

Non-Profit
Joint-Stock Company
«Al-Farabi Kazakh national
University»



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| <u>Approved:</u> | By the decision of the Academic Council of NJSC "Al-Farabi Kazakh National University" № ___ dated "___" _____ 2023 | | |
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Almaty 2023

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1. GENERAL PROVISIONS

1.1. This Regulation was developed in order to establish measures to encourage the teaching staff (hereinafter referred to as the teaching staff), employees, postdoctoral students and students of the Al-Farabi Kazakh National University (hereinafter referred to as Al-Farabi KazNU, the University) based on the results of publication activity in international rating publications.

1.2. The purpose of this Regulation is the internationalization and integration of teaching staff members, employees, postdoctoral students and students of Al-Farabi KazNU into the world scientific space, as well as encouraging publication in high-ranking international publications with a high reputation.

1.3. Incentives in the form of material remuneration are carried out for the results of publication activity in international rating publications that meet the requirements and in the manner specified in this Regulation.

1.4. This Regulation defines the requirements for organizing financial incentives for the publication activity of University employees in publications indexed in analytical citation systems Web of Science and/or Scopus, requirements for publications accepted for consideration for the purpose of financial incentives, and documents confirming the author's contribution, requirements for calculating and making payments.

2. INCENTIVE MEASURES SCIENTIFIC RESEARCH ACTIVITIES

2.1. Incentive measures are provided in the direction of encouraging the teaching staff, employees and students of the University based on the results of the calendar half of the year for publications in international rating publications indexed in the Web of Science (Clarivate Analytics) and/or Scopus (Elsevier) databases.

2.2. The same article that meets the requirements specified in clause 3.1 is prohibited of this Regulation, to declare for stimulation and to take into account obligations for postdoctoral studies and to reduce the teaching load, also to the research professor and associate research professor.

3. REQUIREMENTS FOR RESULTS SCIENTIFIC RESEARCH ACTIVITIES

3.1. Conditions for stimulating teaching staff, staff, postdoctoral students and students of the University based on the results of the calendar year for publications and in international rating publications indexed in the Web of Science and/or Scopus databases:

- The journal should not be of dubious reputation, "predatory" and / or fake (according to the criteria of the expert Jeffrey Bale);

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– The journal at the time of compiling the list for promotion must be indexed and have a non-zero impact factor according to the Web of Science database or $SJR \geq 0.1$ according to the Scopus database;

– Only articles published in the regular issues/issues of the journal and/or special issue (Special Issue) and not in the supplement (Supplement) are taken into account;

– Only full-fledged research articles (Article and Review) are considered. Materials and abstracts of conferences, abstracts of published monographs and books, letters to the editor and short abstracts of articles are not taken into account;

– Only articles published in the current calendar year and which are displayed in SciVal/Scopus and Web of Science systems at the time of compiling the list for promotion are taken into account;

– The list includes only those articles, the author of which indicated in the affiliation the universal spelling of the name of the Kazakh National University named after al-Farabi in English - Al-Farabi Kazakh National University;

– Articles of students or those who have already graduated from PhD doctoral studies are also taken into account, provided that the author indicated in the affiliation the universal spelling of the name of Al-Farabi KazNU in English.

4. PROCEDURE FOR FORMING A LIST OF AUTHORS FOR STIMULATION

4.1. Based on the monitoring of the sites <http://apps.webofknowledge.com/> and <http://scopus.com> and/or scival.com, employees of the Department for Science and Innovation University (hereinafter - DSIU) compile a list of articles that meet the requirements specified in clause 3.1. of this Regulation and indicating the full name of one author, who indicated the affiliation of Al-Farabi KazNU, for each article for promotion, no later than May 15 and December 15 of each calendar year.

4.2. The list of articles compiled by the DSIU staff is approved by the Member of the Board - Vice-Rector for Research and Innovation. Controversial issues that arise when compiling the list are resolved in the manner prescribed by the "Regulations on the establishment of a commission to analyze the quality of scientific publications of the authors of Al-Farabi KazNU in the Scopus and Web of Science database".

