

**PRIVATE JOINT-STOCK COMPANY
HIGHER EDUCATION INSTITUTION
INTERREGIONAL ACADEMY OF PERSONNEL MANAGEMENT**

**RATING ASSESSMENT
OF THE ACTIVITIES OF A
SUBDEPARTMENT/DEPARTMENT/INSTITUTE/RESEARCH
AND TEACHING STAFF**

(subdepartment/department/institute/research and teaching staff member)

**Kyiv
2019**

TRAINING ACTIVITIES

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
1.	Availability of an approved work plan of the subdepartment and all minutes of meetings of the subdepartment and tutorial workshops	-15 (in the absence thereof)			
2.	Number of new work programs in disciplines developed at the subdepartment for the semester/academic year (only in case of introduction of new disciplines in the curriculum) *	30 (1 prog.)			standard – 5 per one teacher; 6 and more -- adjusted by a factor of 1.2
3.	Amount of methodological support developed over the academic year (exam papers, test tasks for conducting rector's RWs, tasks and instructional guidelines for students' independent work etc.) (approved in accordance with the established procedure) * “/”	20 (1 conv. p.s.)			
4.	Number of printed textbooks, manuals over the academic year (approved or recommended by a decision of the Academic Council with an obligatory ISBN)	up to 5 pr. sheets -- 100 5 and more pr. sheets -- 150 (1 publication)			
5.	Number of teaching kits published by the subdepartment (recommendations for students' independent work, reference books, dictionaries, problem books (case books) for students' practical work etc.) in the academic year	50 (1 teach. kit)			
6.	Number of learning courses in disciplines over the academic year developed for external and distance study modes	30 (1ELC)			standard – 5 ELCs per one teacher; 6 ELCs and more -- adjusted by a factor of 1.2
7.	Use of computer equipment in the educational process: “/”	Σ points			
	– number of lectures with elements of computer support (presentation, multimedia, animation) * - developed over the academic year - updated over the academic year	30 (lecture) 25 (lecture)			
	– number of lab practicals, practical sessions, seminar classes with elements of computer support (presentation, multimedia, animation) * - developed over the academic year - updated over the academic year	25 (1class) 15 (1class)			
	– number of interactive (group work, roundtables, execution of projects, business games etc.) tools developed at the subdepartment over the academic year *	up to 10 (1 tool)	-	-	
8.	Number of electronic online textbooks developed over the academic year * -- systematic support for and updating of a textbook (additionally)	100 (1 textbook) +10	-	-	

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
9.	Number of electronic learning courses in the discipline over the academic year* -- developed -- updated	300 (1ELC) 150 (1ELC)	-	-	
10.	Number of general academic competitions in the discipline held at the subdepartment over the current year *	50 (1comp.)	-	-	
11.	Number of students prepared by teachers of the subdepartment to participate in competitions over the academic year * - International - All-Ukrainian (2 nd , 3 rd stages) - regional, oblast	50 (1person) 35 (1person) 20 (1person)			
12.	Number of winners of competitions over the academic year prepared by teachers of the subdepartment * - International - All-Ukrainian (2 nd , 3 rd stages) - regional, oblast	200 (1person) 100 (1person) 50 (1person)			
13.	Number of leading manufacturers and scientists involved in teaching disciplines on an hourly basis*	50 (1 person)	-	-	
Total					

* -- provide a supplement with a list and confirmation

“/” -- defined as an average value per 1 tenured position (pay rate)

SCIENTIFIC ACTIVITIES

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
1.	Availability of a scientific laboratory of a research institute of the Academy (a scientific school hosted by the subdepartment)*	25 (1 lab.)			
2.	Number of students who participated in practical classes held at laboratories	5 (1 stud.)			
3.	Number of graduates who participated in performing research work at the subdepartment under the supervision of: - a doctor of science - a PhD	10 (1 grad.) 15 (1 grad.)			
4.	Number of defended dissertations: - PhD theses - Doctoral theses	Σ points 75 (1def.) 150 (1def.)			
5.	Number of published scientific monographs:: -- in Ukraine -- abroad	Σ points 100(1mon.) 150(1mon.)			
6.	Number of scientific collections whose publication is organized by the subdepartment	25 (1 issue)			
7.	Number of published scientific papers: -- in professional (incl. electronic) collections of Ukraine, incl. in a foreign language	Σ points 30 (1pub.) +5			2 and more – adjusted by a factor of 1.2

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
	-- in scientific and practical journals of Ukraine -- in foreign publications -- in publications registered in scientometric databases (Scopus, Web of Science, Copernicus)*	20 (1pap.) 25 (1pap.) 100 (1pub.)			2 and more – adjusted by a factor of 1.5
8.	Number of organized international and all-Ukrainian conferences and scientific-practical seminars and exhibition events*	75 (1 conf.)			
9.	Number of reports made by research and teaching staff members of the subdepartment * “/”: -- at scientific-practical conferences (plenary sessions and meetings by areas) and scientific-practical seminars of IAPM -- at international (in Ukraine) and all-Ukrainian conferences and scientific-practical seminars -- at foreign conferences	Σ points 20 (1RTSM) 30 (1RTSM) 80 (1RTSM)			
10.	Number of students involved in performing research at the subdepartment *”/”	20 (1stud)			
11.	Number of competitive papers * “/”: -- 1st round of an all-Ukrainian competition of student research papers -- 2nd round of an all-Ukrainian competition of student research papers and other contests (of a regional and all-Ukrainian levels) -- other competitions	Σ points 25 (1stud.) +25 (for victory) 50 (1stud.) +50 (for victory) 20 (1 stud.) +25 (for victory)			
12.	Number of published student research papers * “/”: -- in scientific (incl. electronic) collections of Ukraine -- in foreign publications	Σ points 5 (1pub) 30 (1pub)			
13.	Number of student reports * “/”: -- at IAPM-hosted scientific-practical conferences -- at international (in Ukraine) and all-Ukrainian conferences -- at foreign conferences	Σ points 3 (1 rep.) 5 (1 rep.) 10 (1 rep.)			
14.	Rating of the subdepartment according to the indicators of scientometric database Scopus - number of publications in Scopus * - number of citations in Scopus * - Hirsch index (h-index) in Scopus *	Σ points 100 (1 pap.) 50 (1 cit.) 100 (1 un.)			
15.	Webometric indicators of the subdepartment's website operation: - number of external links to the site pages,	Σ points 1 (100 links)			

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
	according to ahrefs.com - number of domains referring to pages of the site, according to ahrefs.com - number of indexed pages of the website, according to google.com - number of documents in IAPM's electronic depository, according to elar.tsatu.edu.ua	5 (100 dom.) 5 (100 pp.) 1 (10 doc.)			
16.	Total H-index in system GoogleScholar* “/”	20 (for index 1)			
17.	Prepared reviews of: - a monograph - a manual - a scientific paper	30 (1 mon.) 20 (1 man.) 10 (1 pap.)			
18.	Developed patents *	25 (1 patent)			
19.	Number of scientific circles at the subdepartment (department, institute)	50 (1 circle)			
20.	Number of students involved in the work of scientific circles*	10 (1 stud.)			
Total					

* -- provide a supplement with a list and confirmation

“/” -- defined as an average value per 1 tenured position (pay rate)

ORGANIZATIONAL WORK

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
1.	Number of tenured RTSMs of the subdepartment awarded over the academic year the titles of academician, corresponding member of * -- governmental sectoral academies - nongovernmental sectoral academies	50 (1 RTSM) 25 (1 RTSM)			
2.	Number of tenured RTSMs of the subdepartment awarded the academic title of: - professor over the academic year* - associate professor*	25 (1 RTSM) 15 (1 RTSM)			
3.	Number of tenured RTSMs that took part in the work of expert boards of the HAC, SMC and other councils, commissions and committees established at institutions no lower than Ministry department over the academic year*	30 (1 RTSM)			
4.	Number of tenured RTSMs who are members of specialized academic councils for defense of dissertations *	50 (1 council)			
5.	Number of tenured RTSMs involved in developing government and industry standards*	10 (1 RTSM)			
6.	Number of tenured RTSMs who received national awards, honorary titles, distinctions, diplomas or certificates of the MES of Ukraine or relevant ministries over the academic year*	25 (1 RTSM)			
7.	Number of tenured RTSMs that took part in	5			

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
	assessment of scientific works at competitions of various levels over the academic year *	(1 RTSM)			
8.	Number of cases prepared by RTSMs of the subdepartment over the academic year * -- licensing -- accreditation	up to 150 (1case) up to 100 (1case)			
Total					

* -- provide a supplement with a list and confirmation

"/" -- defined as an average value per 1 tenured position (pay rate)

OTHER ACTIVITIES (ADVANCED TRAINING, EDUCATIONAL WORK, INTERNATIONAL ACTIVITY)

Item №	Indicator name	Standard (points)	Quantitative indicators	Self-examination (points)	Notes
1.	Number of tenured RTSMs who served internship at relevant leading enterprises and institutions over the academic year. * - short-term * - long-term (6 months and more) *	20 (1 RTSM) 40 (1 RTSM)			
2.	Number of foreign business trips of RTSMs of the subdepartment over the academic year for research work and teaching, internship (indicate the duration in the list): * - long-term (over 1 month) * - short-term (1 month or less) *	Σ points 100 (1 trip) 50 (1 trip)			
3.	Number of RTSMs who took part over the academic year in international programs and other forms of activity with foreign organizations in accordance with cooperation agreements *	20 (1 RTSM)			
4.	Number of advisory events organized by the subdepartment (seminars, training sessions)*	50 (1 event)			
5.	Number of RTSMs who have a B2 First certificate*				
6.	Number of curators (mentors) of academic groups *	5 (1 cur.)			
7.	Number of tutors of academic rating groups *	30 (1 cur.)			
8.	Participation of RTSMs of the subdepartment in social life of the institute, Academy *	10 (1 RTSM)			
9.	Number of students of the subdepartment who have committed offenses over the academic year *	-15 (1 stud.)			
Total					
OVERALL					

*-- provide a supplement with a list and confirmation

"/" -- defined as an average value per 1 teacher who works at least half time

Number of tenured positions (pay rates) at the subdepartment in the academic year:

Number of research and teaching staff members involved in the educational process:

Number of current students (according to the Unified State Electronic Database on Education):

Head of the Subdepartment

full name