

Dean's Regulation
No. 5/2020 - SD
12/08/2020

**Rules for evaluating
scientific and research activities
of the MTF STUcreative employees**

Article 1 Introductory provisions

- (1) The rules for evaluating scientific and research activities of the MTF STU creative employees stipulate the following items:
 - a) method of evaluating scientific and research activity in the conditions of MTF STU,
 - b) minimum criteria for meeting the work requirements in the field of scientific research,
 - (c) measures in case of non-compliance with the minimum criteria for meeting the work requirements in the field of scientific research.
- (2) These rules represent a tool for standardization and evaluation of the creative workers' work performance in the field of scientific, research and other creative activities, as well as meeting the Faculty goals defined in strategic documents.
- (3) The evaluation of the scientific and research activity of creative workers provides an outcome for:
 - a) granting personal allowances,
 - b) granting special bonuses,
 - c) issuing reprimands for failure to meet the work requirements,
 - (d) reducing working load or termination of employment in the event of repeated failure to perform work assignments.
- (4) Evaluation of scientific and research activities of the MTF STU employees is conducted once a year, usually in March, in the following areas:
 - a) publication activity,
 - b) responses to publication activity,
 - c) grant and project activity,
 - d) other scientific, professional and organizational activities.

Article 2 Publication activity

- (1) Publication activity shall be evaluated in accordance with Annex 1. Evaluated shall be the publications registered in the Central Library System in the year when the evaluation is performed and in the year before.
- (2) In the event of more than one author of a publication, the point evaluation shall consider the percentage of individual authors registered in the University Library System.

- (3) The sum of points allotted to individual evaluated publications represents the result of the employee evaluation for publication activities.

Article 3 Responses to publication activity

- (1) Responses to publication activity are evaluated in accordance with Annex 1. The evaluation includes the responses registered in the Central Library System and published in the year for which the evaluation is performed. Self-citations are not included in the evaluation.
- (2) The sum of points allotted to individual responses represents the result of the employee evaluation for responses to their publication activity.

Article 4 Grant and project activities

- (1) The creative staff's grant and project activities carried out at the Faculty are evaluated by the product of the points listed in Annex 1 and one hundredth of the research capacity belonging to individual projects. The evaluation includes the projects and project proposals duly registered in the relevant Faculty Department, within the scope of the employee's annual work fund.
- (2) The sum of points allotted to individual projects represents the result of the employee evaluation for the grant and project activities.

Article 5 Other scientific and professional activities

- (1) Other scientific and professional activities shall be evaluated in accordance with Annex 1. Only the activities documented in writing shall be included in the evaluation.
- (2) The sum of points allotted to individual activities represents the result of the employee evaluation for other scientific and professional activities.

Article 6 Overall evaluation and minimum criteria for meeting the work requirements

- (1) The overall evaluation of a creative worker represents the sum of points allocated according to Art. 2 Par. 3, Art. 3 Par. 2, Art. 4. Par. 2 and Art. 5 Par. 2.
- (2) The minimum criteria for meeting the work requirements in the field of scientific research are set out in Annex 2.
- (3) The method of determining the minimum criteria for the achieved number of points for the employees performing managerial activities is specified in Annex 3.

- (4) In the case of part-time workers, the minimum criteria specified in Annex 2 shall be multiplied by the amount of their working load.
- (5) In the case of workers who have been working only part of the year (maternity leave, parental leave, etc.), the minimum criteria specified in Annex 2 shall be multiplied by one twelfth of the number of months worked.
- (6) The ratio of the number of achieved points in the overall point evaluation versus the number of the points corresponding to meeting the minimum criteria for meeting the workrequirements, represents the personal effectiveness of a creative worker in scientific research, and is determined as a percentage.
- (7) The prerequisite of meeting the workrequirements of a creative worker in scientific research is to achieve personal effectiveness of at least 100%.

Article 7 Measures in case of non-meeting the minimum criteria for workrequirements in the field of scientific research

- (1) The results of the scientific work evaluation form part of the evaluation of meeting the workrequirements of creative Faculty staff, and are taken into account in their financial evaluation.
- (2) Failure to meet the minimum criteria pursuant to Art. 6, par. 7 is considered a non-compliance with the workrequirements of creative workers. In such a case, the manager of the relevant workplace will apply measures (written notice of non-meeting the workrequirements, reduction of financial evaluation, reduction of working hours and termination of employment), depending on the degree of meeting the requirements of minimum number of points for publication activities, degree of achieved personal effectiveness and the period of non-compliance with the established minimum criteria.

Article 8 Common, transitional and final provisions

- (1) The rules for evaluating the scientific and research activities of creative workers were approved by the MTF STU Management on 27 October 2020.
- (2) The scoring system for the scientific research activities evaluation (Annex 1) and the criteria for meeting the workrequirements (Annex 2) may be updated in the light of changes in the academic environment in the form of amendments to this Regulation.
- (3) This Regulation shall enter into force upon the day of its publicising.

