

**MINISTRY OF DEFENCE OF UKRAINE
MILITARY ACADEMY (Odesa)**

Approved by the order
of the Commandant of the Military Academy
(Odesa)
of 27.02.2025 № 81

**REGULATIONS
on the Rating of Academic and Research Staff
of the Military Academy (Odesa)**

Approved
by the Academic Council
of the Military Academy (Odesa)
of 26.02.2025 № 9

The Regulations on the rating of academic and research staff of the Military Academy (Odesa) were developed by a team of staff under the general supervision of the Commandant of the Military Academy (Odesa), Major General Andrii Kovalchuk.

Development team:

- Lisovenko D. – Deputy Commandant of the Academy for Scientific Work – Head of the Scientific and Organizational Department, PhD in Technical Sciences, Associate Professor, Colonel;
- Androshchuk O. – Head of the Department for Quality Assurance of Educational Activities and Higher Education, Doctor of Technical Sciences, Professor, Colonel;
- Honcharuk A. – Head of the Scientific Center, PhD in Technical Sciences, Senior Research Fellow, Colonel;
- Veits A. – Senior Assistant to the Head of the Department for Quality Assurance of Educational Activities and Higher Education, PhD in Law Sciences, Major;
- Bohdanova O. – Leading Research Fellow of the Department for Quality Assurance of Educational Activities and Higher Education, PhD in Technical Sciences, Employee of the Armed Forces of Ukraine;
- Derkach A. – Head of the Software and Technical Support Branch of the Headquarters.

1. GENERAL PROVISIONS

1.1. These Regulations regulate the procedure for organizing and conducting the rating evaluation the rating of academic and research staff (hereinafter – ARS) of the Military Academy (Odesa), defines the concept of the rating, the methodology for its calculation for evaluating the activities of ARS, and determining the compliance of their achievements with the Licensing Conditions for educational activities.

The Regulations were developed in accordance with the Laws of Ukraine "On Education," "On Higher Education", "On Amendments to Certain Laws of Ukraine Regarding the Improvement of Educational Activities in the Field of Higher Education", the Licensing Conditions for Educational Activities, approved by the Resolution of the Government of Ukraine of 30.12.2015 № 1187 (with amendments), and the Regulations on the Accreditation of Educational Programs for the training of Higher Education Applicants, approved by the Order of the Ministry of Education and Science of Ukraine of 15.05.2024 № 686.

1.2. *Rating of academic and research staff* is a ordinal indicator of the assessment of academic and research staff, formed on the basis of a quantitative assessment of the results of their work in the main areas of activity.

Rating of a department (subdivision) is a sequential assessment indicator formed on the basis of a generalized complex quantitative indicator of the work of the department (subdivision), using the activity indicators of ARS and the department (subdivision).

Rating of a faculty is a ordinal assessment indicator formed on the basis of the ratings of the departments.

1.3. The purpose of rating evaluation at the Military Academy (Odesa) is:
to increase the efficiency and effectiveness of the professional activity of ARS;

to ensure transparency and objectivity in the evaluation of the activities of ARS of the Military Academy (Odesa);

to ensure competition, increase motivation, efficiency, and productivity of the work of ARS;

to accumulate data for the analysis (dynamics) of the activities of departments and scientific subdivisions;

to stimulate the activities of ARS aimed at improving the quality of educational and scientific activities.

1.4. The main tasks of rating evaluation are:

to create an information base for analyzing and assessing the results of the activities of ARS of the Military Academy (Odesa);

to enhance the interest of ARS in improving their professional qualifications, mastering advanced pedagogical and scientific experience, and adopting a creative approach to the teaching and research process;

to ensure the objectivity of assessments of the quality of ARS activities through the completeness and reliability of information;

to increase the collective interest of ARS in improving the final results of graduate training;

to develop and use unified comprehensive criteria for assessing and controlling the level and effectiveness of the activities of ARS separately;

to activate and stimulate types of activities that orient and contribute to increasing the rating of the Military Academy (Odesa) and overall development, creating conditions for the professional growth of ARS;

to identify shortcomings and problematic issues in the activities of ARS;

to determine the best ASR, departments, faculties, scientific subdivisions (institutions) of the Military Academy (Odesa) based on the rating indicators;

to improve the system of moral stimulation of the activities of ARS.

1.5. The organization of the rating is based on the following principles:

consistency of the assessment content with the priority areas of development of the Military Academy (Odesa);

objectivity and reliability of the obtained information;

academic integrity of educational activities;

publicity, efficiency, and systematic nature of the rating evaluation;

competence and objectivity of the evaluators;

stimulation of rating evaluation participants to improve the results of their professional activities.

