



*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, 2020, #1380, dated
March 01, 2021 by the Rector of the
University.*

The Rule for Assessment of academic and invited staff Of European University Ltd.

2020



Content of the document:

Article 1. General Provisions	2
Article 2. Assessment Procedures and Criteria	Error! Bookmark not defined.
Article 3. Responding to assessment results.....	Error! Bookmark not defined.
Appendix #1 - Annual report on the scientific-research activities of the academic staff	9
Appendix #2 - Annual Report on Professional Development of Academic and Invited Staff	14
Appendix #3 - Assessment of Academic and Invited Staff by the Dean	14
Appendix #4 - Assessment of Academic and Invited Staff by the Program Manager	Error! Bookmark not defined.
Appendix #5 – Assessment of Academic and Invited Staff by the Learning Process Management Manager	Error! Bookmark not defined.
Appendix #6 – Assessment of Academic and Invited Staff by the Examination Center	Error! Bookmark not defined.
Appendix #7 – Assessment of Academic and Invited Staff and of the teaching course by a student	22
Appendix #8 - Semester and Annual Assessment Scheme for Invited Staff.....	25
Appendix #9 - Semester and Annual Assessment Scheme for Academic Staff.....	26





Article 1. General Provisions

1. This Rule regulates the procedures and criteria for the professional development, research and academic performance of the academic staff of European University, as well as the professional development and assessment of the invited staff.
2. Assessment of academic and scientific-research activities and professional development of the staff contributes to the increase of productivity of scientific-educational activities, raising the qualification and professionalism of the staff, stimulating creative initiative aimed at the development and quality of the University.

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 Department 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 assesment of the academic performance of the invited staff by different parties (using the relevant questionnaires: see (Appendix #2 - Annual Report on Professional Development of Academic and Invited Staff, 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).

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 self-assessment report of the scientific-research activity shall be submitted by the academic staff at the end of the academic year to the Center for the promotion of scientific-research activities. Confirmation of the activities indicated in the self-assessment 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 self-assessment report on professional development activities shall be submitted to the Quality Assurance Service by the academic and invited staff at the end of the academic year. Confirmation of the activities indicated 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 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 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.
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 - 1000 GEL, 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. 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.
5. 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.

¹ If 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 of affiliation exceeds the salary of the researcher, the difference between the mentioned amounts will be reimbursed.



6. The Quality Assurance Service shall cooperate with the relevant structural units in the process of researching and 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. The Vice Rector for Quality Enhancement monitors the implementation of the activities, planned for the purpose of response.





Appendix #1 - Annual report 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	

№	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)
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 Science Citation 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.</p> <p><i>(Please indicate the title of the article and the journal, other details of the journal, each published article is given the indicated point)</i></p>			50 points	
2	Publication of articles in the journals of European University			15 points	



	<i>(Please indicate the title of the article and the journal, other details of the journal, each published article is given the indicated point)</i>			
3	<p>Publication of articles in peer-reviewed journals with another international index.</p> <p><i>(Please indicate the title of the article and the journal, other details of the journal, each published article is given the indicated point)</i></p>		10 points	
4	<p>Participation in international scientific conferences (poster)</p> <p><i>(Please indicate the title of the conference and the article, the place and date of the conference. Inicated point is given to each article)</i></p>		15 points	
5	<p>Participation in international scientific conferences (deliver a speech)</p> <p><i>(Please indicate the title of the conference and the article, the place and date of the conference. Inicated point is given for each article)</i></p>		20 points	
6	<p>Participation in local scientific conferences (poster)</p> <p><i>(Please indicate the title of the conference and the article, the place and date of the conference. Inicated point is given to each poster.)</i></p>		5 points	
7	<p>Participation in local scientific conferences (deliver a speech)</p> <p><i>(Please indicate the title of the conference and the article, the place and date of the conference. Inicated point is given for each article)</i></p>		10 points	
8	Chairman of International Scientific		15 points	



