

**DECISION**

**Regarding the promulgation of Regulation on Rewarding scientific publications  
of staff members, lecturers and students of FPT Education**

**RECTOR OF FPT UNIVERSITY**

*Pursuant to the Prime Minister's Decision No. 208/2006/QD-TTg dated September 8, 2006 on the establishment of FPT University;*

*Pursuant to Decree No. 99/2019/ND-CP dated December 30, 2019 elaborating and providing guidelines for a number of articles of Law on amendments to Law on higher education;*

*Pursuant to the Regulation on Organization and Operation of FPT University issued under Decision No. 1017/QD-DHFPT dated September 1, 2021 of President of Board of Director of FPT University;*

*Pursuant to the Regulation on Rewarding scientific publications of staff members, lecturers and students of FPT Education issued under Decision No. 1342/QD-DHFPT dated November 22, 2021 of Rector of FPT University;*

*Pursuant to the Regulation on Rewarding scientific publications of staff members, lecturers and students of FPT Education issued under Decision No. 304/QD-DHFPT dated April 12, 2022 of Rector of FPT University;*

*Considering the proposal of the Head of Office of Science Management.*

**DECIDES:**

**Article 1.** Issued together with this Decision is Regulation on Rewarding scientific publications of staff members, lecturers and students of FPT Education, including: scientific articles; patents; citations.

**Article 2.** This Decision takes effect from the date of signing and replaces Decision No. 304/QD-DHFPT, dated April 12, 2022.

**Article 3.** Directors of Divisions/Institutions/Centers, Rectors of all affiliations of FSchool, Head of Regional Offices, Chief Accountants in all regions, Head of Human Resources Department FEHO, Head of Human Resources in all regions and department and relevant individuals are responsible for implementing this Decision. /.

**Recipients:**

- As Article 3;
- PR Department;
- Cc: AD, HR, OSM.

**RECTOR**

**(signed and sealed)  
Nguyen Khac Thanh**

**Regulation on Rewarding scientific publications of staff members, lecturers and students of FPT Education**

*(Promulgated together with Decision No. /QD-DHFPT date / / 2023 of Rector of FPT University)*

**CHAPTER 1  
GENERAL REGULATIONS**

**Article 1. Scope of application**

This regulation provides guidelines for rewarding research of staff members, lecturers and students of FPT Education (hereinafter referred to as FE). Research that is qualified for reward includes:

- Scientific publications: Scientific articles published on national and international journals;
- Patents and Utility resolutions;

This decision also regulates reward for citations of staff members, lecturers, trainees and students.

**Article 2. Subject of application**

1. Staff members and lecturers who are on formal labor contracts and part time lecturers who are on visiting lecturer contracts at FE at the time of reward assessment;
2. Research fellows and Students, including PhD students, postgraduates, university students and students of FE. Reward assessment is carried out when authors submit their scientific publications to the Office of Science Management.
3. All subjects of application listed in section 1 and 2 must mention FPT University as their first affiliation in their research articles.

**Article 3. Funding for reward**

Reward is funded by the Research Promotion Foundation of FPT University.

**CHAPTER 2  
REWARD FOR SCIENTIFIC PUBLICATIONS**

**Article 1. Scope of application**

- This article provides guidelines for reward for FE's staff members, lecturers and students who have published their scientific research on one of the

following publications: journals, proceedings, books, and book chapters. Those publications must fall into one of the following categories:

1. ISI Databases, including: A&HCI, SCIE, SSCI, ESCI, BCI and CPCI, listed in Web of Science Core Collection, website: <http://mj1.clarivate.com/>
  2. Scopus Databases, website: <http://www.scopus.com/home.uri>
  3. Journal Databases annually ranked by The State Council for Professor of Vietnam, website: <http://hdgsnn.gov.vn/>;
- Each publication is entitled with reward once only, despite being published on **more than one publication**.
  - This regulation does not apply to articles published by predatory publishers or journals which are listed on Beall's List. If dubious publishers are mentioned yet not officially listed on Beall's List, articles that are waiting for reward assessment will be eliminated by FPT University's Council for Science before receiving the final judgment.
  - Requirements for content of scientific publications: Scientific publications must align with FPT University's aims and visions, and must be relevant to the author's major and field.

