

On amending Order No. 1440/1 of 19
April 2013, “On Special Rector’s
Scholarships for SPbU Doctoral
Students”

In order to improve the organization of the competition for special rector’s scholarship for doctoral students,

I DO HEREBY ORDER:

1. That the competition for a special rector’s scholarship for doctoral students (hereinafter the Scholarship), established by Order No. 1440/1 of 19 April 2013, “On Special Rector’s Scholarships for SPbU Doctoral Students” issued by the Rector, shall be held in accordance with the Regulation on organization and conduct of the competition for the Special Rector’s Scholarship for SPbU Doctoral Students and the extension of its term (hereinafter referred to as the Regulation), in accordance with the Annex to this Order;
2. To amend Order No. 1440/1 of 19 April 2013, “On Special Rector’s Scholarships for SPbU Doctoral Students” as follows:
 - 2.1. In clause 2, the final provision shall be deleted.
 - 2.2. Clause 3 shall be amended to read as follows:

“3. To establish that the Scholarship is awarded annually, by the order of the Vice Rector for Research, S.V. Aplonov, based on the results of the competition for the Special Rector’s Scholarship for Doctoral Students, for a period of one year starting from December 1, with a possibility for an extension of the term within the course of doctoral study.”
 - 2.3. Clause 5 shall be amended to read as follows:

“5. That the Senior Vice Rector E.G. Chernova shall make provisions for allocation of the required amount of funding to finance the Scholarship from the Endowment Fund, based on the following numbers: 15 scholarships in the 2018/2019 academic year and subsequent academic years, taking into account the scholarships payment of which will be extended.”
 - 2.4. Clause 8 shall be amended to read as follows:

“8. Proposals for amendments of and/or additions to this Order shall be sent to the following email address: org@spbu.ru.”
 - 2.5. Clause 9 shall be amended to read as follows:

- “9. Monitoring the implementation of this Order shall be the responsibility of the Vice Rector for Research S.V. Aplonov.”
3. To revoke the Annex and clauses 4 and 6 of Order No. 1440/1 of 19 April 2013, “On Special Rector’s Scholarships for SPbU Doctoral Students”.
 4. That Vice Rector for Research S.V. Aplonov shall organize expert reviewing of applications for the competition for the Special Rector’s Scholarship for Doctoral Students (hereinafter the Competition), in accordance with this Regulation.
 5. That the Acting Head of the Information Technology Service, A.B. Zhamoido, shall arrange for the technical possibility of submitting the applications for the Competition through the SPbU Pure System.
 6. That the Head of the Public Relations Office, T.T. Zainullin, shall arrange for the publication of this Order on the SPbU website within one working day from the date of the issuance of this Order.
 7. Requests for clarification in relation to the content of this Order shall be addressed to the Deputy Rector for Legal Affairs Yu.V. Penov, through the Virtual Reception service on the SPbU website.
 8. Proposals for amendments of and/or additions to this Order shall be sent to the following email address: org@spbu.ru."
 9. Monitoring the implementation of clauses 4,5, and 6 of this Order shall be the responsibility of the Head of the Administrative Control Department S.V. Begeza.

Rector

N.M. Kropachev

REGULATION
on organization and conduct of the competition for the Special Rector's Scholarship for
SPbU Doctoral Students and the extension of its term

