The Regulations on the Organisation of Scientific Research and Technical Activities at the National University of Ostroh Academy

APPROVED by order of the Rector of the NaUOA No. 113 of November 2, 2020 APPROVED by the Academic Council of the NaUOA No. 3 of October 29, 2020



1. General Provisions

1.1. The Regulations on the Organization of Scientific Research and Technical Activities (SRTA) at the National University of Ostroh Academy (the University, NaUOA) are developed to ensure organisational, legal, and economic conditions for SRTA and to regulate it as an integral part of NaUOA activities that provides the integration of academic process at the University.

1.2. The Regulations are developed by the Regulations on the Organisation of Scientific, Research and Technical Activities in Higher Education Institutions of III and IV accreditation levels, approved by the order of the Ministry of Education and Science of Ukraine N_{2} 422 of 01.06.2006 and the Statute of the NaUOA.

1.3. In organising and conducting research, scientific, technical and developmental work, the NaUOA is guided by the Constitution and laws of Ukraine, acts of the President of Ukraine, the Cabinet of Ministers of Ukraine, orders of the Ministry of Education and Science of Ukraine, this Regulation, the Statute of the NaUOA, orders of the Rector, orders of the Vice-Rector for Research and Teaching and other regulatory documents.

2. Purpose and main objectives SRTA

2.1. The primary purpose of the NaUOA's SRTA is to obtain and use new scientific knowledge to create socially helpful scientific results, to provide quality training for specialists in relevant sectors of the economy, scientific and scientific-pedagogical staff of higher qualification, to solve complex problems in the field of scientific and technological development; to implement and use in Ukraine and the world market scientific and scientific-practical results obtained in the process of research and technical activities at NaUOA.

2.2. The main tasks of NaUOA in the field of SRTA are:

2.2.1. Develop fundamental research in natural, humanitarian, psychological, pedagogical, and socio-economic sciences with the aim of further use in priority areas of science and technology and social and economic development of the country. Carrying out applied research and development for efficient use and development of scientific potential, attracting additional funds to solve social and other problems of the industry.

2.2.2. Research and development of theoretical and methodological foundations for the formation and development of higher education, strengthening the influence of science on solving problems of education and upbringing, preservation and strengthening of the defining character of science in the development of society, culture, and economy.

2.2.3. Formation and development of scientific schools.

2.2.4. Implementation of measures to support the research of young scientists and involvement of gifted students in research activities;

2.2.5. Ensuring the training of qualified specialists and scientific and scientificpedagogical staff of the highest qualification based on the latest scientific and technological progress achievements at NaUOA.

2.2.6. Effective use of higher education's scientific, research, and technical potential to solve priority problems of production and socio-economic transformations.

2.2.7. Development of new, progressive forms of research and technical cooperation with foreign and domestic academic and industry science centres to jointly solve the most critical scientific and technical problems, create high technologies and expand the use of research developments of the NaUOA in economic activity and industry.

2.2.8. Promoting the protection of intellectual property and copyrights of researchers as a basis for strengthening and developing reaching the world level of scientific activity.

2.2.9. Organization of information and publishing activities, popularisation of scientific achievements of NaUOA through the media and the Internet.

2.2.10. Conducting patent licensing work on the protection of intellectual property and

copyrights of researchers.

2.2.11. Conducting market research on scientific services, patent and license work, marketing, information support and transfer of scientific and technical products by international standards.

2.2.12. Developing and filling the content of higher education standards with world science and technology achievements.

3. Scientific structures and management

3.1. The organisation of the SRTA at NaUOA and its direct management, planning, and current management is carried out by the Vice-Rector for Research and Teaching within the powers delegated by the Rector. The Vice-Rector for Research and Teaching manages and organises SRTA through the scientific units and advisory structures established at NaUOA (scientific councils, scientific sections in priority areas, expert commissions, etc.)

3.2. For the organisation and coordination of SRTA, a scientific department has been established at NaUOA, and the main tasks and functions are defined by a separate regulation approved by the Academic Council of NaUOA.