## **Article 2. Regulations on rewards for scientific publications**

Scientific publications mentioned in Article 1 are categorized into four (04) categories as follows:

1. **Publications with ISI and Scopus Q1-Q4 ranking:** Must be published on journals with ISI and Scopus Q1-Q4 ranking (ranked by Scimago databases) in three (03) consecutive years. Reward is decided based on Q rankings on ISI, Scopus and Q databases. Website: <http://www.scimagojr.com/journalrank.php>

<b>ISI and Scopus ranking</b>	<b>Level of Reward</b>
ISI and Scopus Q1	100,000,000 VND (One hundred million dong)
ISI and Scopus Q2	80,000,000 VND (Eighty million dong)
ISI and Scopus Q3	60,000,000 VND (Sixty million dong)
ISI and Scopus Q4	40,000,000 VND (Forty million dong)

2. **Publications with Scopus Q1-Q1 ranking:** Must be published in journals with Scopus Q1-Q2 ranking (ranked by Scimago databases) in three (03) consecutive years. Reward is decided based on Q rankings on ISI, Scopus and Q databases. Website: <http://www.scimagojr.com/journalrank.php>

<b>Scopus ranking</b>	<b>Level of Reward</b>
Scopus Q1	60,000,000 VND (Sixty million dong) (Decision 304/QD-DHFPT: 80,000,000 VND)
Scopus Q2	40,000,000 VND (Forty million dong) (Decision 304/QD-DHFPT: 60,000,000 VND)

**N.B** *If the journal belongs to more than one field, reward for the scientific publication takes the average reward for Q rankings indicated by Scimago Journal Rank.*

3. Publications with ISI or Scopus or Scopus Q3 or Scopus Q4 ranking but not belong to Section 1 and Section 2 of this Article: **20,000,000 VND (Twenty million dong).**
4. Publications belong to one of scientific journals ranked by The State Council for Professor of Vietnam but not belong to Section 1, 2, 3 of this Article: Based on the maximum grade of the journal ranked by The State Council for Professor of Vietnam at the time of reward assessment, reward is applied by using the following formula:

$$\text{Reward} = \text{Maximum grade of the journal} * 5,000,000 \text{ VND}$$

### **Article 3. Regulations on reward for FE authors**

1. Reward for FE authors having only one (01) affiliation is formulated as follows:

$$\text{Reward for FE author with 01 affiliation} = \frac{\text{Level of reward for specific type of publication} * \text{FE author's contribution level}}{\text{Total contribution level of all authors}}$$

Contribution level is defined as follows:

- FE author with the largest contribution: Contribution level is counted 1.2. The author with the largest contribution is defined as the first author, unless it is clearly defined in footnote or in other regulations of the journal, or in any forms of evidence provided.
  - FE author is the corresponding author: Contribution level is counted 1.2. Information related to the Corresponding author is normally shown in scientific publications.
  - FE author who is the first and also corresponding author: Contribution level is counted 1.4.
  - Non-FE author but belongs to QS-500 rankings' university or institution: Contribution level is counted 0.5.
  - In other cases, either FE or Non-FE author: Contribution level is counted 1,0.
2. If FE author has more than one (01) affiliations, including FPT University, reward for that FE author is formulated as follows:

$$\text{Reward for FE author} = \frac{\text{Level of reward for FE author with 01 affiliation}}{\text{Total number of affiliations of FE author}}$$

3. If the article is published when an FE author is joining a training program at another affiliation, it will not be counted as an affiliation of that author when reward is assessed.
4. For an FE author who is on a visiting lecturer contract and teaching part time at the time of reward assessment, that author will only join 50% of the total reward (mentioned in Article 2 of this chapter).
5. Each FE author can only receive a maximum of 500,000,000 VND (Five hundred million dong) as reward for their scientific publications. Once they reach that maximum level, they can only receive 50% of the total reward for the next publications.
6. If there is more than one FE author in one publication, authors can receive their reward individually or assign one authorized representative to receive reward for the author team. In that case, the authorized representative must be confirmed by other authors and the representative must take responsibility for any financial regulations for their team's reward.

#### **Article 4. Time for reward assessment**

Reward for articles is applied once article(s) is published on the website of journal's, publisher's or conference organizing member's.

#### **Article 5. Conditions for reward assessment**

- Staff members, lecturers, research fellows must conduct a seminar on their article published on journals with ISI/Scopus rankings at their affiliation before submitting a request for reward to the Office of Science Management.
- Instructions for conducting seminar:
  - Author who is lecturer or research fellow at FE must register for seminar with their department or faculty; author who is staff member must register for seminar with the Office of Science Management;
  - Agenda and seminar must be scheduled by author's working unit, after which the Office of Science Management will help share information about this seminar on FE News to attract attendees;
  - Once lecturer or research fellow completes their seminar, a seminar confirmation letter must be signed by Head of Department/Head of Subject/Science management staff member of the department, and later signed by Head of the Office of Science Management (Template 01);
  - Author must send to the Office of Science Management the seminar confirmation letter when sending their request for reward (only compulsory for publication with ISI/Scopus rankings).

