



The document was approved by the order #83, dated March 20, 2020 by the Rector of the University.

Amendments made by the order #167, dated July 11, 2020,
#289, dated October 16, 2020,
#323, dated October 16, 202 , #1380, dated march 01, 2021,
N4225 dated June 15, 2021, N3081 dated February 15, 2022 ,
N139453 dated November 29, 2022 and N13995
dated May 1, 2023 by the Rector of the
University.

The Rule for Assessment of academic and invited staff of the European University LLC

Contents

Article 1. General Provisions.....	3
Article 2. Assessment Procedures and Criteria	3
Article 3. Responding to assessment results	7
Article 4. Transitional provisions.....	9
Appendix #1 - Annual report on the scientific-research activities of the academic staff .	10
Appendix #2 – Annual Report on Professional Development of Academic and InvitedStaff	18
Appendix N°3 Assessment of Academic and Invited Staff by the Dean.....	25
Appendix #4 - Assessment of Academic and Invited Staff by the head/co-head of the Program	26
Appendix #5 - Assessment of Academic and Invited Staff by the Learning Process Management Manager	28
Appendix #6 - Assessment of Academic and Invited Staff by the Examination Center	30
Appendix #7 - Assessment of Academic and Invited Staff and of the teaching course by a student	32
Appendix #8 - Semester and Annual Assessment Scheme for Invited Staff.....	37
Appendix #9 - Semester and Annual Assessment Scheme for Academic Staff.....	38

Article 1. General Provisions

1. This rule regulates the professional development, scientific-research and academic activities of the academic staff of the European University, as well as the procedures and criteria for evaluating the professional development and academic activities of invited staff.
2. The evaluation of academic and scientific-research activity and professional development of the staff contributes to the increase in the productivity of scientific-educational activity, raising the qualification and professionalism of the staff, inciting creative initiative, which is aimed at the development of the university and raising its quality.

Article 2. Assessment Procedures and Criteria

1. Assessment of the academic and scientific - research activities of the staff is carried out by the Quality Assurance Service with the support of other structural units in accordance with the procedures set out in this Rule.

1.1. Assessment of academic staff includes:

A) Annual assessment of scientific-research activities using the relevant report (Appendix №1 - Annual report of scientific-research activities of academic staff);

B) Annual Professional Development Assessment using the relevant Assessment Report (Appendix №2 - Annual Professional Development Report for Academic and Invited Staff);

C) Semester Assessment of academic performance by various parties using appropriate questionnaires

(Appendix №3 - Assessment of Academic and Invited Staff by the Dean, Appendix №4 – Assessment of Academic and Invited Staff by the Program Manager, Appendix №5 – Assessment of Academic and Invited Staff by the Learning Process Management Manager, Appendix №6 – Assessment of Academic and Invited

Staff by the Examination Center, Appendix №7 – Assessment of Academic and Invited Staff and of the teaching course by a student.)

1.2. Assessment of invited staff includes:

A) Annual professional development Assessment using the relevant assessment report (Appendix №2 - Annual professional development report of academic and invited staff);

B) Semester assessment of the academic performance of the invited staff by different parties (using the relevant questionnaires: see (Appendix №3 - Assessment of Academic and Invited Staff by the Dean, Appendix №4 – Assessment of Academic and Invited Staff by the head of the program, Appendix №5 – Assessment of Academic and Invited Staff by the Learning Process Management Manager, Appendix №6 – Assessment of Academic and Invited Staff by the Examination Center, appendix 7 - Evaluation of academic and visiting staff by the student).

2. Scientific-research activities of the academic staff refers to the activities defined in Appendix № 1 of this document (annual report on the scientific-research activities of the academic staff). The amount of points for each activity is set out in the same appendix.

3. The annual report of the scientific-research activity will be submitted by the academic staff to the center for the promotion of scientific-research activity at the end of the academic year. Confirmation of the activities indicated in the annual report by the academic staff is mandatory.

