



Approved by

Rector's Order № 01-03 10.01.2023

Rector  P. Khvedelidze



Research Activity Governing Regulations

sd №2-030101-13

Batumi

2023



Table of Content

Preamble: Scope of application, legal framework, applied abbreviations and definitions	3
Article 1. General provisions	4
Article 2. BNTU research and international activity	4
Article 3. Primary Objectives and Priority Areas of Research Activity	4
Article 4. International Cooperation	4
Article 5. Intellectual Property Right	4
Article 6. Parties in Research Activity	5
Article 7. Obligation to comply with Academic Code of Ethics and Academic Integrity Standards	5
Article 8. Financial and Economic Fundamentals of Research Activity, Rules of Funding	5
Article 9. Formalization of Research Activity.....	6
Article 10. Relationship between Research Activity and Educational Process	6
Article 11. Organization and Planning of Research Activity. Targeted projects. Research activity of students	6
1. Organization of research activity; 2. Planning of research activity;	
3. Targeted university research projects; 4. Research activity of students, 5. Formalization of research activity of students	
Article 12. Competitions. Competition Commissions.....	9
1. Competition of targeted university research projects; 2. Competition Commission: 3. Competition Commission of student's works; 4. Appealing of competition results	
Article 13. Effectiveness of Research Activity	12
Article 14. Control and Registration of Research Activity	12
Article 15. Rights and Obligations of Scientific Staff	13
Article 16. Annexes to the Regulations	13
Article 17. Publicity /Confidentiality	13
Article 18. Final provisions	13
Document revision sheet.....	20

Preamble

1. This Regulations shall be effective immediately upon approval unless otherwise provided by the act of approval of the Regulation;
2. The Regulations and the changes thereto shall be developed by a working group, which includes the Head of the Research Center, Head of the Quality Assurance Service, Head of Legal Service and other persons (as required). The work of the working group is coordinated and the preparation of the final project is ensured by the Head of Quality Assurance Service;
3. Modifications to this Regulations shall be developed and made as required, based on the results of application of the Regulations and/or taking into consideration of modifications of statutory documents based on which this Regulations was prepared;
4. Control over the making changes to this Regulations shall be carried out by the Head of Quality Assurance Service;
5. The original of the Regulations (in electronic format) is kept to the BNTU Quality Assurance Service.

Scope of application

1. This Regulations is the governing (internal statutory) document of Batumi Navigation Teaching University;
2. This Regulations applies to all matters that are within the scope of regulation of this Regulations, and to all documents, approval of which is based on the requirements contained in this Regulations.

Legal framework

1. Law of Georgia on Education Quality Enhancement;
2. Law of Georgia on Higher Education;
3. Law of Georgia "On Personal Data Protection";
4. Sub-legal normative acts and standards of Georgia applied in the field of higher education;
5. Quality Assurance Standards and Guiding Principles of the European Area of Higher Education (ESG - European Standards and Guidelines);
6. European Standards and Guidelines (ESG-2015);
7. International Standard ISO 9001:2015 Quality Management Systems – Requirements;
8. International Standard ISO 9000:2015 Quality Management System and Glossary;
9. sd №2-010101 – BNTU Articles of Association;
10. sd №2-010102 – BNTU Activity Governing Regulations (Internal Regulations);
11. sd №2-020101-01 – Documentation management procedure.

Applied abbreviations and definitions

Internal statutory document – BNTU activity regulating, internal regulatory document, which establishes the rules of activity, general principles and description and refers to different types of activities and their results;

Job Description - Internal statutory document, determining qualification requirements, duties, rights and liability of an employee, appointed to the position;

Regulations of a structural unit – Internal statutory document, determining the status, field or area of activity, tasks and functions of a structural unit, rules of appointment of a structural unit head, his/her official duties;

Registered copy - Document with registration number according to the list of registered documents;

Educational programme – Bachelor's/Master's/ vocational educational programme;

Student - Person, who was enrolled and is studying at Bachelor's/Master's degree educational programme in accordance with the law;

Master's Student - Person, who was enrolled and is studying at Master's degree educational programme in accordance with the law;

BNTU or teaching university - Batumi Navigation Teaching University Ltd;

HEI/EI - Higher educational institution/ educational institution;

ISO - International Organization for Standardization;

QS - Quality System;

ECTS - European Credit Transfer and Accumulation System;

ESG - European Standards and Guidelines;

ENQA - European Network for Quality Assurance;

Id - Information document;

MAG - Maritime Administration of Georgia.

Article 1. General provisions

1. Research Activity Governing Regulations (hereinafter referred to as - Regulations) in Batumi Navigation Teaching University (hereinafter referred to as - BNTU) defines the rule of planning, organizing and carrying out of research activity in BNTU;
2. Issues not covered by this Regulations shall be governed by BNTU Internal Regulations and other intra-university acts. Issues that are not provided for in the BNTU regulations/rules shall be governed on the basis of the applicable legislation of Georgia;
3. BNTU staff and persons involved in the processes provided for by this Regulations are obliged to familiarize themselves with this information and fulfill the requirements defined by this Regulations. Ignorance of these requirements does not release them from the obligation to fulfill the requirements established by this Regulations and from the responsibility caused by non-fulfillment.

Article 2. BNTU research and international activity

BNTU research activity is aimed at the integration of education and science, development of educational and research process and provision of competitiveness of researches.

Organization and implementation of research activity is carried out with the support of Research Center.

BNTU affiliated academic staff shall carry out research activity as the obligatory part of its activity, according to the academic workload plan.

