

INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU
ULUSLARARASI SARAYBOSNA ÜNİVERSİTESİ



BOOK OF RULES

**ON INCENTIVES POLICY AND FINANCIAL SUPPORT FOR FULL-TIME ACADEMIC STAFF
AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO**

In accordance with the Article 59 paragraph (2) item m) of the Law on Higher Education (The Official Gazette of Sarajevo Canton, no. 36/22), the Board of Trustees of the International University of Sarajevo, on its regular session held on January 7th 2023, adopted the following:

BOOK OF RULES

ON INCENTIVES POLICY AND FINANCIAL SUPPORT FOR FULL-TIME ACADEMIC STAFF AT THE INTERNATIONAL UNIVERSITY OF SARAJEVO

THE PURPOSE

Article 1

The purpose of this Rule book is to determine the standards for scientific publications of academic staff at the International University of Sarajevo that are eligible for incentives, as well as to define financial support for conference participation and research visit.

The policy aims to encourage academic staff in the University to make international scientific publications, participate in international scientific/artistic conferences, publish books, work on their professional development, and provide student support through mentorship.

DEFINITIONS

Article 2

Article: Scientific publications in journals that are listed in Scimago Journal Rank.

Book/Chapter: Book or chapter in a book of academic nature, published by reputable international, regional, or local publishing houses listed in the CERES/EADI ranking. If a publisher is not on the list, it will be individually assessed by Rector's Office.

Conference: Conference/Symposium/Seminar/Workshop, hereinafter conference, is formalized event where scientists/artists present their research/artistic works in speeches, workshops, posters or by other means.

Professional development: Education or training used to develop new skills, stay up to date on current trends, and advance the career.

Mentorship: A successful mentorship of the II or III cycle student as a primary supervisor (mentor).

GENERAL CONDITIONS

Article 3

Full-time academic staff is eligible for financial support and incentive defined in this Book of Rules. Relevant application forms are part of this Book of Rules.

Article 4

International University of Sarajevo must be indicated as the home institution of the author for a publication or conference participant to be eligible for financial support.

CONDITIONS, PAYMENTS AND PROCEDURE FOR JOURNAL ARTICLES, BOOKS, AND BOOK CHAPTERS

Article 5

The eligible forms of scientific publications are Journal Articles, Books, or Chapters.

Article 6

Letters to the editor, case presentations, technical notes, addenda, discussions, book reviews, and abstracts of research presentations are not eligible for incentives.

Article 7

For books and book chapters published by IUS, the authors are NOT eligible to apply for financial incentives.

For articles published by IUS listed in Scimago, the authors are eligible to apply for financial incentives for a maximum of one article per calendar year.

Article 8

For journal articles, IUS will use the latest Scimago database available at the date of submission of the request to determine the incentives specified in Table 1.

The amount of financial support depends on the *relative ranking* of the journal in which it is published. *The relative ranking* is obtained by dividing the ranking position (RP) of the journal by the total number of journals in the subject area and category in which the paper is published. Note that the ranking must be considered for the *most related category of the topic of the published article*.

For example, the relative ranking for the “Periodicals of Engineering and Natural Sciences (PEN)” journal with Subject Area: Engineering, Category: Architecture can be computed by viewing the journal rank for Architecture in Scimago for PEN: 1) under the Subject Area and Category select the Engineering/Architecture link (see Fig1). The journal is ranked 51st out of 148 (see Fig2) with $RP = 51/148$

= 34.46 ~ 35 % (Scimago database accessed on August 2022). According to Table 1, this amounts to 280 KM of financial incentive.

The screenshot shows the Scimago database search results for the journal 'Periodicals of Engineering and Natural Sciences' in the Architecture category. The search criteria are: COUNTRY: Bosnia and Herzegovina; SUBJECT AREA AND CATEGORY: Engineering - Architecture; PUBLISHER: International University of Sarajevo; H-INDEX: 16. The journal is ranked 51 out of 148 in the Architecture category.

COUNTRY	SUBJECT AREA AND CATEGORY	PUBLISHER	H-INDEX
Bosnia and Herzegovina	Chemical Engineering - Bioengineering Computer Science - Computer Science (miscellaneous) Engineering - Architecture - Biomedical Engineering - Electrical and Electronic Engineering - Industrial and Manufacturing Engineering - Mechanical Engineering	International University of Sarajevo	16

Figure 1. Example link for the Architecture Category for PEN journal in Scimago

The screenshot shows the Scimago database journal rankings for the Architecture category. The table lists the top 6 journals, with 'Periodicals of Engineering and Natural Sciences' ranked 51 out of 148. The table includes columns for Title, Type, SJR, H index, Total Docs. (2021), Total Docs. (3years), Total Refs. (2021), Total Cites (3years), Citable Docs. (3years), Cites / Doc. (2years), and Ref. / Doc. (2021).