4. There are the following requirements for the academic staff regarding the activities carried out for the purpose of scientific-research: an affiliate professor is required to accumulate at least 50 points every year through scientific - research activities. A professor – at least 30 points, an affiliate associate professor - at least 40 points, an associate professor – at least 25 points, an affiliate assistant professor - at least 30 points, an assistant professor – at least 20 points, an affiliate assistant – at least 20 points, an

assistant - at least 10 points.

5. The academic staff is obliged to carry out the scientific activities defined by this rule and to accumulate the minimum number of points defined for it annually. The review of the self-assessment report submitted by the academic staff at the end of the academic year is based on the submission of the head of the Center for Support of Scientific Research, by a commission established by the order of the Rector, which confirms the scientific activities performed by the academic staff. The Commission submits the results of the review to the

Quality Assurance Service for the use of the verified results in the annual assessment process and for consideration in the final assessment results.

6. Professional development of academic and visiting staff means the activities defined in Appendix № 2 to this document (Annual Report on Professional Development of Academic and Invited Staff). The amount of points for each activity is set out in the same Appendix.

7. The annual report of professional development activities will be submitted to the quality assurance service by the academic and invited staff at the end of the academic year. Confirmation of the activities specified in the professional development report by the staff is mandatory.

8. The requirement for academic and invited staff in relation to professional development activities is to accumulate at least 30 points.

9. The professional development report submitted by the academic and invited staff at the end of the academic year is reviewed by a commission established by the order of the Rector, confirming the professional development activities performed by the staff, on the basis of the submission of the Head of the Quality Assurance Service. The Commission submits the results of the review to the Quality Assurance Service for the use of the verified results in the annual assessment process and for consideration in the final assessment results.

10. The semester assessment of the academic activity of the academic and invited staff is done according to the criteria developed in advance by different parties, in particular:

A) Assessment by the Dean (Appendix №3 - Assessment of Academic and Invited Staff by the Dean);

B) Assessment by the Program Manager (Appendix №4 - Assessment of Academic and Invited Staff by the Program Manager);

C) Assessment by the Learning Process Management Manager (Appendix № 5 - Assessment of Academic and Invited Staff by the Learning Process Management Manager);

D) Assessment by the Examination Center (Appendix №6 - Assessment of Academic and Invited Staff by the Examination Center);

E) Assessment by the student (Appendix №7 - Assessment of Academic and Invited Staff and of the teaching course by a student).

11. The Semester and Annual Assessment Scheme for Academic and Invited staff is defined in Appendix №8 of this document Semester and Annual Assessment Scheme for Invited Staff and Appendix №9 - Semester and Annual Assessment Scheme for Academic Staff.

12. The number of points accumulated on the basis of scientific research report report is calculated in the annual assessment of the academic staff as follows: In case of satisfying the minimum demand (or accumulating more points than the established demand), the share (25% - 1.25 points) in the annual final maximum assessment of the staff (5 points) is considered to be the maximum, and in case of accumulation of points less than the established demand, the assessment is deducted in proportion to the loss point (for example: an Affiliate professor who has earned a mandatory 50 points or more will receive a maximum of 1.25 points (25% of the maximum final annual grade) in the annual 5-point grade; In case of accumulation of 40 points - 1 point, in case of accumulation of 30 points - 0.75 points, etc.).

13. The number of points accumulated on the basis of the professional development report is calculated in the annual assessment of the academic and invited staff as follows: in case of meeting the minimum requirement (or accumulating more points than the established demand), the share in the final annual maximum assessment (5 points) is considered maximum (15% - 0.75 points), and in case of accumulation of points less than the established demand, the assessment is deducted in proportion to the loss point (for example: staff who have accumulated a mandatory 30 points or more will be included in the annual 5-point assessment maximum 0.75 points (15% of the maximum final annual assessment), in case of 20 points accumulation - 0.5 points, In case of accumulation of 10 points - 0.25 points, etc.).

