

Based on Article 24 paragraph 1 item 6, in regard with the Article 160 of the Statute of the University of Montenegro (Bulletin UMNE, number 337/15 – special edition and 447/18) and Article 36 paragraph 2 of the Collective Agreement for the University of Montenegro (“Official Gazette of Montenegro”, number 69/16 and 76/19), the Steering Committee of the University of Montenegro, at session held on February 15<sup>th</sup> 2022, adopted

## **THE RULEBOOK ON**

### **Procedure, Evaluation Conditions and Award of the Employees for an Excellent Contribution to Development and International Positioning of Montenegro**

#### **Basic Provisions**

##### **Article 1**

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

An employee in terms of paragraph 1 of this Rulebook shall be thought also a person with terminated employment on the University of Montenegro, if in time when conditions were met in accordance with this Rulebook the employee had been employed on the University of Montenegro.

##### **Article 2**

Terms in this Rulebook used for physical entities in masculine gender

imply the same terms in feminine gender.

##### **Article 3**

Expression “scientific monography” used in this Rulebook has meanings as follows:

- publication where a research grounded, original, systematically and comprehensively a problem, issue or subject, person or event is treated, in one notebook or in a certain number of notebooks being published simultaneously or in pre-defined time period; or
- paper where for the first time the results of own research are announced or facts and findings not being known to scientific public until then.

##### **Article 4**

An employee whose result of scientific and research work (hereinafter: the work) is published in a journal from 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 one-time award in gross amount of 800 euros per paper, divided with number of authors.

The First author of co-author paper from paragraph 1 of this Article is entitled to gross amount of 90 euros per paper as well.

Nest to request from Article 10 paragraph 1 of this Rulebook the employee shall submit evidence on publishing the paper, on paper status, impact factor of a journal, the position in authorship as well as other

evidence required by the University.

Science and research paper by rule contains abstract, introduction, explained methodology, chapter with results, conclusion and literature.

### **Scientific Monographs Published by the Renowned International Publishers**

#### **Article 5**

The employee, whom a renowned international publisher from annex A of this Rulebook publishes scientific monography, is entitled to one-time award in gross amount of 1300 euros divided by a total number of authors of the monography.

The scientific monography contains scientific methodology as evidence given by the author to prove that he/she independently conducted the research procedure and that the content being announced is used for the first time in science paper.

In addition to the request from Article 10 paragraph 1 of this Rulebook the employee also submits minimum one copy of the monography as well as other evidence requested by the University.

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

### **Academic Mobility at Highly Ranked Universities**

#### **Article 6**

Employee who holds regular lectures as a guest lecturer or performs research work in continuous duration of one semester minimum at universities from Shanghai list (Academic Ranking of World Universities), is entitled to one-term award in gross amount of 900 euros.

Next to request from Article 10 paragraph 1 of this Rulebook the employee submits evidence on engagement, period of engagement, number of lectures or conducted research.

#### **Review**

#### **Article 7**

Employee who reviews paper in the journal from the platform "WOS" ("Clarivate Analytics", "SCI/SCIE/SSCI/A&HCI") is entitled to the award as follows:

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

Award for review activity is related to the academic year for which the criterion is being met.

## **Editing**

### **Article 8**

Employee who assumes capacity of an editor in journal from the platform “WOS” (“Clarivate Analytics”, “SCI/SCIE/SSCI/A&HCI”) is entitled to the award as follows:

- for editing in journal from the platform “WOS” (“Clarivate Analytics”, “SCI/SCIE/SSCI/A&HCI”), one-term award in gross amount of 1200 euros,
- for guest editor in journal (for special issue of the journal), from the platform “WOS” (“Clarivate Analytics”, “SCI/SCIE/SSCI/A&HCI”), one-term award in gross amount of 600 euros.

Award for editing is given as one-term award for duration period of the Editor status.

## **Project Activities**

### **Article 9**

Project team with passed rights of international and national project is entitled to the award as follows:

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

- for approved international project (when funds are not provided from the national budget, or any other funds whatsoever at disposal of the Government of Montenegro), on competitive basis – in capacity of an institution partner – one-term award in the value of 1, 25% from the budget allocated to the University of Montenegro (allocated amount reduced for the amount for obligatory co- financing) - project team supporting application development of the University of Montenegro;

- for approved national project (when funds are provided from the national budget, or any other funds whatsoever at disposal of the Government of Montenegro), on competitive basis – in capacity of a coordinator of entire consortium – one-term award in the value of 2, 25% from the budget allocated to the University of Montenegro (allocated amount reduced for amount for obligatory co- financing) - project team participated in application development;

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

In case of partnerships among more organizational units of the University of Montenegro within the project, the award is distributed accordingly to organizational units in relation to allocated funds.

Award is limited to the budget of the project given to the University of Montenegro (allocated amount is reduced for the amount of obligatory co-finance) in the amount of 250.000,00 euros maximum.

Decision on awarding is made by the rector, at proposal of vice-rectors for internationalization, in procedure on a request made by project coordinator/manger with evidence submitted by the project coordinator/manager proving that agreement on project implementation is signed, as well as evidence on the budget allocated to the University of Montenegro (or organizational unit) after agreement is signed.

**Procedure for awarding papers in scientific journals and citation bases, science monography published by renowned international publishers, academic mobility on highly ranked universities, review and editing**

**Article 10**

Employee shall submit request for paying the award to the vice-dean for teaching of an organizational unit where he/she is employed, to the vice-dean selected by the organizational unit head (in case when none of the appointed vice-deans is vice-dean for teaching) or head of the organizational unit without vice-dean.

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

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

Scientific Board shall deliver report to Rector that a request is complete, organized, sensible and submitted by an authorized person.

Based on positive report of the Scientific Board and proposal from paragraph 2 of this Article, Rector passes the decision on paying the award.

Decision on payment shall be made within six months minimum from the day of delivery of documentation from paragraph 2 of this Article to the Rectorate.

Award is paid as supplement to the salary or in addition to the fee on grounds of supplemental work on the University.

Requests shall be processed by order of submitting.

**Article 11**

Elected academic staff from clinical subjects, in extra-curricular work on the University is entitled to the award in amount of 50% of the award that may be awarded by this Rulebook.

**Deadline for Submitting Requests**

**Article 12**

Entities from Article 1 of this Rulebook may submit the awarding request within three months from the day when conditions for awarding are met on basis from this Rulebook whatsoever.

## **Implementation of Rules of the Administrative Procedure**

### **Article 13**

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

## **Initiated Proceedings**

### **Article 14**

To submitted requests for exercising rights to awarding for excellent contribution to development and international [positioning of the University of Montenegro, and that are submitted prior this Rulebook shall come into force, provisions of a previous Rulebook shall be applied.

To acquired rights, that are not exercised prior this Rulebook comes into force, for awarding for papers in scientific journals and citation bases, scientific monographs published renowned international publishers, academic mobility on highly ranked universities, reviews, editing and project activities, provisions of the previous Rulebook shall be applied.

## **Validity Cease of the Previous Rulebook**

### **Article 15**

On the day when this Rulebook shall come into force, the Rulebook on procedure, evaluation conditions and award of employees for excellent contribution to development and international positioning of the University of Montenegro (Bulletin UMNE, no. 484/20, 487/20 and 524/21) shall cease.

## **Coming into Force**

### **Article 16**

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

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Podgorica, February 15<sup>th</sup> 2022

STEERING COMMITTEE OF THE UNIVERSITY OF MONTENEGRO

Chairperson

Rajka Glusica, PhD

