



**EEU**

## Rule for affiliation of academic staff

Approved by:  
the order №17 / 01 08 March 15, 2019 of the Rector of  
Eastern European University

## Chapter I

### Scope of regulation and definition of terms

#### Article 1. General Provisions

1. This rule governs the terms and conditions of affiliation of the academic staff of the Eastern European University (hereinafter - the University), establishes the rights and responsibilities of academic staff and the University in relation to affiliation;
2. The procedures established by this rule are transparent and the information about each of its stages is open, accessible and easily perceptible by the interested parties.

#### Article 2. Definitions of terms

The terms used in this rule have the following meanings:

1. Affiliation - For the purposes of this Rule, an agreement (affiliation agreement) shall be made between the University and the person holding the academic position, by which each person holding an academic position determines his / her affiliation only with an Eastern European University, Participates on behalf of the University in community development and knowledge sharing processes and at the University
  - Carries out basic educational, research / scientific activities and the results of its research are considered by the University;
  - Is actively involved in decision-making processes related to education, research and other important issues;
  - Actively involved in advising students on academic / scientific leadership processes.
2. Affiliated academic staff –An academic official who has an affiliation agreement with the University;
3. Affiliation Agreement–An agreement between the university and the person holding its academic position and defining the rights and obligations of the parties in matters related to affiliation.

## Chapter II

### Procedures and Conditions related to affiliation

#### Article 3. Affiliation Procedure

The winner of the competition for the academic position confirms the affiliation with the University by affirming the affiliation agreement.

#### Article 4. Affiliate Conditions

1. Affiliation is voluntary. A person with an academic position may be affiliated with a university, which will confirm the desire to affiliate by the affiliation agreement, agrees and fulfills the following conditions:
  - a) Participates in community development, knowledge delivery and sharing processes on behalf of the University;
  - b) Carries out educational, research / scientific activities on behalf of the University, whose research results represent the University;
  - c) Is actively involved in decision-making processes related to education, research and other important issues at the University;
  - d) Actively involved in student counseling and academic / scientific leadership processes.
2. A person may not be affiliated with a university if he / she is affiliated with another higher education institution.

#### Article 5. Obligations of the University towards Affiliated Academics

1. With the submission of the Faculty and the consent of the Rector, the University sponsors (in full / in part):
  - a) Manual / methodical material prepared by the affiliated person for publication on behalf of the University and article / publication prepared for publication;
  - b) Expenses for participation in international forums / conferences on behalf of the University by an affiliated person;
  - c) In case of participation of a student trained by an affiliated person in international forums / conferences on behalf of the University, the relevant costs;
  - d) Implementation of research / scientific activities by an affiliated person (the results of which are considered by the University).
2. The University uses incentive mechanisms for affiliated staff in accordance with the Affiliate Staff Research Scheme (Annex 2).

3. The amount of funding for affiliated academic staff (full / partial) and the type of incentives determined by this rule shall be determined on the basis of the recommendation for the Dean of Faculty / University Research and Development Service / Vice-Rector for Scientific Affairs according to the scheme of reimbursement of scientific-research workloads by the Rector of the University

#### **Article 6. Affiliate Term**

Affiliation is possible for the duration of the employment contract of a person holding an academic position.

#### **Article 7. Cancellation of Affiliation**

1. The grounds for canceling the affiliation are:
  - a) Written statement of the affiliated person about the cancellation of the affiliation;
  - b) Expiration / early termination of the employment contract (election to an academic position);
  - c) Concluding an affiliation agreement with another HEI;
  - d) Other cases established by the current legislation of Georgia, legal acts of the University, which lead to early termination of the employment contract.
2. Cancellation of affiliation does not lead to cancellation of election to an academic position and early termination of the employment contract.

### **Chapter III**

#### **Final Provisions**

#### **Article 8**

1. This rule is approved by an order of the Rector of the University;
2. Changes to this rule are possible by order of the Rector of the University.

#### **Appendix:**

1. Affiliation Agreement - Appendix №1.
2. Scheme for reimbursement of scientific-research workload of affiliated staff - Appendix №2.