Article 3. Primary Objectives and Priority Areas of Research Activity

1. Research activity is one of the priorities of Batumi Navigation Teaching University (hereinafter referred to as - BNTU). The main areas of research activity include the following: higher-priority educational and strategic areas of BNTU, current practices in teaching, quality of education. It is topical for BNTU to make the following in these areas: supporting of scientific studies, preparation of theses, collections of theses and monographs, publication of theses in own/local/international scientific publications, guiding research activity of students, usage of results of scientific studies, carried out in BNTU during education process, introduction of current practices in teaching; continuous updating, and improvement of education process based on latest scientific tendencies;
2. Main objectives of research activity of BNTU: effective usage of BNTU potential and formation of BNTU as unified educational and scientific platform; associating of education, science and practice; improvement of scientific potential and further training of BNTU staff; supporting researches in the areas of higher priority for BNTU, participation in international and local educational, research and practical projects and cooperation with international educational, scientific, technology organizations; development of theoretical and methodological basics of formation and development of continuous education system in BNTU, including: development of creativity and research skills of students; improvement of quality of educational background of students by means of integration of research elements in educational process and encouragement of independent research activity of students, provision of interconnection of scientific and educational processes, usage of results of BNTU research activity during educational process etc.
3. Implementation of main objectives of research activity means the following: Planning, agreement, monitoring and implementation control of research activity in the areas of higher-priority for BNTU; provision of research activity by means of creation of well-developed infrastructure; support and development of research activity in the areas of higher-priority for BNTU and concentration of resources in these areas; determination of fields of interdisciplinary scientific studies and consolidation of scientific potential of departments for the purpose of implementation of joint works in the areas of higher-priority for BNTU; formation of research and scientific of competencies of students; motivation of BNTU staff and students by means of funding of their activity and in any other way; development of joint research projects, examination of Georgian and international experience and sharing of advanced experience; monitoring of research activity, provision of transparency of decisions;
4. Research Activity may be formalized as follows: scientific monographs, scientific articles, research activity of students, reports/theses for scientific conferences, participation in scientific conferences/workshops, scientific internship, information, scientific-technical, consulting and expert services etc.

Article 4. International Cooperation

One of the objectives of BNTU is to establish, implement and develop cooperation with foreign higher education institutions and international organizations in research activity area. BNTU considers the following promising areas of international cooperation:

- Arrangement of joint scientific conferences, workshops etc.;
- Publication of joint articles on the results of conducted studies;
- Joint implementation of studies and research projects;
- Exchange, training and internship of scientific staff;
- Sharing of results of researches of foreign markets of scientific and technical products;
- Attraction of foreign investments for the purpose of implementation of research projects;
- Selling of intellectual property assets;
- Obtaining funds from international organizations (foundations) designed for research activity.

Article 5. Intellectual Property Right

1. BNTU shall be entitled to carry out research activity independently and/or jointly with partner institutions (within the scope of joint research programs);
2. BNTU shall be entitled to make decisions independently within the scope, specified under the Law of Georgia, and execute agreements with partner institutions for the purpose of implementation of joint research activity;
3. Reports, related to the research activity, methods, programs, projects, materials etc. created/obtained as a result of research activity and study, which represent intellectual property of BNTU may be transferred by it to other users of scientific and technical products in accordance with the agreement between BNTU and related party, and with the effective Law of Georgia, regulating issues related to copyrights and results of intellectual activity.

Article 6. Parties in Research Activity

1. In BNTU, in research activity may be involved:
 - 1) BNTU scientific staff (BNTU affiliated academic staff, involved in research activity in accordance with this Regulations);
 - 2) BNTU students, involved in preparation of thesis integrated in curriculum and/or in extracurricular activity (except for the students, against which BNTU has issued order on termination of status);
 - 3) Other persons, employed at BNTU (at off-work time);
 - 4) Representatives from partner institutions (staff and students), etc.
2. Persons, involved in research activity may use BNTU infrastructure and material and technical resources for the purpose of solving of tasks set.
3. Scope of research activity, participation in scientific events, arrangement of scientific events for students and/or preparation of students for participation in such events, mentoring of theses of students, prepared scientific/educational/methodological materials etc. shall be indicated in the

individual plans of BNTU staff ("Individual workload of academic staff" form effective in BNTU). Implementation of research activity shall be indicated in the report of performance of individual plan ("Academic staff report" form, effective in BNTU), which shall be examined by the council of corresponding faculty. Performance results, indicated in the report shall be taken into account during certification.

Article 7. Obligation to comply with Academic Code of Ethics and Academic Integrity Standards

1. Person, involved in research activity and/or examination and evaluation of theses shall be obliged to comply with Academic Code of Ethics, including Academic Integrity Standards;
2. The following shall not be allowed in BNTU: Plagiarism, forgery and falsification of and manipulation with data/information referred to in thesis;
3. Responsibility for revealing of facts of plagiarism, forgery and falsification of or manipulation with information/data in the thesis shall be laid on the thesis advisor (in case of student's thesis), reviewers and review commission members;
4. Facts of plagiarism, forgery and falsification of or manipulation with information/data shall be revealed before publication of thesis or its legalization in any other way;
5. In case of confirmation of facts of plagiarism, forgery and falsification of and manipulation with data/information in thesis before publication/after publication or legalization in any other way, a person is obliged to fully return to BNTU funding provided to him/her by BNTU for the purpose of preparation/publication /translation of thesis (including funds, already utilized by such person); moreover, a person forfeits the right to resubmit the same thesis;
6. Confirmed violation of Academic Code of Ethics effective in BNTU, including Academic Integrity Standards shall lead to the imposition of penalty in accordance with BNTU Internal Regulations. Act of violation shall be examined in accordance with the rules, provided for by BNTU Internal Regulations; In case of confirmed violation of Academic Integrity Standards, disciplinary proceedings shall be commenced against paper author, and thesis advisor (in case of student's thesis), reviewers and review commission member(s) for undue performance of their liabilities (in case of BNTU staff) and corresponding disciplinary penalty shall be applied to them.
7. In BNTU, the margin of convergence in academic-scientific works is diversified. In particular:
 - Bachelor's thesis -no more than 30%
 - Master's thesis - no more than 15%
 - Work of student conference held in BNTU - no more than 15 %
 - Work of academic/affiliated staff and/or invited expert/external participant for the conference held in BNTU - no more than 10 %

Article 8. Financial and Economic Fundamentals of Research Activity, Rules of Funding

1. Sources of financing for BNTU research activity may be the following:
 - Own funds (own funds, gained as a result of statutory activity of BNTU);
 - External funds (including income earned as a result of joint research activity on the basis of a contract, grants, and other special funds obtained from international scientific foundations and organizations; funds from sponsors, investments, contributions from legal entities and natural persons; other legal sources).
2. BNTU shall independently determine economic standards of research activity. Based on annual amount of funding of research activity, BNTU shall plan costs of research activity, scientific events and creation of material and technical resources for research activity;
4. Research activity-related costs include the following: material and financial expenditures, employee pay, costs, considered under contract (if part of research is carried out at the premises of other institution/organization with the usage of its material and technical resources) and other costs, related to the needs of research;
5. Funding of BNTU intra-university research activity and joint research activity with partner institutions (project/event/theses/etc.) shall be made on the basis of competition (exception - memorandum/contract with partner institutions, which envisages implementation of particular project/event/thesis and obligation of its co-funding; resolution of BNTU Meeting of Partners on funding of particularly topical project/event/thesis without competition; individual/joint work/project of students – in case of favorable decision of the Academic Council);
6. BNTU may assign funds for individual and joint research activity formalized in any form in the areas of higher priority for BNTU.