3.3. SRTA at NaUOA can be carried out based on research units. A research unit is formed as a separate structural unit of NaUOA, usually based on departments, faculties, and institutes and may be represented in the form of a research centre, scientific (scientific, practical, research) laboratory, workshop, clinic, school, sector, or another structural unit that carries out SRTA. The order of the rector creates scientific structural subdivisions, and their activities are determined by the regulations approved by the Academic Council of NaUOA.

3.4. Monitoring of the activities of NaUOA academic departments is carried out annually at the end of the calendar year. The order of the Vice-Rector for Research and Teaching determines the term and form of monitoring.

3.5. The basic structural unit that ensures the implementation of SRTA at NaUOA is the department.

3.6. The organisation of SRTA at the faculty/institute, its planning and current management is carried out by the Deputy Dean/Director for Research, who is appointed by the order of the Dean of the faculty/institute and is directly subordinate to the Dean of the faculty/institute.

3.7. To coordinate the SRTA, the Council of Young Scientists and the Student Scientific Society Academician have been established at NaUOA, the procedure for which is determined by separate regulations.

3.7. The implementation of programs and projects of basic and applied research at NaUOA is carried out by teams of structural research units, which include researchers and research and teaching staff, doctoral students, applicants for higher education, and other employees of NaUOA. If necessary, specialists from third-party organisations may be involved.

3.8. Researchers and pedagogical workers perform research following thematic plans, contracts, technical specifications, and individual plans. They are responsible for the quality and timeliness of their implementation, scientific and practical value, and social and economic usefulness of results.

3.9. Scientific supervisors shall organise and directly manage the implementation a program, research, or development project. If necessary, responsible executors of programs and projects, scientific consultants, and other responsible persons may also be appointed.

4. SRTA financing

4.1. To implement SRTA, NaUOA is introducing the principle of multi-channel financing, including the use of opportunities provided by Ukraine's entry into the international scientific space.

4.2. Sources of SRTA funding at NaUOA are state budget funds for research and development based on providing educational and scientific services commissioned by legal entities and individuals; funds raised from state and international funds (grants); and other sources following applicable law.

4.3. The financial and economic activities of NaUOA in the field of SRTA are carried out based on the university budget approved by the Ministry of Education and Science of Ukraine under the relevant budget programs.

4.4. The Research and development of NaUOA, conducted at the expense of the state budget's general fund, is funded by the Ministry of Education and Science of Ukraine under the budget program per the approved thematic plan.

4.5. Documentation of transactions related to the performance of research and development or provision of paid services in the field of scientific, scientific and technical activities, their accounting and reporting shall be carried out by the requirements of the Budget Code of Ukraine, the Procedure for Preparation, Review, Approval and Basic Requirements for the Execution of Budget Estimates of Budgetary Institutions approved by the Resolution of the Cabinet of Ministers of Ukraine No. 228 dated February 28, 2002 and other regulatory legal acts.

4.6. Financing of student research work is carried out at the expense of a special state budget fund by the approved budget.

5. SRTA planning, organisation and accounting

5.1. Ukraine's Ministry of Education and Science manages scientific and scientific and technical activities within its powers. NaUOA carries out current and prospective planning of scientific and technical activities.

5.2. Research and development planning at NaUOA is carried out per the principal scientific and technical areas defined by the strategic development plan of NaUOA and approved by the University's Academic Council. The basis for planning research activities is thematic research plans.

5.3. NaUOA independently carries out current and prospective planning of SRTA following the thematic plan approved by the rector and agreed with the Ministry of Education and Science of Ukraine (for budgetary funding).

Fundamental research applied research that contributes to the development of innovation activities of NaUOA and is funded by the state budget is included in the thematic plan based on competitive selection. A separate regulation carries out the competitive selection of topics.

5.4. Planning of expenses for research work is carried out by the head of the research department together with the accounting and financial service of NaUOA based on calculations, the results of which are reflected in the calculation of the estimated cost of the topic as a whole, with the allocation of the cost of work (services) to be performed in the current budget year.

