

**The Rules for Financing European University LLC Students' Research  
and Participation in International Conferences**

### **Article 1. General provisions**

1. The rules for financing European University LLC students' research and participation in international conferences (hereinafter – the rule), in order to finance students' research projects and participation in international conference, define the rules and conditions for submitting a competition application, implementing a funded research project and financing students' participation in international conference.
2. The document aims to establish a unified system of students' research and students' participation in the international conference and implement transparent, fair and impartial procedures.

### **Article 2. Source of financing the research project, students' participation in the international conference**

The students' research project and participation in the international conference are financed from the university's budget, within the amount allocated annually. Within each faculty, during the academic year, the research project is funded once, and students' participation in an international conference - once.

### **Article 3. Stages of consideration and decision-making on research project and competition for students' participation in the international conference**

Reviewing of the competition and decision-making includes the following stages:

- a) initiation and announcement of the competition;
- b) formation of the competition commission;
- c) evaluation of the project application or evaluation of the application for participation in the international conference of students (appendixes #1, #2, #3 and #4);
- d) decision-making by the commission on financing or refusal to finance;
- e) in case of appeal, making a final decision by the appeal commission;
- f) signing a contract on financing the research project or participation in a students' international conference;
- g) report on the performance of the research project or the participation of students in the international conference (appendixes #5 and #6).

### **Article 4. Initiation and announcement of research project competition and competition for students' participation in the international conference**

1. The dean of the faculty initiates the research project competition, the competition for students' participation in the international conference, within the annually allocated budget. The university rector decides on the announcement of the students' research project competition, the competition for students' participation in the international conference, based on the proposal made by the dean of the faculty.
2. The dean of the faculty applies to the university's rector for the commission's approval for the evaluation of the research project or students' participation in the international conference and presents the commission's composition.

#### **Article 5. A person eligible to apply for the competition**

1. A student of any course of the university has the right to apply for the research project competition or a competition for participation in an international students' conference.
2. There should not be more than three students in a working group working on the research project. The working group must have a scientific supervisor, an academic or visiting staff member of the faculty who is not affiliated with any university in Georgia and agrees to publish the research project results on behalf of the European University. Funding of academic/visiting staff in case of participation in the competition is not considered.
3. A student or a group of students of any course is entitled to apply for participation in the international conference of students. The presented speech may be co-authored by an academic or visiting staff member of the faculty who is not affiliated with any university in Georgia and agrees to make the speech on behalf of the European University. Funding of academic/visiting staff in case of participation in the competition is not considered.
4. If the student research project's budget includes the paper's preparation, the latter will no longer be subject to funding within the framework of the international conference competition.

#### **Article 6. Competition application and attached documentation**

1. The project application or the application for participation in the international students' conference must be submitted to the university's case management office along with the attached documents.
2. The competition project application must include the following documentation:
  - a) application form (appendix #1);
  - b) CV/summaries of all participants in the application;
  - c) student certificate;
  - d) letter of consent of the academic or visiting staff of the faculty on participation in the research project as a scientific supervisor;
  - e) letter of consent for using the material and technical base (if any).
3. The competition application for participation in the international conference of students must include the following documents:
  - a) application form (appendix #2);
  - b) CV/summaries of all participants in the application;
  - c) student certificate;
  - d) a letter of consent from the faculty's academic or visiting staff on being a co-author of the speech (if any);

e) consent received from the conference organizers/official letter of invitation to participate in the conference as a speaker;

f) proof of a participation fee in the conference as a speaker.

4. The duration of the research project submitted by the student should not exceed six months.

5. The university has the right to request the provision of competition documents in English.

6. The university's case management office sends the project application together with the attached documents to the dean of the relevant faculty, who, together with the commission defined according to Article 7 of this rule, determines the compliance of the submitted documents with the requirements established by this rule. In case of incompletely submitted documentation, the competitor will be given a deadline for eliminating the deficiency in the amount of no more than ten calendar days. In case of an inability to eradicate the deficiency within the established period, the competition application will not be considered.

#### **Article 7. Formation of the competition commission**

1. The competition commission consists of at least three members. The rector approves the members of the commission based on the recommendation of the dean of the relevant faculty. An expert who meets one of the following requirements has the right to be a member of the commission:

a) has a doctorate or equivalent academic degree in the relevant field;

b) has experience in research activities.