Title	Type	SJR	H index	Total Docs. (2021)	Total Docs. (3years)	Total Refs. (2021)	Total Cites (3years)	Citable Docs. (3years)	Cites / Doc. (2years)	Ref. / Doc. (2021)
51 Periodicals of Engineering and Natural Sciences	journal	0.233	16	263	525	10411	579	525	1.10	39.59
52 Civil Engineering and Architecture	journal	0.228	7	245	216	7188	289	216	1.36	29.34
53 Journal of Construction in Developing Countries	journal	0.227	25	22	58	1282	56	55	0.96	58.27
54 Proceedings of the Institution of Civil Engineers: Urban Design and Planning	journal	0.221	18	16	76	555	41	71	0.65	34.69
55 Urbanism, Architecture, Constructions	journal	0.219	5	11	41	412	46	41	0.84	37.45
56 Journal of Sustainable Architecture and Civil Engineering	journal	0.212	4	25	39	936	31	38	0.79	37.44

Figure 2. Ranking of PEN for Architecture category (Accessed on August 2022)

Table 1. Amounts for journal articles

	RP (%)	Max KM
Q1	5	3000
	10	1500
	15	1000
	20	600
	25	450
Q2	30	340
	35	280
	40	220
	45	180
	50	160
Q3	55	140
	60	130
	65	120
	70	110
	75	100
Q4	80	90
	85	80
	90	70
	95	60
	100	50

Article 9

For books and book chapters, the latest CERES/EADI ranking will be used with the addition of local, regional, and international publishers not included in the list. In case when academic staff is an Editor of the book, he/she can also apply for financial support for the book.

The amounts are specified in Table 2.

Table 2. Amounts for books and book chapters

CERES/EADI ranking	Book (KM)	Editor of the Book (KM)	Chapter (KM)
A	1000	600	300
B	700	500	250
C	500	400	200
D	400	300	150
E	300	200	100
Other by reputable publishers	150	100	50

Article 10

The University will pay incentives for a maximum of five publications per individual per calendar year.

Article 11

If the publication is coauthored by only one author from IUS together with the researcher(s) outside IUS, then the authors from IUS will be paid an incentive that is equal to the total amount defined by Article 8.

If the publication is coauthored by more than one author from IUS together with the researcher(s) outside IUS, then the authors from IUS will be paid an incentive that is equal to the total amount defined by Article 8 divided by the number of IUS authors.

Article 12

If a publication is coauthored by several IUS staff members, the application will be made jointly. All applicants must sign the form. If some IUS authors are not eligible or do not want to apply, the rule from Article 11 is still applied.

Article 13

Incentives cannot be earned for the same work under several categories.

Article 14

Financial support applications for journal articles, books, and book chapters are reviewed two times per year (all submissions are due by May 30 and November 30).

Article 15

Application for financial support must be made within six months from the date the Article, Book, or Chapter is published (online or in print).

Incentives can be paid for the scientific publication before the print version is available if the DOI number exists.

Article 16

To apply for financial support, academic staff must fill FS1 form. Besides, a copy of a journal article, book (only the pages that can confirm authorship and relevant information such as ISBN), or book chapter is required.

The application is submitted to the Vice-Rector for International Cooperation and Research.

CONDITIONS, PAYMENTS AND PROCEDURE FOR CONFERENCES**Article 17**

Financial support for academic staff is provided for oral or poster presentations. Rector's Office makes an approval decision based on conference relevance in specific research fields. If approved, a period needed for conference participation will be registered as paid leave.

Article 18

International University of Sarajevo must be indicated as the home institution of the author for a conference to be eligible.

Article 19

The combined financial support given to a member of academic staff for conference participation and professional development during one calendar year cannot exceed a net of 2,000 KM.

Article 20

Academic staff shall not undertake a conference that coincides with critical periods in the academic calendar during the semester, such as the first and last weeks of classes, registration period, and final exam week. An exception to this rule shall be unforeseen or extenuating circumstances, such as engagement in university assignment, subject to the discretion of the Rector.

Article 21

Academic staff is limited to two international conferences, preferably one per semester, paid by the University or organizers of the conference. An international conference is defined as a formalized event conducted outside the shores of this country where a teaching staff employed by the University and displaying its logo presents his or her creative work, whether research or artistic, by means that include speeches, workshops, and posters.