1.6. The implementation of the rating evaluation of the activities of ARS of the Military Academy (Odesa) is an integral element of the implementation of a monitoring system as a component of the process of quality assurance and management of higher education, the internal system of higher education quality assurance of the Military Academy (Odesa), stimulation of professional development, professionalism, productivity of educational and scientific work, and development of the creative initiative of ARS.

1.7. The main requirements for the rating evaluation system are:

an objectively determined number of indicators that characterize the professional activity of the rating participants;

assessment of the compliance of the activities of ARS with official qualification requirements and job descriptions, as well as the personal contribution to solving the tasks of the department, faculty, scientific subdivision (institution) of the Military Academy (Odesa);

the possibility of supplementing and changing the rating indicators;

continuous study and consideration of the experience of other higher military educational institutions and higher education institutions.

2. PROCEDURE AND ORGANIZATION FOR CALCULATING THE RATING OF ACADEMIC STAFF

2.1. All academic and research staff (ARS) engaged in educational activities are subject to rating evaluation. The rating evaluation of ARS activities is

conducted annually based on the results of work performed during the reporting academic year, from August 1st to July 1st (the Rating Commission operates from July 2nd to July 31st).

An automated system is used for the rating evaluation of ARS, consisting of separate sections for self-entry by the ARS. This system automatically calculates scores based on the entered information, ensuring accuracy and speed of the evaluation.

Filling out the sections of this system is permitted only using service computers connected to the local network of the Military Academy (Odesa).

The evaluation is carried out by determining the individual ratings of the ARS. The rating indicators are based on assigning scores for the respective types of activities (Appendices 1-6).

2.2. To determine the ARS rating, a respective commission is appointed by an order of the Chief of the Military Academy (Odesa) no later than one month before the start of its work. The Chairman of the Rating Commission is the Deputy Chief of the Academy for Academic Work, the Deputy Chairman of the Rating Commission is the Head of the Department for Quality Assurance of Educational Activities and Higher Education, the Secretary of the Rating Commission is a representative of the Department for Quality Assurance of Educational Activities and Higher Education, etc., and the members of the Rating Commission are representatives of the Academic Department, Scientific Center, Department for Quality Assurance of Educational Activities and Higher Education, etc.

2.3. A meeting of the Rating Commission is legitimate if more than 50% of the commission members are present.

2.4. Members of the Rating Commission are obliged to ensure the confidentiality of the received information, unless otherwise provided by this Regulation and other normative documents of the Military Academy (Odesa), until the publication of the rating results.

2.5. The Rating Commission performs the following tasks and functions:

- analyzes the procedure for conducting the rating evaluation of ARS and submits proposals for its improvement;

- conducts an analysis of the results of the rating evaluation of ARS activities carried out in the current academic year;

- considers appeals from ARS of the Military Academy (Odesa) regarding the optimization and improvement of the rating evaluation.

2.6. ARS are obliged to fill in the following sections during the current academic year, but no later than July 1st:

- "Personal Data" section (in the "Education" – "ARS Achievements" – "Personal Data" section on the official website of the Military Academy (Odesa));

- sections "Indicators of Academic Activity", "Indicators of Methodological Activity", "Indicators of Scientific (Scientific and Technical) Activity", "Indicators of Organizational Activity", "Permanent Indicators";

"Penalty Points" section – in case of relevant grounds, including in the event of violations or disciplinary measures. The absence of this data in the respective section without due grounds entails disciplinary responsibility.

2.7. The ARS, along with the head (chief) of the subdivision, bear personal disciplinary responsibility for submitting unreliable data to the automated system, as well as for their untimely submission.

2.8. The calculation of the individual total rating score of the ARS is performed automatically by the specified automated system without the intervention of the members of the rating commission, which guarantees the objectivity and transparency of the process, according to the following formula:

$$I_{\text{score}} = \sum P_{\text{perm}} + \sum W_{\text{acad}} + \sum W_{\text{meth}} + \sum W_{\text{s.t.}} + \sum W_{\text{org}} - \sum P_{\text{pen}},$$

where:

I_{score} – individual total score of the teacher;

$\sum P_{\text{perm}}$ – permanent indicators, the sum of scores for achievements in professional activity preceding the reporting year (Appendix 1);

$\sum W_{\text{acad}}$ – sum of scores for the execution of academic work (Appendix 2);

$\sum W_{\text{meth}}$ – sum of scores for the execution of methodological work (Appendix 3);

$\sum W_{\text{s.t.}}$ – sum of scores for the execution of scientific (scientific and technical) work (Appendix 4);

$\sum W_{\text{org}}$ – sum of scores for the execution of organizational work (Appendix 5);

$\sum P_{\text{pen}}$ – penalty points for violating the requirements of the current legislation of Ukraine on higher education and the normative documents of the Military Academy (Odesa) (Appendix 6).

