**IMMANUEL KANT BALTIC FEDERAL UNIVERSITY**

**REGILATIONS ON RECRUITMENT PROCEDURE**

**FOR WORLD’S LEADING RESEARCHERS
(INCLUDING INTERNATIONAL RESEARCHERS)**

**Please note that this document is a translated summary intended for informative purposes only. If there are any disagreements in the interpretation of the provisions of this document, one should be guided by the original which is available here.**

**Last updated on: 17/11/2019**

**Authority:**

This paper was approved by the Rector and the Academic Council of the University.

1. **Introduction**

These Regulations govern the procedures for recruitment of the world’s leading researchers, including international researchers (hereinafter the WLRs) to the Immanuel Kant Baltic Federal University (hereinafter the IKBFU, the University). The main goal of the WLRs’ recruitment is to meet the target indicators within the IKBFU Development Program for 2011-2020 and the IKBFU Action Plan for the Global Competitiveness Enhancement Program (the Roadmap) for 2016-2020. By hiring the WLRs, the University aims to:

* enhance the educational process,
* promote research and innovation,
* develop human resources,
* attract and retain a high-quality student body,
* upgrade the infrastructure,
* improve management efficiency and organizational structure of the University.
1. **Glossary**

The following terms and abbreviations are used throughout these Regulations:

**Competitive selection procedure (the competition)** is a process of competitive selection of the WLRs to the IKBFU under the internationally accepted set of rules.

**Financial Responsibility Center** is astructural unit or a group of the University research staff and faculty members that has received a development budget for the Global Competitiveness Enhancement Program implementation in the current financial year.

**HR Department** stands for the Human Resources Department.

**Initiator of the application** is the Head of the University structural unit who submits a motivated application to the Strategic Development Directorate.

**Motivated application** (hereinafter the application) is a proposal for recruiting the WLR to the IKBFU within the Global Competitiveness Enhancement Program implementation. The application is submitted to the Strategic Development Directorate in accordance with the established template (see Appendix).

**Promising young researcher** is a progressive research student (a seeker of the Candidate of Sciences degree) or a member of faculty and research staff from the IKBFU, other Russian or international university, who is:

* under the age of 31 and doesn’t hold an academic degree,
* under the age of 36 and holds the Candidate of Sciences degree,
* under the age of 41 and holds a PhD or the Doctor of Sciences degree.

The IKBFU research students are subject to recommendations of the Academic Council of the corresponding Institute.

**Recruitment process** entails all activities related to screening, selection, employment, and accompanying legal and financial supporting procedures carried out for the purpose of attracting WLRs to the IKBFU. Recruitment is conducted in accordance with the competitive selection procedures.

**World’s leading researcher (the WLR)** is a researcher taking the leading position in a particular research area and having work experience at one of the leading national or international university or research center.

1. **Selection Procedures**

The WLR’s selection criteria are the following:

* the researcher’s reputation and credibility,
* work experience in leading national or international universities or research centers,
* the impact of the WLR’s work at the IKBFU on the achievement of the University target indicators,
* programs of stay and employment timesheets with periods of presence at the University clearly outlined.

The researcher’s credibility criteria include, but are not limited to:

* number of publications in peer-reviewed, indexed Russian and international journals (referenced in the Web of Science or Scopus databases, Russian Science Citation Index),
* average impact factor of journals in which articles were published in the past five years,
* H-Index,
* honorary degrees and titles,
* a list of research achievements (patents, the most significant publications),
* work experience in the positions of professor, consulting professor, adjunct professor, research professor, expert in the universities included in THE, QS World University, Shanghai rankings,
* recommendation from reputable academics (experts) or reference from the IKBFU International Advisory Council.

The initiator of the application shall submit the following papers to the Strategic Development Directorate:

* a motivated application,
* a researcher’s CV (see Template B in Appendix),
* a program of stay and an employment timesheet,
* cost estimates with the proposed remuneration indicating the source of funding,
* employment conditions.

Taking the application into consideration, the Vice-Rector for Research shall issue a conclusion upon the possibility and advisability of hiring the candidate.

The WLRs’ screening and shortlisting procedures are conducted by the Selection Committee, which is chaired by the Vice-Rector for Social Communication and consists of:

* the Deputy Director for Strategic Development (the Deputy Chair),
* the Deputy Rector for Safety and Security Issues,
* the Director of the Center for the Advancement of the Research Publications,
* the Deputy Vice-Rector for International Affairs – the Director of the International Office (the Secretary),
* other authorized members.

