

# **THE RULEBOOK ON THE PROCEDURE, EVALUATION CONDITIONS AND AWARDED EMPLOYEES FOR AN EXCELLENT CONTRIBUTION TO THE DEVELOPMENT AND INTERNATIONAL POSITIONING OF MONTENEGRO**

University Bulletin no. 550/22, no. 554/22, no. 570/22, no. 574/23 and  
no. 602/24 from March 05<sup>th</sup> 2024

## **Basic provisions**

### **Article 1**

This Rulebook shall closely regulate the procedure, evaluation conditions and awarding employees for a special contribution to the development, and especially to the international positioning of the University of Montenegro (hereinafter referred to as: the University) through publishing scientific and research results in a leading referential categories of journals and publishers, implementation of academic mobility at highly ranked universities or in other manner defined by this Rulebook.

An employee in terms of paragraph 1 of this Rulebook is also a person with terminated employment at the University of Montenegro, if an employee had been employed at the University of Montenegro in time when conditions for awarding were met in accordance with this Rulebook.

### **Article 2**

The terms in this Rulebook used for physical entities in masculine gender shall mean the same terms in feminine gender.

### **Article 3**

The expression “scientific monography” used in this Rulebook has the following meanings:

- a publication where in a research manner, a topic, problem, issue or object, person or event is justifiably, originally, systematically and comprehensively treated, in one book, or a certain number of books published at the same time or in a previously determined time period; or
- a publication where the results of one's research are published for the first time, i.e. facts and findings which were not known to the scientific public before.

## **Papers in scientific journals and quotation basis**

### **Article 4**

An employee whose results of scientific and research work (hereinafter referred to as: the paper) is published in a journal listed within international quotation bases: SCI (Science Citation Index), SCIE (Science Citation Index Expanded), SSCI (Social Sciences Citation Index), A&HCI (Arts & Humanities Citation Index) is entitled to a one-time award in the gross amount of 800 euros per a paper, divided with the number of authors.

The first author of the co-authorship paper from paragraph 1 of this Article is also entitled to the gross amount of 90 euros per a paper.

Along with the application from Article 10 paragraph 1 of this Rulebook the employee shall submit evidence on publishing the paper, on journal status, impact factor of a journal, the position in authorship, as well as other evidence required by the University.

A science and research paper, as a rule, shall contain an abstract, introduction, described methodology, chapter with results, conclusion and literature.

#### **Article 4a**

The Employee whose scientific research work is published in the journal Science (AAAS) or the journal Nature is entitled to a one-time reward of 1,500 euros per paper, divided by the number of authors.

The first author of a co-authored paper referred to in paragraph 1 of this article is also entitled to a gross amount of 150 euros per paper.

Along with the application referred to in Article 10, paragraph 1 of these regulations, the employee must submit proof of the paper's publication, as well as any other evidence requested by the University.

### **Scientific monographs published by renowned international publishers**

#### **Article 5**

The employee, to whom a renowned international publisher from annex A of this Rulebook publishes a scientific monography, is entitled to a one-time award in the gross amount of 1,300 euros divided by a total number of the authors of the monography.

The scientific monography shall contain description of a scientific methodology as evidence given by the author to prove that he/she independently conducted the research procedure and that the content being presented is used for the first time in a scientific paper.

Along with the application from Article 10 paragraph 1 of this Rulebook the employee shall also submit at least one copy of the monography as well as other evidence requested by the University.

After the award is provided to the employee, the monography from paragraph 3 of this Article is delivered to the Central University Library.

### **Academic mobility at highly ranked universities**

#### **Article 6**

The employee holding regular lectures as a guest lecturer or performing research work in continuous duration of one semester, at least, at universities listed within the Shanghai list (Academic Ranking of World Universities), is entitled to a one-term award in the gross amount of 900 euros.

Along with the application from Article 10 paragraph 1 of this Rulebook the employee shall submit evidence on hiring, period of hiring, number of lectures or conducted research.

## **Review**

### **Article 7**

The employee who reviews a paper in the journal listed at the platform "WOS" ("Clarivate Analytics", "SCI/SCIE/SSCI/A&HCI") is entitled to an award as follows:

- for more than 10 reviews in one calendar year, one-term award in the gross amount of 450 euros.
- for more than 20 reviews in one calendar year, one-term award in the gross amount of 900 euros.

The award for reviews shall correspond with the academic year in which the criterion is met.

## **Editing**

### **Article 8**

The employee who gains a status of editor of a journal listed on the platform "WOS" ("Clarivate Analytics", "SCI/SCIE/SSCI/A&HCI") is entitled to the award as follows:

- for editing in a journal listed within the platform "WOS" ("Clarivate Analytics", "SCI/SCIE/SSCI/A&HCI"), one-term award in the gross amount of 1,200 euros.

The award for editing is provided with a one-term award during the period of editor status.

