

THE GOVERNMENT OF THE RUSSIAN FEDERATION
FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION
OF HIGHER PROFESSIONAL EDUCATION
"SAINT-PETERSBURG STATE UNIVERSITY"
(SPbU)
ORDER

dd. 06.02.2014

No. 325/1

On Approval of the Regulations of the Scholarship Programme for Young
SPbU Researchers Carried out as Part of the Memorandum of Cooperation
Between Japan Tobacco Inc. and SPbU

In Order to Support the Research Activity of Young Teachers and Academic Staff Members of St.
Petersburg State University and to Enhance Academic and Scientific Cooperation Between St. Petersburg State
University and Japanese Universities and Research Institutions

I HEREBY ORDER:

1. To approve the Regulations of the scholarship programme for young SPbU researchers carried out as part of the memorandum of cooperation between Japan Tobacco Inc. and SPbU (Annex).
2. I shall personally supervise the implementation of this Order.

Senior Vice Rector for Academic Affairs and Research

I.A. Gorlinsky

APPROVED

Senior Vice Rector
for Academic Affairs and Research

I.A. Gorlinsky

_____ 2014

**REGULATIONS
of the Scholarship Programme
for SPbU Young Researchers
Carried out as Part of the Memorandum of Cooperation
Between
Japan Tobacco Inc.
and
St. Petersburg State University**

1. Programme Goals

- 1.1. The goal of the Programme is to support the research activity of young teachers and academic staff members of St. Petersburg State University (up to 35 y.o.) in order to further develop their theoretical and practical knowledge in Japanese universities and research institutions.
- 1.2. The Programme is intended to enhance academic and scientific cooperation between St. Petersburg State University and Japanese universities and research institutions.

2. Programme Structure

2.1. Scholarships

The Programme includes the following annual scholarships:

- 2.1.1. Up to 8 (eight) scholarships for up to 240 (two hundred and forty) days for teachers and academic staff members who are up to 35 (thirty-five) y.o. and hold the first doctoral degree (Kandidat Nauk) or SPbU PhD (or an equivalent degree). The maximum total duration of 1 (one) visit cannot exceed 60 (sixty) days (including travel time to and from the study visit site).
- 2.1.2. Scholarships are granted in order to support the research activity in priority areas specified in the SPbU 2020 Development Programme.

2.2. Competition

- 2.2.1. Scholarship holders are determined in a competition conducted by SPbU (hereinafter referred to as 'Competition').
- 2.2.2. The procedure and rules of the competition are set out in Clause 4 of these Regulations.

2.3. Programme Expenses

- 2.3.1. The total funding of the scholarships specified in Clause 2.1 of these Regulations is determined annually by agreement between SPbU and Japan Tobacco Inc. through signing the Proceedings of the meeting of the Programme Steering Committee for
и supervision of the performance of the Memorandum of Cooperation between St. Petersburg State University and Japan Tobacco Inc.
- 2.3.2. The expenditure structure for the scholarships specified in clause 2.1 of these Regulations provides for the following:
 - 2.3.2.1. One-time flat-rate travel allowance in the amount of 50,000 roubles.
 - 2.3.2.2. Coverage of housing expenses in the amount of 1683 roubles 33 kopecks per day.
 - 2.3.2.3. A daily allowance in the amount of 2900 roubles per day.
- 2.3.3. In accordance with Clause 2.3.2, a scholarship is calculated as follows: the amount of housing expenses and daily allowance for one day is multiplied by the number of days in the study visit. The maximum duration of a study visit cannot exceed 60 days (including travel time to and from the study visit site).
- 2.3.4. The maximum size of a scholarship specified in Clause 2.1 of these Regulations is 325,000 roubles.
- 2.3.5. Scholarships shall be disbursed by St. Petersburg State University in a lump-sum transfer in Russian roubles to the bank account of the scholarship recipient in the amount stipulated by a relevant order of the Vice Rector for Research. Setting up relevant bank accounts that allow SPbU to meet these requirements is the responsibility of scholarship recipients.