4.3. No later than 10 (ten) working days before the next meeting of the Commission, the head of the department provides the secretary of the Commission in electronic format (doc, docx) and in paper form with an application certified by a live seal and handwritten signature in accordance with the form specified in Appendix 1 with detailed information on scientific publication, publication, publisher included in the international database Scopus and/or Web of Science, login and password to the author's account for correspondence in the online article download system on the website of the publication in which the article

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in question was published.

4.4. The Commission conducts an examination of publications and journals of scientific articles published in the Scopus database and / or Web of Science of the authors of the University in accordance with qualitative and quantitative criteria and draws up a protocol.

4.3. Member of the Board - Vice-Rector for Research and Innovation prepares a submission addressed to the Chairman of the Board - Rector with a list of authors for stimulation.

4.4. The basis for encouraging authors is the order of the Chairman of the Board - Rector, which indicates the amount of remuneration for each author in accordance with paragraph 5. of this Regulation.

4.5. In case the same article is displayed simultaneously in the databases web of science and Scopus, then remuneration is paid only once in the amount corresponding to the gradation of the quartile and SJR of the journal in the database SCImago Journal Rank.

5. TERMS OF PAYMENT AND AMOUNT OF INCENTIVES

5.1. Annually until May 20 and December 20 Member of the Board - Vice-Rector for Research and Innovation in agreement with the Member of the Board - Vice-Rector for financial activities plans the total amount of remuneration, taking into account taxes, pension and other deductions.

5.2. DSIU employees rank the size of the award of articles in accordance with the approved gradation of scientific articles according to the SJR journal in the database SCImago Journal Rank, as well as a bonus to the premium based on the percentile of the journal in the Scopus database, and Web of Science for the 1st and 2nd quartiles.

5.3. Every year, DSIU and DEF (Department of Economics and Finance) approve the total amount of funding and the gradation of scientific articles and in accordance with the minimum wage until January 20.

5.4. The amount of payment for each author is determined in accordance with the approved gradation, and the amount of additional payment does not depend on the position, academic degrees, titles and other characteristics of the scientist.

5.5. The total amount of payment for rating articles is approved by the order of the Chairman of the Board - the Rector, which indicates the amount of remuneration for each author.

5.6. Prizes, through a one-time transfer to a personal bank account, are issued only to one author for encouragement, specified in the list approved by the Member of the Board - Vice-Rector for Scientific and Innovation Activities.

5.7. The premium is paid to authors in a lump sum in May and December at

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the end of the month for the current calendar semester.

5.8. The remuneration for publications in rating publications are distributed equally among all members of the team of authors, including foreign ones, or according to the contribution of each co-author to the writing of the article by the collective decision of the authors.

5.9. The University is not liable and does not consider claims for organizing the distribution of the award among the co-authors of the publication.

5.10. Persons whose articles comply with the requirements of clause 3.1. of these Regulations and whose full name is indicated as the author for encouragement, but who are not currently working / not studying at the University are required to conclude an agreement to receive a fee, in accordance with the current legislation of the Republic of Kazakhstan, and also provide an act of work performed (services rendered), a copy of the article published in the Scopus database, a copy of the identity card and a 20-digit bank account number (Appendices 2, 3).

5.11. In the event that the author of an article that meets the requirements of clause 3.1. of this Regulation, was not awarded based on the results of the current calendar half-year, then this person has the right to apply for a monetary incentive as an incentive in the next calendar half-year on the terms and amount of the bonus for the next calendar half-year.

6. FINAL PROVISIONS

6.1. Control over the implementation of these Regulations is entrusted to the Member of the Board - Vice-Rector for Scientific and Innovation Activities and the Member of the Board - Vice-Rector for Financial Activities of the University.

6.2. This regulation comes into force from the date of approval by the Academic Council of the University.