The Selection Committee may either approve or reject the candidate. The decision is made by a simple majority of votes (assuming no less than 2/3 of the approved members are available). The resolution is recorded in the protocol (the minutes of the Selection Committee meeting), which is forwarded to the HR Department no later than three business days upon the voting conclusion for announcement of the competition procedures, drafting the employment contract, and legalizing the labor relations between the IKBFU and the selected candidate.

1. **Offer of Employment and Competitive Procedures**

Based on the decision of the Selection Committee and the draft employment contract provided by the HR Department, the Strategic Development Directorate sends an official offer letter with the stated acceptance deadline to the WLR. The offer letter shall be signed by the Rector or the authorized Vice-Rector.

An acceptance letter shall be issued in the prescribed form (see Template D in Appendix) and can be sent via e-mail.

If the IKBFU offer is accepted, the Head of the Financial Responsibility Center shall*:*

* initiate the establishment of the position of professor, research professor, adjunct professor, consulting professor in the staffing table for announcement of a competition for the correspondent position;
* send the candidate’s acceptance letter to the HR Department;
* submit the copy of the WLR’s national passport to the International Office;
* collect all the papers necessary for the competitive selection procedure.

The document packet for the competitive selection procedure includes:

* copies of the documents confirming the compliance of the WLR with the required qualifications;
* the documents confirming that the WLR has no restrictions on teaching activities in accordance with the legislative and other regulatory legal acts (including a certificate of no criminal record);
* a certificate of medical examination.

The WLR is not admitted to the competitive selection procedure if*:*

* the candidate does not meet the qualification criteria for the corresponding position;
* the candidate fails to submit the required documents;
* the candidate violates the deadlines for the document submission.

A competitive selection procedure is conducted by the Human Resources Committee (hereinafter the HR Committee). The HR Committee is a board authorized to elect the WLR in a competition for the position of professor / research professor / consulting professor / adjunct professor. The composition of the HR Committee is approved by the Rector’s order.

The candidate is considered to be successful in the competitive selection procedure, if they gain the majority of votes (more than half of the votes of the participating members of the HR Committee). The decision of the HR Committee is the basis for concluding an employment contract with the candidate.

An employment contract with the international WLR is executed both in Russian and English.

1. **Legal and Financial Terms**

All legal procedures and remuneration conditions involved in the labor relationships between the IKBFU and the hired WLRs are governed by the legislation of the Russian Federation, these Regulations, and the relevant University bylaws. The IKBFU Regulations on Remuneration, Regulations on Publication Incentives, and other bylaws related to remuneration issues and provision of incentives are not applicable to the WLRs.

The position responsibilities of the WLR are determined by the employment contract and an individual work plan, agreed by the IKBFU authorized members of staff, including the Head of the structural unit (the initiator of the application), a supervising Vice-Rector and the Rector.

The remuneration of the WLR is determined in accordance with the cost estimate and the relevant University procedures.

Administrative coordination and support within the recruitment procedure are provided by:

* the Strategic Development Directorate (in terms of offer letter execution),
* the International Office (in terms of visa support and migration registration of the WLR),
* the HR Department (in terms of hiring procedure implementation).
1. **Young Researchers**

In order to achieve the established indicators, the WLR holds the right to invite promising young researchers with work experience in the leading national and international universities and research centers. A list of candidates shall be submitted by the WLR to the HR Committee.

The Head of the Financial Responsibility Center makes a corresponding cost estimate, including the expected salary, taxes, insurance fees, travel and dormitory expenses for the duration of the employment contract, other expenses associated with attracting a promising young researcher to work at the University. The cost estimate shall be approved by the Strategic Development Directorate.

The promising young researcher shall participate in a competitive selection procedure for an announced position. Successful candidates will get an offer for a fixed-term employment contract at the IKBFU within the Competitiveness Enhancement Program implementation. The corresponding faculty or research positions are established in the staffing table for the period of the WLR’s employment at the IKBFU.

The selection criteria for promising young researchers are the following:

* a research field,
* number and quality of publications in peer-reviewed, indexed Russian and international journals (referenced in the Web of Science or Scopus databases, Russian Science Citation Index),
* average impact factor of journals in which articles were published in the past three years,
* H-Index,
* a list of patents and other intellectual property results.

The WLR’s report on the performance indicators implementation shall include the report on the promising young researcher’s activity results.