## Agreement About Affiliation

I \_\_\_\_\_ P/N \_\_\_\_\_, by signing this Agreement, I agree to be affiliated with Eastern European University Ltd. On behalf of this university, I will participate in the process of community development and knowledge sharing and the results of my research will be considered by EEU. I got acquainted with the rule of affiliation of EEU. In case of affiliation with other HEIs, I am undertaking responsibility to notify the EEU 2 months in advance and I agree to terminate the affiliation agreement with EEU.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Scheme for reimbursement of scientific-research workload of affiliated staff

№	Components	Semester workload (hr.)	Minimum and maximum hourly workload	Remuneration without income taxes (GEL)
1	Monograph			1 paper
1.1.	Prepare and submit a monograph for publication *	200	No more than 800 hours in 4 semesters;	1600
1.2.	Translate and submit a monograph for publication *	200	No more than 800 hours in 4 semesters;  (Approximately 60,000 words of the original)	800
1.3.	Review of the monograph	15	For 1 paper	200
1.4.	Scientific editing of the monograph	25	No more than 200 hours For years  (Approximately 60,000 words of the original)	400
2	Manual			
2.1.	Prepare and submit for publication **	165	No more than 660 hours in 4 semesters;	1200

2.2.	Translate and submit for publication *	200	No more than 800 hours in 4 semesters;	1500
2.3.	Scientific editing	25	Not more than 200 hours per year (Approximately 60,000 words of the original)	400

2.4.	Review	15	Not more than 75 hours per year (100 pages x 15 hours)	200
2.5.	Fill in - update and submit for publication	85	No more than 340 hours in 4 semesters;	600
2.6.	Creating a teaching methodical paper*	60	No more than 240 hours in 4 semesters;	250
3	Scientific article			
3.1.	Prepared and published in the Internationally Reviewed Impact Factor Journal	80	1 article x 80 hrs.	250
3.2.	Preparation and publication in a local peer-reviewed journal (EEU and rated)	60	1 article x 60 hrs.	130
3.3.	Reviewing (International)	10	1 article x 10hrs.	
3.4.	Reviewing (in EEU Journal)	6	1 article x 6 hrs.	100
3.5.	Editing (International)	20	1 article x 20 hrs.	
3.6.	Editing (local)	15	1 article x 15hrs.	
4	Grant project			
4.1.	Grant project management / preparation for submission	80	160 hours x 2 semesters	Funding by way of financing research activities
4.2.	Participate in the grant project, preparation/ submission	24	48 hours x2 semester	Funding by way of financing research activities



4.3.	Project implementation	330-660	10-15 hours per week	Funding by way of financing research activities
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5	Patent-licensing activities			
5.1.	invention	180		Funding by way of financing research activities Special administrative support
5.2.	Patent of model / sample	75		Funding by way of financing research activities / Special administrative support
6	Local Scientific Conference, Symposium			
6.1.	Membership / moderation of the evaluation committee at the conference	6		200
6.2.	Conference leadership	50-75		Funding by way of financing research activities
6.3.	Editing a collection of papers	50	within the 1 conference	250
6.4.	Prepare and submit a report	10	within the 1 conference	Funding by way of financing research activities

6.5.	Student guidance for article preparation and For publication (1–5 students per year)	15–35	1–5 student	50
7	International Scientific Conference, Symposium			
7.1.	Membership / moderation of the evaluation committee at the conference	6		300

7.2.	Conference leadership	50-75		Funding by way of financing research activities
7.3.	Editing a collection of papers	50	Within 1 conference	300
7.4.	Prepare and submit a report	20	Within 1 conference	Funding by way of financing research activities
7.5.	Student guidance for article preparation and For publication (1-3 students per year)	20-45	1 student	80
8	Membership / editorial activity of the editorial board of scientific publications	20-40	1 article	100
9	Doctoral and master thesis			
9.1.	Review of doctoral dissertation	30-50	For 1 paper	200
9.2.	Doctoral seminar defense membership	15	For 1 paper	100
9.3.	Dissertation Board Membership	20	1 dissertation	100
9.4.	Member of the Master Thesis Defense Commission	15-20	within 1 commission	50

*\* The necessary works for the publication of literature and the corresponding funding are provided by the University (setting up, design, etc.)*