Article 22

Academic staff approved for the conference must ensure that their courses are covered while away. In addition, any classes missed as a result of an approved conference must be made up at the earliest possible date upon the return of the teaching staff from the academic conference in question. Finally, the date, time, and venue for the makeup shall be reported to the Dean's office of the Faculty involved.

Article 23

The form is submitted to Human Resource Office (HR) at least two months before the conference. The predefined payments (conference fee, accommodation, travel expenses, and daily allowance) need to be done by the Finance Office directly and paid in advance.

To apply for the conference leave without financial support, academic staff fills CL form only. To apply for the conference leave with financial support, an academic staff fills out both CL and FS2 forms. The procedure differs in the case of financial support requests. The detailed procedure is outlined in Figure 3.

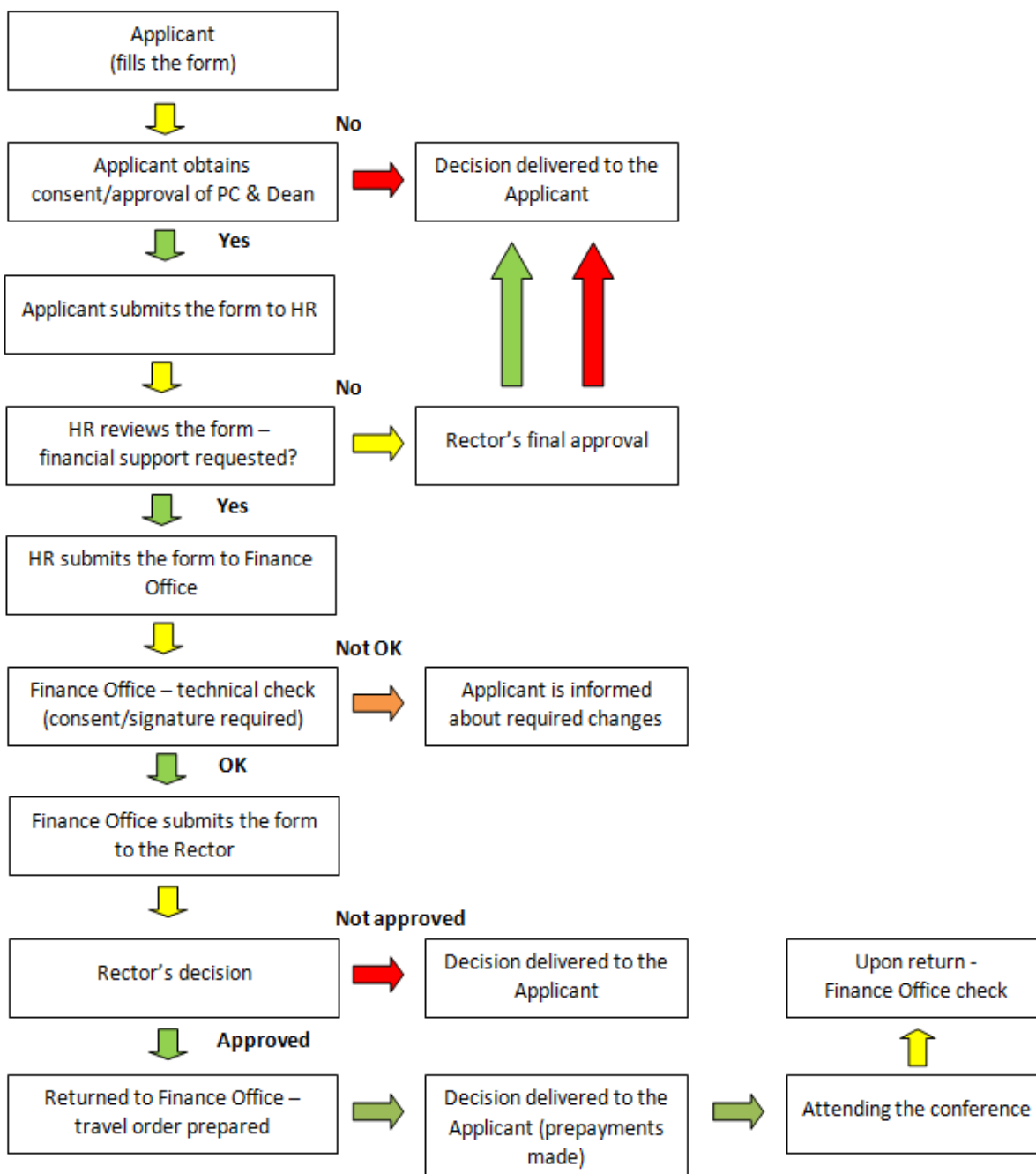


Figure 3. Administrative procedure for attending the conference

Article 24

In reviewing an application for permission to attend an academic conference, IUS reserves the right to consider and give priority to a range of factors that include, but are not limited to: whether the conference is IUS-organized or co-organized; the featured role of the academic staff during the conference (i.e., whether the staff will be a keynote speaker or present a paper or chair a session/panel or be a discussant).