2. The commission's composition must include a member with a doctorate degree in the relevant field or an equivalent academic degree.

#### **Article 8. Evaluation of the application by the competition commission**

1. Based on the evaluation of the project application or the application for participation in the international conference, the competition commission prepares the conclusion.

2. The application is evaluated anonymously; confidentiality is maintained during the evaluation process. The names of the experts are not made public.

3. In the first stage, proposals are sent for evaluation to each expert, who evaluates the project with points and presents comments (appendix #3 and #4).

4. The commission prepares a conclusion (summary evaluation conclusion) based on proposals provided by all experts as a result of deliberation.

5. The research project competition commission makes one of the following decisions:

a) on fully financing the research project;

b) on partial financing of the research project;

c) on refusal to finance the research project.

6. The competition commission for students' participation in the international conference makes one of the following decisions:

- a) on fully financing the participation in the international conference;
- b) on partial financing of participation in the international conference;
- c) on the refusal to finance the participation in the international conference.

7. The commission is authorized to set a deadline for the author/authors of the winning research project of the competition to submit the conclusion to the ethics committee.

#### **Article 9. Application evaluation criteria**

1. The commission members evaluate the research project application according to predetermined criteria. Each criterion is assigned a corresponding point (appendix #3). It is mandatory to provide an evaluation definition for each criterion. The notes should give a basis for writing the appropriate scores. The maximum score for each criterion is ten, and the minimum is 0. The project application is evaluated with a total of six criteria. The project application must score at least 40 (forty) points.

2. The commission members evaluate the application for participation in the international conference according to predetermined criteria. Each criterion is assigned a corresponding point (appendix #4). It is mandatory to provide an evaluation definition for each criterion. The notes should give a basis for writing the appropriate scores. The maximum score for each criterion is ten, and the minimum is 0. The project application is evaluated by three criteria. The project application must score at least 20 (twenty) points.

#### **Article 10. Feedback to the author(s) of the application**

The author of each application receives a summary assessment report, which reflects the commission's overall assessment (including the proposal to make changes and, in exceptional cases, merge with another project) and the assessment and comments on each criterion.

#### **Article 11. Appealing the commission's decision (appeal)**

1. Within three days after the publication of the commission's decision, the author of the application has the right to appeal the commission's decision through the university's case management office.

2. Based on the students' complaint, the dean of the faculty submits to the rector the composition of the appeal commission, which is approved by the rector's legal act.

3. The appeals commission shall review the appeal within ten days after the receipt of the appeal and make one of the following decisions:

- a) on leaving the commission's decision unchanged;
- b) on canceling the decision of the commission and making a new decision.

## **Article 12. Financing of the research project, participation in the international conference and signing the contract**

1. In the event of the commission making the decisions provided for in sub-paragraphs “a”, “b” of paragraphs 5 and 6 of Article 8 of this rule, the dean of the relevant faculty will apply to the rector with a proposal about the financing of the research project or participation in an international conference.
2. Based on the proposal of the dean of the relevant faculty, a competition is announced, and the maximum total amount provided in the budget for financing the research project or participation in an international conference and the maximum amount determined per application for funding the research project or participation in an international conference are determined. As a result of the research project competition, within each faculty, the number of project applications with the best results is financed, which can be financed by taking into account the funds determined by the budget and the budget of the competition application. In the case of participation of students in the international conference, within each faculty, as a result of the competition, the number of competitive applications with the best results is financed, which can be financed considering the funds determined by the budget and the conference fee.
3. In case of equal points by the research project applications, an additional round is appointed, where the application’s author presents the research project’s presentation. The commission evaluates with the same composition. The majority of votes make the decision.
4. Taking into account the interest in the presented research project, which has earned a high rating, but the project budget exceeds the amount determined by the faculty budget for financing the research project, the rector of the university, in agreement with the president of the university, is authorized to increase the amount of the budget provided for in the competitive application, based on the petition of the commission.
5. In case of equal points by the applications for participation in the international conference, an additional round is appointed, where the author of the application for participation in the international conference presents the abstract presentation of the work to be presented at the conference. The commission evaluates with the same composition. The majority of votes make the decision.
6. Taking into account the existing interest in the competition applications submitted for participation in the international conference, if the number of applications received a high rating, the budget of which exceeds the amount determined by the faculty budget for financing participation in the international conference, based on the commission’s proposal, the university rector, in agreement with the university president, is authorized to increase the competition application provided, the amount of the budget.
7. The legal act of the rector on the announcement of the competition determines the amount of financing of the research project and participation in the international conference in accordance with the amounts specified in the budget, based on which the “Research project financing” agreement and/or the rector’s order “On financing the participation in the international conference” is formed between the parties.