14. Based on the annual assessment of the scientific-research activity of the academic staff, the annual assessment of the professional development of the academic and invited staff and the semester assessments of

the academic activity, the Quality Assurance Service ranks the points accumulated by the program implementing staff according to the faculties.

15. The Quality Assurance Service administers the assessment process of the academic and invited staff and processes the assessment results, making the summary results available to the faculties and to the staff individually.

Article 3. Responding to assessment results

1. In case of fulfillment of the minimum requirements established by the affiliated academic staff for the scientific-research activities, the affiliated academic staff shall be paid accordingly: Affiliate Professor - 3000 GEL, Affiliate Associate Professor - 2500 GEL, Affiliate Assistant Professor - 2000 GEL. Affiliate Assistant- in the amount of 1500 GEL¹.

¹If the affiliated academic staff of the European University is a research fellow of the European University and his / her publication / research paper is remunerated under the contract of the researcher, the affiliated academic staff will no longer be reimbursed for the affiliation of the same research project. And if the amount

2. On the basis of ranking the results of the annual assessment of the scientific research and academic activities of the academic staff, at each faculty three members of academic staff with the best results will be given monetary award for each faculty (I place - 1500 GEL, II place - 1000GEL, III place - 500 GEL).
3. Based on the ranking of the results of the annual assessment of the academic activities of the invited staff, at each faculty three members of invited staff with the best results will be given monetary award(I place - 1000 GEL, II - place - 700 GEL, III place - 400 GEL).
4. No financial award will be given to academic and visiting staff who have not been evaluated by the student in any semester of the relevant academic year. The financial reward is also not given if the final annual evaluation of the staff is less than 4 points. The results of the evaluation of the academic and visiting staff who simultaneously occupy an administrative position in the European University are not taken into account when issuing the financial award.
5. Failure to perform scientific activities by the affiliate academic staff for two consecutive years may become grounds for termination of the employment contract. After one year of non-performance of scientific activities, the affiliate academic staff is given a warning.
6. The results of the semester and annual assessment of the academic and invited staff are sent by the Quality Assurance Service to the Dean of the Faculty, the Head of the Program, the Vice Rector for Quality Enhancement, the Vice Rector for Administrative Process Management and the Human Resources Management Service.
7. The Quality Assurance Service shall cooperate with the relevant structural units in the process of researching, implementing the steps necessary to identify the causes of the specified results and to correct them. For the purpose of monitoring and assessing the issue, Dean of the faculty is in charge of submitting a report on response to the results of the research to the Quality Assurance Service, in which the activities that have already been carried out in cooperation with the head of the program and other structural units, also the plan for the future activities, for the purpose of response to the specified results must be notified. In order to respond, the monitoring of the planned activities is carried out by

of affiliation exceeds the salary of the researcher, the difference between the mentioned amounts will be reimbursed. In addition, the amount paid in advance for the support of scientific-research activities to the affiliated academic personnel is deducted from the remuneration of the affiliation.

the Vice-Rector for Quality Development together with the Quality Assurance and Strategic Development service.

Article 4. Transitional provisions

The action of Article 3, Clause 4 of this rule shall apply to the calculation of the evaluation results of the academic and guest staff for the 2021-2022

Appendix #1 - Annual report² on the scientific-research activities of the academic staff

Surname, Name	
Occupied academic position	
Affiliation	<input type="checkbox"/> yes <input type="checkbox"/> no
Overall point (to be filled in by the university)	
Academic year	
Completion Date	

Nº	Scientific-Research activity of the Academic staff	Description of scientific research activities carried out by the academic staff (please indicate in the language of the original)	Scientific-Research activity of the Academic staff	Points for activities	Points accumulated by staff (to be filled in by the University) ³
----	--	---	--	-----------------------	--

² The remuneration of the affiliated academic staff is given only according to the points accumulated by the scientific-research activity carried out on behalf of the European University.

