

APPROVED

By the Decision of the Board
of “International Information
Technology University”

May 23, 2024

(The Minutes №16/24)

**REGULATION
ON INCENTIVES FOR EMPLOYEES AND STUDENTS OF “IITU”
JSC TO PUBLISH IN JOURNALS INDEXED IN THE SCOPUS
AND/OR WEB OF SCIENCE CORE COLLECTION ABSTRACT
DATABASES**

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Revision 1

	Position	Meaning of Signature	Signature
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1 GENERAL PROVISIONS

1.1 This Regulation on incentives for employees and students of “International Information Technology University” JSC (hereinafter referred to as “IITU” JSC, University, Higher Education Institution, Company) to publish in journals indexed in the Scopus and/or Web of Science Core Collection abstract databases (hereinafter referred to as the Regulation) defines the grounds and procedure of incentives for employees and students of “IITU” JSC to the specified publications.

1.2 The purpose of this Regulation is to introduce incentives for the publication activity of employees and students of “IITU” JSC in top-rated scientific publications indexed in the Scopus and/or Web of Science Core Collection abstract databases.

1.3 Incentives for employees and students of “IITU” JSC to publish in journals with high scientometric indicators are provided through incentive payments for the specified publications for the previous calendar year.

1.4 The main functions for the implementation of this Regulation are assigned to the Department for Research Activities of “IITU” JSC.

1.5 The Regulation has been developed in accordance with:

- the Labor Code of the Republic of Kazakhstan dated November 23, 2015 No. 414-V;
- the Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III “On Education”;
- the Law of the Republic of Kazakhstan dated February 18, 2011 No. 407-IV “On Science”;
- the state program for the development of education and science of the Republic of Kazakhstan for 2020–2025;
- internal regulatory documents of “IITU” JSC.

2 SCOPE OF APPLICATION

2.1 This Regulation applies to employees and students of “IITU” JSC.

2.2 This Regulation is an internal regulatory document (hereinafter referred to as IRD) of the Company and is not subject to submission to third parties.

3 RESPONSIBILITY

3.1 This Regulation is approved by a decision of the Board of the Company.

3.2 The head of the department in charge of incentive payments is responsible for monitoring the implementation of requirements and managing this Regulation.

3.3 The First Head of the Company is responsible for managing and fulfilling the requirements of this Regulation.

4 GROUNDS FOR INCENTIVE PAYMENTS

4.1 Incentive payments are made for scientific publications in journals indexed in the Scopus and/or Web of Science Core Collection abstract databases; publications are of the Article, Article in Press, Conference Paper type.

4.2 Incentive payments for scientific publications are made after their actual indexing in the Scopus and/or Web of Science Core Collection databases.

4.3 Incentive payments for publications not indexed in Scopus and/or Web of Science Core Collection databases are not made.

4.4 This Regulation does not apply to scientific publications published in journals which indexing in Scopus and/or Web of Science Core Collection databases has been stopped.

4.5 Incentive payments are made to employees, academic teaching staff (full-time and part-time teachers) and students (undergraduates, master's students and doctoral students) if the following conditions are met:

- employees, academic teaching staff and students are affiliated with “IITU” JSC in the Scopus and/or Web of Science Core Collection abstract databases;

- the article contains a citation of at least one of the authors' own articles and one article of authors affiliated with "IITU" JSC in the Scopus and/or Web of Science Core Collection databases (this condition does not apply to employees of non-core departments).

4.6 Incentive payments are not made if an employee or student of the University has an affiliation in the specified abstract databases that is different from the International Information Technology University or derivatives thereof, even if there are articles that satisfy the conditions of this Regulation.

4.7 Incentive payments are not made if the article does not cite at least one article by another author affiliated with "IITU" JSC in the specified abstract databases, even if other conditions of this Regulation are met (the condition does not apply to employees of non-core departments).

5 PROCEDURE FOR IMPLEMENTATION OF INCENTIVE PAYMENTS

5.1 The incentive payment for publication in a journal indexed in Scopus and/or Web of Science Core Collection is made once per article published and indexed in Scopus and/or Web of Science Core Collection during the previous calendar year.

5.2 The amount of incentive payments for articles is established annually by order of the Chairman of the Board - Rector upon submission of the Financial Directorate of "IITU" JSC based on the approved budget of "IITU" JSC, and also depending on the quartile or percentile of the journal/conference materials..

5.3 The incentive payment for articles in conference proceedings indexed in Scopus and/or Web of Science Core Collection databases and organized by "IITU" JSC (the University is the organizer) is multiplied by a coefficient of 1.5.

5.4 The Department for Research Activities compiles a list of publications that meet the requirements of this Regulation. The search for articles in the Scopus and Web of Science Core Collection abstract databases is performed by affiliation, which must correspond to the International Information Technology University or derivatives thereof.

5.5 If an article has several authors, the amount of the incentive payment to each author (full-time employee, internal part-time employee, and student) is determined in proportion to the total number of authors (the amount of payment for the article is divided by n , where n is the total number of authors of the article (affiliated and non-affiliated with "IITU" JSC)).

5.6 For external part-time employees who have indicated affiliation with "IITU" JSC, the amount of the incentive payment calculated in accordance with paragraph 5.5 is additionally multiplied by their teaching load rate at "IITU" JSC in the current academic year.

5.7 If among the authors of the article there are authors who are not employees of "IITU" JSC and are not affiliated with it, incentive payments are not made to these authors.

5.8 Based on the submission of the Department for Research Activities, as well as the decision of the Board of "IITU" JSC, incentive payments are calculated by order of the Chairman of the Board - Rector of "IITU" JSC.

5.9 The University reserves the right to make incentive payments subject to the availability of the necessary budget within the framework of the financial performance of the organization.