8. The agreement “On Research Project Financing” defines the research project, the researcher/other persons involved in the research, the amount of financing, settlement stages, mutual obligations of the parties, deadlines for submitting reports, etc.

9. The order “On Financing Participation in International Conferences” determines winning conference applications, the amount of financing, mutual obligations of the parties, deadlines for submitting reports, etc.

### **Article 13. Accountability**

1. The scientific supervisor of the research project is obliged to submit an interim report on the progress of the research and a final report in accordance with the pre-developed report form (appendix #5) to the dean of the faculty at the periodicity determined by the agreement (once a quarter).

1.1. According to the report submitted by the scientific head of the research project, in case of determining that the research is being carried out in violation of the deadlines, the scientific head of the research project is obliged to provide information about the circumstances preventing the occurrence of the said fact.

1.2. Considering the objective basis of the deadline violation, the parties may agree on the deadline change to execute the research project. The mentioned change is reflected in the contract signed between the parties.

1.3. In accordance with the term defined by the agreement, the scientific leader of the research project is obliged to submit a report on the full implementation of the research project to the dean of the relevant faculty.

1.4 After completing the work on the research project, the scientific supervisor of the research project is obliged to provide the university students and other interested persons with information on the implementation and results of the research project, the practical and theoretical values of the research through meetings/discussions, etc.

2. The participant in the international conference is obliged to submit a report on the participation in the conference to the dean of the faculty in accordance with the pre-developed report form (appendix #6).

**Appendix #1**

Name, Surname	
ID Number	
Date of Birth	
E-mail	
Phone	
Address	
Faculty	
Project Scientific Supervisor	
Name of the Research Project	
Direction of the Research Project	
Duration of the Research Project	(months)
Requested Amount	(GEL)
Co-funding (if any)	(GEL)

**Research project proposal**

Font size -10, except for tables, where the minimum font size can be 8. Spacing between rows -1. A4 format. Side margins - 15 mm. Arial, Times New Roman or Sylfaen.

**1. Research project**

- a) relevance/novelty/research topic;
- b) research goals/objectives;
- c) research methodology;
- d) expected results/scientific/practical value;
- e) dissemination plan of research results.

**2. Implementation of the project**

- a) necessary material/technical base and human resources (with detailed description and justification);
- b) project implementation plan-schedule (the duration of the project should not exceed 6 months).

Task	1 <sup>st</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month	4 <sup>th</sup> month	5 <sup>th</sup> month	6 <sup>th</sup> month
Task 1.						

Task 1.1						
Task 2						
Task2.1						
...						
...						
...						

### 3. Budget

Individual financial support (full-time) for each participant involved in the research			Requested amount (GEL)
Name and surname	Monthly salary (GEL)	Total months	
Individual financial support (sum)			
Required equipment, resources and services <i>(please list them. Each of them must be explained in the verbal description of the budget)</i>			-----
1.			
2.			
3.			
4.			
5.			
Resource and service fee (sum)			
Travel <i>(please explain in the verbal description of the budget)</i>			-----
Traveling on the territory of the country			
International travel			

Costs of living abroad (Per Diem)	
Other travel expenses (eg visa, conference registration, etc.)	
<b>Travel fee (sum)</b>	
Other expenses ( <i>please explain in the verbal description of the budget</i> )	
<b>Total requested amount</b>	
If any: funding received from other sources ( <i>please explain in the verbal description of the budget</i> )	

### Verbal description of the budget

#### 4. Appendixes (mandatory):

- CV/resume of all participants in the application.
- Student ID of all participants in the application.
- A letter of consent from the academic or visiting staff of the faculty on participation in the research project as a scientific supervisor.

Equipment, resources and services:
Travel:
Other (if any):
Funding received from other sources (if any):
Note:

- Letter of consent for the use of the material and technical base (if any).
- Please register my application for participation in the competition of students' research projects of the University of Europe Ltd.