5.5. Documentation of operations related to the performance of research and development work or provision of paid services in the field of scientific, scientific and technical activities, ensuring their accounting and reporting shall be carried out by the Scientific Department by the requirements of the current legislation of Ukraine.

5.6. Research and development work shall be subject to registration with the Ukrainian Institute of Scientific, Technical and Economic Information by the requirements of the current legislation of Ukraine.

5.7. The plan of scientific events (international and all-Ukrainian scientific conferences, forums, symposia, etc.) is formed annually based on proposals of faculties/institutes' scientific structural subdivisions.

5.8. Based on the results of SRTA, NaUOA publishes collections of scientific papers, monographs, textbooks, manuals, articles, and abstracts at scientific conferences, defends theses for the degree of Doctor of Philosophy (Candidate of Sciences) and Doctor of Sciences, obtains titles of protection, and prepares relevant reporting documentation:

- annual information reports for the Ministry of Education and Science of Ukraine on scientific and scientific and technical activities with analysis of statistical data and coverage of the most important results of research and development;

- annual reports by the state statistical reporting form No. 3-science "Report on the implementation of scientific and scientific and technical works";

- interim reports on the implementation of research and development works financed from the general fund of the state budget of Ukraine;

- final and annotated reports on completed research works financed from the general fund of the state budget of Ukraine;

- acts on the implementation (use) of research results;

- information reports (at the request of the customer) and acceptance certificates by the calendar plan for each stage of research and development work financed from revenues under economic contracts;

- annual SRTA reports of NaUOA's scientific structural units by the approved work plans;

- individual rating indicators of scientific activity of research and teaching staff on scientific work by the Regulations on the system of reporting and rating of teaching staff, departments and faculties;

- newsletters, brochures, booklets.

5.9. Costs are accounted for on a per-research project basis. The research department and the accounting and financial service of NaUOA ensure comparative compliance with planned and reported data. The Research Department ensures control over the timing of research and development activities and their compliance with funding sources.

6. Performers of research and development work and their remuneration

6.1. The subjects of SRTA at NaUOA are full-time research and teaching staff, research and technical staff, doctoral students, higher education students, management staff of the educational institution, employees who organise and coordinate research and development, etc.

6.2. Specialists of scientific institutions, enterprises, and organisations of the national and branch academies of sciences and other specialists with appropriate qualifications may be involved in performing research work at NaUOA.

6.3. Procedure for hiring for research work:

6.3.1. Full-time researchers are admitted to the relevant structural unit to perform research work or other types of scientific activities based on their application and the order of the Rector of the NaUOA;

6.3.2. Part-time researchers are admitted to the relevant structural unit to perform research work according to the requirements of the current legislation of Ukraine based on agreements concluded between the employees and the NaUOA and the order of the rector. The employment contract term for part-time researchers is established by agreement of the parties but may not exceed the term of the research work for which the employee is enrolled.

6.3.3 Employees may fulfil economic contracts and grants based on contractor agreements between the customer and the contractor.

6.4. Pedagogical and research workers carry out research and development by national, state, sectoral and other programs and projects, thematic and coordination plans, contracts, tasks (terms of reference), and individual plans and are responsible for the quality and timeliness of performance, scientific and practical value, social and economic usefulness of scientific and scientific and valuable results, and compliance with the principles of academic integrity.

6.5. Remuneration of research and teaching staff involved in the implementation of research works, research projects, and the implementation of economic contractual topics shall be carried out by the legislation of Ukraine, regulatory documents of the Ministry of Education and Science of Ukraine, and regulatory documents of NaUOA.

6.6. The additional payment of employees of NaUOA (full-time and part-time) consists of official salaries, extra payments, allowances, bonuses, etc.

6.7. Allowances and surcharges to the salaries of full-time research and teaching staff working on economic contractual topics are established by the Rector on the proposal of the head of the scientific department and in agreement with the Vice-Rector for Scientific and Pedagogical Work by the current legislation of Ukraine.

6.8. Allowances and surcharges shall be set within the payroll of the planned amounts and paid within the actual funds received for the topic.