Article 9. Formalization of Research Activity

1. Research activity in BNTU may be formalized as:
 - 1) organization of various type and level scientific events by BNTU/with co-participation of BNTU;
 - 2) monographs, collection of theses, text books, methodological materials etc. (preparation and/or publication);
 - 3) publication of scientific magazine;
 - 4) scientific publications (preparation and/or publication);
 - 5) conferences, scientific workshops, scientific webinars, scientific discussions etc.;
 - 6) participation of BNTU scientific staff and students in scientific events (scientific conferences, workshops, webinars etc.) (traveling and other expenses);
 - 7) participation in exhibitions of scientific, research and methodological and teaching and methodological products;
 - 8) arrangement of internal competition of the best research works;
 - 9) representation of student's projects at grants competition;
 - 10) provision of research activity of students, including: organization and conduction of scientific workshops, scientific Olympics etc.;
 - 11) creation, maintenance and development of relevant material and technical resources for the carrying out of research activity.

Article 10. Relationship between Research Activity and Educational Process

1. BNTU believes that research activity is an integral part of the process of training students. The following provides a combination of educational and scientific processes:
 - Involvement of students in scientific-research activities;
 - Using the results of research activities in the educational process;
 - Using the latest achievements of science and technology in the educational process;
 - Use of diverse forms of active educational activity (e.g., preparation of research papers and/or papers containing research elements by students during the learning process, academic training and/or internships, etc.);
 - Formation of a unified environment for learning and research activity, mastering of modern methods and information tools by students.
2. For the purpose of implementation, motivation and support of student's research activity, BNTU:
 - Provides students with the information about research activity directions and topic;
 - Conducts students' scientific conferences, competition of students' works etc.;

- Creates conditions for participation of students in local and international scientific conferences and publication of results of research activity of students (articles, papers etc.);
- Finances events, related to the research activity of students.

Article 11. Organization and Planning of Research Activity. Targeted projects. Research activity of students

1. Organization of research activity

1. Main areas of BNTU scientific and research and scientific and teaching activities shall be determined by BNTU Academic Council, which at the same time is the BNTU Research Council. The Chairman of the Academic Council – BNTU Rector shall provide coordination of research activity in BNTU;

2. Performance indicators of research activity in BNTU:

- 1) participation in scientific studies (number of studies, results, amounts of internal and external financing);
- 2) preparation of scientific publications (number of competition winner works (published under BNTU funding);
- 3) preparation of scientific products, teaching and methodological materials (number, total number of pages);
- 4) participation of the best work in competition (place taken);
- 5) arrangement of conferences, workshops etc. and participation in these events (number, according to the event status - local/international);
- 6) participation of academic staff in conferences, workshops etc. (number of participants, according to the event status - local/international)
- 7) organization of research activity of students (number of students involved in research activity);
- 8) effectiveness of research activity of students (number of competition winner works, number of students, participating in conferences).

2. Planning of research activity

1. BNTU independently and/or together with partner institutions shall carry out current and prospective planning of research activity, determine terms and conditions of funding, types of work and implementers;

2. Planning of scientific studies in BNTU shall be made in educational and strategic, higher-priority areas;

3. The following are the basics of planning of BNTU research activity:

- 1) combination of scientific and teaching and educational processes;
- 2) concentration of BNTU resources for higher-priority areas of studies, their optimal and effective utilization, consolidation of resources of the partner institutions in case of joint projects;
- 3) variety of forms of organization of research activity in BNTU
- 4) supporting of BNTU affiliated academic staff that will provide high quality of education and scientific studies;
- 5) supporting and development of scientific and research opportunities of students;
- 6) integration of BNTU into international educational and scientific society.

4. Planning of BNTU research activity shall be made within calendar year. Annual plan shall include all scientific and research works and scientific events, organized by BNTU;

5. In order to develop the annual research activity plan of BNTU, based on the results of the previous year and the information about BNTU's capabilities, the research activity plan and its financing project are prepared with the involvement of all structural units of BNTU, which are submitted to the Academic Council for consideration. The draft of the research activity plan and the financial plan should be submitted to the Finance Service before December 1, after which the Head of the Administration-Chancellor will study the issue of financing the activities provided for in the plan (if necessary, with appropriate justification, the financial plan is returned to the Academic Council for repeated review, otherwise the plan is considered approved). Expenses related to research activities will be included in the budget of BNTU;

6. Research activity plan shall be well-balanced and based on BNTU material, financial and human resources;

7. In case of research project, BNTU research activity plan includes expected scientific and practical results of the project, implementation dates, cost of work, project funding organizations. For each project, the Academic Council shall appoint project manager from BNTU scientific staff, who has relevant experience in implementation of research activity in corresponding area. Project manager shall be responsible for the quality and terms of execution of work, achievement of final results and targeted use of funds.

3. ¹Targeted university research projects

1. Targeted university research project (hereinafter referred to as the Project) may be BNTU intra-university or joint and/or funded with co-participation of BNTU and partner-institution. BNTU partner-institution may be Georgian and/or foreign higher educational institution, research and development center, industry organization etc.;

2. The Project shall have research advisor (a person with doctor's or equal academic degree in relevant field) who shall be responsible for the implementation of the Project within fixed terms, targeted use of obtained funds and drawing up of final report after completion of the Project. Project manager shall be BNTU professor/associated professor. In case of joint project, representatives of all partner-institutions shall be project co-managers (person with doctor's or equal academic degree);

3. Basic staff of the Project: Scientific staff and students (academic performance – no less than grade B in all learnt component; in case of Bachelor's degree - no less than V semester of study) of BNTU (in case of joint project - also, partner-institution(s) directly participating in study. Involvement of BNTU student in BNTU intra-university/joint project shall be obligatory; in case of interdisciplinary research projects, involvement of at least 01 (one) student from each project-participant faculty and a person with doctor's or equal academic degree is obligatory. Participation of the same person in more than one BNTU projects at a time shall not be allowed; if the consent of such person is fixed in competition documents of more than one winner project, he/she is entitled to use right of option and indicate preferred project in the application addressed to the Rector. Withdrawal from the Project before its completion shall be made in the following cases:

- 1) Written application of a project participant;
- 2) In case of scientific staff – expiration of the term of labor contract (in case of fixed-term contract) and absence of new contract; early termination of labor contract (in the cases, provided for by BNTU Internal Regulations); non-compliance with academic ethical standards (Plagiarism, forgery and falsification of and manipulation with data/information etc.);
- 3) In case of a student - termination of Education Service Contract (in the cases, provided for by BNTU Internal Regulations); receipt of grade point lower than B in one of the educational program components during project period; non-compliance with academic ethical standards (Plagiarism, forgery and falsification of and manipulation with data/information etc.).

