**Refined text, amendments until June, 2019**

**Rulebook**

**on Procedure, Evaluation Terms and Rewarding Manner of Employees for a Special Contribution to the Development and International Ranking of the University of Montenegro**

**Basic Provisions**

**Article 1**

The Rulebook shall closely define procedure, evaluation terms and rewarding manner of employees for a special contribution to the development and international ranking of the University of Montenegro (hereinafter: the University) throught publishing results of scientific and reserach paper in leading review categories,

Implementing academic mobility at highly ranked universities or in another equivalent way.

The Rulebook shall be also applied on the academic staff with academic title in the complementary work at the University, performed on the basis of clinical subjects or non-active employment relationship at the University for appointment or promotion to a public function, in accordance with the law.

**Papers in Scientific Journals and Citation Bases**

**Article 2**

Papers published in journals listed in international quoting databases as follows shall be awarded: SCI (Science Citation Index), SCIE (Science Citation Index Expanded), SSCI (Social Sciences Citation Index), A&HCI (Arts & Humanities Citation Index) by one off award amounting to seven accounting value of the coefficient per paper in a journal with non-zero impact factor or four accounting values of the coefficient per paper in a journal with non-zero impact factor divided with the number of authors. One accounting value of the coefficient per paper shall also belong to the first author. After the payment of authors-employees at the University, remaining assets shall be included in the development fond of organizational unit.

One off award referred to in paragraph 1 of this Article shall amount to 50% of its value for academic staff in a complementary work at the University within the meaning of paragraph 2 Article 1 of the Rulebook.

The decision on payment shall be brought by a dean, upon the application of an employee and with collected proofs on publication, journal status, impact factor, primacy in the authorship.

Scientific and research paper shall include abstract, introduction, explained methodology, section with results, conclusion and literature.

The date of the paper publication referred to in paragraph 1 of this Article must not exceed 12 months the date of when the decision on payment was brought.

Award shall be paid as a supplement to earning i.e. as a compensation arising from the contract on the complementary work at the University.

**Scientific Monographs Published by Renowned International Publishers**

**Article 3**

Publication of scientific monographs and chapters in scientific monographs published by renowned international publishers given in the appendix A of the Rulebook shall be awarded in such a way that the publication of chapters in scientific monographs shall be prized by one-off award amounting to seven accounting values of the coefficient divided with a total number of authors of chapters in a monograph, or the complete scientific monograph shall be prized by the one-off award worth four accounting values of the coefficient divided with a total number of monograph authors.

The one-off award referred to in paragraph 1 of this article shall amount to 50% of the value of the University employees’ award for academic staff with academic title in clinical subjects.

Scientific monograph referred to in paragraph 1 of this article is a publication dealing with a certain problem, issue or subject, personality or event in original, systematical, comprehensive and research based manner in one notebook or in the certain number of notebooks published simultaneously or in predetermined time period.

The scientific monograph referred to in paragraph 1 of this Article is an act in which the results of own research shall be announced for the first time as well as facts and findings that were previously unknown to the scientific public.

The scientific monograph shall contain scientific apparatus that prove independent implementation of the research procedure by author and that the subject announced is used in scientific paper for the first time.

The decision on payment shall be brought by a dean, upon the application of an employee and with collected proofs on publication, status of the publication, publisher and authorship.

The date of a paper publication referred to in paragraph 1 of this Article must not exceed 12 months the date of when the decision on payment was brought.

Award shall be paid as a supplement to earning i.e. as a compensation arising from the contract on the complementary work at the University.

**Academic Mobility on High-Ranked Universities**

**Article 4**

Academic mobility shall be awarded with one-off prize worth ten accounting values of the coefficient for full-time lectures performed by a visiting lecturer or for a scientific paper during at least one semester at universities ranked on the Shanghai list (Academic Ranking of World Universities).

The decision on payment shall be brought by dean, upon the application of an employee and with the evidence of engagement, dates and number of lectures obtained.

The award shall be paid in addition to the earnings.

**Citation of Papers and Researchers**

**Article 5**

The overall citation of papers according to the Scopus for individual authors shall be performed as follows:

* One-off award worth fourteen accounting values of the coefficient per author for more than 40 quotations during one year.
* One-off award worth seven accounting values of the coefficient per author for more than 20 quotations (up to 40 quotations) during one year.

The total number of author citations at the year level shall be proved by data from the Scopus citation database (review by year). The award shall refer individually to each year for which the aforementioned condition is met for the total number of citations, starting from 2018.

With the application, the author shall submit proof of citation number and proof of open ResearchGate profile.

The payment decision shall be brought by the Scientific Committee, upon the request of an employee and with the evidence on the number of quotations and the Research Gate profiles.

The award shall be paid in addition to the earnings.

**Other Activities**

**Article 6**

Rector may allocate up to three one-off awards annually worth twenty accounting values of the coefficient for other equivalent activities for a special contribution to development, especially to the international ranking of the University.

Annually, rector may allocate award worth ten accounting values of the coefficient to one employee at each organizational unit, upon the proposal of the Council of an organizational unit with the explanation for special contributions to the development of scientific and research or art and research paper and international ranking of the University.

Decision referred to in paragraph 1 of this Article shall be brought with the explanation upon his/her own initiative or the proposal of a dean or another employee.

The award shall be paid in addition to the earnings.

**Entering into Force**

**Article 7**

The Rulebook shall enter into force the next day from its publication in the Bulletin of the University of Montenegro.

The integral part of the Rulebook shall be the Appendix A- List of Renowned International Publishers.

**Number: 02-\_\_\_\_\_**

**Podgorica, June\_\_, 2019**

**Steering Committee of the University of Montenegro**

**Chairperson,**

**Dusko Bjelica, PhD**