- (4) Incentives are paid based on requests and in accordance with the decision of the vice-rector responsible for science and research on each individual request, and rewards are paid at the end of the academic year in accordance with the annual Report on Scientific and Artistic Production prepared and presented by the vice-rector responsible for science and research to the Senate and the Quality Committee of Algebra University.

## 3. PUBLISHING SCIENTIFIC PAPERS

### ARTICLE 3

- (1) Scientific papers are evaluated as follows:

Type	Number of points
A scientific paper or a chapter in a book indexed in WoSCC in the Q1/Q2 quartile	6
A scientific paper or a chapter in a book indexed in WoSCC in the Q3/Q4 quartile	4
A scientific paper or a chapter in a book indexed in SCOPUS in the Q1/Q2 quartile	3
A scientific paper or a chapter in a book indexed in SCOPUS in the Q3/Q4 quartile	2
Patent	6
Authorship of published university textbooks and scientific books by foreign publishers	4

Authorship of published university textbooks and scientific books by domestic publishers	3
Publishing scientific papers in collaboration with students	Additional 1 point

- (2) The displayed points are calculated in a way that for one paper points can be awarded to only one author, specifically the lead or corresponding author, with a submitted consent of all co-authors proving this, and if the first/leading affiliation of the author is Algebra University.
- (3) The scientific paper for which points can be earned must generally be in a field relevant to the author's selection. Exceptionally, the vice-rector responsible for science and research may approve the allocation of points for a scientific paper that is not in a field relevant to the author's selection.
- (4) The final number of points that an author earns is determined by multiplying the number of points from Paragraph 1 of this Article by the authorship coefficient and depending on the scientific field to which the paper belongs, according to the relevant book of regulations of the National Council for Science, Higher Education, and Technological Development.
- (5) The author is obliged to timely enter information on the published paper into the Infoeduka system. The entered information is confirmed by the head of the research group and finally determined by the vice-rector responsible for science and research.

#### 4. ACTIVITIES IN THE FIELD OF ART

##### ARTICLE 4

- (1) Activities in the field of art are evaluated as follows:

Type	Number of points
Artistic projects of international significance (exhibitions, multimedia projects, projects in performing arts, projects in the field of visual communication design) or representation in permanent displays of museums, modern galleries, and public collections in the country and abroad	3
Artistic works created outside exhibition spaces (fresco, stained glass, mosaic, relief, public sculptures, medals, tapestries, graphic portfolios, monument projects, installations, as well as extensive projects in visual communication design, multimedia projects)	0.5
Art projects of national significance (exhibitions, multimedia projects, projects in performing arts, projects in visual communication design)	1
Authorship or co-authorship of a university textbook, textbook, or professional book in the field of arts	2

- (2) The displayed points are calculated in such a way that for one work points can be awarded to only one author if they are the lead or corresponding author, with an attached consent of all co-authors proving this, and if the first/leading affiliation of the author is Algebra University.

- (3) Exhibitions refer to solo exhibitions in esteemed galleries and exhibition spaces, conceptual (juried) group exhibitions in visual media (painting, sculpture, graphics, drawing, and visual communication design).
- (4) Multimedia projects refer to solo exhibitions in esteemed galleries and exhibition spaces, conceptual (juried) group exhibitions in photography, video, film, computer art, performance, and other forms of contemporary artistic expression.
- (5) The author is obliged to timely enter information on the published work in the Infoeduka system. The entered information is confirmed by the head of the research group and finally determined by the vice-rector responsible for science and research.

## **5. ADVANCING THE SCIENTIFIC ACTIVITY**

### **ARTICLE 5**

- (1) In order to advance the scientific activities of Algebra University, the following categories and types of eligible expenses are established:
  - a. publication costs, including journal fees for publication, proofreading costs, translation costs for scientific papers and patents in foreign and/or domestic journals indexed in WoSCC and/or SCOPUS databases in the Q1-Q4 quartiles;
  - b. attendance at conferences, which includes the costs of registration fees, transportation, and per diem rates, if online presentation of the paper is not possible at a conference;
  - c. expenses for collaboration with scientists from other institutions not covered by ERASMUS projects and other forms of financing, which includes the costs of accommodation, transportation, and per diem rates;
  - d. purchase of books, scientific journals, and copies of scientific articles;
  - e. purchase of computer programmes/licenses;
  - f. purchase of research equipment and other purchases, with special approval from the Rector.
- (2) Each employee and external collaborator from Paragraphs 1 and 2 of Article 2 is provided with an incentive for scientific and artistic production through the covered costs from points a. and b. of Paragraph 1 of this Article if they are the lead or corresponding author of the work and if the first affiliation of that author is Algebra University.
- (3) The employee or external collaborator submits a request for the coverage of the costs from Paragraph 1 of this Article to the head of the research group.
- (4) The decision on incentives from Paragraph 1 of this Article is made by the vice-rector for science and research based on an assessment of the significance for the institution and within the available financial resources for incentives in a given academic year.

## 6. REWARDS FOR APPROVED PROJECTS

### ARTICLE 6

- (1) For each approved project on behalf of Algebra University, the project leader and collaborators in the preparation of the project proposal who are employees or external collaborators of Algebra University earn points as follows:

Type	Number of points
Leading the project proposal for a scientific research international project	7
Leading the project proposal for a domestic scientific research project	5
Participation in the project proposal for an international scientific research project	2
Participation in the project proposal for a domestic scientific research project	0,5

- (2) The project leader is obligated to timely enter information on the approved projects into the Infoeduka system.
- (3) The vice-rector for science and research confirms that the nature of the project is scientific and research oriented. The vice-rector for science and research also confirms the contribution of employees or external collaborators as the basis for awarding points.

## 7. INCENTIVES FOR ENHANCING VISIBILITY

### ARTICLE 7

- (1) Algebra University introduces incentives to enhance visibility and can cover part of the costs for the review, translation into a foreign language, proofreading, and printing to authors of published university textbooks.
- (2) The decision on publication financing from the previous Paragraph for a specific university textbook is made by the vice-rector responsible for science and research based on the received request and in accordance with the quality of the submitted material, its significance for the institution, and the available financial resources for incentives in a given academic year.

## 8. EXCELLENCE IN SCIENTIFIC ACHIEVEMENTS

### ARTICLE 8

- (1) Excellence at Algebra University is rewarded based on scientific and/or artistic achievements and based on the proposal by the vice-rector responsible for science and research, as a reward to an employee who holds one of the statuses outlined in Article 2 and/or an external collaborator of Algebra University for the period of one academic year.
- (2) The annual award for excellence in an academic year consists of a ceremonial charter and a monetary prize valued up to 10 points, as defined by Decision 2. The annual award for excellence does not add up to other points.
- (3) The annual award can be granted to multiple individuals, and if there are no particularly significant achievements in a given year, the award will not be conferred.

- (4) The decision on the recipients of the awards for excellence is made by the Senate based on the proposal of the vice-rector responsible for science and research.

## 9. TRANSITIONAL AND FINAL PROVISIONS

### ARTICLE 9

- (1) The Senate of Algebra University is responsible for the interpretation of the provisions of this Book of Regulations.
- (2) This Book of Regulations shall enter into force on the day of its adoption.

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