6.9. The timesheet shall calculate salaries for full-time employees.

6.10. Part-time employees are paid for the work performed by the established procedure.

6.11. When performing research work based on a contractor agreement, remuneration to each member of the contractor's creative team shall be established by the decision of the head of the research department within the payroll fund of the actual funds received for the completed stage of work or completion of research work. In this case, accepting and transferring completed work is required.

6.12. Material incentives and bonuses are introduced to:

- interest of employees in identifying and realising reserves and opportunities to improve the results of individual and collective work;

- justification of the ratio in remuneration of different categories of employees based on their role in the research process, qualification and professional experience, complexity of work and functions performed by them, level of responsibility and scientific activity;

- Correspondence between the amount of remuneration and labour efforts of the employee, based on the results of individual work and assessment of personal contribution to the final results;

- stimulation of obtaining new scientific results, creation of fundamentally new equipment and technologies, encouragement of implementation of scientific developments in the national economy;

- stimulating the implementation of annual thematic plans for scientific developments and raising the scientific and technical levels of research.

6.13. Bonus payments to employees - direct executors of an economic, contractual topic or grant who have created scientific and technical products - shall be made in stages or for a fully completed topic that has been delivered under the work acceptance certificate to the Customer after receipt of funds for the implementation of the economic, contractual topic to the current account of NaUOA.

6.14. Bonuses for employees performing state budget topics may be paid after the end of the calendar year, provided that the relevant act of acceptance of the research work is executed and funds are received on the current account of NaUOA.

6.15. The prize may be paid at the expense of payroll savings. The amounts of bonuses for direct performers of research work and specialists (including managers) who contribute to the work are established by order of the rector on the proposal of the scientific supervisor of the research work or the head of the research department with the approval of the Vice-rector for Research and Teaching.

6.16. Payment for research and development work performed within the main working hours of research and teaching staff is a component of their salary.

7. Student research and work with talented youth

7.1. An essential component of the scientific and technical potential of NaUOA is the scientific work of higher education students, which, by the current legislation, includes research work included in the schedule of the educational process (scientific essays, projects, term papers, qualification papers, dissertations, practical, laboratory classes, research practice), as well as work performed outside the schedule of the educational process.

7.2. The purpose of involving students in research and development activities at NaUOA is to train specialists with higher education who can think creatively, engage in self-education, pose and solve research problems, and publicly present and defend their ideas. The organisation of student research also involves the creation of a scientific reserve and the formation of a young generation of scientists.

7.3. For general coordination, organisational, scientific and methodological support of work with gifted youth, creation of favourable conditions for the development and realisation of creative abilities of higher education students and young scientists, the Student Scientific Society "Academician", the Council of Young Scientists function at NaUOA, whose activities are regulated by separate provisions approved by the Academic Council of NaUOA.

7.4. One of the primary forms of SRTA for higher education students is student research clubs operating at the departments.

7.5. NaUOA can act as an essential higher education institution for the second stage of the All-Ukrainian Student Olympiads and competitions for scientific works in the natural, technical, and humanities sciences. These events are held at NaUOA by the relevant orders and regulations of the Ministry of Education and Science of Ukraine.

7.6. The forms of realisation of scientific work of higher education applicants may be

- registration of a higher education applicant as a co-executor on a paid or free basis of a state budget or economic, contractual topic, a project funded by a grant

- authorship or co-authorship of scientific articles, monographs, titles of protection, abstracts at scientific conferences, and other ways of presenting the results of research and development;

- participation of a higher education student in scientific events (conferences, round tables, forums, etc.), I and II rounds of All-Ukrainian Olympiads and competitions of scientific works in natural, technical and humanitarian sciences, or other competitions of scientific works at the university, national and international levels.

7.7. Each research and teaching staff member of NaUOA supervises the scientific work of at least two higher education students during the academic year.

8. Scientific and technical cooperation.

8.1. NaUOA carries out scientific and technical cooperation with educational institutions, scientific institutions, organisations, and Ukrainian and international funds through the current legislation of Ukraine.

