

Free Academy of Tbilisi



The Rule for Reviewing, Approving and Participating in Targeted Scientific-Research Projects



Article 1. Scope of action

1.1. The goal of this rule is to develop the scientific-research work of the Free Academy of Tbilisi (hereinafter - the "Academy"), to raise the quality of research activities, to integrate and internationalize scientific-research and educational processes, to increase the motivation for scientific research and the active involvement of students in it, as well as to increase their commercialization. Implementation of scientific research activities. The present rule determines the procedure and conditions for holding a competition for financing the targeted scientific-research project(s) of the Academy.

Article 2. Theme and budget of the competition

2.1. The topic of targeted scientific research projects is determined by academic and invited staff.

2.2. Within the framework of the targeted scientific research program, funding of a specific scientific research project is carried out only on the basis of competition.

2.3. The budget of the scientific-research project to be implemented within the school and, accordingly, the maximum amount of funding is determined to be no more than 2500 (two thousand five hundred) GEL.

2.4. Scientific-research project(s) are carried out under the leadership of the representative(s) of the academic staff of the school/schools of the Academy.

2.5. For the financial provision of targeted scientific research an amount will be allocated from the Academy's budget and will be distributed among the winning projects.

2.6. The financing of the project will be carried out in tranches, in the following order - the first tranche 60% (based on the submission of the financial and program report and a positive evaluation), and the second tranche - 40% (after the successful completion of the project).

2.7. The duration of the scientific-research project should not exceed 18 months.

2.8. Within 12 months after the end of the project, the project receiving team must provide proof that the work done within the framework of this project has been implemented (namely: the paper has been printed or released for



printing. It has been printed as a manual or released for printing. The results have been integrated into the learning process, etc.).

Article 3. Announcement of competition

1. Based on the legal act (order), the rector, on the recommendation of the school board, announces the competition and determines the terms of receiving the competitive documents, as well as determines the persons responsible for receiving the competitive documents and the composition of the commission.
2. The applicant must to submit the following documents to the document acceptance commission:
 - a. Application (see Appendix No. 1);
 - b. Description of the scientific research project;
 - c. Cost estimation of the research project;
 - d. CV of participants in the project;
 - e. Notice of student status and study card of students participating in the project;
 - f. Students' written consent to participate in the project (see Appendix No. 2).
3. The application for participation in the competition submitted after the deadline is not subject to acceptance.
4. In case of incomplete/defective submission of the mandatory documentation specified in the second paragraph of this article, the document acceptance commission will accept the application and inform the authorized person about the defect, which is subject to correction no later than 2 working days after the deadline for receiving competitive applications. If the defect is not corrected after the expiry of the mentioned period, the submitted application will not be considered.
5. After receiving the competitive applications, the document receiving commission will transfer the received documents to the relevant commission.

Article 4. Participation in the competition

1. Representatives of the school administration, academic and invited staff and students of the school's educational program have the right to participate in the project.
2. At least 2 students of the school must be involved in each project (undergraduate students of active status at the time of decision on project presentation and financing).
3. The project has a supervisor (representative of the academic staff) who is responsible for the progress of

the project and also for presenting the report to the school council. The same academic staff and student may not participate in more than one school-sponsored project.

Article 5. Composition of the commission

1. The decision on the financing of a targeted scientific-research project is made by a commission.
2. The composition of the commission is approved by the legal act of the rector.
3. The commission is authorized, if necessary, to invite academic staff of other universities and academic staff of different profiles to evaluate the competition project.
4. A person participating in a targeted scientific-research project cannot be a member of the commission.
5. Minutes of each meeting are drawn up and signed by the chairman and secretary of the commission.

Article 6. Decision making procedure

1. The commission considers the presented scientific-research projects and makes a decision on its financing.
2. The commission evaluates the presented scientific-research projects according to the following criteria: The relevance and novelty of the research, how clearly the goals of the project, the tasks to be implemented, the expected results and sustainability are described, the extent to which the professional education and qualification of the personnel involved in the project correspond to the effective conduct of the research set by the project, how optimally the time and human resources are planned in the project and other criteria, which The commission considers appropriate.
3. The session of the commission is considered authoritative if it is attended by more than half of the full composition.
4. The decision is made by open voting. Each project is voted on individually and each member of the commission votes for each project. The project that collects the majority of votes, taking into account the existing budget, will be declared the winner and will be financed.
5. The commission is authorized to make a decision on partial or full funding of the research project.
6. The commission is obliged to make a decision no later than 15 working days after the deadline for receiving the documents.
7. The chairman of the commission will present a report on the results of the competition at the next meeting of the school board, which will be approved by the decision of the school board.



Article 7. Project monitoring

1. The progress and results of the funded scientific-research project will be monitored by the structural unit of the Academy approved by the Rector's order;
2. The head of the scientific-research project is obliged to submit a report to the structural unit determined by the order of the rector 6 months after receiving the funding of the targeted scientific-research project (interim financial and program report) and after the end of the project (final financial and program report), which in turn submits the report to the school board.

Article 8. Approval, introduction of changes and additions

8.1. Approving, revoking, making changes and additions to this rule is carried out by the Senate of the Academy on the recommendation of the School board.



Application

It is presented to you for consideration as part of a targeted scientific research project

Supervisor's last name, first name:

Project name:

General budget:

Start the project:

Project completion:

Scientific group members (last name, first name)	role in the project	Workplace, position	signature
	Scientific supervisor		

Date:

Letter of consent from the student

I, _____ agree to participate in the targeted scientific

project of the Academy _____

_____ which is presented by supervision of _____

_____ .

signature:

Tel.:

Date:

