



Sulkhan-Saba Orbeliani
UNIVERSITY

REGULATIONS ON POSTDOCTORAL RESEARCH

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REGULATIONS ON POSTDOCTORAL RESEARCH

These Regulations define the procedure for the admission and employment of postdoctoral researchers at Sulkhan-Saba Orbeliani University (hereinafter, the “University”), as well as the terms and conditions governing their activities.

Article 1. Objectives of the Postdoctoral Programme

The objectives of the Postdoctoral Programme are:

- (a) to support scholars holding a doctoral or equivalent academic degree in conducting research relevant to the University and in engaging in academic activities;
- (b) to support and advance research conducted in accordance with international standards;
- (c) to promote the identification of innovations and the commercialisation of scientific research;
- (d) to foster a competitive environment among holders of doctoral academic degrees.

Article 2. Procedure for Appointment as a Postdoctoral Researcher

1. A person may be appointed as a postdoctoral researcher at the University through a competitive selection procedure, on the basis of a specific research project submitted by the candidate and for the purpose of implementing that project.
2. Additional conditions for the competition shall be developed by the University Dissertation Council. The competition shall be announced, and the decision to admit a person as a postdoctoral researcher shall be made by the Rector on the recommendation of the Doctoral School.
3. Admission to the Postdoctoral Programme shall be publicly announced by order of the Rector on the University's official website.
4. The competition announcement shall specify the eligibility requirements, any additional requirements applicable to the submitted project, the competition deadlines, the amount and conditions of the stipend, and any other necessary information.
5. The competition shall be conducted and candidates assessed by a Selection Committee established by order of the Rector upon the recommendation of the Doctoral School. Where necessary, the Committee may schedule an additional interview and/or project presentation with individual postdoctoral candidates.
6. The Head of the Doctoral School shall submit the Committee's decision to the Rector. The Rector shall issue an order concerning the selection of the postdoctoral researcher, on the basis of which a fixed-term contract shall be concluded with the selected candidate.

Article 3. Eligibility Requirements and Conditions for Selection as a Postdoctoral Researcher

1. A person holding a doctoral or equivalent academic degree is eligible to apply for a postdoctoral position, provided that no more than six years have elapsed since the award of the relevant academic degree.
2. Where a person holds two or more doctoral and/or equivalent degrees, the eligibility period shall be calculated from the date on which the degree was awarded in the field/specialisation corresponding to or covering the subject of the research project to be undertaken.
3. A person holding an academic or research position at another higher education institution or research organisation on an affiliation basis may not be admitted as a postdoctoral researcher, unless the person provides written confirmation that, if selected for the postdoctoral position, they will resign from that position or terminate the relevant affiliation.

4. A person appointed as a postdoctoral researcher may not simultaneously hold a postdoctoral position at another university.
5. A person shall not be eligible to participate in the competition where research within the scientific field/direction specified in the submitted project has already been funded by another organisation and is being conducted on that organisation's premises or within its institutional framework.
6. A person may be selected as a postdoctoral researcher only once.

Article 4. Application of a Postdoctoral Candidate

1. A person wishing to work as a postdoctoral researcher shall submit:
 - (a) a research project including the title and structure of the research; the principal areas of its content; a description of the methodology and methods; a substantiation of its relevance and research problem; information on expected outcomes; and a list of the literature to be used;
 - (b) the mentor's consent, confirming that the mentor has reviewed the project, considers it ready for approval, and agrees to supervise the research process and provide consultation to the postdoctoral candidate if the candidate is appointed;
 - (c) a copy of an identity document (identity card); in the case of a foreign national, a copy of the passport/identity document accompanied by a notarised translation;
 - (d) a copy of the document certifying the doctoral or equivalent academic degree;
 - (e) where the education/qualification was obtained abroad, a notarised Georgian translation and a document issued by the National Center for Educational Quality Enhancement certifying recognition of the foreign qualification;
 - (f) a copy of a certificate demonstrating knowledge of a foreign language at B2 level, except where the applicant has completed an academic degree programme at any level in a foreign-language programme;
 - (g) a curriculum vitae (CV);
 - (h) a list of published works;
 - (i) a certificate concerning a criminal conviction for an offence against sexual freedom and inviolability;
 - (j) a certificate concerning deprivation of the right to engage in educational activities;
 - (k) letters of support from two leading specialists in the relevant scientific field/direction.