3. Programme Timeline

- 3.1. The Programme shall begin with announcing and holding the first contest in 2014. The decision about holding subsequent competitions in the Programme shall be made annually by agreement between St. Petersburg State University and Japan Tobacco Inc. through signing the Proceedings of the meeting of the Programme Steering Committee.

4. Programme Description and Event Organisation

4.1. Procedure for Holding Competitions

- 4.1.1. The main principles of the competition are:
 - transparency of the competitive selection procedure for all candidates;
 - professional integrity of experts evaluating applications;
 - objectivity that results from the open nature of the selection process, the transparency of the procedure and evaluation criteria, and professional integrity of experts;
 - the open nature of the selection procedure, which implies the publication of the stages, procedures, criteria, and the list of competition winners.
- 4.1.2. The general management of the competition shall be carried out by the SPbU Vice Rector for Research.

4.1.3. The competition is held pursuant to a relevant order of the Vice Rector for Research and the announcement of the competition. The announcement shall contain the list of application documents and their forms, application deadlines and the submission procedure, as well as the essential conditions of the scholarship programme, including the total amount of funds for the relevant year, specified in accordance with Clause 2.3.1 of these Regulations.

4.1.4. The competition shall be announced via open information sources (SPbU website, internal SPbU media) to ensure that potential applicants are informed.

4.2. Conditions of Participation

4.1.2. Eligible participants: teachers and academic staff members who are up to 35 (thirty-five) y.o., who hold the first doctoral degree (Kandidat Nauk) or SPbU PhD (or an equivalent degree), and whose primary place of employment is SPbU. SPbU employees must have a valid employment contract with St. Petersburg State University for the period from application submission through the end of the study visit.

4.2.2. In order to take part in the competition, participants must submit an application that includes the following documents:

- Application Form 1 filled out in the SPbU IAS NID system (Annex 1);
- A free-form CV;
- A list of academic publications generated in IAS NID along with the application form, using information from the section 'My Publications';
- A detailed research project plan (2-3 pages) in English;
- An invitation from the receiving party that specifies the duration of the study visit in accordance with the terms of the competition and confirms consent for supervision of a specific research project. The invitation must include detailed goals of the study visit. The invitation must be written on the official letterhead of the organisation (with contact information: address, telephone, fax, and e-mail) and signed by the receiving party. The University will accept a facsimile or a printout of a scanned original invitation. If the document is in Japanese, its translation into Russian must be attached to it;
- A document confirming the applicant's first doctoral degree or SPbU PhD (or an equivalent degree). When submitting a copy of a diploma confirming the appropriate degree, the copy has to be certified by an HR specialist for the relevant field of study.

4.2.3. Applications from teachers must be signed off by the head of the relevant academic department, confirming that the applicant has no teaching workload for the study visit period.

4.2.4. The list of relevant documents and the requirements for the research project format are to be included in the competition announcement in accordance with Clause 4.1 of these Regulations.

4.3. The procedure for Application Submission, Registration and Processing

4.3.1. For the purposes of the competition, an order of the Vice Rector for Research shall appoint an official responsible for organising and holding the competition.

4.3.2. The official appointed in accordance with Clause 4.3.1 of these Regulations shall organise the following:

4.3.2.1. application collection and processing, as well as efforts to monitor their compliance with the relevant requirements in accordance with Clause 4.2 of these Regulations.

4.3.2.2. registration of submitted hard copies of applications in a separate log book, assigning a registration number to each application. After registration, a table for recording evaluation results is attached to each application (Annex 2, hereinafter referred to as 'Evaluation Table');

- 4.3.2.3. application assessment for compliance with requirements set forth in the competition announcement;
- 4.3.2.4. sorting and grouping of valid applications after the submission deadline by candidates' areas of educational and research activities.
- 4.3.3. Applications must meet the requirements specified in the relevant competition announcement. Candidates shall send a signed hard copy of their application to the official responsible for organising and holding the competition in accordance with clause 4.3.1 of these Regulations. An electronic copy of the application is to be submitted pursuant to the procedure specified in the relevant competition announcement.
- 4.3.4. An application is deemed invalid in the following cases:
 - 4.3.4.1 its hard or electronic copy has not been submitted by the deadline;
 - 4.3.4.2 it does not comply with the requirements set forth in Clause 4.2 of these Regulations;
 - 4.3.4.3 there are significant inconsistencies between its hard and electronic copies.