2.9. The rating assessment of the head (chief) of a department is calculated using the formula:

$$R_{\text{head_dept}} = \frac{R_{\text{pers_hd}} + R_{\text{dept}}}{2},$$

where $R_{\text{pers_hd}}$ – personal rating score for the results of work in the position of head (chief) of the department, obtained from the automated system calculation;

R_{dept} – department rating (the arithmetic mean of the rating scores of the full-time ARS of the department, obtained from the automated system calculation).

2.12. The rating assessment of the head of a faculty is calculated using the formula:

$$R_{\text{head_fac}} = \frac{R_{\text{pers_hf}} + R_{\text{fac}}}{2},$$

where $R_{\text{pers_hf}}$ – personal rating score for the results of work in the position of head of the faculty, obtained from the automated system calculation;

R_{fac} – faculty rating (the arithmetic mean of the rating scores of the full-time ARS of the faculty, obtained from the automated system calculation).

2.13. The Rating Commission reviews the consolidated rating of the ARS, separately for each department, faculty, and the Military Academy (Odesa) as a whole, obtained from the automated system calculation.

2.14. When determining the rating, only those indicators of ARS activity that can be confirmed and verified are taken into account. Confirmation of a particular result of ARS activity includes: the document base (printed, electronic) of the department (of each ARS) confirming the ARS's activity, the individual lecturer's plan, minutes of department meetings, a copy of the document, a link to an official web-source, etc.

If, as a result of the commission's work, it is determined that unreliable data regarding the indicators has been submitted, or the indicators are unconfirmed by anything, the ARS's rating results are annulled, and the person who submitted such data and their immediate superior are subject to disciplinary responsibility.

2.15. Information regarding the achievements of ARS who took the first 10 places is subject to mandatory full verification. The achievements of 10 percent of the ARS from each department (subdivision) are checked selectively. Data regarding the ARS being checked are provided by the heads (chiefs) of departments (subdivisions) for review upon the commission's request.

2.16. The results of the Rating Commission's work are documented in a protocol and signed by the commission members.

2.17. The rating evaluation of ARS activities is discussed at a meeting of the Academic Council of the Military Academy (Odesa) and is announced at the academic and methodological meeting (summing up the results for the academic year).

3. PROCEDURES AND ORGANIZATION FOR CALCULATING THE RATING OF RESEARCH STAFF

3.1. The rating evaluation of Research Staff may be conducted during attestation by the decision of the Commandant of the Academy.

3.2. The frequency and timing of attestation are determined by the Regulations on the Attestation of Scientific Personnel, approved by the Resolution of the Government of Ukraine of 13.08.1999 № 1475 (with amendments), and are: not less than once every five years and not more often than once every three years.

3.3. The rating evaluation is carried out by determining the individual ratings of the RS. The rating indicators are based on assigning scores for the relevant activity criteria (Appendix 7).

3.4. For the purpose of determining the RS rating, a commission is appointed by an order of the Commandant of the Military Academy (Odesa). The Chairman of the Rating Commission is the Deputy Commandant of the Academy for Scientific Work – Head of the Scientific and Organizational Department, the Deputy Chairman of the Rating Commission, the Secretary, and members of the Rating Commission are representatives of the Scientific Center and the Scientific and Organizational Department.

3.5. A meeting of the Rating Commission is legitimate if more than 50% of the commission members are present.

3.6. Members of the Rating Commission are obliged to ensure the confidentiality of the received information, unless otherwise provided by this Regulations and other normative documents of the Military Academy (Odesa).

3.7. The Rating Commission performs the following tasks and functions:
analyzes the procedure for conducting the rating evaluation of SP and submits proposals for its improvement;
conducts an analysis of the results of the rating evaluation of SP activities for the evaluation period;
makes decisions regarding the application of additional indicators in the SP rating and submits its proposals for consideration by the Academic Council of the Military Academy (Odesa);
considers appeals from SP of the Military Academy (Odesa) regarding the optimization and improvement of the rating evaluation.

3.8. Research staff fill out the Attestation Form according to the materials submission format (Appendix 7). In the "Quantity/Scores" column, the total number of elements described in the "Confirmation" column and the sum of scores for all elements are indicated.

3.9. Immediate superiors verify the reliability of the submitted information, process the Attestation Forms according to the Evaluation Indicators (Appendix 8), and provide the Attestation Forms to the head of the subdivision.

Heads of subdivisions summarize the data and submit the evaluation results to the Rating Commission.