¹ In accordance with the applicable legislation the University has developed the document: "Targeted scientific-research project grant competition regulations", which governs this area in details.

In abovementioned cases, project manager is entitled to offer to BNTU Rector/Head of Administration (according to their competence) the other nominee of project participant, who meets the established qualification requirements; in case of consent, corresponding labor contract is executed.

4. Other employees of BNTU, as well as of partner-institution(s) – in case of joint project (employees of structural units) are considered supporting staff of the Project, who shall provide support of project implementation. If reasonably required, other persons, with special competencies may be invited for the participation in project implementation/support on the basis of contract.

4. Research activity of students

1. BNTU considers that by supporting of research activity of students (hereinafter referred to as the – **Activity of students**) it is possible to create conditions for the realization of research, creative and educational potential of students and further development of social and psychological competencies and research skills, required for research activity. The main aspects of support of research activity of students are: mastering of research methods, creative perception of materials, motivation for continuous improvement of knowledge, support of diversified development of a person, sharing of scientific and technical innovations, formation of creative and innovative approaches of research, and development of skills of independent solution of current theoretic and/or technical/practical problems. BNTU considers that activity of students is a integral part of educational process (especially at Master’s degree level), it includes combination of methods, means and organizational and economic measures that provides training of highly qualified staff;
2. Elements of the research activity of students: learning of the basics of research activity and development of research skills, implementation of scientific study under supervision of mentor/participation in research etc.;
3. Head of corresponding faculty department shall supervise activity of students;
4. Activity of students shall be carried out at corresponding department and/or in BNTU partner-institutions/organizations;
5. Activity of students may be carried out in the areas of higher priority for BNTU, taking into account of BNTU human and material and technical resources. Activity of students may be of theoretical or practical nature;
6. Activity of students shall be managed by the mentor (BNTU affiliated professor/associated professor). As well as, it is possible to involve other competent person (from BNTU academic staff, (professors), BNTU invited staff etc.) as co-mentor. The mentor shall be responsible for proper execution of activity of student, and his/her obligations include the following: determination of research subject and development of research plan, consultation of student, tutorial guidance, invitation of persons with relevant competence for the purpose of support, as required, support in assimilation of current methods of research, support in provision of required materials and equipment, monitoring of research process and quality. Before starting work on thesis, the mentor shall be obliged to explain to a student the rules of work with information sources, usage of others quotations/data/images etc., describe the essence of the Academic Integrity Standards, importance of their observance, and penalties to be imposed for their violation. Before completion of work on thesis by a student, thesis mentor shall be obliged periodically check the thesis for the purpose of identification of facts of plagiarism, forgery and falsification of or manipulation with information/data. Mentoring and co-mentoring of the activity of students shall be taken into account during certification of academic staff;
7. Based on goals and content, activity of student may be: the activity, integrated into education process (obligatory component part of curriculum); the activity, performed out of educational program curriculum (student uses study-free time); participation in scientific and practice events (conferences, competitions etc.);
8. The activity, integrated into education process means the following: learning of theoretical foundations of research methods, organization and implementation within the scope of educational program, planning and organization of research, data processing etc., performance of theses/projects containing research elements, performance of independent researches during internship etc.; the activity, performed out of educational program curriculum (during study-free time) includes work, performed by a student independently or in research groups of students;
9. Students shall be entitled to participate in researches current/planned in BNTU, use BNTU laboratories, equipment, computers, library collection, informative e-resources etc. Provision of the activity of students with resources, creation of corresponding conditions, arrangement of scientific and practical events, conferences, workshops etc. shall be financed from BNTU budget;
10. Students, achieved the best results shall be regarded as students, actively involved in activity, which is confirmed by winning of competition by them, publication of their theses/papers/articles in scientific, practice, educational editions, participation in scientific and practice events (conferences, workshops etc.) (making a report) etc.;
11. The following forms of motivation may be used for encouragement of students, actively involved in research activity: participation in exchange programs without competition, recommendation for employment, interning, pecuniary/ valuable gift, financial aid, financial allowances, sending at international/local conferences, supporting in publication of thesis/article in scientific magazine, funding of further research activity etc.;

5. Formalization of research activity of students

1. Student’s research activity shall be formalized in the form of work (theoretical/practical project/paper, report prepared for the conference or other), prepared individually or collectively:

- 1) Theoretical project/work (hereinafter referred to as - Work) shall comply with the requirements of the Guidebook “**Academic paper standard**”².

1. Targeted intra-university competition

1. Financing of a targeted intra-university research project (hereinafter referred to as - Project), research, methodological, educational works/articles/events (hereafter referred to as - work/event) to be financed in BNTU is usually obtained through a competition, announcement and conduction of which is governed by this Rule;
2. The basis for announcement and holding of competition of projects in BNTU shall be the resolution of BNTU Academic Council and the order of BNTU Rector, issued on the basis of this resolution, which shall indicate priority area, competition dates (including date of commencement of submission of applications and deadlines, dates of announcement of preliminary competition results, appealing of preliminary results and announcement of final results), list of the documents to be submitted, members of competition commission and possible number of competition winner projects, which shall be financed by BNTU on the basis of competition results. In case of the Project to be implemented and/or financed jointly with the partner institution(s), corresponding decision of all partner-institutions and agreement regarding competition conditions is required;
3. Information on competition (including, priority area, date of commencement of submission of applications and deadline, dates of announcement of preliminary competition results, appealing of preliminary results and announcement of final results, this rule, contact information, priority area of projects, number of projects to be financed by BNTU on the basis of competition results etc.) shall be placed on BNTU announcement board and/or BNTU official webpage;
4. Receipt and registration of documents, to be submitted for competition shall be made by BNTU administrative office;
5. Informational support of competition shall be provided by the secretary of Academic Council, or other person, appointed on the basis of the order of the Rector;

