

ORDER

dd. 07.09.2011

No. 3224/1

On Amendments to the Procedure for Holding Competitions to Select SPbU Academic Staff Members for Participation in Inter-University Exchange Programmes under International Agreements of St. Petersburg State University

In order to facilitate effective participation of SPbU academic staff members in inter-university exchange programmes under international agreements of St. Petersburg State University,

I HEREBY ORDER:

1. To adopt the Procedure for holding competitions to select SPbU academic staff members for participation in inter-university exchange programmes under international agreements of St. Petersburg State University (Annex).
2. To consider the Order of the Senior Vice Rector for Academic Affairs and Research No. 332/1 'On Approval of the Procedure for Holding Competitions to Select SPbU Academic Staff Members for Participation in Inter-University Exchange Programmes under International Agreements of St. Petersburg State University' dd. 16.02.2011 to be no longer in force.
3. That control over the execution of this Order should be exercised by Deputy Senior Vice Rector for Academic Affairs and Research E.V. Malyutina.

Senior Vice Rector for Academic Affairs and Research

I.A. Gorlinsky

PROCEDURE

for holding competitions to select SPbU academic staff members for participation
in inter-university exchange programmes under international agreements of St. Petersburg State University

1. General provisions

- 1.1. This Procedure shall regulate competitions held in order to select SPbU academic staff members for participation in inter-university exchange programmes under international agreements of St. Petersburg State University (hereinafter referred to as 'the Competition').
- 1.2. The Competition is held in order to ensure equal rights of SPbU academic staff members and provide them with equal opportunities to participate in the international research and development cooperation between the University and its foreign partners, which aims to further the development of St. Petersburg State University in the following areas:
 - 1.2.1. joint scientific and research activity;
 - 1.2.2. joint learning and methodological activity;
 - 1.2.3. teaching activity in joint projects and educational programmes without material incentives.
- 1.3. The Competition shall be held pursuant to a relevant order of the Vice Rector for Research on the announcement of the Competition (hereinafter referred to as 'the Announcement'). The Announcement shall contain the list and essential requirements of inter-university exchange programmes included in the Competition, application deadlines and dates when the results of the Competition shall be announced, the list of application documents and their forms, and an evaluation table (hereinafter - the Evaluation Table). The Announcement shall also specify an authorised person responsible for the supervision of the Competition.
- 1.4. The winners' visits to foreign partner universities are contingent on the approval from the host institution, with due regard to relevant Competition applications and in accordance with the legislation of the Russian Federation, relevant international agreements of SPbU, and the University's regulatory acts.
- 1.5. Vice Rector for Research shall be responsible for organising and holding the Competition.

2. The procedure for application submission, registration and processing

- 2.1. Applications shall be registered in the SPbU Information and Analytical System for Scientific and Research Activity (IAS NID) in line with requirements set forth in the Announcement.
- 2.2. Application forms are to be filled out in IAS NID, printed out, signed by the candidate and submitted to the authorised person responsible for the supervision of the Competition.

- 2.3. The authorised person responsible for the supervision of the Competition organises the registration of submitted printed applications. After an application is registered, its content cannot be altered in any way (neither in IAS NID nor in the hard copies provided by the candidate).
- 2.4. The authorised person responsible for the supervision of the Competition shall organise application assessment for compliance with requirements set forth in the Announcement. An application is deemed invalid and is excluded from the Competition in the following cases:
- 2.4.1. it has not been filed in IAS NID or its hard copy has not been submitted by the deadline;
- 2.4.2. its hard copy differs in content from the electronic version in IAS NID;
- 2.4.3. it does not meet the requirements set forth in the Announcement;
- 2.4.4. it contains intentionally misleading information.
- 2.5. After the application submission deadline, the authorised person responsible for the supervision of the Competition shall draw up Evaluation Tables and organise the transfer of valid applications for evaluation at joint meetings of faculties' committees for research, academic affairs and methodological support.

3. Evaluation procedure

- 3.1. Applications are evaluated by considering three groups of indicators (maximum indicator values shall be defined in the Announcement):

No.	Indicator
Group E Indicators (evaluated by the Expert Commission for application evaluation)	
1	Evaluation of the candidate's viability for participation in the relevant inter-university exchange programme based on an analysis of the candidate's application and the outcomes of his/her participation in inter-university exchange programmes in the previous years.
2	Evaluation of the candidate's potential further cooperation with colleagues from the relevant partner institution based on an analysis of the expected outcomes of the candidate's participation in the inter-university exchange programme
Group F Indicators (evaluated at a joint meeting of a corresponding faculty's committees for research, academic affairs and methodological support)	
3	Evaluation of the candidate's proposal: his/her goal, work plan, and expected outcomes
4	Evaluation of the candidate's experience and performance in international collaboration
Group A Indicators (automatic evaluation based on the IAS NID data)	
5	Quality assessment of a candidate's academic publications
6	Evaluation of the candidate's contributions to international conferences
7	Evaluation of the candidate's experience in scientific and research activities (grants, commissioned research, personal scholarships, etc.)

- 3.2. Group A indicators are evaluated automatically, using the data in IAS NID, and the relevant results are recorded in the Evaluation Table by the authorised person responsible for the supervision of the Competition.
- 3.3. Group F Indicators are evaluated at joint meetings of faculties' committees for research, academic affairs and methodological support, chaired by deans of faculties. The results shall be based on a consolidated decision of committee members and recorded in the Evaluation Table. The Evaluation Tables shall be signed by deans of the respective faculties and transferred to the authorised person responsible for the supervision of the Competition.
- 3.4. Group E Indicators 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. The Expert Commission shall make a consolidated decision and evaluate each Group E Indicator for every application, recording the results in the Evaluation Table. The Expert Commission proceedings record and the Evaluation Tables shall be transferred to the authorised person responsible for the supervision of the Competition.
- 3.5. The authorised person responsible for the supervision of the Competition organises the calculation of the final score (the sum of all indicators for each application, as specified in the relevant Evaluation Tables) and compiles ranked application lists for each inter-university exchange programme.

4. Results of the Competition

- 4.1. The authorised person responsible for the supervision of the Competition shall consider the application rankings and the relevant quotas specified in the international agreements of SPbU in order to draw up lists of Competition winners for each inter-university exchange programme and submit them for approval to the Vice Rector for Research.
- 4.2. Lists of Competition winners are approved by an appropriate order of the Vice Rector for Research and are published on the official website of the University.
- 4.3. Foreign partner universities have the final word in whether any given visit is possible. In case a Competition winner fails to submit relevant documents to a partner university on time, or in the event of a force majeure, the host institution has the right to unilaterally determine new terms of financial and organisational support for the winner's visit, which may differ from the terms of a corresponding inter-university exchange programme.