3.10. The determination of the RS rating is carried out by processing the Attestation Forms according to the Evaluation Indicators and calculating the total scores.

3.11. The RS rating place is determined by comparing their rating with the rating of other personnel of the same category (junior research fellow, research fellow, senior research fellow, leading research fellow, head of a research laboratory, head of a research department, chief research fellow, deputy head of the scientific center for scientific work, head of the scientific center).

An RS with a higher rating occupies a higher rating place.

3.12. When determining the rating, only those indicators of RS activity that can be confirmed and verified are taken into account.

3.13. The results of the Rating Commission's work are documented in a protocol and signed by the commission members.

4. APPLICATION OF THE RATING EVALUATION SYSTEM

4.1. The rating of ARS of the Military Academy (Odesa) is used for the annual summary of the activities of ARS, serves as a basis for encouraging the best lecturers and scientists, and is taken into account when considering candidates for vacant positions during the meeting of the competitive commission.

4.2. The procedure for accounting, submission, and confirmation of data regarding the achievements of ARS is provided in Appendix 9.

5. FINAL PROVISIONS

5.1. The Regulation is approved by the Academic Council of the Military Academy (Odesa) and enacted by the order of the Chief of the Military Academy (Odesa).

5.2. Changes and additions to this Regulations are reviewed and approved by the Academic Council of the Military Academy (Odesa) and enacted by the order of the Commandant of the Military Academy (Odesa).

5.3. Control of the implementation of the Regulations is performed by the officials of the Military Academy (Odesa) within their powers.

Evaluation of the results of academic staff activity
of the Military Academy (Odesa) by the automated system
for the 20__ - 20__ academic year

Faculty _____
 Department _____
 Military Rank _____
 Name, Surname _____

Academic Degree, Academic
 Title _____

Position _____

ARS achievements obtained in the current academic year

<i>No.</i>	<i>Name of indicator group</i>	<i>Score</i>
1	Permanent Indicators	
2	Academic Activity	
3	Methodological Activity	
4	Scientific (Scientific and Technical) Activity	
5	Organizational Activity	
6	Penalty Points	
Total Score		

PERMANENT INDICATORS

No.	Name	Indicators	Score P _{perm}	ARS Score for P _{perm}
1.	Qualification	PhD (Doctor of Philosophy) Diploma	25	
		Foreign PhD Diploma	25	
		Doctor of Sciences Diploma	50	
		"Master of Sports" Title	25	
2.	Academic Title	Senior Researcher	25	
		Associate Professor	25	
		Professor	50	
3.	State Prize	Laureate of the State Prize	50	
4.	Honorary Title	Honoured Worker of Science and Technology	50	
		Honoured Inventor, other	25	
		Honoured Worker of Education, Honoured Worker of Physical Culture and Sports, Honoured Coach (coach of a national team for a sport participating in the Championship (Cup) of Ukraine, international competitions) and other Honoured Worker, Figure	25	
5.	Awards	Certificate of Honour of the Verkhovna Rada of Ukraine, Honourable Certificate of the Verkhovna Rada of Ukraine, Cabinet of Ministers of Ukraine, Commendation of the Prime Minister of Ukraine	15	
		Badge of Honour "Excellent Worker of Education of Ukraine"	25	
		Order (State Award)	25	
6.	Scientific and Pedagogical Experience as of July 1st	Number of full years of experience	1 point per year	
7.	Membership in the National Academy of Sciences or Sectoral Academies of Sciences	Full Member of the National Academy of Sciences	100	
		Corresponding Member of the National Academy of Sciences	75	
		Full Member or Corresponding Member of a Sectoral Academy of Sciences (National Academies: Pedagogical Sciences, Legal Sciences, Agrarian Sciences, Medical Sciences, Arts)	50	
8.	Availability of professional activity experience (occupation) in the relevant field (specialty, specialization) of not less than five years (excluding pedagogical, scientific-pedagogical, scientific activity)	Availability of at least five years of such experience	15	
9.	Status of combatant; participation in international peace and security operations under the auspices of the		5	

No.	Name	Indicators	Score P _{perm}	ARS Score for P _{perm}
	United Nations			
10.	Participation in international military exercises (training) involving the armed forces of NATO member countries	Per one exercise	5	
11.	Certificate of Foreign Language Proficiency Level	SLP 1 / A2 (CEFR)	10	
		SLP 1+ / B1 (CEFR)	20	
		SLP 2 / B2 (CEFR)	30	
		SLP 2+ / C1 (CEFR)	40	
		SLP 3 / C2 (CEFR)	50	
TOTAL SCORES				