1. Applications for participation in the competition (hereinafter the Application) are submitted by SPbU doctoral students in electronic form through the SPbU Pure System, in accordance with the Procedure for preparation and submission of applications for the competition for the Special Rector's Scholarship for SPbU Doctoral Students (Annex 1 to this Regulation).
2. One student can submit only one application per year. Doctoral students with any unfulfilled educational programme requirements at the time of submitting the application will not be eligible to participate in the competition. Applications for the first-time award of the Special Rector's Scholarship and for its extension in subsequent years shall be submitted and considered in a uniform manner, with the exception of clause 6 of the Regulation.
3. The application deadline is from October 10, 10:00 am, to October 30, 5:00 pm, each year.
4. The applications that are not compliant with the requirements established in this Regulation will not be accepted for consideration.
5. The application should include the following information about the academic achievements of the doctoral student:
 - 5.1. A list of published or accepted for publication works of the doctoral student in academic journals indexed in the Web of Science Core Collection or Scopus, indicating the following:
 - 5.1.1. publication information of the work;
 - 5.1.2. the quartile of the academic journal for the latest available year, in accordance with the Journal Citation Report (hereinafter the JCR) or the Scimago Journal Ranking (hereinafter the SJR), with the highest quartile in all subject areas indicated;
 - 5.1.3. DOI of the publication (if available);
 - 5.1.4. for works accepted for publication, the names of the attached files with the text of the work and proof of acceptance for publication from the editorial board.
 - 5.2. A list of other published works of the doctoral student indexed in the Web of Science Core Collection or Scopus, indicating the publication information and the DOI of the publication.
 - 5.3. The list of personal scholarships, grants, prizes and other awards received by the doctoral student for research work, including innovative research work, indicating their level (international, Russian, regional), as well as patents and other protected intellectual property resulting from such research work, except for published works (hereinafter the Protected IP) co-authored by the doctoral student. For each position in the list, it is necessary to indicate a publicly available Internet link, confirming the information, or attach supporting documents as separate files of the "Application" type

in the “Documents” section, with the file names specified in the list. The list cannot include scholarships, grants, prizes and other awards for which there is no confirming information, proving that they were awarded specifically for the research work (or innovative research work) of the applicant.

- 5.4. Information about participation of the doctoral student in international academic events with a presentation, indicating the following:
 - 5.4.1. the full title of the event, its place and dates, its internet links;
 - 5.4.2. the title of the presentation and names of all the authors (in the case of co-authorship);
 - 5.4.3. the type of the presentation: invited, oral, or poster.Presentations indexed in the Web of Science Core Collection or Scopus should not be included here; they are included in subsections 5.1 or 5.2.
6. The information included in subsection 5.1-5.4 of this Regulation shall be submitted in the following manner:
 - 6.1. For those who have not been previously awarded the Special Rector’s Scholarship for Doctoral Students - for the entirety of the preceding period of the doctoral student’s research activity.
 - 6.2. For those who have previously been awarded the Special Rector’s Scholarship for Doctoral Students - only for the period from the date when they were awarded the previous scholarship; the relevant information that was previously submitted for the scholarship that has already been awarded as a result of the competition cannot be resubmitted in any form (for example, a published work that was previously indicated as a work accepted for publication cannot be resubmitted). The application can only include publications that indicate the SPbU affiliation of the doctoral students applying for the scholarship, in accordance with order No. 5805/1 of July 23, 2015 “On the form of indicating affiliation of authors in academic articles” (as amended by Order 1758/1 of 21 March 2016), and the funding acknowledgment of the Special Rector’s Scholarship for SPbU Doctoral Students (if such acknowledgement is allowed by the publishing rules). The application may include only the patents and other protected intellectual property of which SPbU is the copyright holder.
7. The applications shall be reviewed in accordance with the Procedure for expert review of the documents submitted by the applicants for the competition for the Special Rector’s Scholarship for SPbU Doctoral Students (Annex 2 to this Regulation).

**Procedure for preparation and submission of applications for the competition for the
Special Rector's Scholarship for SPbU Doctoral Students**

Preparation and registration of applications in the electronic form should be carried out in the SPbU Pure System: <https://research.spbu.ru/ru/>. Inquiries in connection with authorisation in the SPbU Pure System should be sent to the following email address: support.pure@spbu.ru. Inquiries in connection with the content to be filled in the fields should be sent to the following email address: semenova@spbu.ru.

To enter the application information, log in to the SPbU Pure System, add the application (click "+" beside the "Applications" item in the "Current reference materials" section, or click the "Add" button in the top right corner of the screen and select "Application"); select the type of the application as "*Other SPbU Competitions > Application for a personal scholarship, registration of a research team at SPbU*" and in the opened window enter the following information:

1. Description of the type of activity: *other*.
2. Title: Special Rector's Scholarships for SPbU Doctoral Students.
3. Acronym: in this field enter "ASP" and the year of the competition (for example, "ASP 2018").
4. Applicants > Participants of the application: the doctoral student should be set as the leader of the application.
5. Funding: click the "Add funding" button; in the opened "Financing organization/Project owner" window, type "SPbU" and select "The Federal State Budgetary Educational Institution of Higher Education 'Saint-Petersburg State University'/SPbU/ Saint Peterburg State University"; in the "Financial indicators" field of the "Summary of financing", select "Brief" and click "Create".
6. Life cycle: from December 1 of the year of the competition to November 30 of the following year.
7. In the "Documents" sections, attach a file of the "Application" type as an MS Word document file, containing the information stated in subsection 5.1-5.4 of the Regulation. An editable list of publications from the SPbU Pure System can be obtained by adding a private biography. If there is no DOI for the publication, it is necessary to include the Internet link of the publication or the attachment of the publication in the "Documents" section as a separate file of the "Application" type. For works accepted for publication, it is necessary to attach the text of the work and a confirmation of the editorial board decision as separate files of the "Application" type in the "Documents" section. For the information specified in subsection 5.3 of the Regulation, if the Internet link confirming the information is not available, it is necessary to attach the confirming documents as separate files of the "Application" type in the "Documents" section. When adding a second and any subsequent files of the "Attachment" type, it is necessary to select the

“Do nothing” answer to a request from the SPbU Pure System about the previously attached files.

You do not need to fill in any other fields in the SPbU Pure System.

8. After fully or partially filling in the fields described above, click the “Save” button at the bottom of the page. After saving the information, you will still be able to return to the editing mode and edit the application.
9. After filling in all the information required for the application, you will need to submit the application for internal approval in the SPbU Pure System before October 30, 05:00 pm (click the “Submit for internal approval” button in the pop-up menu that appears when you point the cursor to “APPLICATION APPROVAL ROUTE”).

PROCEDURE
for expert review of the documents submitted by the applicants for the competition for
the Special Rector's Scholarship for SPbU Doctoral Students

1. The Head of the Department of Research Projects (hereinafter the DRP) shall arrange for the technical review of the applications in terms of their compliance with the requirements of the competition.
2. For the applications approved for participation in the competition as conforming to the requirements, the Head of the Department of Research Projects shall organize the calculation of application rankings on the basis of the information present in the applications, in accordance with the Regulation. The ranking of an application is the total points scored in the following categories:
 - 2.1. For each published work or work accepted for publication in academic journals indexed in the Web of Science Core Collection or Scopus belonging to the first quartile (Q1) - 30 points.
 - 2.2. For each published work or work accepted for publication in academic journals indexed in the Web of Science Core Collection or Scopus not belonging to the first quartile - 10 points.
 - 2.3. For any other published work or work accepted for publication in academic journals indexed in the Web of Science Core Collection or Scopus - 5 points (for each).
 - 2.4. For each personal scholarship, grant, prize or other award received for research work during the term of doctoral study:
 - 2.4.1. at the international level - 10 points;
 - 2.4.2. at the Russian level - 3 points;
 - 2.4.3. at the regional level - 1 point.Awards for the best presentation at an academic event have the level equivalent to the level of the academic event.
 - 2.5. For every research result that has the status of protected intellectual property for which the authorship of the doctoral student is confirmed:
 - 2.5.1. by a patent:
 - 2.5.1.1. issued abroad - 50 points;
 - 2.5.1.2. issued in the Russian Federation - 30 points;
 - 2.5.2. by a patent for a utility model or industrial design;
 - 2.5.2.1. issued abroad - 25 points;
 - 2.5.2.2. issued in the Russian Federation - 15 points;
 - 2.5.3. by a certificate for a computer software programme or a database - 10 points.
 - 2.6. For each presentation at an international academic event:
 - 2.6.1. for an invited presentation - 10 points;
 - 2.6.2. for an oral presentation - 3 points;
 - 2.6.3. for a poster presentation - 2 points.
3. For the expert review of the documents submitted by participants of the competition, the Head of the DRP may involve research committees for fields of knowledge.

4. The ranked list of applications is compiled in the order from the highest to the lowest. The preliminary list of winners of the competition includes the applicants at the top of the ranked list.
5. The preliminary list of competition winners shall be submitted to the Senior Vice Rector for Academic Affairs and Methodological Support to be checked for absence of any unfulfilled educational programme requirements. The Head of the DRP shall organize the work on validation that the preliminary winners have no violations in terms of requirements or deadlines for submitting academic and financial reports on research projects.
6. If a preliminary winner of the competition does not pass any of the checks specified in clause 5 of this Procedure, the applicant with the next highest ranking in the list becomes the winner.