Article 5. Mentor of a Postdoctoral Researcher

1. A postdoctoral researcher's mentor may be an affiliated academic staff member of the University who holds a doctoral or equivalent degree, has held that degree for at least seven years, has at least ten years of research experience, has publications in journals indexed in the SCOPUS or Web of Science databases (Q1–Q2), and has research experience and relevant publications in the scientific field related to the proposed research project.
2. A postdoctoral researcher may have more than one mentor where this is necessary in view of the specific nature of the research topic. This matter shall be decided by the Dissertation Committee in consultation with the postdoctoral candidate and approved by the Dissertation Council if it endorses the proposal.
3. A mentor may be replaced where objective circumstances so warrant, upon the request of the postdoctoral researcher or mentor and by decision of the Dissertation Council.

4. An additional agreement shall be concluded between the University and the appointed mentor where the existing agreement between the parties does not already cover the relevant relationship.

Article 6. Conditions of Postdoctoral Employment

1. The duration of postdoctoral employment shall be between six and twenty-four months; the specific duration shall be determined when the competition is announced.

2. The postdoctoral researcher shall conduct their activities within the University's Doctoral School, faculty, or independent research unit.

3. A postdoctoral researcher may be assigned teaching duties, which shall be remunerated separately.

4. The language of research may be Georgian and/or English.

5. Copyright and related rights in the scientific output produced within the framework of a specific research project carried out by a University postdoctoral researcher shall belong to the University. The right to patent an invention shall belong jointly to the University and the postdoctoral researcher.

6. During the period of postdoctoral employment, the postdoctoral researcher shall be required to publish a research output arising from the research project, independently or in co-authorship with affiliated academic staff of the University, in a journal indexed in the SCOPUS or Web of Science databases (Q1–Q2).

Article 7. Assessment of the Postdoctoral Researcher's Activities

1. The mentor shall assess the postdoctoral researcher's work on a quarterly basis. In the event of unsatisfactory performance, the Dissertation Council shall, upon the mentor's request, consider whether the postdoctoral contract should be continued, after hearing the positions of both the postdoctoral researcher and the mentor. Where the Dissertation Council reasonably considers termination of the postdoctoral contract justified, it shall submit a corresponding recommendation to the Rector.

2. The postdoctoral researcher shall submit an interim report on the activities carried out within the project no later than ten days after receiving a request from the Doctoral School.

3. The postdoctoral researcher shall submit a final report no later than one month after completion of the activities, following a request from the Doctoral School.

4. The postdoctoral researcher's report shall include information on the results achieved, the final research output, and publication of the required research output with the postdoctoral researcher in the relevant journal. Where applicable, it shall also include information on published works, participation in conferences, patents, inventions, involvement in the research of master's and doctoral students, and other relevant activities.

Article 8. Extension of the Research Project Period

1. Where objective or force majeure circumstances exist and/or where the nature of the research makes it impossible for the postdoctoral researcher, for a justified reason, to complete the project within the □□□□□□□□ period, the researcher may submit a reasoned request to the Doctoral School for an extension of the project period no later than one month before the expiry of the project period.

2. The request shall be accompanied by the mentor's written recommendation and an interim report on the progress of the research.

3. The Dissertation Council, with the participation of the relevant faculty/research unit, shall consider the request, the mentor's position, and the work completed, and shall decide whether an extension of the project period is appropriate.

4. The project period may be extended only once, for a maximum period of six months.
5. The stipend may be maintained during the extension period.
6. On the basis of a positive recommendation from the Doctoral School, the Rector shall issue an order extending the term of the postdoctoral researcher's contract and approving a new project schedule.

Article 9. Grounds for Termination of the Contractual Relationship

1. The grounds for termination of the contractual relationship with a postdoctoral researcher shall be determined by the legislation of Georgia, the University's internal regulations, these Regulations, and the employment contract concluded with the postdoctoral researcher.
2. If the postdoctoral researcher conducts, on another entity's premises or under another entity's name, the project to be implemented within the University or research within the scientific field/direction specified by the project, the University shall be entitled to terminate the employment relationship with the postdoctoral researcher and to claim that copyright in the scientific output resulting from the project be vested in the University, as well as to seek compensation for damages.
3. Where plagiarism or data falsification by the postdoctoral researcher is established, the University shall be entitled to terminate the contractual relationship with the postdoctoral researcher.

Translator's notes:

1. Where a B2 foreign-language certificate is unavailable, the University shall administer a foreign-language examination.
2. Under Article 32(2) of the Law of Georgia on Higher Education, a person convicted of an offence against sexual freedom and inviolability specified by Georgian legislation, and/or a person whose right to engage in educational activities has been revoked by a court under the relevant law, may not be employed by a higher education institution.