² Guidebook- Academic paper standard

6. Finished projects/works/etc. shall be submitted for competition;
6. Project/work, submitted for competition may be individual and joint;
7. Author and/or co-author of the Project submitted for competition may be:
 - 1) BNTU academic staff, invited staff, other employees, who will participate in the implementation of the project submitted for competition;
 - 2) BNTU student(s) (only as co-author(s), who will participate in the implementation of the project submitted for competition;
 - 3) Staff and students (only as co-author(s) of BNTU partner-institutions, who will participate in the implementation of the project submitted for competition.
8. Documents to be submitted for the competition:
 - 1) Application (see, Annex #1);
 - 2) Project/work/event passport (see, Annex #2).
 - 3) List and CVs of persons, participating in the project/work/etc. preparation (in case of student – also a certificate on the student’s status, academic semester and academic performance);
 - 4) In case of work/project passport, referee reports etc. in foreign language it is necessary to submit notary certified Georgian translation. In case of work/project, prepared in foreign language it is necessary to submit Georgian version as well. Competition commission shall examine only documents executed in Georgian language (a person, submitting the documents shall be responsible for the accuracy of translation);
9. Abovementioned documents shall be submitted to BNTU administrative office in closed envelope or in electronic format (by sending to the BNTU official e-mail) within the term fixed for submission;
10. Upon expiration of the term of acceptance of competition documents, they shall be submitted to the competition commission.
11. Competition results: a) if competition results are not appealed within the timeframe fixed for appealing then competition results are considered final result. In case of appealing competition results, final results are indicated in summary protocol of the claims commission (see, “Appealing of preliminary competition results”); b) On the basis of the competition results BNTU Academic Council (in case of joint project – authorized body/person of BNTU Academic Council and partner-institution) develops recommendation on financing of particular project. Final decision of BNTU shall be executed on the basis of Rector’s order; c) In case of decision on financing of a project/work/etc., project/work/etc. budget is drawn up and approved. Project financing shall be made in accordance with the calendar plan and cost estimation.

2. Competition Commission

1. Commissions shall be formed according to the particular areas and they shall examine competition projects/works of corresponding area;
2. Commission composition (members, chairman, and secretary) shall be determined in accordance with the Order of BNTU Rector, and in case of joint projects – joint commission is formed under agreement of all partner-institutions. A person, appointed on the basis of the order of rector shall act in BNTU as a secretary of commission and meeting; he/she shall not be a commission member; shall fulfill only informational and organizational functions; shall not participate in examination and decision-making. Members of the commission shall be the members of BNTU Academic Council and/or BNTU academic staff (professor, associated professor), BNTU invited staff or persons, invited for the purpose of conduction of competition (in both cases, doctor’s or equal scientific grade is a must) with the competencies in competition areas. In case of joint commission, members are the representatives of all partner-institutions/persons, appointed by them, who comply with abovementioned requirements. A person, participating in competition – author/co-author/participant of paper/project/ editor/reviewer of paper or who is/supposed to be a party in interest (cases of conflict of interest, provided for by the Administrative Code of Georgia) shall not be allowed to be a commission member;
3. Commission work rules:
 - 1) Commission shall be the interim and its powers shall be cancelled immediately after announcement of competition results;
 - 2) Commission shall carry out its activity on the basis of this Regulations and shall be obliged to comply with the standards of objectivity and justice, and of Academic Ethics effective in BNTU;
 - 3) All the works and attached documents (printed out) shall be submitted to the members of Commission for the examination;
 - 4) All the members of Commission shall be obliged to review works, conclusions and referee reports;
 - 5) Before commencement of examination of materials, member/chairman of Commission shall be obliged to declare about all such circumstances, which may prevent fair examination of issue and making of decision without bias. In case of such circumstances, member/chairman of Commission is obliged to seek self-disqualification. Member/chairman of Commission, who was advisor or reviewer of work/report shall not participate in examination of particular issue and decision making;
 - 6) If required, Commission shall be entitled to invite (for the purpose of consultation) representatives of higher education institutions, industry organizations etc. as experts at the meeting, and these persons shall not participate in decision making;
 - 7) If required, Commission shall be entitled to invite a person, submitting project/ work;
 - 8) Commission meeting shall be closed. Commission shall be entitled to make decision if attended by 2/3 of full Commission. Commission shall make decision by show of hands, by majority of votes of attending members. In case of equality of votes, the chairman of Commission casts the deciding vote;
 - 9) In case of absence of Chairman/Secretary of Commission, Commission shall elect Chairman/Secretary of Commission from its members by show of hands, by majority of votes of attending members;
 - 10) Commission shall examine projects/works of BNTU affiliated academic staff on a first-priority basis. In the cases, when it is impossible to reveal the winner work(s) among them or selection of projects/works, the number of which is less than amount (quota) of projects/works to be financed, Commission examines works, submitted by other persons;
 - 11) Proceedings and decisions of the Commission shall be stated in the minutes of meeting, which shall include the following: name of Commission; venue and date of meeting; name of meeting chairman, secretary and members; names of persons invited at/attending the meeting (if any); agenda; expressed opinions/ voting results; Decisions made. Minutes of the meeting shall be signed by the Chairman of the Commission and secretary;
 - 12) It is obligatory to state the facts of plagiarism, forgery and falsification of and manipulation with data/information identified during work of Commission in the minutes of the meeting of Commission;
 - 13) Commission shall be obliged to make unbiased, justified decision - announce winner works/projects (in order of precedency). Work/project held first place shall be the best work/project;
4. In the case, when it is impossible to reveal the winner works/projects (for example, no work/project was submitted, or areas of works/projects do not comply with BNTU priorities (in case of joint project – with the priorities of one of the partner-institutions) etc.) competition is announced as not having taken place;
5. Materials, describing Commission work shall be submitted to BNTU Academic Council and partner-institution (in case of joint Commission).

3. Competition Commission of student’s works

1. Works/reports/projects of students shall be examined by the competition commission (hereinafter referred to as the Commission);
2. Composition of the Commission shall be determined on the basis of resolution of relevant faculty council. Commission members: Faculty dean,

and persons, invited for the purpose of conduction of competition (doctor's or equal scientific degree is a must). A person, who is a work/project manager/co-author/ editor/reviewer of paper or who is/supposed to be a party in interest (cases of conflict of interest, provided for by the Administrative Code of Georgia) shall not be allowed to be a commission member;

3. A member of commission, elected by open voting, by majority of votes of the commission members, shall be the chairman of commission and meetings. Faculty secretary shall act as a secretary of Commission and meetings, he/she shall not be a Commission member and shall fulfill only informational and organizational functions, and shall not participate in examination and decision-making;

