

REGULATIONS ON PUBLICATION ACTIVITY AND INCENTIVES OF THE FACULTY AND RESEARCH STAFF OF THE JALAL-ABAD INTERNATIONAL UNIVERSITY (JAIU)

1. General Provisions

1.1. These Regulations define the objectives, principles, requirements, and procedures for recording and incentivizing the publication activity of faculty members, researchers, doctoral students, master's students, and other employees of JAIU (hereinafter referred to as JAMU, the University).

1.2. These Regulations have been developed in accordance with the legislation of the Kyrgyz Republic, the Charter of JAIU, the Regulations on Scientific and Innovative Activities of JAIU, the Regulations on the Quality Management System (QMS), the Regulations on the Performance Evaluation System for Academic Staff and Administrative Personnel (KPI), the Regulations on Academic Integrity, and other internal regulatory documents of the University.

1.3. Publication activity is:

1. a key indicator of the effectiveness of JAIU's scientific and educational activities;
2. one of the main criteria for evaluating the work of faculty and research staff;
3. an important factor in the accreditation of educational programs and the institutional accreditation of the University.

1.4. These Regulations apply to:

1. faculty and research staff of JAIU (full-time and part-time);
2. doctoral students, master's students, and residents affiliated with JAIU;
3. staff at clinical sites who are full-time or part-time employees of JAIU (where contracts exist).

2. Objectives and Principles of the Publication Policy

2.1. Objectives:

2.1.1. To improve the quality and quantity of scientific publications by JAIU staff.

2.1.2. To strengthen the University's scientific and academic reputation at the national and international levels.

2.1.3. To support the development of scientific schools, laboratories, and centers at JAIU.

2.1.4. Ensuring compliance with the requirements of accreditation agencies and international rankings.

2.2. Core principles:

1. **scientific integrity and academic honesty;**
2. **focus on quality, not just the quantity of publications;**
3. **transparency of evaluation and incentive criteria;**
4. **consideration of disciplinary specifics and the level of journals/publications;**
5. **support for young scholars and the involvement of students in publishing activities.**

3. Basic Concepts and Types of Publications

3.1. The following terms are used in these Regulations:

1. **Scientific publication** – an article, review, short communication, case study, book chapter, or other scientific work published in an official publication (journal, collection, monograph, electronic resource with ISSN/ISBN).
2. **Publication activity** – the total number of scientific publications by an author (authors) during a specific reporting period.

3. **Affiliation** – an official indication of the author’s affiliation with JAIU in the publication’s bibliographic data.

3.2. Types of scientific publications considered in the evaluation and incentive system:

1. articles in international peer-reviewed journals indexed in Scopus, Web of Science, and other international databases;
2. articles in international and national peer-reviewed journals included in recognized academic databases and/or lists;
3. articles in peer-reviewed journals of JAIU and other domestic universities;
4. chapters in collective monographs and scientific collections;
5. full papers and abstracts of presentations in the proceedings of international and national conferences;
6. educational and methodological publications (provided they contain a scientific component and have been peer-reviewed);
7. other publications approved by the Academic Council of JAIU as significant for the development of the University’s scientific potential.

3.3. The exact lists of databases, journals, and types of publications considered for the calculation of points and incentives are determined by a separate **Register of Recommended Publications of JAIU**, approved by the Vice Rector for Science and the Academic Council.

4. Requirements for Affiliation and Co-authorship

4.1. When preparing publications produced as part of a JAIU employee’s job duties or using University resources, the author is required to indicate their affiliation with JAIU in Russian, Kyrgyz, and/or English (depending on the publication’s requirements).

Example:

1. Russian: *Jalal-Abad International University, Jalal-Abad, Kyrgyz Republic*
2. English: *Jalal-Abad International University, Jalal-Abad, Kyrgyzstan*

(the specific wording of the affiliation is approved by an internal order).

4.2. If an author has multiple places of employment, they may list multiple affiliations; however, for the purpose of earning points and receiving incentives at JAIU, the requirement to indicate affiliation with JAIU is mandatory.

4.3. In joint publications by several JAIU staff members, points may be distributed among the co-authors:

1. **equally** (by default);
2. **based on contribution**, unless otherwise specified in an internal agreement and confirmed by the head of the department.

4.4. Publications involving students and master’s students affiliated with JAIU are counted as the result of the research activity of the faculty member/advisor and the department.

5. Recording and Monitoring of Publication Activity

5.1. Recording of publication activity is carried out:

1. at the department level—by those responsible for research/scientific work;
2. at the faculty level – by the associate deans for research (if available);
3. at the university level – by the Department of Research/Research and Innovation.

