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

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ORDER

dd. 19.11.2014

No. 6729/1

On approving the Regulations of the Support Programme for Joint Projects implemented under the Additional Protocol to the Strategic Partnership Framework Agreement between SPbU and FU Berlin

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In order to support research and education projects of the teaching staff of Saint-Petersburg State University (hereinafter referred to as 'SPbU') and the Free University of Berlin (hereinafter referred to as 'FU Berlin').

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WE HEREBY ORDER:

1. To approve the Regulations of the Support Programme for Joint Projects implemented under the Additional Protocol to the Strategic Partnership Framework Agreement between SPbU and FU Berlin (Annex).
2. That control over the execution of this Order shall be exercised by Head of the Administrative Control Department
A.V. Gnetov.

Vice Rector for Research

S.P. Tunik

Vice Rector for Academic Affairs and Methodological Support

M. Yu. Lavrikova

REGULATIONS
of the Support Programme for Joint Projects of Saint-Petersburg State University
and
the Free University of Berlin
implemented under the Additional Protocol to the Strategic Partnership Framework Agreement
between Saint-Petersburg State University and the Free University of Berlin.

1. Programme Goals

- 1.1. The goal of the Support Programme for Joint Projects of Saint-Petersburg State University (hereinafter referred to as 'SPbU') and the Free University of Berlin (hereinafter referred to as 'FU Berlin') (hereinafter referred to as 'Programme') is to support the initial steps in research and education projects of the teaching staff of SPbU and FU Berlin.
- 1.2. The Programme aims to enhance and define new areas of scientific and research cooperation between SPbU and FU Berlin, to expand joint scientific and research activity, to increase the number of joint publications, and to intensify academic mobility.

2. Programme Structure

2.1. Funding

B The annual funding for joint projects carried out as part of the Programme is 40,000 euro (20,000 euro from each party; SPbU provides its share in Russian roubles).

2.2. Competition

- 2.1.2. Applicants from SPbU and FU Berlin file a joint application for project support (applications shall be sent to coordinators at applicants' respective universities).
- 2.2.2. Funds are allocated on a competitive basis. Applications are selected in a competition conducted by SPbU and FU Berlin (hereinafter referred to as 'Competition').
- 2.2.3. The procedure and rules of the Competition are set out in Clause 4 of these Regulations.

2.3. Programme Expenses

- 2.1.3. The Programme budget provides for the following activities in the implementation of joint projects:
 - 2.3.1.1 organising and conducting academic workshops and meetings of research groups;
 - 2.3.1.2 short-term visits to the partner university for conducting research;
 - 2.3.1.3. organisation of joint educational events and development of joint educational programs (has to be approved by SPbU Vice Rector for Academic Affairs and Methodological Support);
 - 2.3.1.4. drafting applications for external financing for research projects.
- 2.3.2. The maximum sum allocated to one project cannot exceed 10,000 euro (or an equal sum in Russian roubles).
- 2.3.3. Programme funds may be used to cover the following items:
 - . travel allowances, housing expenses, visa application charges, and catering arrangements.
- 2.3.4. SPbU shall transfer funds to Competition winners in accordance with project expenditure estimates filed with their application, following an Order of the Vice Rector for Research that shall specify the exact sum.

3. Programme Timeline

- 3.1. The Programme begins with announcing and holding the first Competition in the academic year of 2014/2015 and shall take place annually, with the last Competition held in the academic year of 2016/2017.

4. Programme Description and Event Organisation 4.1. Procedure

for Holding Competitions

- 4.1.1. The main principles of the competition are:
 - 4.1.1.1 transparency of the competitive selection procedure for all candidates;
 - 4.1.1.2 professional integrity of experts evaluating applications;
 - 4.1.1.3 the open nature of the selection procedure, which implies the publication of the stages, procedures, criteria, and the list of competition winners.
 - 4.1.1.4 objectivity that results from the open nature of the selection process, the transparency of the procedure and evaluation criteria, and professional integrity of experts;
- 4.1.2. The general management of the Competition is 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 relevant Programme.

4.1.4. The text of each Competition announcement shall be drafted by SPbU and approved by a responsible official from FU Berlin. 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

4.2.1. Eligible participants:

4.2.1.1. teaching and research staff of SPbU. SPbU employees must have a valid employment contract with St. Petersburg State University for the period from application submission through the end of their project. The project manager from FU Berlin has to be a professor at their university.

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

4.2.2.1. Form 1 (Annex No. 1) filled out in the SPbU IAS NID system, specifying all project participants from SPbU. If a project includes short-term visits to FU Berlin, the application must be signed off by the head of the relevant academic department

4.2.2.2. a detailed project plan (up to 4 pages) in English;

4.2.2.3 project expenditure estimates (in Russian and in English);

4.2.2.4 a list of academic publications generated in IAS NID along with the application form, using information from the section 'My Publications';

4.2.2.5 If a project includes short-term visits to FU Berlin, the applicant must submit an invitation from the receiving party, specifying the duration of said visits (in English). Visit goals specified in the invitation must correlate with project goals specified in the relevant project plan. 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;

4.2.2.6. a list of project participants from SPbU and FU Berlin, with detailed information on project managers from both universities (in English);

4.2.2.7. electronic copies of all the documents listed above, except for those generated in IAS NID, must be attached as a single file to the electronic copy of the application in the IAS NID system.