	<p>Conferences / Co-Chair / Program Committee Membership</p> <p><i>(Please indicate the name of the conference, the venue and date of the conference. Indicated point will be given to each conference.)</i></p>			
9	<p>Chairman of local scientific conferences / co-chairmanship / program committee membership</p> <p><i>(Please indicate the name of the conference, the venue and date of the conference. Indicated point be given to each conference.)</i></p>		10 points	
10	<p>Funded grant project management</p> <p><i>(Please provide project details. Indicated point is assigned to each project.)</i></p>		35 points	
11	<p>Participation in a funded grant project (The main staff)</p> <p><i>(Please provide project details. Indicated point is assigned to each project.)</i></p>		20 points	
12	<p>Participate in the grant competition **</p> <p><i>(Please provide project details, assessment received during the competition. Indicated point is given to each project.)</i></p>		10 points	
13	<p>Invention of a patent</p> <p><i>(Please provide details. Indicated points are awarded to each patent.)</i></p>		50 points	
14	<p>Abroad publication of a monograph / textbook</p> <p><i>(Please indicate the title of the textbook / monograph, year of publication, etc. Indicated point is given to each published monograph / textbook)</i></p>		50 points	



15	<p>Publication of a monograph / textbook</p> <p><i>(Please indicate the title of the textbook / monograph, year of publication, etc. Indicated point is given to each published monograph / textbook)</i></p>			40 points	
16	<p>Membership in the National Academy of Sciences</p>			40 points	
17	<p>Membership in the International Academy of Sciences</p>			45 points	
18	<p>Corresponding Member of the National Academy of Sciences</p>			20 points	
19	<p>Editor of the scientific journal referred to in the first paragraph of this table</p> <p><i>(Please indicate the name of the journal. Other details. Indicated point is given to the editor of each journal.)</i></p>			20 points	
20	<p>Review of the scientific journal referred to in the first paragraph of this table, membership of the Editorial Board</p> <p><i>(Please indicate the name of the journal. Other details. Indicated point is given to the reviewer of each magazine, membership of the editorial board.)</i></p>			15 points	
21	<p>Editor of another scientific journal</p> <p><i>(Please indicate the name of the journal. Indicated point is given to the editor of each journal.)</i></p>			10 points	
22	<p>Review of other scientific journals, membership of the editorial board</p> <p><i>(Please indicate the name of the journal. Indicated point is given to the reviewer of each journal, to the membership of the editorial board.)</i></p>			5 points	



	<i>board.)</i>				
23	<p>Review of the textbook / monograph</p> <p><i>(Please indicate the title of the textbook / monograph, other details. Indicated point is given for the review of each textbook / monograph)</i></p>			15 points	
24	<p>Review of the master thesis</p> <p><i>(Please indicate the title of the thesis, student name, indicated point is given for the review of each different thesis)</i></p>			4 points	
25	<p>Supervising the papers of student conferences held abroad</p> <p><i>(Please indicate the title of the conference and paper, the place and date of the conference, the student's first and last name. Indicated point is given to the supervisor of each paper.)</i></p>			10 points	
26	<p>Supervising the papers of local student conferences</p> <p><i>(Please indicate the title of the conference and paper, the place and date of the conference, the student's first and last name. Indicated point is given to the supervisor of each paper.)</i></p>			5 points	
27	<p>Other scientific research activities</p> <p><i>(Please name activity / activity details.)</i></p>			<i>Points are determined by commission ***</i>	

** In case of duplicate article (which means having the same article at a conference and publishing the same article in a journal), a higher point will be considered.*

*** In case of accumulation of at least 30% and more of the final maximum assessment of the project.*

**** The point is determined by the commission set up for the purpose to confirm the scientific-research activities performed by the academic staff.*



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	

№	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)
1	Attend local workshops, seminars, trainings <i>(Please indicate the name, place, date of seminars, workshops, trainings. The indicated point is given to each activity)</i>			5 points	
2	Conducting local workshops, seminars, trainings <i>(Please indicate the name, place, date of seminars, workshops, trainings. The indicated point is given to each activity)</i>			15 points	
3	Attending international workshops, seminars, trainings <i>(Please indicate the name, place, date of seminars, workshops, trainings. The indicated point is given to each activity)</i>			10 points	
4	Conducting international workshops, seminars, trainings <i>(Please indicate the name, place, date of</i>			20 points	