Article 25

Payments are made upon the approval of the Rector's Office.

Article 26

In case of financial support received, upon the return from the conference, the participant shall visit IUS Finance Office and deliver all the necessary proofs of necessary services used during the conference.

CONDITIONS, PAYMENTS AND PROCEDURE FOR PROFESSIONAL DEVELOPMENT**Article 27**

The combined financial support given to a member of academic staff for conference participation and professional development during one calendar year cannot exceed a net of 2,000 KM.

Article 28

Academic staff can ask for financial support for professional development in other research/education institutions proving that the course/workshop/training she/he is supposed to attend is largely financed by a source other than the University.

Article 29

Academic staff must provide a brief rationale explaining the benefits of both individual and IUS regarding the particular professional development opportunity.

Article 30

Academic staff attending professional development events must submit and obtain approval from the Program Coordinator or Department Head and the Dean. After getting the approval, the form is submitted to Human Resource Office (HR) at least two months before the planned activity.

To apply for professional development leave without financial support, academic staff fills PDL form only. To apply for the conference leave with financial support, an academic staff fills out both PDL and FS2 forms.

The detailed procedure is similar to conference leave outlined in Figure 3.

Article 31

In reviewing an application for permission to attend a professional development opportunity, IUS reserves the right to consider and give priority to a range of factors but mostly the joint benefits for the individual and University.

Article 32

Payments are made upon the approval of the Rector's Office.

Article 33

In case of financial support received, upon the return from the professional development, the participant shall visit IUS Finance Office and deliver all the necessary proofs of necessary services used during the conference.

CONDITIONS, PAYMENTS AND PROCEDURE FOR MENTORSHIP**Article 34**

IUS provides incentives for successfully completed mentorships in the second and third study cycles. Incentives are paid based on the mentorship(s) within one academic year according to the criteria listed below.

Article 35

For the mentorships on the second cycle, the mentor is not paid for mentoring only one student within one academic year. For each additional student mentored within the same academic year, IUS will pay 400 KM. The University will pay incentives for a maximum of three second-cycle mentorships within one academic year.

For the third cycle mentorship, the mentor is paid a lump sum of 1000 KM per candidate.

Article 36

Scholarship assistants are exempted from the payment calculation but can be counted as one non-paying student.

Article 37

To apply for financial support, the mentor has to fill out the FS3 form with all the relevant information (including the protocol number), obtain a confirmation (signature) from the graduate office, and then submit it to the Vice-Rector for Academic Activities and Students' Affairs.

For the second-cycle student mentorship, the application can be made only after the last day of MA thesis/project defenses as defined by the IUS Academic Calendar. The grades of the final thesis/project must be entered into the Student Information System.

For the third cycle student mentorship, the application can be made immediately after the grade has been entered in the Student Information System.

The applications shall be made within a month from the dates specified in this article.

CONCLUDING REMARKS

Article 38

Rector's Office shall approve all financial incentives based on the financial ability at the time of the request for the support.

In the case of financial inability to pay the incentives, Rector can reject payment or postpone the realization of the same.

Exceptionally, Rector is also given the full discretionary right to cancel all approved applications or to stop further payments. In this case, Rector will write the exceptional reasons for such actions.

Article 39

The Book of Rules enters into force on the date of January 7th, 2023 following the date of its posting on the University notice board and the University website.

Article 40

By this Book of Rules will be put out of the force *Book of Rules on Incentives Policy and Financial Support for Book Publishing, Conference Participation and Professional Development*, no: IUS-UO 08-6/2017 dated September 5th, 2017.

