

**Approved by the Faculty Board
with Minutes No 2 of December 9, 2016**

**REGULATIONS
for**

**Faculty of Engineering Economics, Media Technology and Social Sciences for
Competitive Evaluation and Approval of Internal Faculty Projects**

Tbilisi 2016

1. Objectives

1.1 The present Regulations regulate (specify) the general procedures of presenting, reviewing, approval, implementation and monitoring of internal scientific-research projects of the Faculty of Engineering Economics, Media Technology and Social Sciences (hereinafter the “Faculty”);

1.2 The objective of the Faculty is through open competition and based on the evaluation to identify and finance the projects promoting the scientific potential of the Faculty, improving the professional qualifications of its staff members, establishing contacts with Georgian and foreign researchers.

1.3 The procedures and conditions of the open competition are transparent and objective to ensure the accessibility of the financing for scientists and researchers.

2. General Conditions

2.1. The following persons are eligible to participate in the Project:

- A full professor, an associate professor or an assistant professor of the Faculty and invited academic personnel as well as a PhD student and a master’s student.

- A group of researchers headed by a full professor, an associate professor, an assistant professor or a PhD student. The group may include the Master’s students and Bachelor’s students of the faculty (their total number should not exceed one fourth the total number of group members);

- A group of researchers comprising representatives of the Georgian and foreign educational and scientific-research institutes (the total number of foreign researchers in such a group should not exceed half of the total number of group members).

2.2 General directions of scientific-practical research:

The general directions of the scientific-practical research are specified and the priorities of the university and the faculty are identified at certain intervals.

2.3. Sources of financing and administration:

- The project are financed from the Faculty budget;

- The Commission of Evaluation and Approval of the Faculty Scientific Projects (hereinafter “the Commission”) is responsible for the administration of the projects.

3. The Commission

3.1. The internal faculty Commission and its Chairperson are appointed by the faculty Dean and comprise the following members:

Faculty Dean

Deputy Faculty Dean

Had of the Quality Assurance Service

Heads of Academic Departments

Faculty Manager

3.2. The Commission's term of office is 4 years.

3.3. The Commission shall ensure the following:

- Announce the competition according to the regulations approved by the Faculty Board;
- Provide consultations to competitors;
- Ensure the appraisal of the projects by experts;
- Select the projects for financing based on the experts' appraisal and submit them to the Faculty Board.

3.4. The commission takes a decision by a simple majority of votes. The decision is recorded in the minutes. If votes are divided equally, the Dean shall have a decisive vote.

4. Terms and Stages of Submitting Scientific-Research Projects

4.1. The Commission shall specify the deadlines for submitting the project proposals. The deadline shall be at least 15 days after the competition announcement.

4.2. The competition is announced by the Commission's decision. The period of selection is specified by the Commission's decision.

The selection includes three stages:

- Stage 1: technical evaluation of project proposals in order to determine their compliance with the competition requirements. The proposals which fail to meet the requirements will be rejected without further review;
- Stage 2: The Commission will review the project proposals and evaluate them according to the approved criteria;
- Stage 3: Interviews with applicants (groups) to determine the competencies required for the project implementation. A project presentation is an integral part of the interview.

4.3. After completion of all the three stages the Commission will select the winner projects and submit them to the Faculty Board for approval. Afterwards an extract from the minutes of the Faculty Board meeting and an explanatory note of the Dean will be submitted to the Rector.

5. The terms of the project proposal submission and the documents comprising an application:

5.1. A hard copy and an electronic version of an application shall be submitted in the Georgian language;

5.2. An electronic version of an application shall be submitted on a hard disk (compact disk);

5.3. An application shall include the following documents:

- a) An application (Annex 1);
- b) A completed form an application (Annex 2);
- c) Project summary in the Georgian and English languages (1 page);
- d) Project proposal (Annex 3) (no more than 7 pages);
- e) Project budget (Annex 4);
- f) CVs of all the participants (Annex 5);
- g) Copies of Applicants' ID cards;
- h) In case of co-financing, the official documents confirming the co-financing (indicating the amount of co-financing and part of the project budget covered with the proceeds of co-financing).

6. Project Evaluation Criteria

1. Compliance of the project title with the contents;
2. Project relevance
3. Project goals and description of tasks
4. Justification of the project significance
5. The expected project outcomes and their practical use
6. Research methods and approaches
7. Future development plan
8. Project feasibility in the specified time period and with the available financial and human resources
9. The significance of the project for the professional development of the applicant(s).

7. Monitoring, Evaluation and Completion of the Scientific-Research Projects

7.1. The project financing beneficiary shall submit quarterly progress reports to the Commission.

7.2 If necessary, on the Committee's request the project leader shall submit to the Commission all the project related documents. The Commission is also authorized to monitor the project progress at any time and request the project author to submit a report to the Council and the Faculty Board.

7.3. The Commission shall review quarterly reports and issue the relevant acts.

7.4. Within two weeks after the Project completion a final scientific report shall be submitted to the Faculty. The final report shall be reviewed by the faculty Board and published at the official web-site of the Faculty.

Annex 1

APPLICATION

**To: The Commission of Approval of Scientific Projects
Faculty of Engineering Economics, Media Technology and Social Sciences**

I would like to inform you that I familiarized myself with the Regulations of the Faculty of Engineering Economics, Media Technology and Social Sciences for Competitive Evaluation and Approval of Internal Faculty Projects. I hereby undertake the obligation to meet the requirements of the Regulations and submit this application.

I would like to confirm that the provided information is accurate and does not contain any false statements. I would also like to authorize the Commission to check the accuracy of the submitted information at any time.

I am aware that the Commission has the right to reject my application if they find any false statements or misrepresentation of facts in it.

Applicant's signature:

Date:

Annex 2

Application Form

1 Full name

2 Date and place of birth;

3 Place of residence and full postal address (actual place of residence)

4 Contact information: apartment and office telephone numbers, fax, mobile telephone

5 E-mail address

6 Academic/scientific degree

7 Current occupation (organization, position)

8 Project title

9 Scientists' interest and expectations of the Project

10 Name of the organization where the research is to be carried out (in Georgian and English), address, web-site;

10.Co-financier and its details

11 The language of the presentation

13. Project terms.

Annex 3

Scientific-Research Project proposal

(maximum 7 pages, font – Sylfayen, size – 11, spacing -1)

1. Project title;
2. Project relevance;
3. Project goals and description of tasks
4. Justification of the project significance
5. The expected project outcomes and their practical use
6. Research methods and approaches
7. Future development plan (specify the commercial potential of the research)
8. Project feasibility in the specified time period and with the available financial and human resources
9. The significance of the project for the professional development of the applicant(s).

Annex 4
Budget

Requested Amount (GEL)	Other Sources of financing (Co-financing)	Total Amount in GEL	Co-financing person/organization

Total:

Annex 5

Curriculum Vitae (CV)

Full name:

Address:

Telephone:

E-mail:

Date and place of birth:

1. Education
2. Professional Experience
3. Participation in scientific or research projects
4. Professional certificates and awards
5. List of inventions, publications/textbooks
6. Language skills