4. Commission work rules:

- 1) Commission shall be the interim and its powers shall be cancelled immediately after announcement of competition results;
- 2) Commission shall carry out its activity on the basis of this Regulations;
- 3) Commission shall be obliged to comply with the standards of objectivity and justice, and of Academic Ethics effective in BNTU;
- 4) All the works and attached documents (printed out) shall be submitted to the members of Commission for the examination;
- 5) All the members of Commission shall be obliged to review works, conclusions and referee reports;
- 6) Before commencement of examination of materials, member/chairman of Commission shall be obliged to declare about all such circumstances, which may prevent fair examination of issue and making of decision without bias. In case of such circumstances, member/chairman of Commission is obliged to seek self-disqualification. Commission member, who was advisor or reviewer of work/report shall not participate in examination of particular issue and decision making;
- 7) As required, Commission shall be entitled to invite (for the purpose of consultation) representatives of higher education institutions, industry organizations etc. as experts at the meeting, and these persons shall not participate in decision making;
- 8) Commission meeting shall be closed. Commission shall be entitled to make decision if attended by 2/3 of full Commission. Commission shall make decision by show of hands, by majority of votes of attending members. In case equality of votes, the chairman of Commission casts the deciding vote;
- 9) In case of absence of Chairman/Secretary of Commission, Commission shall elect Chairman/Secretary from its members by show of hands, by majority of votes of attending members;
- 10) Proceedings and decisions of the Commission shall be stated in the minutes of meeting, which shall include the following: name of Commission; venue and date of meeting; name of meeting chairman, secretary and members; names of persons invited at/attending the meeting (if any); agenda; Expressed opinions/ voting results; Decisions made. Minutes of the meeting shall be signed by the Chairman of the Commission and secretary;
- 11) It is obligatory to state the facts of plagiarism, forgery and falsification of and manipulation with data/information identified during work of Commission in the minutes of the meeting of Commission;
- 12) Commission shall be obliged to make unbiased, justified decision - announce winner works/projects (in order of precedency). Work/project held first place shall be the best work/project;

5. In the case, when it is impossible to reveal the winner works/projects competition is announced as not having taken place;

6. Materials, describing Commission work shall be submitted to the faculty dean.

4. Appealing of competition results

1. Appealing of competition result (submission of claim application) shall be made within the term/date(s) fixed for appealing (within indicated business days and hours) and in accordance with the established rule (submission of claim application in printed form to BNTU and/or sending at BNTU e-mail). Claim shall be well-grounded, clearly formulated and drawn up in written form. Concerned party may require attendance during examination of issue and he/she shall indicate about it in claim application, based on which he/she appeals preliminary competition results. In case of sending of claim application via e-mail: a) "Appealing of competition results" is indicated in subject field (application is attached to e-letter as attachment in *.pdf format); b) In case of sending of application within working days and hours, concerned party receives message via e-mail on the same day about receipt of application and its registration number; when application is sent within non-working days or after working hours, the he/she receives message on next working day. When no message is received, a person is obliged to verify the receipt of application and registration number no later than next working day, by coming to BNTU within working hours or call on contact phone number. Sending of application via e-mail on deadline date of acceptance of claim application shall be possible only before the close of the business day. Claim applications shall be registered in special (stitched and sealed) register book, which shall be opened on the first day of acceptance of claim applications and closed on deadline date, immediately upon completion of working hours. The fact of acceptance of application via e-mail and its date shall be confirmed by means of e-mail date and links. Register book and claim applications shall be submitted to the Claims Commission immediately upon commencement of work;

2. Claim applications shall be examined by Claims Commission (hereinafter referred to as the **Commission**), which shall be the interim and is formed up to the expiration of term fixed for appealing of competition results, on the basis of the Rector's order which shall determine term/date(s) of duration of the Commission, composition of the Commission (chairman and members), secretary of the Commission, etc. Members of the Commission may be: BNTU academic (from the team of professors) and invited staff and/or person(s) with corresponding competencies invited for the purpose of work in Commission; at least 1 member of the Commission shall be the person with relevant qualification in the area of paper/project. The Chairman of the Commission shall manage Commission work and preside as chairman at the meetings. Secretary of the Commission (secretary of meetings at the same time) shall be the employee of any structural unit of BNTU and he/she shall provide uninterrupted work of the Commission, fulfill coordination and organizational functions and other technical and informative work; he/she shall not be a Commission member; shall not participate in examination of documents and decision-making process. During formation of Commission it should be taken into account that a person, who is competition commission member or participates in competition, shall not be a member of the Commission. Before commencement of examination of applications member/chairman of the Commission shall be obliged to declare about all such circumstances, which may prevent fair examination of issue and making of decision without bias. In case of such circumstances, the member/chairman of the Commission is obliged to seek self-disqualification. The Commission shall carry out its activity in accordance with the legislative and subordinate acts effective in Georgian, and this Regulations;

3. Commission work rules:

- 1) In case of absence of Chairman/Secretary of the Commission, the Commission shall elect Chairman/Secretary from its members by show of hands, by majority of votes of attending members;
- 2) Commission shall examine all the claim applications individually, by means of examination of arguments stated in competition documents and application. Commission may require attendance of competition commission members and concerned party at the meeting. Competition commission members and concerned party shall be entitled to attend examination of issue and give arguments. For the purpose of complete examination of arguments stated in claim application, consultation, study of any specific issue and decision-making, the Commission may make decision on invitation of Head(s) of Legal and/or Quality Assurance Service(s) of BNTU, other persons with special competencies (experts etc.) at meeting (such persons shall not participate in decision-making process);
- 3) Commission shall be authorized if it is attended by at least 2/3 of members with voting right. Resolution shall be made by show of hands of

majority of attending members with voting right, according to the voting results. In case of equality of votes, the Chairman of the Commission casts deciding vote. At the moment of decision-making the meeting of Commission is closed. Results of Commission work shall be stated in the minutes of the meeting of Commission. The minutes shall include the following: venue and date of meeting; names of persons attending the meeting – Commission chairman, members, secretary and other invited/attending persons (if any); agenda; name of speakers; expressed opinions/ voting results and decision made. Minutes of the meeting shall be signed by the Chairman, members and secretary of the Commission;

- 4) At final stage of work of Commission (after examination of all claim applications), the summary protocol shall be drawn up, which shall describe the decisions made by the Commission – changes, made to the preliminary results of competition (if any), final competition results (names of persons, who were denied examination of claim application, and persons, claim application of which were redressed);

4. Decision made by the Commission is final. A person, who does not agree with the decision of Commission, may appeal such decision in court in accordance with the rules provided for by the effective Law.