By signing the application, I confirm that the information and documentation presented are accurate and do not contain false information. Also, I agree that the provided information/documentation be verified by the university and in case of fraud, the project application submitted by me will be removed from the competition.

Name, Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Competition application for participation in the international conference of students**

Name, Surname	
ID Number	
Date of Birth	
E-mail	
Phone	
Address	
Faculty	
Direction	
Name of the international conference and webpage address	
Place and date of holding the international conference (city, country)	
Format of the international conference	<input type="checkbox"/> Online/Remote <input type="checkbox"/> Offline
Title of the paper to be presented at the international conference (in Georgian and English):	
Person(s) co-participating in the international conference (if any):	
Scientific supervisor	
Requested amount	(GEL)
Co-funding (if any)	(GEL)

**1. Abstract of the paper to be presented at the conference (in Georgian and English)**

**2. Appendixes (mandatory):**

- CV/resumes of all participants in the application;
- student identification of all participants in the application;
- consent/official letter of invitation received from the conference organizers to participate in the conference as a speaker;

- evidence of the value of participation as a speaker in a conference.
- Please register my application for participation in the competition for participation in the International students' conference of European University LLC.
- By signing the application, I confirm that the information and documentation presented are accurate and do not contain false information. Also, I agree that the provided information/documentation be verified by the university and in case of fraud, the project application submitted by me will be removed from the competition.

Name, Surname: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix #3**

#	Evaluation criteria	Grading
1	<p><b>Relevance of the problem:</b> The project is aimed at solving the problem/problems of the relevant scientific field/direction.</p>	10 points
2	<p><b>Goals and objectives:</b> The problem or challenge to be solved is clearly defined and explained; the hypothesis and/or research question is clearly formulated; the goal of the project is achievable; the tasks are realistic and relevant to the objectives.</p>	10 points
3	<p><b>Research methodology and methods:</b> Appropriate methodology is selected to achieve project goals; appropriate methods are selected for data analysis.</p>	10 points
4	<p><b>Research planning and implementation:</b> The procedures and stages of the research implementation are described in detail; all steps of the project plan are precisely described; all necessary procedures including risk management, monitoring and evaluation are provided; principles of research ethics are provided.</p>	10 points
5	<p><b>Expected Results:</b> Expected results have scientific and/or practical value.</p>	10 points
6	<p><b>Communication and dissemination:</b> The project suggests an appropriate strategy and measures for disseminating the results to different target audiences. A realistic plan for publishing project results through various scientific publications and meetings is presented.</p>	10 points

**Appendix #4**

**Criteria for evaluation of the competition application for participation in the international conference**

#	Evaluation criteria	Grading
1	<p><b>Conference quality, reputation, structure</b></p> <p>The conference has an active website, where information is presented about the organizers of the conference; scientific and organizational committees; receiving, evaluating and selecting abstracts; conference program; archive of held conferences; detailed information about publication of abstracts/collections of works (publishing, indexing), etc.</p>	10 points
2	<p><b>Abstract quality</b></p> <p>The presented abstract is of high quality: the purpose, tasks, method, results and conclusion of the research are clearly defined; The research has an interdisciplinary character.</p>	10 points
3	<p><b>Support of career and personal development</b></p> <p>Participation in the conference will contribute to the career and personal development of the applicant by establishing new cooperation, local and international scientific contacts; Participation in the conference allows the applicant to acquire new knowledge and exchange/share existing knowledge.</p>	10 points