5.2. To track publications, a **registry of JAIU publications** is compiled for the calendar/academic year, indicating:

1. the full name(s) of the author(s);
2. the structural unit;
3. full bibliographic description;
4. the type and level of the publication;
5. indexing status (Scopus, WoS, etc.);
6. availability of DOI/link;
7. supporting documents (copy of the article, title page, screenshot, letter of acceptance for publication).

5.3. Employees are required to submit information about their publications annually (by the established deadline) via:

1. the internal information system (eBilim or equivalent);
2. or using the established form (table/register) approved by the Research Department.

5.4. The publication registry is used for:

1. generating reports on research and development and accreditation;
2. calculating KPI scores and faculty rankings;
3. making decisions regarding incentives and participation in competitions, grants, and business trips.

6. Classification of Publications and Scoring System (KPI)

6.1. For the purposes of evaluation and incentives, publications are conditionally divided into categories:

1. **Category A** – articles in journals indexed in Scopus, Web of Science (Q1–Q4), and equivalent international databases.
2. **Category B** – articles in other foreign peer-reviewed journals included in recognized scientific databases/lists.
3. **Category C** – articles in national peer-reviewed journals, as well as in JAIU journals included in recommended lists.
4. **Category D** – publications in proceedings of international and national conferences, collections, short communications, reviews, etc.
5. **Category E** – chapters in monographs, monographs, and peer-reviewed scientific and methodological works.

6.2. Each category is assigned a **weight (point value)** for calculating the individual publication activity indicator. Specific point values by category and type of publication are established in **Appendix 1 to these Regulations** and may vary for:

1. faculty members;
2. researchers;
3. doctoral and master's students.

6.3. Publication points are integrated:

1. into the KPI system for faculty and researchers;
2. into the rankings of departments and faculties;
3. into the incentive system (bonuses, allowances, rewards).

6.4. For accounting purposes, a **minimum target indicator** for publication activity may be established by position (for example, at least one article every 2–3 years for the base level, with differentiation by position), which is set forth in the KPI Regulations.

7. Encouraging Publication Activity

7.1. Employees are rewarded for their publishing activity in the following ways:

1. **financial incentives** (one-time bonuses, allowances, additional pay);
2. **non-monetary incentives** (certificates, letters of appreciation, acknowledgments in reports, nominations for awards);
3. **academic support** (priority in selection for conferences, internships, and training).

7.2. Priority in incentives is given to:

1. Category A and B publications;
2. joint publications involving students and young researchers;
3. publications in priority research areas of JAIU.

7.3. The procedure and amounts of financial incentives are determined by:

1. local regulations of JAIU on remuneration and bonuses;
2. annual orders of the rector, taking into account the University's financial capabilities.

7.4. Possible forms of direct support for publications:

1. partial/full reimbursement of publication fees for open-access journals (APC);
2. coverage of registration fees for conference participation;
3. organizational support for translation and scientific editing.

8. Support for publication quality and competency development

8.1. JAIU creates conditions for improving the quality of publications through:

1. conducting seminars and training sessions on academic writing, journal selection, and working with databases;
2. consultations on article preparation, handling reviews, and ethical aspects of publishing;
3. forming internal expert groups for peer review and evaluation of publication quality.

8.2. It is recommended to:

1. avoid publishing in “junk”/dubious journals (predatory journals);
2. consult with the research department or experts before submitting an article to a controversial journal.

8.3. The Register of Recommended Publications of JAIU may include information on:

1. on priority journals by field;
2. a “blacklist” of journals not recommended for publication.

9. Academic Integrity and Responsibility

9.1. When preparing and publishing scientific works, employees are required to comply with:

1. JAIU's Regulations on Academic Integrity and the Prevention of Plagiarism;
2. international and national ethical standards for scientific publications;
3. requirements regarding data reliability and the prohibition of fabrication and falsification.

9.2. In the event of detection of:

1. plagiarism;
2. republishing the same work without attribution;
3. the use of "junk" journals masquerading as high-impact journals;
4. other ethical violations,

the JAIU administration has the right to:

1. exclude such publications from KPI calculations and incentive payments;
2. reconsider previously awarded points and payments;
3. apply disciplinary measures in accordance with internal documents.

9.3. Disputes and conflicts related to the consideration and evaluation of publications are addressed:

1. at the department and faculty levels;
2. if necessary, by the Science/Ethics Committee or the Academic Council of JAIU.

10. Involvement of Students and Young Scholars

10.1. Publications involving students, master's students, doctoral candidates, and residents are considered a significant indicator of the work of the research supervisor and the department.

10.2. JAIU encourages:

1. joint articles by faculty and students;
2. individual student publications under the academic supervision of faculty members;
3. student participation in conferences and competitions followed by publication of materials.

10.3. The following may be established for students and young researchers:

1. special competitions such as "Best Student Article," "Best Young Scholar," etc.;
2. separate grants/scholarships to cover publication costs.

