

PROCESS CARD 02 - SCIENTIFIC - RESEARCH ACTIVITY

Process Name:	SCIENTIFIC AND RESEARCH ACTIVITIES
Process owner:	VICE-RECTOR FOR SCIENCE AND RESEARCH

1. Process implementation procedure:

1. The management of GMBS defines **goals in the field of scientific research activities** and plans and manages the process of scientific research and creative activities of teachers in accordance with the Internal Quality System and the long-term intention of GMBS.
2. The management of GMBS plans and monitors the transfer of its own original outputs of scientific research and creative activities into the educational process and study programs. This relationship is supported by the results of educational, creative, research and development activities of GMBS.

In the field of science and research, the responsibilities and competencies of planning, preparing, supporting and implementing scientific research projects of basic and applied research at the national and international level in the fields of research of accredited study programmes have been determined.

The field of science and research is managed, planned, monitored and evaluated by **the Vice-Rector for Science and Research** in cooperation with **the Heads of Departments**.

In accordance with the long-term plan, the Vice-Rector for Science and Research coordinates the development, science and research activities of the GMBS.

The head of the department is responsible for planning, managing and evaluating the creative and scientific research activities of the department's teachers in the relevant field of science. The head of the department manages the involvement of members in scientific research activities according to the above areas of research, so as to ensure sufficient scientific research performance of the department.

A GMBS pedagogical employee is obliged to participate in the creative and scientific research activities of GMBS in accordance with the Internal Quality Assurance System of Higher Education at GMBS.

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1.1 Management of a scientific research project

3. In all areas of scientific research activities, the management process is carried out in synergy with quality standards in the field of science and research.

The person responsible for coordinating domestic, international and educational scientific research projects is the Vice-Rector for Science and Research.

Responsibility for the management and implementation of the project in terms of content and finance lies with the responsible project researcher in cooperation with the Vice-Rector for Science and Research in the field of meeting the schedule and reporting and the managing director in the field of project budget management.

The responsible researcher and co-researchers are responsible for the course and recording of publication outputs and monitoring and evaluation reports and reports within the project agenda.

The quality of GMBS scientific and research projects is demonstrated by the quality of outputs of creative activities and responses. The responsible researcher coordinates the processing of outputs in order to maximize the number of outputs for a given field of creative activity.

1.2 Evaluation of scientific and research activities

The internal GMBS system regulates the criteria for the evaluation of scientific and research activities of professors, associate professors, assistant professors and independent scientific researchers (**F PC13/01-01** Employee Activity Plan). In the field of science and research, the following are evaluated:

1. Outputs of the teacher's publishing activities

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- 2. Feedback on the outputs
- 3. Scientific and research projects
- 4. Awards
- 5. Professional events

The evaluation is carried out with an annual periodicity report of the heads of departments on the individual activities of the departments and its members. It is submitted to the Vice-Rector for Science and Research, who incorporates the documents into the annual report and the long-term plan of the GMBS.

2. Validity of the document:			
	Drafted	Assess	Endorsed
Name and surname			
Function			
Date			
Signature			

Annex: Scientific and Pedagogical profile of a person

Scientific and Pedagogical profile of a person

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Date of last update:

I. Basic information	
I.1 Surname	
I.2 Name	
I.3 Degrees	
I.4 Year of birth	
I.5 Name of the workplace	
I.6 Address of the workplace	
I.7 Position	
I.8 E-mail address	

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I.9 Name of the study field in which a person works at the HEI	<i>Teaching and pedagogical sciences, Economics and management</i>
I.11 ORCID iD	https://orcid.org/0000-0001-5611-4072

II. Higher education and further qualification growth			
	II.a Name of the university or institution	II.b Year	II.c Study field and programme
II.1 First degree of higher education			
II.2 Second degree of higher education			
II.3 Third degree of higher education			
II.4 Associate professor			

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II.5 Professor			
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III. Current and previous employment		
III.a Occupation-position	III.b Institution	III.c Duration

IV. Development of pedagogical, professional, language, digital and other skills

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IV.a Activity description, course name, other	IV.b Name of the institution	IV.c Year

V. Overview of activities within the teaching career at the university

V.1. Overview of the subjects taught in the current academic year according to study programmes			
V.1.a Name of the profile subject	V.1.b Study programme	V.1.c Degree	V.1.d Field of study

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V.2. Overview of the responsibility for the delivery, development and quality assurance of the study programme or its part at the university in the current academic year		
V.2.a Name of the study programme	V.2.b Degree	V.2.c Field of study

V.3. Overview of supervised final theses			
	V.4.a Bachelor's (first degree)	V.4.b Master's (second degree)	V.4.c Dissertation (third degree)
V.3.1 Number of currently supervised theses			
V.3.2 Number of defended theses			

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V.4. Overview of other subjects taught in the current academic year according to study programmes			
V.4.a Name of the course	V.4.b Study programme	V.4.c Degree	V.4.d Field of study

V. Overview of the research and other outputs

V.1. Overview of the research/other outputs and the corresponding citations		
	V.1.a Overall	V.1.b Over the last six years
V.1.1 Number of the research /other outputs		
V.1.2 Number of the research/other outputs registered in the Web of Science or Scopus databases		

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V.1.3 Number of citations corresponding to the research/other outputs		
V.1.4 Number of citations registered in the Web of Science or Scopus databases		
V.1.5 Number of invited lectures at the international, national level		

V.2. The most significant research/ other outputs	
1.	
2.	
3.	
4.	
5.	

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V.3. The most significant research /other outputs over the last six years	
1.	
2.	
3.	
4.	
5.	

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V.4. The most significant citations corresponding to the research/other outputs	
1.	
2.	
3.	

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4.	
5.	

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V.5. Participation in conducting (leading) the most important research projects or art projects over the last six years	
1.	
2.	
3.	
4.	
5.	

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VII. Overview of international mobilities and visits oriented on education and research/ other activities in the given field of study			
VII.a Name of the institution	VII.b Address of the institution	VII.c Duration (indicate the duration of stay)	VII.d Mobility scheme, employment contract, other (describe)

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VIII. Other relevant facts

If relevant, other activities related to higher education or research/other activities are mentioned