INDICATORS OF ACADEMIC ACTIVITY

No.	Name	Options	Coefficient (PP 1-3); Quantity (PP 4-10)	ARS Score for W_{acad}
1.	Conducting all types of academic classes and control measures with cadets, adjuncts, and students of advanced training courses at the permanent deployment point (<i>per 1 hour of fulfilled load</i>)	Bachelor	0,7	
		Master	0,8	
		Advanced Training Courses	0,9	
		Adjunct	1	
2.	Conducting all types of classes with cadets, students of advanced training courses at temporary locations and in field conditions (<i>per 1 hour of fulfilled load</i>)	At temporary locations	1	
		In field conditions	1,2	
3.	Conducting all types of academic classes and control measures with cadets, adjuncts, and students of advanced training courses in a foreign language (<i>per 1 hour of fulfilled load</i>)		1	
4.	Receiving entrance examinations (<i>per each exam</i>)		3	
5.	Participation in the work of examination commissions during the attestation of graduates (<i>per each meeting</i>)		2	
6.	Supervision of the execution of: (<i>per each work, number of works</i>)	Course papers	2	
		Bachelor's (Qualification) theses	7	
		Master's (Qualification) theses	10	
7.	Reviewing attestation works (<i>per each work, number of works</i>)		1	
8.	Supervision of academic practice		5	
9.	Supervision of military internship (practice)		5	
10.	Supervision of scientific and pedagogical internship		5	
TOTAL SCORES				

INDICATORS OF METHODOLOGICAL ACTIVITY

No.	Name	Options	Score M _r	ARS Score for W _{meth}
1.	Preparation of materials for licensing a specialty, taking into account own contribution, expressed in the number of authored sheets processed (<i>the number of authored sheets processed during material preparation is determined by the educational program guarantor</i>)		10	
2.	Preparation of materials for educational program accreditation, taking into account own contribution, expressed in the number of authored sheets processed (<i>the number of authored sheets processed during material preparation is determined by the educational program guarantor</i>)		10	
3.	Publication single-authored (<i>total volume not less than 5 authored sheets</i>) / co-authored (<i>total volume not less than 1.5 authored sheets per co-author</i>) (<i>per authored sheet prepared by the accountable person; the department head determines the share of the fixed contribution to material preparation</i>)	Textbook (e-textbook)	35	
		Study guide (e-study guide)	30	
4.	Publication (<i>per authored sheet prepared by the accountable person; the department head determines the share of the fixed contribution to material preparation</i>)	Methodological study guide	20	
		Guide for independent work	20	
		Abstract (course) of lectures, command-staff exercises	20	
		Methodological materials for laboratory classes, course design, practices	20	
		Group exercises	20	
5.	Development (reworking) of other academic and methodological support for conducting all types of academic classes, independent work of cadets (<i>per one authored sheet for all developers together, proportional to contribution: number of authored sheets</i>)	Development	10	
		Reworking	5	
6.	Development (reworking) of electronic academic and methodological support for an academic discipline in the "MOODLE" system, simulation modeling systems (<i>per academic discipline, proportional to the volume of the discipline and the contribution of the developers by the formula: number of credits * (% U) (the department head determines the share of the fixed contribution to material preparation)</i>)	Development (per 1 credit)	10	
		Reworking (per 1 credit)	5	
7.	Development of a draft educational-professional (educational-scientific) program for a specialty (<i>per curriculum, proportional to the contribution of the developers by the formula: 50 * (% U) (the educational program guarantor determines the share of the fixed contribution to material preparation)</i>)		50	

No.	Name	Options	Score M _r	ARS Score for W _{meth}
8.	Development of a curriculum for a specialty (specialization) (<i>per one plan, proportional to the contribution of the developers by the formula: 30 * (% U) (the educational program guarantor determines the share of the fixed contribution to material preparation)</i>)		30	
9.	Development of a working curriculum for a specialty (specialization) (<i>per one plan, proportional to the contribution of the developers by the formula: 30 * (% U) (the educational program guarantor determines the share of the fixed contribution to material preparation)</i>)		15	
10.	Development (improvement) of the program (working program) of an academic discipline (per program , <i>proportional to the contribution of the developers by the formula: number of credits * (% U) (the department head determines the share of the fixed contribution to material preparation)</i>)	Development	20	
		Improvement	5	
11.	Development of diagnostic tools for cadets' learning outcomes in an academic discipline (per set for one control measure)	Development	7	
12	Development (updating) of a set of documents for a comprehensive control work in an academic discipline (<i>per one set, proportional to the contribution of the developers by the formula: number of sets * (% U) (the department head determines the share of the fixed contribution to material preparation)</i>)	Development	20	
		Updating	5	
13.	Translation of academic and methodological publications into a foreign language (<i>own number of authored sheets processed (the department head determines the number of authored sheets)</i>)		10	
14.	Development of tasks for entrance exams, Olympiads, competitions, etc. (<i>per set, proportional to the contribution of the developers by the formula: number of sets * (% U) (the department head determines the share of the fixed contribution to material preparation)</i>)		10	
15.	Performing the functions of an Educational Program (EP) Guarantor		30	
16.	Participation in an expert group (sectoral expert council) for accreditation in other Higher Education Institutions (HEIs) (<i>per one accreditation</i>)		20	
17.	Conducting demonstration, open, instructor-methodological classes (<i>per each class</i>)	Academy-level event	15	
		Faculty-level event	7	
		Department-level event	5	
18.	Completion of advanced training courses (internship) (<i>upon presentation of a certificate, etc., but not more than 100 points per year</i>)	International internship		
		<i>Full-time</i>	40	
		<i>Distance learning</i>	10	
		External to the academy within the country:		
		<i>Full-time</i>	20	
		<i>Distance learning</i>	7	
		Internal academy internship	5	