***Appendix***

**The template forms are given in English for your reference only. Please note that all the internal University documents are processed in Russian. For further questions and assistance, please contact a responsible officer of the International Office.**

***Template A***

**Motivated Application**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(the IKBFU structural unit)

applies for implementation of initial screening and shortlisting procedure for a world’s leading researcher

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(WLR’s full name, academic degree and title)

for hiring to the IKBFU in the position of

*Professor / Research Professor / Consulting Professor / Adjunct Professor / Instructor*

 (cross out irrelevant choices)

of the Institute \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Department, if any*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (employment conditions: Full-Time/Part-Time position, Tenured/Non-Tenured position, Internal/External Part-time position, Remote, Visiting position)

Graduated from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree awarded\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PhD/the Candidate of Sciences degree is attained in \_\_\_\_\_\_\_\_\_\_\_\_\_(year, research field)

Academic title awarded (*if any*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Doctor of Sciences degree is attained in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (year, research field)

Academic title awarded (*if any*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of research papers:**

Total number of publications\_\_\_\_\_\_\_\_\_\_\_\_\_\_, including:

in the past five years \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

publications in Scopus, WoS \_\_\_\_\_\_\_\_\_\_\_\_

publications in research journals indexed > 1 by Scopus, WoS databases \_\_\_\_\_\_\_\_\_\_\_\_.

Total number of: successful Candidates of Sciences - \_\_\_\_\_\_\_\_\_\_;
successful Doctors of Sciences - \_\_\_\_\_\_\_\_ .

Current number of: seekers of the Doctor of Sciences degree - \_\_\_\_\_\_\_\_\_\_;
seekers of the Candidate of Sciences degree - \_\_\_\_\_\_\_\_ .

**H-Index:**

**Advanced training**in the past five years *(if any)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Russian language skills (for international applicants) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Foreign languages (for Russian applicants) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(language, proficiency)

**Other features** *(honorary titles, etc.)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please, provide motivation for candidate selection:**

**University performance indicators influenced by the work of the world’s leading researcher:**

*Appendixes:*

1. CV of the world’s leading researcher.

2. List of publications.

3. Detailed letter of motivation.

4. Program of stay and timesheets, individual work plan.

5. Cost estimate.

6. Performance indicators.

7. Offer letter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Position of the initiator of the application  Full name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

***Template B***

 **Curriculum Vitae**

|  |
| --- |
| Full name: |
| Personal data: | Date and place of birth:Citizenship:Passport details:Tax reference number:Social security number: |
| Contact details: | Address:Phone:Email: |
| Education: |   |
| Academic titles and degrees: |  |
| Work experience and professional skills: |   |
| Personal achievements: |   |
| Other important information: |   |

***Template C***

**Cost Estimate for Recruiting the World’s Leading Researcher**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item  | Cost per unit (rubles) | Source of funding | Quantity | Total cost (rubles) |
| Salary (per month, including income tax) |   |   |   |   |
| Insurance fees (30,2%) |   |   |   |   |
| Compensation for an annual paid leave (28 calendar days) |  |  |  |  |
| Travel expenses in Kaliningrad during the employment period |   |   |   |   |
| Living expenses in Kaliningrad during the employment period |   |   |   |   |
|  **In total**   |   |

\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Position of the initiator of the application  Full name

1. Funds for the WLR’s recruiting and stay at the University are allocated from budgets of the IKBFU Competitiveness Improvement Program (the Roadmap), as well as from income-generating activities, and other sources in case that compulsory co-financing is required.

2. The costs of the WLR’s recruiting may include the following items:

a) invitation and visa issuance (for inviting an international researcher);

b) travel expenses (to Kaliningrad and back to the place of permanent residence);

c) accommodation in Kaliningrad in the pre-contract period.

3. The costs of the WLR’s stay in Kaliningrad may include the following items:

a) accommodation in the IKBFU dormitory (hotel accommodation is permitted);

b) travel expenses (to Kaliningrad and back to the place of permanent residence);

c) travel expenses: from the airport to the hotel and back; from the hotel to the University;

d) remuneration;

e) provision of medical services / payment of a voluntary medical insurance contract;

f) taxes and insurance fees (depending on the WLR’s status).

***Template D***

**Acceptance Letter**

To the Rector

of the Immanuel Kant Baltic Federal University

A.A. Fedorov

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby give my consent for taking the position of professor /

Full name

consulting professor / adjunct professor / research professor / instructor of the Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

the Department (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

as well as for the processing and use of my personal data for further hiring procedure implementation.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

date