	<i>seminars, workshops, trainings. The indicated point is given to each activity)</i>				
5	Translation of the textbook <i>(Please indicate the textbook, title of the scientific literature, other details. The indicated point is given to the translation of each textbook)</i>			25 points	
6	Preparing students for imitative / simulation / other types of projects <i>(Please indicate the name of the project, the name and surname of the student (s), other details, the indicated point is given to the preparation of each student or group of students)</i>			10 points	
7	Organizing imitative / simulation / other types of projects, leadership <i>(Please indicate the name of the project, other details, the indicated point is given to the preparation of each student or group of students)</i>			20 points	
8	Preparing students for local Olympiads <i>(Please indicate the name of the Olympiad, the name and surname of the student (s), other details, the indicated point is given to the preparation of each student or group of students)</i>			10 points	
9	Preparing students for international Olympiads <i>(Please indicate the name of the Olympiad, the name and surname of the student (s), other details, the indicated point is given to the preparation of each student or group of students)</i>			15 points	
10	Management of the International Olympiad (Chairman of the Organizing Committee, event director) <i>(Please indicate the name of the Olympiad, other details, the indicated points are given to the</i>			25 points	



	<i>leadership of each Olympiad)</i>				
11	<p>Member of the Organizing Committee of the International Olympiad</p> <p><i>(Please indicate the name of the Olympiad, other details, the indicated point is given to the membership of each Olympiad committee)</i></p>			20 points	
12	<p>Leading the local Olympiad (chairing the organizing committee, directing the event)</p> <p><i>(Please indicate the name of the Olympiad, other details, the indicated point is given to the leadership of each Olympiad)</i></p>			20 points	
13	<p>Member of the Organizing Committee of the local Olympiad</p> <p><i>(Please indicate the name of the Olympiad, other details, the indicated point is given to the membership of each Olympiad committee)</i></p>			15 points	
14	<p>Professional Training Courses</p> <p><i>(Please indicate the name of the courses, duration, other details, the indicated point is given to each course taken)</i></p>			20 points	
15	<p>Articles in non-scientific research journals and online publications</p> <p><i>(Please indicate the title of the article, magazine and online publication, date of publication, other details, the indicated point is given to each article)</i></p>			15 points	
16	<p>Editing non-scientific internet journals / portals</p> <p><i>(Please indicate the name of the magazine / portal, other details, the indicated point is given to the editor of each magazine / portal)</i></p>			20 points	
17	International Academic Mobility			20 points	



	<i>(Please indicate the place, purpose, duration, date, other details of the mobility, the indicated point is assigned to each implemented mobility)</i>			
18	Other professional development activities <i>(Please name the details of the activity)</i>			<i>Points are determined by commission *</i>

* The point is determined by a commission set up 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 Program 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)				
	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
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
The lecturer effectively uses the Moodle electronic system (uploaded the course syllabus, relevant to the course, relevant teaching materials)	<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 time allowed for independent work (homework) is sufficient					
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 gained within the course					
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					
Learning process is conducted in the area, specifically equipped relevant to the course					

2. How available are the textbooks, indicated in the syllabus of the course, in the library? (1 -Never available; 5 - always available)

	1	2	3	4	5
Compulsory literature indicated in the syllabus of the course					
Auxiliary literature indicated in the syllabus 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 delivers the missed lecture					
The lecturer does not appear late					
The lecturer has a deep knowledge of the subject					
The lecturer is always prepared for the lecture					
At the beginning of the course, the lecturer introduced the syllabus, objectives, learning outcomes of the course to us.					
The lecturer clearly explained the grading system					
The lecturer plans the time correctly during the lecture / seminar					
The lecture topics follow the structure of the syllabus					
Practical training / seminars are in compliance with the theoretical material of the lecture					
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 tasks help me in the process of studying					
The lecturer tries to develop the skills to apply knowledge in practice					
Lecturer notes / explanations on the tasks that have been fulfilled are helpful					
The lecturer gives students the possibility to ask questions					
The lecturer answers the questions asked by the students in an understandable way					
I have the opportunity to receive additional consultations from the lecturer					
The lecturer enables students to demonstrate their knowledge and abilities					
The lecturer treats students with respect					
The lecturer pays enough attention to the students					

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?





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

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



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

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