Prof. Ing. Miloš Čambál, CSc.

Faculty Dean

Annex 1: Scoring system for evaluating scientific and research activities

1. Publications ¹⁾

Category	No. of points
- a scientific monograph or a textbook published in a reputable ²⁾ / other publisher in English language	80 / 40
- chapters in a monograph published in a reputable ²⁾ / other publisher in English language	40 / 20
- a scientific monograph or a textbook published in other than English language	20
- chapters in a monograph published in other than English language	10
- textbooks published in English language/other than English language	30 / 15
- an article in an impact journal bound to Q1	60 x (1+IF)
- an article in an impact journal bound to Q2	50 x (1+IF)
- an article in an impact journal bound to Q3 and Q4	30 x (1+IF)
- an article in a non-impact journal indexed in the WoS and SCOPUS databases	30
- an article in a foreign journal not indexed in the WoS and SCOPUS databases	20
- an article in a domestic journal not indexed in the WoS and SCOPUS databases	10
- published foreign patent application or PUM/granted patent or PUM	40 / 120
- published domestic patent application or PUM/granted patent or PUM	15 / 45
- invited contributions/contributions to world congresses and conferences organized by globally recognized scientific institutions such as IFAC, IEEE, IFIP, IET, IIW	50 / 40
- invited papers at foreign conferences or international conferences organized in the Slovak Republic	30
- scientific papers in foreign/domestic (conference and non-conference) peer-reviewed scientific proceedings indexed in the SCOPUS and WoS databases	20 / 15
- scientific papers in foreign/domestic (conference and non-conference) peer-reviewed scientific proceedings not indexed in the SCOPUS and WoS databases	15 / 10

- abstracts of papers from international scientific conferences at home/abroad	3 / 5
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Note: PUM - Patents and Utility Models

2. Responses to publication activities¹⁾

Category	No. of points
- citations registered in the WoS and SCOPUS citation indexes	3

3-a. Grant and project activities – implemented projects³⁾

Category	No. of points per 100 h of RC
- responsible researcher/deputy responsible researcher/researcher of a foreign research project	8 / 6 / 4
- responsible researcher/deputy responsible researcher/researcher of a foreign non-research project	4 / 3 / 2
- responsible researcher/deputy responsible researcher/researcher of the domestic research project	6 / 4 / 2
- responsible researcher/deputy responsible researcher/researcher of a domestic non-research project	3 / 2 / 1

3)

3-b. Grant and project activities – submitted project proposals

Category	No. of points
- preparation and submission of a foreign/domestic research project (main researcher of the project)	40 / 20
- preparation and submission of a foreign/domestic research project (researcher involved in project preparation)	20 / 10
- preparation and submission of foreign/domestic non-research project (main researcher of the project)	30 / 15

¹ 3)

- preparation and submission of foreign/domestic non-research project (researcher with participation in project preparation)	15 / 7
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4. Other scientific, professional and organizational activities

Category	No. of points
- successfully completed habilitation proceedings or obtained SQD IIa	10
- the inaugural proceedings have been successfully completed or the SQD I has been obtained	20
- membership in the editorial boards of scientific journals and in scientific and programme committees of conferences	5
- membership in scientific boards of faculties, universities, scientific institutes, evaluation commissions of grant agencies and commissions for technical standards	5
- reviews of articles in scientific journals registered in the WoS and SCOPUS databases/other foreign journals	5 / 3
- elaboration of a review of a foreign/domestic scientific project	10 / 5
- expertise and consulting activities (documentable technical reports, expert opinions)	10
- activities aimed at involving the 1 st and 2 nd degree students into scientific activities (supervision of the Student Research Conference contributions, documentable participation of a student in solving a research project, preparation of students for scientific competitions, etc.)	10
- activities related to the science and technology popularization	5
- otherwise classified scientific and professional activities	1

Note: 1) Evaluation period - 2 years

2) Publishers defined by the Central Register of Records of Publication Activities

3) Evaluation period - 1 year

4) SQD - Scientific Qualification Degree

Annex 2: Minimum criteria for meeting the job requirements in the field of scientific research

Work category	Minimum number of points	Minimum number of points for publication activity
Professor	100	45
Associate Professor (Docent)	90	40
Senior Assistant	75	30
Research Fellow	150	60
Research Fellow with SQDIIa	180	80
Research Fellow with SQD I	200	90

Note: SQD- Scientific Qualification Degree

Annex 3: Correction coefficients of the minimum criteria for meeting the work requirements of the staff performing managerial activities

Workcategory	Correction
Dean	0.25
Vice-Dean	0.5
Director of Institute	0.75