Article 13. Effectiveness of Research Activity

1. Effectiveness index of research activity summarizes data on the introduction of research activity results. Introduction of research activity results in BNTU may be made: for example, by means of preparation of various texts materials for edition/publication; representation and examination of research activity results at public scientific events (conferences, workshops etc.); usage of research activity results in education process; registration of patents; development and application of new effective managerial decisions for the purpose of improvement of research activity etc.;

2. Research activity evaluation indices: for example, number of persons with doctor's academic or equal scientific degree; number of affiliated academic staff and their proportion; data on introduction of research activity results; number of published and ready to publication/edition theses /publications; number of implemented targeted (intra-university and joint) projects; number of presentations of research activity results at public scientific events (conferences, workshops, etc.); number of BNTU academic and invited staff and students participating in international scientific/industry conferences; number of students, participating in research activity; number of international conferences, workshops, held by BNTU and/or with the participation of BNTU; application of research activity results in education process, including by means of actualization of teaching and methodological materials, preparation of training courses, edition and usage of modern textbooks; registration of patents, inventions; development and application of new effective managerial decisions for the purpose of improvement of research activity, etc.

Article 14. Control and Registration of Research Activity

1. Performance control of BNTU research activity plan shall be made by the Research Center;

2. The following shall be subjected to storage for the purpose of registration of research activity:

- Annual plans of research activity (so called "plan of activities") and reports on their implementation;
- Materials of conferences held in BNTU (speeches, etc.);
- Scientific publications (monographs, scientific articles, etc.);
- Programs of scientific conferences, workshops etc. in which BNTU scientific staff and students were participated;
- Other, implemented in BNTU, with the participation of BNTU and/or BNTU staff.

3. Project manager/paper author shall be accountable and responsible for the fulfillment of project/paper financed from BNTU budget, who shall be obliged to draw up quarterly and summary report. Within the scope of their competence, the Head of department/discipline, the Head of finance department and Head of BNTU Administration-Chancellor shall carry out periodic (quarterly) inspection of project implementation;

4. Summarizing results of research activity shall be examined by the Academic council on the basis of recommendation of the Research Center;

5. The following are the forms, where the results of research activity are described: Scientific reports, monographs, textbooks, articles in local/international editions, various publications, patents, etc.;

7. Financial amounts of works done shall be confirmed by corresponding documents;

8. Annual report on BNTU research activity shall be based on the reports of BNTU faculties;

9. Annual summary report on BNTU research activity shall be approved by the Academic Council.

Article 15. Rights and Obligations of Scientific Staff

1. BNTU affiliated academic staff, involved in research activity shall be considered the BNTU scientific staff;

2. BNTU scientific staff shall be obliged to: fulfill requirements of this Regulations and carry out activity and workload established for the scientific staff in accordance with BNTU Internal Regulations and academic staff workload scheme (rule of workload);

3. BNTU scientific staff shall be entitled to:

- independently determine content of scientific study, methods and means of study, choose methods and means of scientific studies, which most of all correspond to its personal aspects and provide higher quality of scientific studies;
- conduct scientific study without external intervention, publish research results without any limitation except for the cases when such limitations are provided for by labor contract or include classified information;
- be recognized as an author of scientific and/or scientific and technical results, and submit application on behalf of BNTU on inventions and other results of intellectual activity in accordance with the rules, established in BNTU;
- participate in grants competition along with the carrying out of research activity, utilize individual grant(s) financing and obtain additional funding;
- participate in implementation of teaching and research components of educational programs;
- receive unbiased evaluation for his/her research activity;
- carry out entrepreneurial activity not prohibited under the Law of Georgia in scientific and technical areas in accordance with BNTU Internal Regulations;
- submit applications for the purpose of participation in scientific discussions, conferences etc.;
- submit application for competition to obtain funds from BNTU budget for the financing of research activity;
- submit application to obtain funds for the financing of research activity from the sources, allowed under the Law of Georgia;
- submit application for the purpose of participation in international scientific and scientific-technical cooperation (internship abroad, business trips, publication of scientific and/or scientific-technical results);
- have access to scientific and/or scientific-technical information, unless such information is professional or commercial secrecy;
- publish research activity results unless they contain information of professional or commercial secrecy;
- require support in development of scientific competence, or carry out corresponding activities independently.



Article 16. Annexes to the regulations

1. Annexes to this Regulations, as well as documents/forms, which were elaborated on the basis of this regulation, shall be the integral part of this Regulations.

Article 17. Publicity /Confidentiality

1. This Regulations is public;
2. BNTU staff, persons, provided for by this Regulations and other persons involved in the implementation of processes/procedures provided for by this Regulations shall be obliged to be familiarized with this Regulations and fulfill its requirements. BNTU is obliged to allow them to have a look at the Regulations at any time.

Article 18. Final provisions

1. Immediately after this Regulations became effective, the regulations/rules effective before and governing issues provided for by this Regulations shall be null and void;
2. Changes and additions to this Regulations shall be made based on the initiative of the Rector, Academic Council, Head of Research Center, BNTU lawyer;
3. Changes and additions to this Regulations shall be made by recommendation of the Quality Assurance Service;
4. Titles of articles in this Regulations are provided only for the convenience, and they shall not be regarded as for the determination, alteration or definition of any article;
5. Invalidation of any article/provision of this Regulations shall not invalidate remaining articles/provisions;
6. All the issues not covered by this Regulations shall be governed in accordance with the effective Law of Georgia;
7. This Regulations shall be null and void after approval of new Regulations.



Annex #01

To: Chairman of the Competition Commission

Citizen _____
(Surname, name)

Contact phone _____

e-mail _____

Application

In order to obtain funding from the budget of the Batumi Navigation Teaching University, I submit to you:

Name of the project/work

Attachment to the Application:

№	Document name	Submitted document	
		Number of printed pages	e-version (number of CD/DVDs)
1.			
2.			
3.			
4.			
5.			
6.			

Signature: _____

Date

Documents have been accepted by _____

Competition Commission secretary
Surname, name

Signature

Date

Project/work/event passport (description)

«Name»

<year>

Manager/Author of the project/work/event::

Name, surname

1. Description of the project/work/event

Duration /date	Please, indicate the relevant date(s) or period (starting and ending day, month, year)
Review	Please, describe the content of the project/work/event in general (abstract)
Relevance	Please, briefly and clearly describe the relevance
Goals and tasks	Please, describe the tasks to be solved and/or the goals to be achieved by the project/event
Results to be achieved/ planned results	Please, indicate the results, including quantitative indicators (if any), which will be achieved/obtained as a result of the implementation of the project/event
"Action plan" event/project/etc., for the purposes of which/within the framework of which the given project/event will be implemented	Please, indicate the specific project/work/event/etc., for the purposes of which or within the framework of which this project/work/event/etc. is being realized.
Related projects/events	Please, indicate the project(s)/work/event(s)/etc. after realization of which it is possible to start the given project/work/event/etc.; Please, indicate the project(s)/work/event(s)/etc. before starting of which the given project/work/event/etc. must be finished; Please, indicate the project(s)/work/event(s)/etc. achievement of goals of which the given project/event will facilitate.
Impact on the implementation of the "Action plan"	Please, indicate the impact of the given project/work/event on the realization indicators and implementation of the "Action plan".
Additional information	If any.