### CHAPTER 3

#### REWARD FOR PATENTS AND UTILITY SOLUTIONS

##### **Article 1. Scope of application**

1. This article provides guidelines for rewarding staff members, lecturers and students who receive patents or utility solutions after December 31, 2019. Each utility solution is rewarded once only, despite being granted in more than one country or organization.
2. Patent or utility solution to be awarded must meet the following conditions: aligns with FE's goals and activities, and must be relevant with the author's major and field.

##### **Article 2. Registration procedure for patent**

1. The registration for patent in foreign countries must be supported by FPT's Department of Technology;
2. The registration for patent or utility solution at National Office of Intellectual Property of Vietnam (NOIP) is supported by the Office of Science Management, in terms of procedures and expense.

##### **Article 3. Regulations on rewards for patent and utility solutions**

In addition to the reward granted by FPT Corporation, patent and utility solution will receive another reward granted by FE, details of which is described as follows:

<b>Criterion</b>	<b>Level of Reward</b>
Patent certificate granted in one of the following nations: USA (USPTO), EU (EPO), Japan (JPO), Australia (IP), Korea (KIPO)	100,000,000 VND (One hundred million dong)
Patent certificate granted in other nations	40,000,000 VND (Forty million dong)
Patent granted by National Office of Intellectual Property of Vietnam (NOIP)	10,000,000 VND (Ten million dong)

##### **Article 4. Regulations on reward for FE's authors**

If the patent has more than one author, reward for FE's authors is formulated as follows:

$$\text{Reward for FE author} = \frac{\text{Level of reward for patent}}{\text{Total number of authors of that patent}}$$

##### **Article 5. Time of assessment**

Reward is applied once the product is granted with a certificate for patent or utility solution.

## **CHAPTER 4**

### **REWARD FOR CITATION**

#### **Article 1. Scope of application**

This article provides guidelines for rewarding full time staff members and lecturers with citation index provided by Scopus and Google Scholar (GS).

#### **Article 2. Subject of application**

Reward is applied for full time staff members and lecturers with official affiliation of which on Scopus and Google Scholar is FPT University, and those who have received rewards for ISI/Scopus publications for the last three years.

#### **Article 3. Regulations on reward for citation**

Specific reward for staff members and lecturers with citation is described as follows:

<b>Criterion</b>	<b>Level of Reward</b>
Scopus $\geq$ 2000 and GS $\geq$ 5000	35,000,000 VND (Thirty-five million dong)
Scopus $\geq$ 1000 and GS $\geq$ 2000	25,000,000 VND (Twenty-five million dong)
Scopus $\geq$ 500 and GS $\geq$ 1000	20,000,000 VND (Twenty million dong)
Scopus $\geq$ 200 and GS $\geq$ 500	16,000,000 VND (Sixteen million dong)
Scopus $\geq$ 100 and GS $\geq$ 200	12,000,000 VND (Twelve million dong)
Scopus $\geq$ 50 and GS $\geq$ 100	8,000,000 VND (Eight million dong)
Scopus $\geq$ 20 and GS $\geq$ 50	5,000,000 VND (Five million dong)
Scopus $\geq$ 10 and GS $\geq$ 20	2,000,000 VND (Two million dong)

#### **Article 4. Procedure and Time for assessment**

1. Staff members and lecturers must send their information on Scopus and Google Scholar Citations to the Office of Science Management from December 1 to December 15 to request for a reward. If they have more than one account on Scopus and Google Scholar, reward is applied for their highest citation index on Scopus and Google Scholar;
2. The Office of Science Management specifies the citation index of staff members and lecturers and make comments on incorrect information;
3. The reward for citation is evaluated once a year in December by the Office of Science Management./.

**APPENDIX 01**

**CONFIRMATION LETTER FOR SEMINAR**

*(Promulgated together with Decision No. 138/QĐ-DHFPĐ dated February 15, 2023  
of Rector of FPT University)*

**MINISTRY OF EDUCATION  
FPT UNIVERSITY**

**THE SOCIAL REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness**

*Hanoi, February 15, 2023*

**SEMINAR CONFIRMATION LETTER**

Full name: .....

Job position: .....

Department/Unit: .....

**Confirms the conduct of the seminar with the following details:**

- Time of seminar: .....
- Place of seminar: .....
- List of papers presented:

- List of authors (groups of authors) presented:

**N.B** *Staff member/Lecturer/Lecturer - Researcher submit this confirmation letter to the Office of Science Management (FEHO) to make a request for their publication reward with ISI/Scopus rankings.*

....., date / month / year 20.....

**Confirmed by**

(Signature and Full name)