

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

**RATING ASSESSMENT OF THE ACTIVITIES OF THE  
DEPARTMENT/FACULTY/INSTITUTE/INSTITUTE OF  
ACADEMIC STAFF MEMBER**

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(indicate the department/faculty/institute/academic staff/academic staff member)

**Kyiv  
2021**

## ACADEMIC WORK

№ s/ n	Name of the indicator	Standard (points)	Quantitative indicators	Self-analysis (points)	Notes
1	Availability of the approved work plan of the department and all minutes of the department meetings and methodological seminars	-15 (in case of absence)			
2	Number of <b>new</b> work programmes in disciplines developed at the department per semester/academic year (only when new disciplines are introduced in the curriculum)	30 (1 prog.)			the norm is 5 per lecturer; 6 and more are adjusted by coefficient 1.2
3	The number of methodological support developed during the academic year (examination tickets, test tasks for rectorial CR, tasks and methodological recommendations for independent work of students, etc.	20 (1 academic year)			
4	Number of printed textbooks, manuals per academic year (with a stamp or recommended by the decision of the Academic Council with a mandatory ISBN)	up to 5 copies of the document - 100 5 and more dr. acres - 150 (1 edition)			
5	Number of methodological collections published by the department (recommendations for independent work of students, reference books, dictionaries, collections of tasks (cases) for practical work of students, etc.	50 (1 met. collection)			
6	Number of courses in disciplines per academic year developed for part-time and distance learning	30 (1 ECTS)			the norm is 5 ECTS per lecturer; 6 ECTS and more are adjusted by coefficient 1.2
7	Use of computer equipment in the educational process: "/"	$\Sigma$ $\Sigma$ score.			
	- number of lectures with elements of computer support (presentation, multimedia, animation) *.				
	- developed during the academic year	30 (lecture)			
	- updated during the academic year	25 (lecture)			
	- number of laboratory, practical, seminar classes with elements of computer support (presentation, multimedia, animation)				
	- developed during the academic year	25 (1 class)			
	- updated for the academic year	15 (1 class)			
	- number of interactive (group work, round tables, projects, business games, etc.) tools developed at the department for the academic year * *.	up to 10 (1 tool)	-	-	
8	Number of electronic on-line textbooks developed during the academic year *.	100 (1 sub.)	-	-	

<b>№ s/n</b>	<b>Name of the indicator</b>	<b>Standard (points)</b>	<b>Quantitative indicators</b>	<b>Self-analysis (points)</b>	<b>Notes</b>
	- Systematic support and updating of the textbook (optional)	+10			
9	Number of e-learning courses in the discipline per academic year* - developed - updated	300 (1 ECL) 150 (1 ECU)	-	-	
1	The number of general academic competitions in the discipline held at the department in the current year	50 (1 Olympiad)	-	-	
1	The number of students prepared by the teachers of the department for participation in the Olympiads in the academic year - International - All-Ukrainian (II, III stages) - regional, oblast	50 (1 person) 35 (1 person) 20 (1 person)			
1	Number of winners of competitions in the academic year, prepared by teachers of the department - International - All-Ukrainian (II, III stages) - regional, oblast	200 (1 person) 100 (1 person) 50 (1 person)			
1	Number of leading industrialists and scientists involved in teaching disciplines on an hourly basis*	50 (1 person)	-	-	
<b>Total</b>					

\*- provide an annex with the list and confirmation

"/" - is defined as the average value per 1 full-time unit (rate)

## SCIENTIFIC WORK

<b>№ s/n</b>	<b>Name of the indicator</b>	<b>Standard (points)</b>	<b>Quantitative indicators</b>	<b>Self-analyses (points)</b>	<b>Notes.</b>
1	Availability of a scientific laboratory of the Academy's research institute (formed on the basis of the department of the scientific school)*	25 (1 lab)			
2	Number of students who participated in practical classes held in laboratories	5 (1 student)			
3	The number of postgraduate students who participated in the implementation of research works at the department under the supervision of a Ph: - Doctor of Sciences - Candidate of Sciences	10 (1 assoc.) 15 (1 assoc.)			
4	Number of defended dissertations: - PhD - doctoral	Σ score. 75 (1 assoc.) 150 (1z.)			
5	Number of published scientific monographs: - in Ukraine. - outside the country	Σ score. 100 (1mon.)			

№ s/n	Name of the indicator	Standard (points)	Quantitati ve indicators	Self-analysi s (points)	Notes.
		150 (1mon.)			
6	Number of scientific collections published by the department	25 (1 issue)			
7	Number of published scientific works: - in professional (including electronic) collections of Ukraine, including in a foreign language  - in scientific and practical journals of Ukraine - in foreign publications  - in publications registered in scientometric databases (Scopus, Web of Science, Copernicus)*.	$\Sigma$ points. 30 (1pub.)  +5  20 (1 article) 25 (1 article)  100 (1pc)			2 and more - adjusted by coefficient. 1,2      2 and more - adjusted by a coefficient of 1.5
8	Number of international and national conferences, scientific and practical seminars and exhibitions* organised	75 (1 conf.)			
9	Number of reports of the department's research and teaching staff * "/": - at scientific and practical conferences (plenary sessions and meetings on directions) and scientific and practical seminars of IAPM - at international (in Ukraine) and all-Ukrainian conferences and scientific and practical seminars - at foreign conferences	$\Sigma$ points.  20 (1NPP)  30 (1NPP)  80 (1NPP)			
10	The number of students involved in the implementation of the department's research work *"/"	20 (1student)			
11	Number of competitive works * "/": - 1st round of the All-Ukrainian competition of student research papers  - 2nd round of the All-Ukrainian competition of student research papers and other competitions (regional and all-Ukrainian level) - other competitions	$\Sigma$ points. 25 (1st place) +25 (for the victory) 50 (1st place) +50 (for winning)  20 (1 student) +25 (for the victory)			
12	Number of published student research papers * "/": - in scientific (including electronic) collections of Ukraine - in foreign publications	$\Sigma$ points.  5 (1pub)  30 (1 publication)			

№ s/n	Name of the indicator	Standard (points)	Quantitati ve indicators	Self-analysi s (points)	Notes.
1	Number of student reports * "/": - at scientific and practical conferences of IAPM - at international (in Ukraine) and national conferences - at foreign conferences	Σ score. 3 (1 additional) 5 (1 additional) 10 (1 extra)			
4	Ranking of the department according to the Scopus scientometric database - number of publications in Scopus * * - number of citations in Scopus *. - Hirsch index (h-index) in Scopus *.	Σ score. 100 (1 article) 50 (1 citation) 100 (1 citation)			
5	Webometric indicators of the department's website functioning: - number of external links to the site pages according to ahrefs.com - number of domains referring to the website pages according to ahrefs.com - number of indexed pages of the website according to google.com - number of documents in the electronic depository of IAPM according to elar.tsatu.edu.ua	Σ score. 1 (100pages) 5 (100pages) 5 (100pages) 1 (10 docs.)			
6	Total H-index in GoogleScholar* "/"	20 (for index 1)			
7	Reviews of: - monograph - textbook - scientific article	30 (1 mon.) 20 (1page) 10 (1page)			
8	Patents filed*.	25 (1 patent)			
9	Number of scientific clubs at the department (faculty, institute)	50 (1 group)			
10	Number of students involved in the work of scientific circles*	10 (1 student)			
<b>Total</b>					

\* - provide an annex with the list and confirmation

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## ORGANISATIONAL WORK

<b>№ ite m</b>	<b>Name of the indicator</b>	<b>Standard (points)</b>	<b>Quantitati ve indicators</b>	<b>Self-analysi s (points)</b>	<b>Notes.</b>
1	Number of full-time research staff of the department who received the title of academician, corresponding member of sciences in the academic year* - state branch academies - non-state sectoral academies	50 (1 NPP) 25 (1 NPP)			
2	The number of full-time academic staff of the department who were awarded the academic title: - professor in the academic year*. - associate professor	25 (1 NPP) 15 (1 NPP)			
3	Number of full-time academic staff who took part in the work of expert councils of the HAC, the NMC and other councils, commissions and committees established at institutions not lower than the Department of the Ministry in the academic year*	30 (1 NPP)			
4	Number of full-time academic staff who are members of specialised academic councils for thesis defence * *.	50 (1 council)			
5	Number of full-time researchers participating in the development of state and industry standards	10 (1 RESEARC H AND DEVELOP MENT CENTRE)			
6	Number of staff members who received state awards, honorary titles, distinctions, diplomas or certificates of the Ministry of Education and Science of Ukraine or relevant ministries in the academic year	25 (1 NPP)			
7	Number of full-time academic staff who participated in the evaluation of scientific papers at competitions of various levels in the academic year	5 (1 NPP)			
8	Number of cases prepared by the department's research and teaching staff in the academic year - licensing - accreditation	up to 150 (1pc) up to 100 (1pc)			
<b>Total</b>					

\* - provide an annex with a list and confirmation

"/" - is defined as the average value per 1 staff unit (rate)

## OTHER TYPES OF ACTIVITIES

### (ADVANCED TRAINING, EDUCATIONAL WORK, INTERNATIONAL ACTIVITIES)

<b>№ p p</b>	<b>Name of the indicator</b>	<b>Standard (points)</b>	<b>Quantitati ve indicators</b>	<b>Self-analysi s (points)</b>	<b>Notes.</b>
	The number of full-time research and development staff who completed internships				

<b>№ p p</b>	<b>Name of the indicator</b>	<b>Standard (points)</b>	<b>Quantitati ve indicators</b>	<b>Self-analysi s (points)</b>	<b>Notes.</b>
	at relevant leading enterprises and institutions in the academic year. * - short-term - long-term (0.5 years and more)	20 (1 NPP) 40 (1 NPP)			
2	Number of foreign business trips of the department's academic staff in the academic year for research and teaching work, internships (please indicate the duration in the list): * - Long-term (more than 1 month) - short-term (1 month or less)	Σ points.  100 (1 mark) 50 (1 percentage point)			
3.	The number of academic staff who participated in the academic year in international programmes and other forms of activity with foreign organisations in accordance with cooperation agreements*.	20 (1 NPP)			
4	Number of advisory events organised by the department (seminars, trainings)*.	50 (1 event)			
5	Number of academic staff with B2 certificate* 6.				
6	Number of curators (mentors) of academic groups*.	5 (1 course)			
7	Number of tutors of academic rating groups	30 (1 year)			
8	Participation of the department's research and teaching staff in the public life of the institute, the <b>Academy</b> *.	10 (1 ACADEMIC STAFF)			
9	The number of students of the department who had offences in the academic year	-15 (1 student)			
<b>Total</b>					
<b>TOTAL.</b>					

\*- provide an appendix with the list and confirmation

"/" - is defined as the average value per 1 teacher who works at least 0.5 rate

Number of full-time academic staff in the unit in the academic year: \_\_\_\_\_

Number of academic staff involved in the educational process: \_\_\_\_\_

Growth of the student contingent, compared to the previous academic year: - \_\_\_\_\_

Head of the department \_\_\_\_\_ Full name

Director (institute / faculty /  
OF THE INSTITUTE / FACULTY / DEPARTMENT)  
\_\_\_\_\_ FULL NAME