PRESIDENT OF THE BOARD OF TRUSTEES

Prof. Dr. Sevgi KURTULMUŞ

Delivered to:

- 1 x International University of Sarajevo
- 1 x Notice board/web page
- 1 x a/a

CONFERENCE LEAVE REQUEST

I This part is to be filled in by the employee

Name and surname			
Faculty/administrative unit			
Job title			
Name, organizer, venue of the conference:			
Your role in the conference	Presenter	Keynote speaker	Chair
Date of the conference			
Absence period (working days)			
Arrangements you made to cover classes while on conference and name of the arranged substitute, if any			
I request financial support from IUS (if yes, please fill the FS2 form)	Yes	No	
Date and signature	Date:		
	Signature:		

II This part is to be filled in by your immediate supervisors

Signature of the Program Coordinator	Date:		
	Signature:		
Signature of the Dean/Immediate Supervisor	Date:		
	Signature:		

III This part is to be filled in by the HR Office

Date of submission to HR Office	
Protocol number	

IV This part is to be filled in by the Rector

Rector's decision	Approved	Not approved
Date:		
Signature:		

APPLICATION FOR IUS FINANCIAL SUPPORT FOR PUBLISHING A JOURNAL ARTICLE, BOOK, OR BOOK CHAPTER

This part is to be filled by the applicant

Protocol No: _____

Date: _____

Name of the applicant: _____

Publication type	Journal Article	Book	Book Chapter
Publication title			
Date of publication			
Publisher			
ISSN/ISBN/DOI			
Scimago field of publication, if applicable:			
Scimago link, if applicable:			
Other authors from IUS	Name and Surname		Date and Signature

I have attached a copy of the publication (mandatory):*

Yes No

*In case the print version is not available, a proper acceptance letter is attached:

Yes No

I certify that the information I have given in this application is both true and correct.

 (Date and Signature)

This part is to be filled in by the Vice-Rector for International Cooperation and Research

Total amount to be paid	Payment per IUS author	Date and Signature

This part is to be filled in by the Rector

Rector's decision	Approved	Not approved
Explanation		
Date:		
Signature:		

**APPLICATION FOR IUS FINANCIAL SUPPORT FOR ATTENDING
CONFERENCE/COURSE/TRAINING**

Provisional budget (Please give your total expenses in KM)

TYPE OF EXPENDITURE	AMOUNT
Registration fee	
Daily allowance	
Accommodation	
Travel expenses - public transport tickets	
Travel expenses - Use of private car* (kilometers x KM = KM)	
Others (please specify)	
TOTAL in KM:	
TOTAL requested from IUS:	

*Note(s). If you use your private car for travelling, calculation is done according to the formula: return trip kilometers x 15% of fuel price per liter.

Within this calendar year, have you already applied for this type of funding? Yes No
If yes, please write the amount approved by the IUS: _____

I have attached an acceptance form / confirmation letter to this application (mandatory): Yes No

I certify that the information I have given in this application is both true and correct. _____
(Signature)

This part is to be filled in by the Rector

Rector's decision	Approved	Not approved
Explanation		
Date:		
Signature:		

APPLICATION FOR IUS FINANCIAL INCENTIVES FOR MENTORING

This part is to be filled by the applicant

Protocol No: _____

Date: _____

Name of the applicant: _____

	Name and Surname	Title	Date of defense
MA student 1 (free)			
MA student 2 (financial support)			
MA student 3 (financial support)			
MA student 4 (financial support)			
PhD student (financial support)			

I certify that the information I have given in this application is both true and correct.

 (Date and Signature)

This part is to be filled in by the Graduate Office

Information provided above is correct	Date	Signature

This part is to be filled in by the Vice-Rector for Academic Activities and Student's Affairs

Total amount to be paid	Date and Signature

This part is to be filled in by the Rector

Rector's decision	Approved	Not approved
Explanation		
Date:		
Signature:		

PROFESSIONAL DEVELOPMENT LEAVE REQUEST

I This part is to be filled in by the employee

Name and surname	
Faculty/administrative unit	
Job title	
Name, organizer, venue of the professional development activity:	
Your role in the professional development	
Date(s) of the event	
Absence period (working days)	
Arrangements you made to cover classes while on the professional development leave and name of the arranged substitute, if any	
I request financial support from IUS (if yes, please fill the FS2 of this form)	Yes No
I have attached a short rationale for participating at the event	Yes No
Date and signature of the employee	Date:
	Signature:

II This part is to be filled in by your immediate supervisors

Signature of the Program Coordinator	Date:
	Signature:
Signature of the Dean/Immediate Supervisor	Date:
	Signature:

III This part is to be filled in by the HR Office

Date of submission to HR Office	
Protocol number	

IV This part is to be filled in by the Rector

Rectors decision	Approved	Not approved
Date:		
Signature:		