³ Activities submitted without proof will not be graded.

1	<p>Publications of articles in the journals of following categories:</p> <p>Journals indexed in the Thomson Reuters (Web of Science) database with Impact Factor (IF) and ScienceCitation Index (SCI);</p> <p>The journals indexed on the basis of ELSEVIER publication and the basis of the platform of Scopus: With indication of SJR – SCImago Journal Rank</p> <p>Journals indexed in other similar rating bases.⁴</p> <p>(Please indicate the title of the article and the journal, other details of the journal, each published article is given the indicated point)</p>			50 points	
2	<p>Publishing articles in refereed journals indexed in the Google Scholar database</p>			15 points	

⁴ Ranking databases that have a journal ranking function/journal ranking list.

	(Please indicate the name of the journal, ISSN, title of the article, other details. The indicated score is assigned to each published article)				
3	<p>Participation in international scientific conferences (speech with a report)⁵</p> <p>(Please indicate the name of the conference and the report, the place and date of the conference. The indicated points are assigned to each report)</p>			15 points	
4	<p>Participation in international scientific conferences (without report) ^{6 7}</p> <p>(Please indicate the name of the conference and the paper, the place and date of the conference. The indicated points are assigned to each paper)</p>			8 points	
5	Participation in local scientific			10 points	

⁵ In case of article duplication (which means presenting the same paper at a conference and publishing the same article in a journal), only one activity is scored.

⁶ Absentee participation in the conference (referring to the abstract/paper in the conference collection).

⁷ In case of duplication of an article (which means printing the same paper in a conference proceedings and publishing the same article in a journal), only one activity is scored.

	conferences (giving a speech) ⁸ (Please indicate the name of the conference and the report, the place and date of the conference. The indicated points are assigned to each report)				
6	Participation in local scientific conferences (without reporting) ^{9 10} (Please indicate the name of the conference and the paper, the place and date of the conference. The indicated points are assigned to each paper)			5 points	
7	Directing a funded grant research project (Please indicate the details of the project: name of the fund, name of the project, implementation dates, official website. The indicated points are assigned to each project)			35 points	
8	Participation in a funded grant research project (key personnel)			20 points	

⁸ In case of article duplication (which means presenting the same paper at a conference and publishing the same article in a journal), only one activity is scored.

⁹ Absentee participation in the conference (referring to the abstract/paper in the conference collection).

¹⁰ In the case of article duplication (which means printing the same paper in a conference proceedings and publishing the same article in a journal), only one activity is scored.

	(Please indicate the details of the project: name of the fund, name of the project, implementation dates, official website. The specified point is assigned to each project)				
9	invention patent (Please provide details. The specified score is assigned to each patent)			50 points	
10	Publication of a monograph/guidebook abroad (Please indicate the title of the textbook / monograph, ISBN, year of publication, e-link and other details. The indicated points are assigned to each published monograph / textbook)			50 points	
11	Publication of a monograph / manual (Please indicate the title of the textbook / monograph, ISBN, year of publication, e-link and other details. The indicated points are assigned to each published monograph / textbook)			40 points	

12	<p>Editorship of the scientific journal specified in the first point of this table</p> <p>(Please indicate the journal name, ISSN, other details. The indicated score is assigned to the editorship of each journal)</p>			20 points	
13	<p>Peer review of the scientific journal specified in the first point of this table</p> <p>(Please indicate the journal name, ISSN, article title, other details. The specified score is assigned to the review of each paper)</p>			15 points	
14	<p>Editorship of a refereed journal indexed in the Google Scholar database</p> <p>(Please indicate the journal name, ISSN, other details. The indicated score is assigned to the editorship of each journal)</p>			10 points	

15	<p>Peer review of a refereed journal indexed in the Google Scholar database</p> <p>(Please indicate the journal name, ISSN, article title, other details. The specified score is assigned to the review of each paper)</p>			5 points	
16	<p>Membership of the Scientific Committee of the International Scientific Conference</p> <p>(Please indicate the name of the conference, the place of holding, the date of holding. The indicated points are assigned to the review/evaluation of each abstract)</p>			4 points	
17	<p>Membership of the scientific committee of the local scientific conference</p> <p>(Please indicate the name of the conference, the place of holding, the date of holding. The indicated points are assigned to the review/evaluation of each abstract)</p>			3 points	
18	<p>Reviewing a textbook / monograph</p> <p>(Please indicate the title of the textbook/ monograph, ISBN, other details. The specified score is assigned to each textbook/</p>			15 points	

	monograph review)				
19	<p>Reviewing the Master's Thesis of European University Students (Please indicate the title of the paper, the student's name and surname, the indicated points are assigned to the review of each paper)</p>			4 points	
20	<p>Management of papers of student conferences held abroad ¹¹ (Please indicate the name of the conference and the paper, the place and date of the conference, the name and surname of the student. The indicated points are assigned to the management of each paper)</p>			10 points	
21	<p>Directing the proceedings of local student conferences ¹² (Please indicate the name of the conference and the paper, the place and date of the conference, the name and surname of the student. The indicated points are assigned to the management of each paper)</p>			5 points	

¹¹ Supervision of theses of European university students.

¹² Supervision of theses of European university students.

Appendix #2 – Annual Report on Professional Development of Academic and Invited Staff

Surname, Name	
Status	<input type="checkbox"/> Academic staff <input type="checkbox"/> Invited staff
Overall point (to be filled in by the university)	
Academic year	
Completion Date	

No	Professional development activities of the staff implementing the program	Description of activities carried out by the staff for professional development	Date of the activity	Points for activity	Points accumulated by staff (to be filled in by the University) ¹³
1	Attend local workshops, seminars, trainings (Please indicate the name, place, date of seminars, workshops, trainings. The indicated point is given to each activity)			5 points	
2	Conducting local workshops, seminars, trainings (Please indicate the name, place, date of seminars, workshops, trainings. The indicated point is given to each activity)			15 points	

¹³ Activities submitted without proof will not be graded.

3	<p>Attending international workshops, seminars, trainings</p> <p>(Please indicate the name, place, date of seminars, workshops, trainings. The indicated point is given to each activity)</p>			10 points	
4	<p>Conducting international workshops, seminars, trainings</p> <p>(Please indicate the name, place, date of</p>			20 points	

	seminars, workshops, trainings. The indicated point is given to each activity)				
5	Conducting public lectures, panel discussions (Please indicate the name, place, date of public lectures, panel discussions. The specified point is assigned to each activity)			10 points	
6	Preparation of topical materials related to the field for the university website (Please indicate the topic of the materials prepared for the website, the name, the link where the material was placed. The specified point is assigned to each implemented activity)			5 points	
7	Translation of the handbook (Please indicate the title of the textbook, scientific literature, other details. The specified score is assigned to the translation of each textbook)			25 points	
8	Preparing students for mock / simulation / other types of projects (Please indicate the name of the project, the name and surname of the student(s), other details, the indicated points are assigned to the preparation of each student or group of students)			10 points	

9	<p>Organization, management of mock / simulation / other types of projects (Please indicate the name of the project, other details, the specified point is assigned to the preparation of each student or group of students)</p>			20 points	
10	<p>Preparing students for local Olympiads (Please indicate the name of the Olympiad, the name and surname of the student(s), other details, the specified points are assigned to the preparation of each student or group of students)</p>			10 points	

11	<p>Preparing students for international Olympiads</p> <p>(Please indicate the name of the Olympiad, the name and surname of the student(s), other details, the specified points are assigned to the preparation of each student or group of students)</p>		15 points	
12	<p>Management of the International Olympiad (chairmanship of the organizing committee, directorship of the event) (Please indicate the name of the Olympiad, other details, the specified point is assigned to the leadership of each Olympiad)</p>		25 points	
13	<p>Membership of the organizing committee of the International Olympiad (Please indicate the name of the Olympiad, other details, the specified point is assigned to the membership of the committee of each Olympiad)</p>		20 points	
14	<p>Management of the local Olympics (chairmanship of the organizing committee, directorship of the event) (Please indicate the name of the Olympiad, other details, the specified point is assigned to the leadership of</p>		20 points	

	each Olympiad)				
15	Membership of the local Olympics organizing committee (Please indicate the name of the Olympiad, other details, the specified point is assigned to the membership of the committee of each Olympiad)			15 points	
16	Professional training/retraining courses ¹⁴ (Please indicate the name of the courses, duration, other details, the indicated point is assigned to each completed course)			20 points	
17	Articles in non-scientific research journals and online publications			15 points	

¹⁴ Specialized training courses, which do not include one-time trainings.

	(Please indicate the name of the article, journal and online publication, date of publication, other details, the specified point is assigned to each article)				
18	Editorship of non-scientific internet magazines/portals (Please indicate the name of the journal / portal, other details, the indicated points are assigned to the editorship of each journal / portal)			20 points	
19	International academic mobility (Please indicate the location of the mobility, purpose, duration, date, other details, the indicated points are assigned to each performed mobility)			20 points	
20	Other activities carried out for the purpose of professional development (Please provide details of the activity)			The score is determined by commission ¹⁵	

¹⁵ The score is determined by the commission created to confirm the professional development activities performed by the staff.



Appendix №3 Assessment of Academic and Invited Staff by the Dean

Name and Surname of the Lecturer: _____

Status of the lecturer:

Invited staff Academic staff

Assessment indicator	Assessment points (1 point – very unsatisfied, 5 points- very satisfied)				
Assessment of the collaboration with the faculty (Attendance at meetings, response to letters, Attendance at the Board meetings and more)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final Assessment of the lecturer: _____

Appendix #4 - Assessment of Academic and Invited Staff by the head/co-head of the Program

Name and Surname of the Lecturer: _____

Status of the lecturer:

Invited staff Academic staff

Assessment indicator	Assessment points (1 point – very unsatisfied, 5 points- very satisfied)				
Cooperation regarding upgrading the syllabus of the course (s)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Compilation of mid-term and final exams according to the syllabus	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Effective use of the Moodle electronic platform by the lecturer (syllabus of the training course, appropriate training material relevant to the training course is uploaded)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Assess other types of collaboration with the program manager (attending meetings, responding to letters, etc.)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final Assessment of the lecturer: * _____

* The final assessment of the lecturer is calculated by calculating the arithmetic mean of the points indicated in the assessment indicators.

Appendix #5 - Assessment of Academic and Invited Staff by the Learning Process Management Manager

Name and Surname of the Lecturer: _____

Status of the lecturer:

Invited staff Academic staff

Assessment indicator	Assessment points (1 point – very unsatisfied, 5 points- very satisfied)				
Timely start / end of lectures	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Inform the administration in time in case of missing lectures	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Timely reflection of intermediate assessment components in the E-database	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final Assessment of the lecturer: * ____

* The final assessment of the lecturer is calculated by calculating the arithmetic mean of the points indicated in the assessment indicators.

Appendix #6 - Assessment of Academic and Invited Staff by the Examination Center

Name and Surname of the Lecturer: _____

Status of the lecturer:

Invited staff Academic staff

Assessment indicator	Assessment points (1 point - very dissatisfied, 5 points - very satisfied)				
Provide the center with exam materials in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Timely Check the exam materials and provide the center with the results in time	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Complete Supply of Exam Materials (Compliance with the Exam Form, appropriate number of exam versions etc.)	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

Final Assessment of the lecturer: * ____

* The final assessment of the lecturer is calculated by calculating the arithmetic mean of the points indicated in the assessment indicators.

