

Regulations on the List of Eligible Journals for Allocation of Academic Bonuses

1. Procedures for Drawing Up the List of Journals

1.1. The list of eligible journals shall be cited during the allocation of academic bonuses for the purpose of establishing whether or not a given publication meets relevant standards. It may also be referred to during evaluations of research productivity and assessment of publications for internal competitions, organized for HSE faculty.

1.2. The list consists of two parts: Part 1 – journals indexed in the Science Citation Index Expanded, Social Sciences Citation Index, Arts & Humanities Citation Index and Scopus Sources List (source type: journal, marked as “active”) are included in the list by default, unless such journals are included on the List of Non-eligible Journals for Allocation of Academic Bonuses and Research Productivity Assessments at HSE. Part 2 (hereinafter, the “Additional List”) contains journals not included in the aforementioned lists.

1.3. The Additional List was initially drawn up by the Programme Council of the HSE Academic Fund (hereinafter, the “HSE Academic Fund Council”, or the “Council”) on the basis of the list “1,000 Russian Journals Indexed by the Web of Science (Russian Science Citation Index)”, as well as the results of the HSE Journal Evaluation Project, which was carried out 2014-2015. New titles can be added to the Additional List as per the decision of the HSE Academic Fund Council and upon the recommendation of the heads of the University’s respective subdivisions.

1.4. The Additional List may only include peer-reviewed scientific/academic journals, which publish new issues at least 2 (two) times a year. Yearbooks, digests, analytical and practice-oriented journals, as well as translated editions, cannot be included on the list.

1.5. Journals may be removed from the Additional List following a review performed by the HSE Academic Fund Council or, alternatively, they may be added to the

List of Non-eligible Journals for Allocation of Academic Bonuses and Research Productivity Assessment at HSE. All journals on the latter list are deemed excluded from the Additional List, and this first list shall prevail over any other documents.

2. Procedures for Modifying the Additional List of Journals

2.1. Any modifications (additions and exclusions) to the Additional List shall be enacted by the HSE Academic Fund Council following an expert review.

2.2. The Additional List shall be modified once every 2 (two) years from the date the Regulations were approved. Should a journal be added to the List of Non-eligible Journals for Allocation of Academic Bonuses and Research Productivity Assessment at HSE, respective changes will be made to the Additional List after a respective decision is made.

2.3. Any modifications to the Additional List shall be initiated by the deans of faculties at HSE's Moscow campus, the heads of major research units at the Moscow campus (if they are not associated with faculties), and the directors of the University's regional campuses. These officials may contact the executive director of the HSE Academic Fund (hereinafter, the "executive director") and submit motivated proposals to add a specific journal to the Additional List. Annex 1 hereto contains a list of HSE subdivisions, which may initiate modifications to the Additional List. The deadlines for submitting proposals shall be established by the executive director in line with p. 2.2 hereof, and communicated to the respective subdivisions in advance.

2.4. A proposal must include details of at least 5 (five) prominent scholars who have published their papers in a given journal over the last 3 (three) years. Such scholars must not be employed at HSE.

3. Expert Review

3.1. All journals must be reviewed by the HSE Scientometrics Center.

3.2. Journal proposals, which include details of less than 5 (five) prominent non-HSE scholars who have published their papers in a given journal over the last 3 (three) years, shall not be accepted for review.

3.3. Each journal submitted for review shall be considered in line with the criteria¹, established for assessing journals included on the List of Non-eligible Journals for Allocation of Academic Bonuses and Research Productivity Assessment at HSE.

3.4. The HSE Scientometrics Centre shall collect data on the total number and share of publications featuring an HSE affiliation/acknowledgement and other relevant scientometric indicators for a given journal. All this data must be included in the resulting expert report.

3.5. The results of expert reviews must be presented to the HSE Academic Fund Council, which, in turn, shall make a decision with respect to each journal by taking a vote. If a journal is nominated by an HSE subdivision, where a member of the Council is employed, this person may not take part in the voting process. In case a journal's topic/area of focus falls outside the expertise of the members of the HSE Academic Fund Council (with consideration of any possible conflict of interests), the Council may submit this journal for an additional external review by 2 (two) experts, who are widely recognized as such by the academic community, provided that they are not employed at HSE or hold any kind of affiliation with the journal in question or its publisher. The HSE Scientometrics Centre is responsible for finding and engaging external experts according to the timeframe established by the Council.

3.7. The results of expert reviews performed by the HSE Academic Fund Council and respective decisions shall be communicated to the heads of the University's subdivisions who submitted proposals in regards to such journals.

3.8. All expert reports shall be stored with the HSE Scientometrics Centre and may be sent to the head of a respective subdivision upon his/her written request. All expert reports are confidential and may not be disclosed to third parties.

3.9. Updates to the Additional List (containing the date of entry for each journal), as well as these Regulations, must be published on HSE Scientometrics Centre's webpage at <https://scientometrics.hse.ru/evaluation>.

¹ These criteria shall be publicly available on HSE's portal and specified in the Annex to the List of Non-eligible Journals for Allocation of Academic Bonuses and Research Productivity Assessment at HSE.

Annex 1

HSE Subdivisions Entitled to Initiate Modifications to the Additional List of Journals

1. Faculty of Communications, Media and Design
2. Faculty of Computer Science
3. Faculty of Humanities
4. Faculty of Mathematics
5. Faculty of Physics
6. Faculty of Social Sciences
7. Faculty of World Economy and International Affairs
8. Faculty of Law
9. Faculty of Economic Sciences
10. Faculty of Business and Management
11. HSE Tikhonov Moscow Institute of Electronics and Mathematics
12. HSE - Saint Petersburg
13. HSE - Nizhny Novgorod
14. HSE - Perm
15. Institute for Industrial and Market Studies
16. Institute for Statistical Studies and Economics of Knowledge
17. Expert Institute