

"I CONFIRM"

***Rector of Azerbaijan State University
of Economics, professor A. J. Muradov***

RULES

***ABOUT THE STATUS AND ACTIVITY OF THE VISITING SCHOLAR AT
UNEC***

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approved by decision No.184.

RULES ABOUT THE STATUS AND ACTIVITY OF THE VISITING SCHOLAR AT UNEC

Objectives and areas of activity

1. These Rules define the basis of visiting scholar activities, working at UNEC as a guest in a certain period of time.

2. These Rules, regarding the admission to UNEC of visiting scholars who will carry out academic research and activities in UNEC faculties, institutes, centers, chairs or departments for a certain period of time, as well as their rights, duties and responsibilities cover.

3. These Regulations are prepared on the Charter basis of UNEC.

Basic concepts

4. Specified in these rules:

a) Consulting scientist - a full-time working scientist of UNEC appointed to coordinate the process of communication between the guest scholar and UNEC during his admission to UNEC and the activity in UNEC;

b) Visiting scholar - a scientist who has a scientific degree and who comes from outside of the country or from the country to work temporarily at UNEC;

c) Invited visiting scholar – refers to a visiting scientist who comes with a special invitation of UNEC and provided the transportation, accommodation and other expenses are covered by UNEC.

d) Action plan is an agreed document containing the planned activities of the visiting scholar at UNEC. The document is signed and approved by the visiting scientist himself, the consulting scientist and the head of the relevant academic structure to which he is affiliated.

Admission of visiting scholar to UNEC

5. Acceptance of visiting scholars to academic activities in the relevant academic structures of UNEC, provided in these Regulations, is carried out within the framework of an application or a special invitation of UNEC.

6. The assessment of the applicant is carried out by the head of the academic structure to which the application is made and the relevant vice-rector. If the assessment is positive, the head of the relevant academic structure or the relevant vice-rector writes a presentation to the Rector of UNEC regarding the admission of the applicant scientist to UNEC as a guest scholar. The presentation should include the date of starting and ending the activities of the visiting scholar at UNEC, the activities he will carry out, the contributions of these activities to UNEC and information about the consultant scientist, the presentation should be accompanied by a visiting scholar's letter of application, an updated curriculum vitae (CV) and a business plan should be added.

7. A visiting scholar is accepted at UNEC for a maximum period, one year. This period can be extended on the recommendation of the relevant academic structure and the Rector's decision.

Evaluation of visiting scholar

8. In the assessment, it is assumed that the persons who will be admitted to UNEC as guest scholars have the potential to contribute to the development of teaching and research activities of UNEC.

9. Persons who work abroad or in another university or institution of the country, who have a scientific degree, who contribute to their fields with their research, and who carry out national and international research and scientific activities in the fields or specialties determined by UNEC, are invited and are accepted as scholars to UNEC.

10. Visiting scholars are accepted to carry out academic activities alone or together with UNEC scientists in the framework of a certain goal and action plan under the coordination of the UNEC consultant scholar.

Rights and duties of a visiting scholar.

11. Activities may be envisaged in the activity plan of the visiting scholar in one or more of the following directions:

a) Publish at least one article on behalf of UNEC in scientific publications indexed in "Web of Science" or "Scopus" or receive acceptance of the article for publication;

b) Performing academic activities such as teaching at UNEC, improving educational programs, participating in scientific conferences and seminars;

c) To carry out scientific research together with, or under the coordination of a consultant scientist, one or more UNEC scholars, or to participate in joint research projects where UNEC is a partner.

12. UNEC may determine obligations that must be fulfilled before the invited visiting scholars.

13. All copyright issues arising in the framework of the activities of the visiting scholar at UNEC are regulated by the relevant legislation.

14. It is necessary for a guest scholar to mention the name of UNEC in his teaching and research work during his tenure at UNEC.

15. At least one week before completing his work in UNEC the guest scholar must submit a brief report on his work and other necessary materials to the consultant scientist appointed by UNEC.

16. On the official website of UNEC and in all other publications during the period of his activity at UNEC, he is given a temporary UNEC card the visiting scholar is presented as a "guest scientist".

17. The use of libraries and laboratories provided to all full-time scientists of UNEC, access to the created databases, UNEC official e-mail address are provided to visiting scholars as far as possible. If necessary, the visiting scholars can be provided with a special working room at UNEC.

18. Transportation, accommodation and other necessary expenses of invited visiting scholars belong to UNEC. If necessary, the issue of covering a certain part of the expenses of visiting scholars can be considered by UNEC.

19. "Rules on awarding UNEC employees who are published in prestigious scientific publications" also apply to visiting scholars of UNEC.

Final conclusions

20. The expectations of UNEC are clearly and personally communicated to him from the visiting scientist, from the first communication.

21. All contact with the visiting scholar is made by the consulting scientist appointed by UNEC. During the first week, the consulting scientist deals directly with the adaptation of the visiting scientist to UNEC. The consultant scientist informs the visiting scientist about all the necessary procedures in the university and establishes his connection with the relevant structures.

22. For the successful implementation of the visiting scientist's action plan the relevant academic structure of UNEC is responsible. The mentioned academic structure coordinates the provision of the services needed by the visiting scholar in matters such as visa, official permission, logistics, accommodation and guidance.

23. When the visiting scholar's activity at UNEC ends, it is necessary for him to carry out the relevant operations related to dismissal problem, like other employees of UNEC. In this regard, the consultant scientist supports him in necessary work.

24. It is preferred to provide the expenses of visiting scholars from the sources outside university. In necessary cases, a certain budget can be allocated for this purpose by the proposal of the Rector and the decision of the Scientific Council of UNEC.

25. The visiting scholars coming within the framework of international exchange programs such as "Erasmus+" and "Mevlana" the stipulated programs are applied for.

26. These rules come into force after their adoption by UNEC Scientific Council. Additions and modifications to the rules are made by the decision of the Scientific Council of UNEC.