Appendix #7 - Assessment of Academic and Invited Staff and of the teaching course by a student

Please rate how much you agree with the following phrases about the course (1 - strongly disagree; 5 - strongly agree).

	1	2	3	4	5
There is enough time to work in the lecture / work group					
The learning methods used within the course are appropriate and take into account the specifics of the course					
The course provides the achievement of the learning outcomes specified by the syllabus					
The assessment system used by the lecturer within the course is objective					
Assessment methods used within the course are appropriate and correspond to the specifics of the course					
The assessment system used by the lecturer and the assessment methods give the opportunity to express the knowledge and skills gained within the course					
The time given to get prepared for the midterm exam is sufficient					
The time given to get prepared for the final exam is sufficient					
Exam questions correspond to the subject of the course					

3. Considering all this, to what extent did the course meet to your expectation? Rate the course in general (1 - very bad; 5 – very good)

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

4. Please, if you are willing to, express your opinion about the course in general. What would

increase your satisfaction with the course? What would you change?

5. Please rate how much you agree with the following phrases about the course (1- Strongly disagree; 5 - Absolutely agree)

	1	2	3	4	5
The lecturer does not miss the lecture					
In case the lecturer misses the lecture, we are always informed in advance					
The lecturer always makes up for the missed lecture / seminar / practical training					
The lecturer does not appear late					
The lecturer has a deep knowledge of the subject					
At the beginning of the learning course, the lecturer introduced the syllabus, objectives, learning outcomes of the course and evaluation system to us.					
The lecturer plans the time correctly during the lecture / seminar/ workshop					
The lecture/workshop topics follow the structure of the syllabus					
The lecturer uses a variety of teaching methods (presentations, discussions, etc.)					
The lecturer explains new material understandably					
The lecturer makes students interested in the subject					
The lecturer manages to ensure students' involvement during the lecture					
The lecturer timely filled grades / points in the electronic database					
The lecturer effectively uses the Moodle electronic system (syllabus of the training course, relevant training material, appropriate training material is uploaded)					
These assignments help me in the learning process					
The lecturer tries to develop the skills of applying knowledge in practice					
The lecturer gives the student appropriate feedback about the achieved results					
Lecturer's comments/explanations on completed assignments are useful					
The lecturer gives students the opportunity to ask questions					
The lecturer answers the questions asked by the students for understanding					

I have the opportunity to receive additional consultations from the lecturer					
The lecturer provides an opportunity for students to demonstrate their knowledge, skills and abilities					
The lecturer treats students with respect					

--

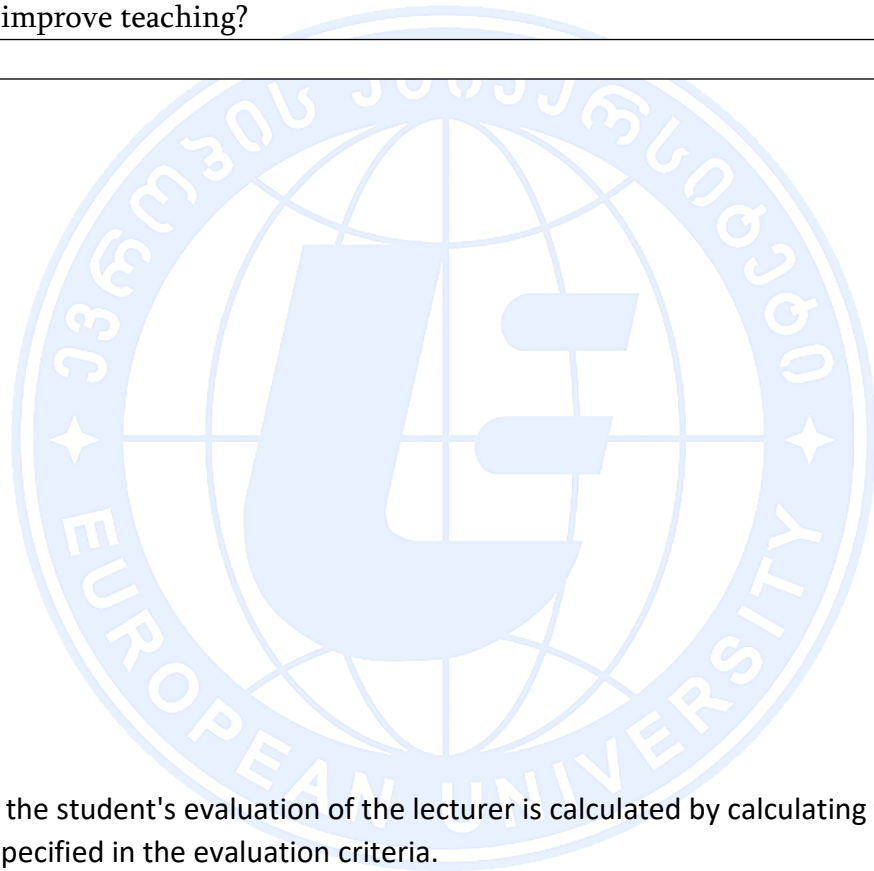
6. Please name the strengths of the lecturer