4.2.3. The list of relevant documents and the requirements for the 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. An official responsible for organising and holding the Competition shall be appointed by an appropriate Order of the Vice Rector for Research.

- 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 No. 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. A hard copy of the application signed by the candidates from both SPbU and FU Berlin (facsimile signature is allowed) shall be sent to the official responsible for organising and holding the Competition in accordance with Clause 4.3.1 of these Regulations, before the deadline for application submission specified in the relevant announcement.
- 4.3.4. An application is deemed invalid in the following cases:
- 4.3.4.1 its hard copy has not been submitted by the deadline;
 - 4.3.4.2 its electronic copy has not been submitted in the SPbU IAS NID system by the deadline;
 - 4.3.4.3 it does not comply with the requirements set forth in Clause 4.2 of these Regulations;
 - 4.3.4.4. its hard copy differs in content from the electronic version.

4.4. Evaluation Procedure

- 4.4.1. Applications shall be evaluated in three stages. Evaluation deadlines shall be set out in the announcement of the Competition.
- 4.4.2. At the first stage, applications are evaluated at joint meetings of committees for research, academic affairs and methodological support for relevant SPbU units. The committee shall issue a detailed expert opinion on the quality of each application in the relevant area, taking into account the following criteria: objectives and expected results of an applicant's participation, their experience in international cooperation, innovative approaches and methods, potential for future joint projects, rational and economical use of the Programme funds.

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 Evaluation Table.

- 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:
 - 4.4.4.1. clearly stated project goals;
 - 4.4.4.2. information on the synergistic effect of the two parties' (SPbU and FU Berlin) participation in the project;
 - 4.4.4.3. the level of specificity in the description of the joint project, including information on its timeline and steps being taken to develop a joint application for future external financing of the project;
 - 4.4.4.4. the project's conformity with the research profile of SPbU based on the following criteria: interdisciplinarity, proficiency of project managers, participation of experts in different fields and representatives of various laboratories;
 - 4.4.4.5. priority is given to applications from candidates who have not previously participated in bilateral cooperation programmes of SPbU and FU Berlin;
 - 4.4.4.6. evaluation of committees for research, academic affairs and methodological support for relevant SPbU units.
- 4.4.5. Pursuant to the final scores recorded by the Expert Commission in the Evaluation Table, the authorised person responsible for the supervision of the Competition appointed in accordance with Clause 4.3.1 of these Regulations organises the compilation of final ranked application lists. The highest ranking is assigned to an application with the highest score.
- 4.4.6. Based on the final ranked lists of applications, the Expert Commission shall compile a list of competition winners from SPbU.
- 4.4.7. At the third stage, there is an exchange of proposals concerning the list of Competition winners, coordinated with the responsible official from FU Berlin and submitted to Vice Rector for Research for approval.
- 4.4.8. The final list is approved by an appropriate order of the Vice Rector for Research and is 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 project manager from FU Berlin (in English):

15. Purpose 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:
attach a study visit report in due form (in English)

20. Additional application materials: attach a detailed project plan, project expenditure estimates, a list of project participants from SPbU and FU Berlin, and an invitation from the receiving party (if applicable) in English:

21. Completed and ongoing research projects of the project manager from SPbU in the last 5 years:

EVALUATION TABLE FOR APPLICATIONS SUBMITTED FOR THE 2014 COMPETITION
AS PART OF THE SUPPORT PROGRAMME FOR JOINT PROJECTS OF SPbU AND FU BERLIN

Area.

Chair of the Expert Commission

Full Name

Secretary of the Expert Commission

Full Name

Faculty Dean/Institute Director

Full Name

Evaluation criteria

- Score given at the joint meeting of a corresponding faculty's/institute's committee for research, academic affairs and methodological support (0–10 points): project quality, objectives and expected results of an applicant's participation, their experience in international cooperation, innovative approaches and methods, potential for future joint projects, rational and economical use of funds;
- Final score of the Expert Commission (0–10 points): clearly stated project goals, information on the synergistic effect of the two parties' (SPbU and FU Berlin) participation in the project, the level of specificity in the description of the joint project (including information on its timeline and steps being taken to develop a joint application for future external financing of the project), the project's conformity with the research profile of SPbU (interdisciplinarity, proficiency of project managers, participation of experts in different fields and representatives of various laboratories), evaluation of committees for research, academic affairs and methodological support for relevant SPbU units. Priority is given to applications from candidates who have not previously participated in bilateral cooperation programmes of SPbU and FU Berlin.

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Full name of the project manager from SPbU	Application No.	Project name	Score given at the joint meeting of a corresponding faculty's/institute's committee for research, academic affairs and methodological support	Final score of the Expert Commission