2. Project/work/event management, responsibility for implementation

Project/work/event/etc. manager /thesis author	Surname, name	e-mail	Contact phone
Other persons responsible for implementation	Surname, name	e-mail	Contact phone
The person responsible for the submission of report	Surname, name	e-mail	Contact phone
Deadline for report submission	Please, indicate the specific date(s) or period (day, month, year - day, month, year)		

3. Administrative resources required for the implementation of the project/work/event/etc.

Structural unit(s)	Duties (functions) to be performed	Activity period
Please, indicate, involvement of which BNTU structural unit is necessary for the realization of the		

project/event.		
----------------	--	--

4. Material and financial resources required for the implementation of the project/work/event/etc.

Requirements to the economic resources	#	Infrastructure, equipment etc.
	1.	Please, indicate the infrastructure and equipment required for the project/work/event/etc. for realization. Specify special requirements (if any) for infrastructure and equipment (e.g., quantity, name, etc.)
	2.	

Budget of the project/work/event/etc. (unit: GEL)	#	Description of costs	Sum
	1.	It is mandatory to describe the costs, planned for the project/work/event/etc. (for example, salary, business trip, purchase of equipment, materials etc.) in the form of a text explanation.	
	2.		
Total:			

Budget of the project/work/event/etc. (unit: GEL)														
#	Description of costs (according to passport)	Sum according to the months (unit: GEL)												Total
		Quarter I			Quarter II			Quarter III			Quarter IV			
		1	2	3	4	5	6	7	8	9	10	11	12	
1.														
...														
Total:														

5. Human resources required for the implementation of the project/work/event/etc.

Surname, name	Duties (functions) to be performed	Activity period
Please, indicate all the persons to be involved in the implementation of the project/work etc.		

6. Plan calendar of implementation of project/work/event/etc.

Specification	Please, indicate the stages and details of the implementation of project/event/work			
Month	Planned task	Relevant activity	Planned result	Implementer
20__ year				
1.				
....				
20__ year				
1.				
....				

7. Consent for the participation in the implementation of project/work/event/etc. (fulfillment of abovementioned functions/conditions)

Surname, name	Contact information		Signature date	Signature
	e-mail	Contact phone		

Project/work/event cost estimation

«name»

<year>

Project/work/event manager/ author:

Surname, name

Cost estimation of project/event

Name of project/event	Please, indicate the name of project/event
Structural unit/ Sub-structural unit	Please, indicate the faculty, department and/or other, which implements the project/event
Period/date of project/event implementation	Please, indicate relevant date(s) or period (start and end date, month, year)
Cost estimation period	Please, indicate relevant date(s) or period (start and end date, month, year)

Approved budget of the project/work/event/other (unit: GEL)														
#	Description of costs (according to passport)	Sum according to the months (unit: GEL)												Total
		Quarter I			Quarter II			Quarter III			Quarter IV			
		1	2	3	4	5	6	7	8	9	10	11	12	
2.														
...														
Total:														

Head of Finance Service

Surname, name

Signature date

Signature

Head of Administration-Chancellor

Surname, name

Signature date

Signature

Project/event manager/ Paper author

Surname, name

Signature date

Signature

Project/work/event Report

«Name»

<year>

Project/event manager/ Paper author:

Surname, name

Project/work/event Report

Project/event/work name	Please, indicate Project/event/work name
Structural unit/ Sub-structural unit	Please, indicate faculty, department and/or other, where the project/event/work was implemented
Period/date of project/event/work implementation	Please, indicate relevant date(s) or period (start and end date, month, year)
Period of report	Please, indicate relevant date(s) or period (start and end date, month, year)
Approved budget (unit: GEL)	Indicated according to the project/event/work passport

Project/event/work budget estimation

#	Budgeted expenses (according to the project/event passport)	Sum (unit: GEL)									
		Quarter I		Quarter II		Quarter III		Quarter IV		Total	
		planned	actual	planned	actual	planned	actual	planned	actual	planned	actual
1.											
...											
Total:											

Justification of the difference between planned and actual costs

#	Name	Justification
1.		
...		

Incidental charges

#	Name	Sum (unit: GEL)				
		Quarter I	Quarter II	Quarter III	Quarter IV	Total
1.						
...						
Total:						

Justification of incidental charges

#	Name	Justification
1.		
2.		

Project/event/work implementation report

filled out by the person responsible for submitting the report, which is indicated in the "Project/event/work passport. The description should be comprehensive and clear. Please, indicate the level of achievement of the planned goals and results, describe the difficulties and problems (if any) that affected the project/event/work implementation process.

Project/event manager/ Paper author

Surname, name

Signature date

Signature

Head of Finance Service

Surname, name

Signature date

Signature

Head of Administration-Chancellor

Surname, name

Signature date

Signature

Batumi Navigation Teaching University

Research Activity Action Plan

<year>

Action Plan

№	Month	Activity		Implementer/participant			Responsible person
		Name	Status	Surname, name	Status	Participation form	
1.	01.201?	e.g., seminar „.....“	faculty	??, Assist. Prof.	Implementer	
2.	01.20..- 12.20..	e.g., project „.....“	university	?? ??, Prof., Assoc. Prof., Stud.	Manager Participant Participant	
3.	02.20..	e.g., conference „.....“	university	?? ?? ??, Prof., Assoc. Prof.Faculty student	Conference Paper Conference Paper Conference Paper	
4.	03. 20..	e.g., conference „.....“	university (student)	?? ??Faculty studentFaculty student	Conference Paper Conference Paper	
5.	03. 20..- 12. 20..	e.g., Work (textbook) „.....“	university	?? ??, Prof., Assoc. Prof.	Author Co-author	
...	04. 20..	e.g., conference „.....“	international	?? ??Faculty student	Conference Paper Conference Paper	

Faculty dean

Surname, name

Signature date

Signature

Faculty dean

Surname, name

Signature date

Signature

Head of Research Center

Surname, name

Signature date

Signature



Document Revision Sheet

Revision №	Revision date	Content of revision