**Appendix #5**

**Research project progress report**

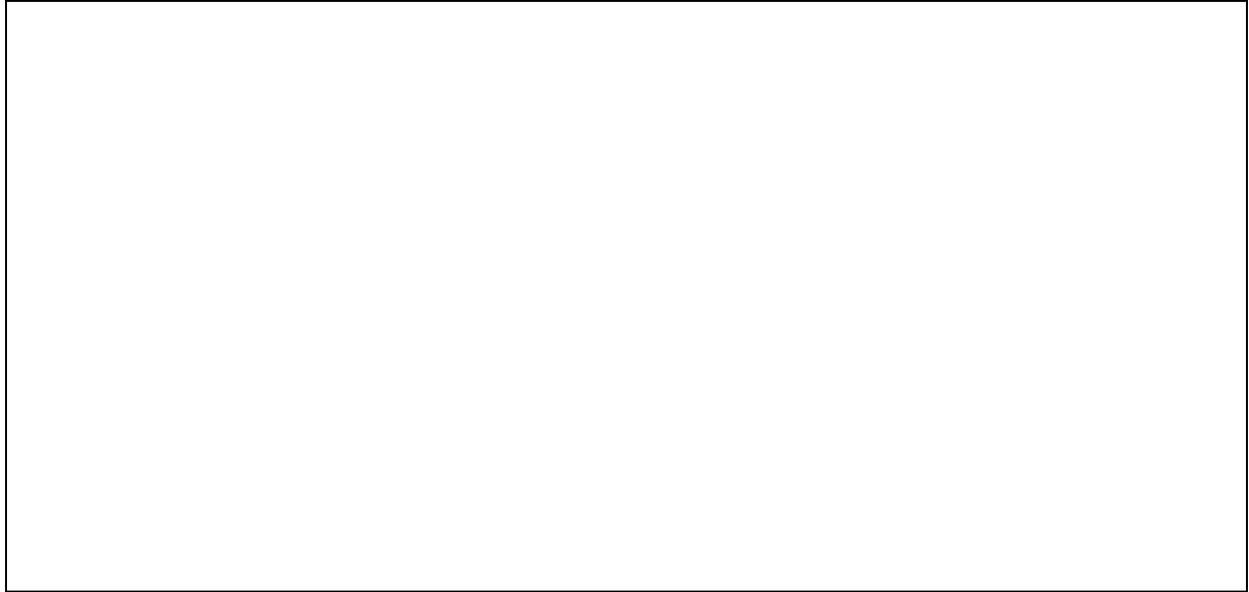
1	Date of contract	
2	Report period #	
3	Report type	<input type="checkbox"/> Interim <input type="checkbox"/> Final
4	Project name	
5	The competition within which the project was financed: (name of the competition/program, year)	
6	Project scientific supervisor	
7	Project duration (number of months): Start date of the project (number/month/year): End date of the project (number/month/year):	
8	Total budget of the project	

Signature of the project scientific supervisor: \_\_\_\_\_

Report submission date: \_\_\_\_\_

**1. Goals and objectives of the research project**

*Describe the goals and objectives of the implemented project*



**2. Brief summary and report of project results (interim/final)**

*The summary should include a brief description of the results of the project. Recommended number of words - 250.*



**3. Products obtained as a result of the implementation of the research project**

*Indicate the products obtained as a result of the implementation of the project from the list below:*

### 3.1. Article published in international scientific journals/publications

#	Author(s)	Article title	Journal title	Article status (choose from the menu)	Issue date (dd/mm/yyyy)	Hyperlink/ DOI
1						
2						
3						
4						
5						
6						

**Comment:**

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### 3.2. Scientific conferences, symposiums, congresses

#	Place of holding the event (city, country)	Date of holding the event	Event type (choose from the menu)	Event format (choose from the menu)	Thesis name	Hyperlink
1						
2						
3						
4						
5						
6						

**Comment:**

### **3.3. other products**

*Describe other products resulting from the implementation of the research project (eg, databases, physical collections, audio or video products, research materials, software, tools or equipment, other research-initiated products, etc.)*

### **4. Difficulties in the project implementation process**

*Describe the difficulties encountered during the implementation of the research (eg difficulties encountered during scientific work, technical difficulties, etc.); describe their causes and ways to solve/address them.*

## Report of participation in the international conference

1	Number and date of the order on participation financing in the conference:	
2	Name of the international conference (in Georgian and English):	
3	Place (city, country), date and website address of the international conference:	
4	Title of the paper presented at the international conference (in Georgian and English):	
5	Person(s) co-participating in the international conference (if any):	
6	Scientific supervisor:	
7	Total budget	

Appendixes (mandatory):

- international conference program (PDF version/scanned version);
- collection of papers/abstracts of the international conference (PDF version/scanned version);
- certificate confirming participation in the international conference (PDF version/scanned version).

Signature of scientific supervisor: \_\_\_\_\_

Student signature: \_\_\_\_\_

Report submission date: \_\_\_\_\_