No.	Name	Options	Score M_r	ARS Score for W_{meth}
19.	Conducting pedagogical (methodological) experiments and implementing their results in the educational process <i>(based on the results of the experiment review, proportional to the contribution of the developers by the formula: number of experiments (implementations) * score M_r * (% U) (the department head determines the share of the fixed contribution to material preparation))</i>	Conducting an experiment	20	
		Implementation of experiment results in the educational process	20	
20.	Mentoring a young lecturer		10	
21.	Development of regulations approved by the Academy's Academic Council (per unit, proportional to the contribution of the developers by the formula: number of regulations * score M_r * (% U) <i>(the department head determines the share of the fixed contribution to material preparation))</i>	Regulation	10	
22.	Participation in international scientific and/or educational projects, involvement in international expertise, holding the title "International Category Judge"		10	
TOTAL SCORES				

INDICATORS OF SCIENTIFIC (SCIENTIFIC AND TECHNICAL) ACTIVITY

No.	Name	Options	Score W _{s.t.}	ARS Score for W _{s.t.}
1.	Completion and Defense of:	Doctoral dissertation	200	
		Candidate's dissertation or work for the educational-scientific degree "Doctor of Philosophy"	100	
2.	Scientific advising of an applicant who received a document on the award of an academic degree in the reporting academic year:	Adjunct (Postgraduate student)	45	
		Doctoral student	50	
3.	Opposing dissertations in the reporting academic year:	Doctor of Sciences	40	
		Doctor of Philosophy	20	
4.	Reviewing a dissertation, dissertation abstract in the reporting academic year (<i>if confirmed</i>):	Doctor of Philosophy	5	
		Doctor of Sciences	10	
5.	Preparation of an act of implementation of dissertation research results in the reporting academic year:	Chairman of the commission	5	
6.	Execution of research and development (R&D) and experimental design (EDW) works:	Conducting research and development under state programs, orders of ministries and departments		
		<i>Head and responsible executor</i>	35	
		<i>Executor</i>	10	
		Execution of work under international agreements, contracts, projects		
		<i>Head and responsible executor</i>	70	
7.	Execution of an operational task commissioned by a military command body (<i>per each operational task per executor</i>)	<i>Head and responsible executor</i>	35	
		<i>Executor</i>	10	
8.	Preparation and publication of a scientific article in:	Scientific publications indexed in Scopus or Web of Science scientometric databases		
		<i>1st Quartile</i>	250	
		<i>2nd Quartile</i>	100	
		<i>3rd Quartile</i>	75	
		<i>4th Quartile</i>	50	
	Scientific publications indexed in other international scientometric databases (including sectoral scientometric databases)			