4.4. Evaluation procedure

- 4.4.1. Applications shall be evaluated in two stages. Evaluation deadlines shall be set out in the announcement of the competition.
- 4.4.2. At the first stage, applications are evaluated at meetings of the Academic Committee for a relevant SPbU unit. The Academic Committee shall issue a detailed expert opinion on each application in the relevant area, taking into account the following criteria: evaluation of a research project plan, objectives and expected results of an applicant's participation, as well as their experience in international cooperation. Based on the results of the evaluation of all applications in the relevant area, the Academic Committee compiles ranked application lists and records application scores in the Results Tables.
- 4.4.3. At the second stage, the applications are evaluated by the Expert Commission for application evaluation (hereinafter referred to as the 'Expert Commission') convened pursuant to a relevant order of the Vice Rector for Research. Taking into account the expert opinions and the ranked lists compiled by Academic Committees for relevant SPbU units, the Expert Commission shall make a consolidated decision and evaluate each application, recording the results in the Evaluation Table.
- 4.4.4. The evaluation of applications by the Expert Commission is based on the following criteria:
 - evaluation of the research project proposed by an applicant;
 - receiving party's confirmation of consent for the supervision of the project (a receiving party (a researcher) in a Japanese university or research institution shall be independently selected by the applicant);
 - the number of publications indexed by the Web of Science and Scopus;
 - other academic achievements.
- 4.4.5. Based on Evaluation Tables formed at an Expert Committee meeting, the official responsible for organising and holding the competition in accordance with Clause 4.3.1 of these Regulations organises the following:
 - 4.4.5.1. calculation of the final score for each application as the sum of the scores received in accordance with Clauses 4.4.2 and 4.4.3 of these Regulations.
 - 4.4.5.2. compilation of the final ranked list of applications. The highest ranking is assigned to an application with the highest score.
- 4.4.6. Based on the final ranked list of applications, the Expert Commission shall compile a list of competition winners and submit it for approval to the Vice Rector for Research.
- 4.4.7. The final lists are approved by an appropriate order of the Vice Rector for Research and are published on the official website of the University.

Form 1

Research Project Application

1. Event:
2. Project name:
3. Project name (in English):
4. Project summary:
5. Project summary (in English):
6. Academic field:
7. Priority area of the SPbU Development Programme:
8. Project supervisor's academic unit:
9. User:
10. State Rubricator of Scientific and Technical Information codes:
11. Keywords (in English):
12. Project specifications:
13. Project term:
14. Full name, position and academic unit of the receiving party (in English):
15. Goals and plan of the study visit (in English):
16. Expected academic and/or technical results (in English):
17. Expected use of the results/product (in English):
18. Expected use of the results in the teaching and learning process (in English):
19. List of scientific, technical and other documentation to be submitted upon the conclusion of the research project:
include 'study visit report in due form' and 'publication file' if you plan to have a publication following the research project.
20. Additional application materials: attach the invitation from the receiving party and the research project plan in English.
21. Completed and ongoing research projects in the last 5 years:

EVALUATION TABLE FOR APPLICATIONS SUBMITTED
B FOR THE SCHOLARSHIP PROGRAMME OF SPBU AND JAPAN TOBACCO INC. *Area*

Chair of the Expert Commission

/FULL NAME/

Secretary of the Expert Commission

/FULL NAME/

Faculty Dean/Institute Director

/FULL NAME/

Indicator Values: N – evaluation of the research project plan, objectives and results of the applicant's participation, as well as their experience in international cooperation (0–10 points)

E – evaluation of the project's potential and viability (0–10 points)

Candidate's Full Name	Application No.	University	Indicator Scores		Final Score
			N	E	