

Approved on:

Academic Council of LEPL Shota Meskhia State  
Teaching University of Zugdidi

**LEPL Shota Meskhia State Teaching University of Zugdidi**

**Strategic Plan of the Scientific Department**

**2018-2021**

Zugdidi

2018

## **Introduction**

The Scientific Department is a structural unit of LEPL Shota Meskhia State Teaching University of Zugdidi. The Head of the Scientific Department shall guide his/her activities in accordance with the applicable legislation of Georgia, the Statute of the Teaching University and the Regulations of the Department.

The present document is a strategic/action plan for 2018-2020 of the Scientific Department of Shota Meskhia State Teaching University of Zugdidi, which consists of the vision of activities, together with relevant goals and objectives. The strategic goals set out in this document include:

- Maximizing the results of the activities of the Scientific Department;
- Constant improvement of productivity of scientific activities and the academic staff of the Teaching University through the activities of the scientific department;

The **priority** of the Scientific Department is to increase the productivity of academic personnel, promote the integration of teaching and research, and improve the mechanisms of supporting the research activities.

The scope of the Scientific Department is based on the following **values**: academic freedom and academic integrity.

The Scientific Department **determines the following aspects of the activities**:

**Cooperates with the faculty** in the process of learning and integrating research into the educational programs.

Cooperates with the faculty/head of the scientific library/library/program manager to fill the library with scientific literature. Establishes the compliance of scientific literature in the library with the literature mentioned in the syllabus and takes care to regularly update and fill the library with literature.

In order to determine the productivity of academic staff, prepares annual reports, **analyzes the results obtained, determines the causes of deficiencies and takes appropriate measures to eliminate them.**

**The Scientific Department carries out the following activities to achieve its goals and objectives:**

1. Sign memorandums/contracts with objects of research with the purpose to develop research/scientific activities
2. Ensure the access to international bases for academic staff. Hold training periodically for this purpose.
3. Prepare collections of works/publications for the publication.
4. Protection of scientific works from plagiarism
5. Organizing internal and international scientific conferences of professors and teachers
6. Organizing scientific conferences for students
7. Participation of students in joint research projects of the university to ensure the integration process of the research component with learning.
8. Take care to constantly update the book stock of the library with scientific literature.
9. Enhancing research on regional issues and transforming the Teaching University into a scientific and technical hub of the region. Facilitating the development of priority areas (agricultural, veterinary, construction and engineering, business, humanitarian and others) for the development of Samegrelo-Zemo Svaneti - preparing the qualified personnel and supplying to the market.
10. The inclusion of the scientific potential of the region into scientific and research projects of the Teaching University. Organizing joint conferences and presentations.
11. Attracting young scientific staff and organizing supporting events. Publishing the best works in the collection of works of the Teaching University.
12. Selecting the research topics of post-graduate students based on the priority development areas of the region. Ensuring their active participation in research projects of the region and the Teaching University.
13. Preparation of research projects of post-graduate students together with the academic staff of the Teaching University. Organizing the participation of post-graduate students in international student conferences.
14. The popularization of the results of post-graduate students' researches. Publishing the best works of students in the collection of works of the Teaching University.

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the Resolution of Academic Council

## Scientific Research Development Strategy

### Article 1. General Provisions

The “Scientific Research Development Strategy” provides mechanisms for supporting university research activities at the Teaching University.

### Article 2. Mechanisms for Supporting University Research Activities

System for supporting university scientific research implies the availability of a relevant structural unit, and implementation of research evaluation indicators, financing system of university research projects, anti-plagiarism policy, and informational support.

### Article 3. Organizational Supporting Structures of Research Activities

1. In accordance with the strategic goals and the plan of the Teaching University, the Scientific Department shall carry out activities to promote and develop scientific research in accordance with the Regulations of the Department.

2. The Scientific Department provides coordination of planning and evaluation processes of scientific-research development at the Teaching University, within the academic and scientific research component of educational programs of the Teaching University, organizational support for the implementation of academic activities of academic staff, monitoring of academic integrity in the framework of research, protection of academic integrity within the Teaching University and participation in the implementation of measures to combat plagiarism;

**Cooperates with the Faculty and the Quality Assurance Office** during the process of integrating teaching and research into educational programs; **Cooperates with the Faculty/Head of Scientific Library/Library/Program Manager** in order to fill the stock of the Library with scientific literature. Establishes the compliance of scientific literature in the library with the literature mentioned in the syllabus and takes care to regularly update and fill the library with literature. Together with the Head of Quality Assurance Office and the Development Office (coordinator of international programs) works out and monitors research activities in the process of international cooperation for the purpose of internationalization.

3. To achieve its objectives, the Scientific Department:

1. Develops a plan of research activities of the Teaching University.
2. Organizes university research activities (conferences, seminars, workshops, etc.);
3. Participates in reviewing research papers/in order to staff the process with appropriate personnel.
4. Analyzes reports of the academic staff;
5. Administers the university research projects.
6. Prepares an opinion on the research work of academic staff and works out recommendations for the development of research at the Teaching University;
7. Ensures protection of academic integrity within the Teaching University and participates in the implementation of measures to combat plagiarism;

#### Article 4. Intra-University Financing System of Research Activities

The Teaching University has developed the "Rule for Announcing and Financing of Intra-University Research Projects". For the development and promotion of the activities, during the financial planning, the Teaching University considers a budget established for the financing of research projects.

#### Article 6. Informational Support of University Researches

1. In order to increase the involvement of the Teaching University in international and local research projects, the Scientific Department cares about increasing the awareness of the academic staff of the Teaching University regarding the research projects and the possibilities of participating in them, as well as the awareness of academic community about the scientific and research achievements of the Teaching University.
2. In order to increase the awareness of academic staff and the participation in international research projects, the Scientific Department holds trainings.
3. In order to raise public awareness about the research activities of academic staff, the Scientific Department takes care of raising the ratings and credibility of its publications, as well as their indexation in the bases of the world scientific publications.
4. Information on individuals participating in university researches, reviewers, and their scientific works are public and available on the website of the Teaching University of Education.

#### Article 7. Scientific Publication of the Teaching University

The university has developed and operates the "rule for the publication, financing, and disposal of scientific publications," which regulates the financing of printing and disposal of the annual collection of the university's works.

#### Article 8. Academic Integrity and Combating Plagiarism

1. The Teaching University has developed and approved the “rule for establishing plagiarism and official liability within the scope of academic ethics and official activities of personnel carrying out educational activities”, which establishes the rules of conduct and disciplinary proceedings of personnel.

#### Article 9. Increasing Participation of Academic Staff in Research

1. The Teaching University, prior to holding all subsequent academic competitions, when continuing the contracts with academic personnel, considers their scientific potential and their participation in scientific researches.

#### Article 10. Certification of Academic Staff

The Teaching University has developed the "Rule for Evaluating Scientific Productivity of Affiliated Academic Staff", which regulates the qualitative and quantitative evaluation of scientific productivity of academic staff/evaluation of research quality indicators. The “Rule for the Limit Load of Academic Staff” has also been developed.

#### Article 11. Amendments and Additions

Amendments and additions to the “Scientific Research Development Strategy” shall be made by the resolution of the Academic Council.