No.	Name	Options	Score W _{s.t.}	ARS Score for W _{s.t.}
		<i>Foreign scientific publications</i>	50	
		<i>Domestic scientific publications</i>	40	
		Foreign publications not included in international scientometric databases	30	
		Specialized publications of Ukraine	20	
		Non-specialized publications of Ukraine	5	
9.	Reports at scientific events (conferences, symposiums, seminars) with publication of materials and abstracts:	Abstracts of international conferences	15	
		Abstracts of all-Ukrainian conferences	10	
		Abstracts of inter-university (university) conferences	5	
10.	Obtaining a Patent (Utility Model):	<i>Patent</i>	20	
		<i>Utility Model</i>	10	
11.	Obtaining a certificate for a rationalization proposal		5	
12.	Publication of a single-authored monograph: (<i>points are awarded per one authored sheet</i>)	In a foreign publishing house	30	
		In a Ukrainian publishing house	25	
13.	Chapter in a collective monograph: (<i>points are awarded per one authored sheet and divided among all co-authors</i>)	In a foreign publishing house	30	
		In a Ukrainian publishing house	25	
14.	Reviewing a monograph, textbook, study guide (<i>with a copy of the review</i>)		10	
15.	Reviewing an article indexed in: (<i>with a copy of the review</i>)	Scopus and WoS	10	
		Specialized publication of Ukraine of Category B	5	
		Foreign publication indexed in other scientometric databases recognized by the Ministry of Education and Science	5	
16.	Supervision of research work of cadets: (<i>per one document</i>)	Preparation and publication of a scientific article	5	
		Preparation of work for a competition	5	
		Preparation of an application for the issuance of protective documents (patents, etc.)	5	
		Preparation and publication of a conference abstract	5	
17.	Training a cadet-winner of the All-Ukrainian (Academy) competition of scientific works in the current academic year	All-Ukrainian	20	
		Academy	5	
18.	Training a cadet-winner of an international or All-Ukrainian subject Olympiad in the current academic year		20	
19.	Training a team – winner of professional international or All-Ukrainian competitions in the current academic year		20	
20.	Training a cadet-winner of a regional, academy competition of scientific works in		10	

No.	Name	Options	Score $W_{s.t.}$	ARS Score for $W_{s.t.}$
	the current academic year			
21.	Scientific consulting of enterprises, institutions, organizations for at least three years, carried out on the basis of an agreement with a higher education institution (scientific institution)		10	
22.	Having a Hirsch index in at least one of the scientometric databases Scopus and WoS (n – index):		$n \cdot 10$	
23	Invited speaker (per each event)		10	
TOTAL SCORES				

INDICATORS OF ORGANIZATIONAL ACTIVITY

No.	Name	Options	Score W_{org}	ARS Score for W_{org}
1.	Work as a member of the Admissions Committee		10	
2.	Secretary of the Examination Commission		10	
3.	Participation in military-professional orientation of youth (<i>per one day of assignment</i>)		5	
4.	Work in commissions and working groups of the Ministry of Education and Science of Ukraine, other ministries (<i>per each event</i>)		6	
5.	Work in ad hoc councils for dissertation defense: (<i>per one meeting</i>)	Head of the Specialized Academic Council	5	
		Member of the Specialized Academic Council	4	
6.	Work in expert commissions of Specialized Academic Councils for dissertation defense: (<i>per one meeting</i>)	Candidate's	4	
		Doctor's	5	
7.	Activity in scientific-methodological, scientific-technical councils and commissions of the Military Academy (Odesa), the Council of Young Scientists, adjunct seminars (<i>per one meeting, but not more than 30 points per year</i>)		4	
8.	Work as a member of the Academic Council of the Military Academy (Odesa) (<i>per one meeting</i>)	Member of the Academic Council	3	
		Academic Secretary of the Academic Council	10	
9.	Work in expert, competition commissions, and working groups (<i>per one meeting, but not more than 30 points per year</i>)		3	
10.	Organization and conducting of international, all-Ukrainian (departmental) scientific conferences, symposiums: (<i>per each event, but in total not more than 4 events per year</i>)	Chairman of the Organizing Committee	30	
		Chairman of the Section	25	
		Member of the Organizing Committee, Secretary of the Section	10	
11.	Organization and conducting of student Olympiads, scientific work competitions: (<i>per one event, not more than 20 points per year</i>)	All-Ukrainian and international Academy (faculty)	20	
			10	
		Experts for evaluation of works (<i>per each work</i>)	3	
12.	Work in editorial boards of scientific and scientific-methodological publications	Publications indexed in Scopus and WoS	30	
		Foreign publications indexed in scientometric databases recognized by the Ministry of Education and Science	20	
		Ukrainian specialized publications	10	

No.	Name	Options	Score W _{org}	ARS Score for W _{org}
13.	Work on forming and preparing scientific publications for printing (<i>per each publication</i>):	Collection of Scientific Papers of the Military Academy (Odesa)	20	
		Collection of Scientific Papers of Cadets and Students	10	
14.	Curator of an academic group		25	
15.	Head of a club, sports section, preparation and conducting of training sessions for the national teams of the Military Academy (Odesa) (according to the order)		25	
16.	Participation in international exercises (<i>per one day of exercises</i>)		10	
17.	Execution of operational tasks (development of recommendations, translations, instructions, etc.) that were not included in the block for scientific work (<i>number of personally processed authored sheets</i>)		10	
18.	Providing translation for foreign delegations (<i>per 1 hour</i>)		5	
19.	Activity in the specialty in the form of participation in professional and/or public associations		3	
TOTAL SCORES				