8.2. NaUOA scientific and scientific and technical cooperation is aimed at:

- attracting customers and investors to cooperation, concluding and implementing cooperation agreements and conducting scientific research (including joint research);

- attracting funds from customers and foundations to finance research conducted at NaUOA, obtaining international research grants;

- obtaining competitive scientific and applied results on the world market, development of highly efficient scientific and technical products;

- organising joint conferences, round tables, forums, and other scientific events;

- providing internships for research and teaching staff, doctoral students, and higher education students to familiarise themselves with the world's leading scientific and technological achievements, research methods, scientific equipment, etc;

- publications (in particular, in co-authorship with partners) in leading publications indexed in scientometric databases;

- participation of academic staff, researchers, doctoral students, and higher education students in scientific events organised by Ukrainian and foreign partners of NaUOA.

9. Presentation and testing of research results

9.1. The authors publish the results of the research and development work performed at NaUOA by the established procedure in periodicals (scientific journals, collections of scientific papers, collections of abstracts, etc.), monographs, and are also tested during speeches by researchers, research and teaching staff, doctoral students, and higher education applicants at Ukrainian and foreign scientific conferences, during round tables, forums, symposia, and other scientific events, as well as during public defences of term papers, research projects, qualification and dissertation papers.

9.2. NaUOA is the founder and co-founder of scientific publications:

- Scientific Notes of the National University of Ostroh Academy. Series: Historical Sciences;

- Scientific Notes of the National University of Ostroh Academy. Series: Economics;

- Scientific Notes of the National University of Ostroh Academy. Series: Philology;

- Scientific Notes of the National University of Ostroh Academy. Series: Philosophy;

- Scientific Notes of the National University of Ostroh Academy. Series: Psychology;

- Journal of the National University of Ostroh Academy. Series: Law;

- Student Scientific Notes of the National University of Ostroh Academy;

9.4. The periodicals founded by NaUOA publish specially prepared articles containing new theoretical, experimental and practical results of scientific research. The materials submitted to the editorial boards of the publications are subject to plagiarism checks and independent, anonymous peer review, which may result in the article (or other scientific material) being recommended for publication, sent for revision, or rejected.

9.5. A separate provision regulates the procedure for preparing and circulating scientific publications at NaUOA.

9.6. The establishment of new scientific publications of NaUOA is carried out by the procedure established by law.

9.7. NaUOA may act as an organiser and co-organiser of international, all-Ukrainian and regional scientific and technical meetings, seminars, symposia, forums, conferences, and other scientific events.

9.8. NaUOA annually holds a scientific conference "Days of Science".

10. Training of teachers

10.1. The training of teachers is carried out by the "Procedure for the training of higher education applicants for the degree of Doctor of Philosophy and Doctor of Science in higher education institutions (research institutions)", approved by the Resolution of the Cabinet of Ministers of Ukraine No. 261 of 23.03.2016.

10.2. NaUOA provides doctoral studies (the third level of higher education) under educational and scientific programs approved by the Academic Council of NaUOA and doctoral studies in specific scientific specialities. The education of postgraduate and doctoral students is carried out at the expense of the state budget of Ukraine, as well as legal entities and individuals.

10.3. Admission to higher education in educational and scientific programs of the third level of higher education and doctoral studies is conducted competitively within the period established by the Rules of Admission to NaUOA for the current year.

10.4. To expand scientific areas at NaUOA, as well as in specialities in which, for objective reasons, training in educational and scientific programs of the third level of higher education and doctoral studies cannot be initiated, training of scientific and pedagogical and scientific personnel is carried out in other higher education institutions and research institutions.

10.5. Dissertation defences are conducted in specialised academic councils by the Procedure for Awarding Academic Degrees, approved by the Cabinet of Ministers of Ukraine No. 567 of 24.07.2013 and the Procedure for Conducting an Experiment for Awarding the Degree of Doctor of Philosophy, approved by the Cabinet of Ministers of Ukraine No. 167 of 06.03.2019.

10.6. The creation and functioning of specialised academic councils operating at NaUOA are regulated by the normative documents of the Ministry of Education and Science of Ukraine and specific provisions of NaUOA.