7. Please name the weakness of the lecturer

8. Considering all, how satisfied are you with the lecturer? Rate the lecturer in general (1 -very bad; 5 - very good)

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

9. Please, in case of willingness, express your opinion regarding the lecturer. What would your advice be for the lecturer to improve teaching?



Note: The final score of the student's evaluation of the lecturer is calculated by calculating the average arithmetic score of the points specified in the evaluation criteria.

Appendix #8 - Semester and Annual Assessment Scheme for Invited Staff

Assessment components	Semester assessment	Annual assessment
Assessment component I - Assessment by the Dean*	10 % (0.5 points)	75% of the annual assessment of academic activity(3.75 points)
Assessment component II - Assessment by the program manager	20 % (1 point)	
Assessment component III - Assessment by the learning process management manager	10 % (0.5 points)	
Assessment component IV - Assessment by the Examination Center	10 % (0.5 points)	
Assessment component V - Assessment by students	50 % (2.5 points)	
Assessment component VI - Professional development assessment	-	
Total	5 points**	5 points

* In the case of a conflict of interest (when the Assessor is a lecturer at the same time), the Assessor does not participate in the assessment process and the point assigned to him or her is shared equally among the other Assessors. When the Assessor does not participate in the Assessment process for any other reason, the point assigned to him / her is still distributed equally among the other Assessors;

** The annual assessment of the academic performance of the invited staff is calculated by calculating the arithmetic mean point of the semester assessments.

Appendix #9 - Semester and Annual Assessment Scheme for Academic Staff

Assessment components	Semester assessment	Annual assessment
Assessment component I - Assessment by the Dean*	10 % (0.5 points)	60% of the annual assessment of academic activity(3 points) **
Assessment component II - Assessment by the program manager	20 % (1 point)	
Assessment component III - Assessment by the learning process management manager	10 % (0.5 points)	
Assessment component IV - Assessment by the Examination Center	10 % (0.5 points)	
Assessment component V - Assessment by students	50 % (2.5 points)	
Assessment component VI - Professional development assessment	-	15 % (0.75 points)
Assessment component VII - Assessment of scientific-research activities	-	25% (1.25 points)
total	5 points**	5 points

* In the case of a conflict of interest (when the Assessor is a lecturer at the same time), the Assessor does not participate in the assessment process and the point assigned to him or her is shared equally among the other Assessors. When the Assessor does not participate in the Assessment process for any other reason, the point assigned to him / her is still distributed equally among the other Assessors;

** The annual assessment of the academic performance of the invited staff is calculated by calculating the arithmetic mean point of the semester assessments.