11. Final Provisions

11.1. These Regulations are approved by the Academic Council of JAIU and enter into force by order of the Rector.

11.2. Amendments and additions to these Regulations shall be proposed by the Rector, the Vice Rector for Science and Innovation, the Academic Council, or the heads of structural units and shall be considered in accordance with established procedures.

11.3. Matters not covered by these Regulations shall be governed in accordance with the current legislation of the Kyrgyz Republic, the Charter of JAIU, and other internal regulatory acts.

Appendix 1

Publication Scoring Table (for KPIs and Incentives)

Note: Specific points and thresholds may be approved by order of the Rector. Below is a working version of the scale.

Table 1. Publication Categories and Scores

Category	Publication Type	Brief Description	Points per publication*
A1	Article in a Scopus / Web of Science journal (Q1–Q2)	International peer-reviewed journal, top quartile (Q1–Q2)	40
A2	Article in a Scopus/Web of Science journal (Q3–Q4)	International peer-reviewed journal, Q3–Q4 quartile	30
A3	Article in another international journal from recognized databases (ESCI, etc.)	Journal included in international databases but without a Scopus/WoS quartile	25
B1	Article in a foreign peer-reviewed journal (not indexed in Scopus/WoS)	Foreign peer-reviewed journal included in national/industry databases	20
B2	Article in a national journal included in the recommended list of JAIU	Included in the register of recommended journals (Ministry of Education, National Academy of Sciences, relevant associations, etc.)	15
C1	Article in a JAIU journal or a national university journal (peer-reviewed)	Intra-university and inter-university publications included in the internal list of JAIU	10
C2	Chapter in a monograph or collective monograph	Scientific chapter of at least 0.5 author's sheets; the monograph has an ISBN and reviews	20
C3	Individual monograph	Scientific monograph (ISBN, reviews, standard length)	40
D1	Full text of an article in the proceedings of an international conference	Peer-reviewed conference, publication of full article	10
D2	Conference abstract (international conference)	Short abstracts published in a proceedings volume or online with ISSN/ISBN	6
D3	Conference abstracts (national/university conference)	Short abstracts, proceedings, or electronic publication	4
E1	Textbook/instructional manual with approval (Ministry of Education/UMO/JAIU)	Approved, with ISBN and reviews; used in the educational process	25
E2	Teaching guide / methodological recommendations (peer-reviewed)	Has reviews, ISBN/registration, used in the educational process	10

* Points are awarded according to the following rules:

1. if there are several co-authors from JAIU, **points are divided equally among them** (by default);
2. if necessary, **a coefficient** may be established **for the first/corresponding author** (e.g., 1.0 for the first author, 0.7 for the second, 0.5 for the others; this is documented in a separate appendix);
3. for publications involving undergraduate or graduate students, **an additional coefficient of +10–20%** may be applied to the supervisor's points (upon decision of the Academic Council).

Appendix 2

Form for the Department's Annual Report on Publication Activity

1. General Information

Indicator	Information
Faculty	
Department	
Academic / calendar year	
Department Chair	
Responsible for Research / Publications	

2. Department Summary Statistics

Table 1. Quantitative indicators by publication category

No.	Indicator	No.	Total points (according to the scale in Appendix 1)
1	Category A1 articles (Scopus/WoS Q1–Q2)		
2	Articles in Category A2 (Scopus/WoS Q3–Q4)		
3	Articles in Category A3 (other journals from international databases)		
4	Category B1 articles (foreign peer-reviewed journals)		
5	Category B2 articles (national journals from the recommended list)		
6	Category C1 articles (JAIU journals and other peer-reviewed university journals)		
7	Monographs, chapters in monographs (Categories C2–C3)		
8	Conference proceedings (D1–D3)		
9	Textbooks, teaching aids, and instructional manuals (E1–E2)		
10	Total publications		
11	Total points for the department during the reporting period		

3. Individual publication activity of faculty and staff

Table 2. List of publications by each staff member

No.	Employee's Full Name	Position, Academic Degree	Department	Full bibliographic description of the publication	Category (A1... E2)	Points for the publication	Share of points (taking co-authors into account)	Affiliation with JAIU (yes/no)	Note (Scopus ID, DOI, etc.)
1									
2									

4. Analytical section (text)

4.1. The department's main achievements in the area of publication activity

(key journals, major publications, participation of young scientists, trends compared to last year).

4.2. Challenges and limitations

(language barrier, APC funding, difficulty in selecting journals, faculty workload, etc.).

4.3. Plans and proposals for the coming year

(improving journal quality, targeted training, translation support, internal article deadlines).

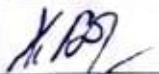
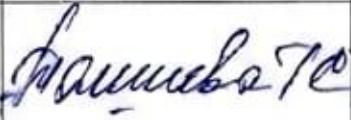







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: _____

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APPROVAL SHEET

No	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