## **Project activities**

### **Article 9**

A project team, whose international and national project application has been granted, is entitled to an award as follows:

- for an international project approved for granting (where funds are not provided from the national budget, or any other funds whatsoever at disposal of the Government of Montenegro), on a competitive basis – in the capacity of coordinator of an entire consortium – one-term award in the value of 3,75% of the budget allocated for the University of Montenegro (allocated amount reduced for the amount for obligatory co-financing) – a project team which participated in the application development;
- for an international project approved for granting (where funds are not provided from the national budget, or any other funds whatsoever at disposal of the Government of Montenegro), on a competitive basis – in the capacity of the partner institution – one-term award in the value of 1,25% of the budget allocated for the University of Montenegro (allocated amount reduced for the amount for obligatory co-financing) - project team from the University of Montenegro which supported the application development;
- for a national project approved for granting (where funds are provided from the national budget, or any other funds whatsoever at disposal of the Government of Montenegro), on a competitive basis – in the capacity of the coordinator of entire consortium – one-term award in the value of 2,25% of the budget allocated to the University of Montenegro (allocated amount reduced for amount for obligatory co- financing) - project team which participated in the application development;

- for a national project approved for granting (where funds are provided from the national budget, or any other funds whatsoever at disposal of the Government of Montenegro), on a competitive basis – in the capacity of the partner institution – one-term award in the value of 0,75% of the budget allocated to the University of Montenegro (allocated amount reduced for amount for obligatory co-financing) - project team from the University of Montenegro which supported the application development.

In case of partnership, within the project, among several organizational units of the University of Montenegro, the award is distributed proportionally to organizational units, in relation to allocated funds.

The awarding is limited to the budget of a project approved to the University of Montenegro (the allocated amount reduced for the amount of obligatory co-financing), to the amount of 250.000,00 euros at highest.

### **Awarding procedure in relation to propositions of this Rulebook**

#### **Article 10**

The employee shall submit a request for awarding to the Vice-Dean for science of an organizational unit where he/she is employed, to the Vice-Dean entitled by the head of an organizational unit (in case when none of the appointed vice-deans is Vice-Dean for science) or to the head of the organizational unit if there are no appointed Vice-Deans.

The responsible person from paragraph 1 of this Article shall estimate whether the request is timely, neat, submitted by an authorized person and grounded, and within 30 days from the day of submitting the request shall deliver a justified proposal and documents to the Scientific Board of the University of Montenegro for further procedure.

An undue, unorganized and request submitted by an unauthorized person shall not be considered.

The Scientific Board shall deliver an opinion to the Rector with regards to the fulfilment of criteria in relation to Articles 4, 5, 7 and 8 of this Rulebook.

The quality and relevance of contribution shall mean that journals and publishers are not on potential predator lists, or that scientific and academic reputations are without a doubt.

According to a positive opinion of the Scientific Board and proposal from paragraph 2 of this Article, the Rector shall render a decision on awarding.

In an awarding procedure for an international and national project approved for granting, the coordinator/project manager shall submit a request for awarding to the Vice-Rector for Internationalization, along with proof that the grant agreement has been signed, as well as evidence on the amount of the grant allocated to the University of Montenegro (or organizational unit) after the agreement has been signed.

According to a proposition by the Vice-Rector for Internationalization for awarding on the basis of approved project, the Rector shall render a decision on payment of the award.

The decision on payment of the award shall be made within six months from the day of delivery of documentation and propositions based on some of the grounds from this Rulebook to the Rectorate.

Awarding is processed as a supplement to the salary, or fringe benefits on the grounds of complementary work of the employee at the University within the meaning of Article 11 of this Rulebook.

#### **Article 11**

Elected academic staff of clinical courses, with a contract on complementary work at the University, is entitled to an award in the amount of 50% of the amount provisioned with this Rulebook.

#### **Other activities**

#### **Article 12**

The Rector is entitled to award one employee at each organizational unit, upon the proposal by the Council of an organizational unit, containing an explanation for special contributions to the development of scientific research or artistic research and international positioning of the University, in the gross amount of 900 euros.

The award from paragraph 1 of this Article shall be presented once in a year, in a period determined by the Rector's Collegium.

Awarding is processed as a supplement to the salary, or fringe benefits on the grounds of complementary work of the employee at the University within the meaning of Article 11 of this Rulebook.

#### **Award for excellence and recognition of scientific and research results**

#### **Article 12a**

Employees ranked in the top 2% of scientists according to the Stanford list are entitled to an annual award of 2,000 euros gross.

The Rector shall make the decision on awarding the employee, based on the recommendation of the Scientific Committee. The award is presented during the celebration of the University of Montenegro Day.

#### **Deadline for submitting requests**

#### **Article 13**

Persons from Article 1 of this Rulebook may submit the request for awarding within three months from the day when the conditions for awarding are met in accordance with this Rulebook.

## **Implementation of rules of the administrative procedure**

### **Article 14**

Issues not defined by this Rulebook are regulated by the rules of administrative procedure accordingly.

## **Initiated proceedings**

### **Article 15**

Provisions of the previous Rulebook shall be applied for submitted requests for awarding for an excellent contribution to the development and international positioning of the University of Montenegro and which are submitted prior to this Rulebook's entering into force.

Provisions of the previous Rulebook shall be applied for acquired rights that are not exercised prior to this Rulebook's entering into force, awarding for papers in scientific journals and citation bases, scientific monographs published by renowned international publishers, academic mobility at highly ranked universities, reviews, editing and project activities.

## **Termination of the previous rulebook**

### **Article 16**

On the day when this Rulebook shall come into force, the Rulebook on the procedure, evaluation conditions and awarding employees for an excellent contribution to the development and international positioning of the University of Montenegro shall cease to be effective.

## **Coming into force**

### **Article 17**

This Rulebook shall come into force on the day of its publishing in the Bulletin of the University of Montenegro.