PENALTY POINTS

No.	Name	Options	Score P _{pen}
1.	Disruption of an academic class	Assigned based on a report from the head (chief) of the department	10
2.	Poor quality performance of duties as a supervisor of course papers, qualification theses (per each work)		20
3.	Absence of necessary academic and methodological support for the discipline		20
4.	Systematic errors in filling out academic documentation (academic journals, record books, examination lists)		30
5.	Untimely (unreliable) submission of information about the results of own activity for the academic year in the electronic form of Appendix 15 to the Licensing Conditions for Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine of 30.12.2015 № 1187 – in the absence of valid reasons		100
5.	Violation of academic integrity standards (per each work):	Plagiarism in ARS's scientific publications	20
		Plagiarism in the works of cadets, adjuncts supervised by the ARS	20
6	Failure to be involved in the execution of research and development works, operational tasks		20
TOTAL SCORES			

ATTESTATION FORM
of a research staff

1. Military Rank _____

2. Name, Surname _____

3. Date of Birth _____

4. Education, Name of Higher Education Institution, Year of Graduation _____

5. Specialty of Education _____

6. Academic Degree _____

7. Academic Title _____

8. Total Work Experience / Scientific Work Experience _____

9. Position held by the employee at the time of attestation, Date of Appointment _____

10. Date and Results of the Previous Attestation _____

11. Implementation of Recommendations from the Last Attestation _____

Evaluation Indicators for Research staff

1. The mark "meets the requirements" for item 1.1 is set if the total number of scientific publications in specialized (professional) magazine for the reporting period (5 years) is not less than the quantity defined in the requirements for the occupied scientific position (see item 4).

2. Items 4.40 and 4.41 are filled in by the persons responsible for the organization and planning of scientific and scientific-technical activities in the structural subdivision.

3. In items 6.52 and 6.53, information is provided without considering the statute of limitations (time elapsed since achievement).

4. A research staff is considered to **meet the requirements** of the occupied position provided that:

Head of the Scientific Center, Chief Research Fellow:

a) Availability of not less than **five** scientific publications in scientific journals included in the list of scientific specialized (professional) journals of Ukraine or in a periodical included in scientometric databases, including Scopus or Web of Science, recommended by the Ministry of Education and Science of Ukraine (MES);

b) Fulfillment of not less than **twelve** requirements (indicators) listed in sections 1-6 of the table, with the mandatory fulfillment of the requirements of items 1.1, 1.5 or 1.6 or 1.10, 5.48 or 5.49 or 5.50, and 6.52 or 6.53 or 6.54 or 6.55.

Deputy Chief of the Scientific Center, Head of the Research Department (Laboratory), Leading Research Fellow:

a) Availability of not less than **five** scientific publications in scientific journals included in the list of scientific specialized (professional) journals of Ukraine or in a periodical included in scientometric databases, including Scopus or Web of Science, recommended by the MES of Ukraine;

b) Fulfillment of not less than **eleven** requirements (indicators) listed in sections 1-6 of the table, with the mandatory fulfillment of the requirements of items 1.1, 1.5 or 1.6 or 1.10, 5.48 or 5.49 or 5.50, and 6.52 or 6.53 or 6.54 or 6.55.

Senior Research Fellow:

a) Availability of not less than **five** scientific publications in scientific journals included in the list of scientific specialized (professional) journals of Ukraine or in a periodical included in scientometric databases, including Scopus or Web of Science, recommended by the MES of Ukraine;

b) Fulfillment of not less than **nine** requirements (indicators) listed in sections 1-6 of the table, with the mandatory fulfillment of the requirements of items 1.1, 1.5 or 1.6 or 1.10, 5.48 or 5.49 or 5.50, and 6.52 or 6.53 or 6.54 or 6.55.

Research Fellow:

a) Availability of not less than **five** scientific publications in scientific journals included in the list of scientific specialized (professional) journals of Ukraine or in a periodical included in scientometric databases, including Scopus or Web of Science, recommended by the MES of Ukraine;

b) Fulfillment of not less than **seven** requirements (indicators) listed in sections 1-6 of the table, with the mandatory fulfillment of the requirements of items 1.1, 1.5 or 1.6 or 1.10, and 5.48 or 5.49 or 5.50.

Junior Research Fellow:

a) **Availability** of scientific publications in scientific journals included in the list of scientific specialized (professional) journals of Ukraine or in a periodical included in scientometric databases, including Scopus or Web of Science, recommended by the MES of Ukraine;

b) Fulfillment of not less than **five** requirements (indicators) listed in sections 1-6 of the table, with the mandatory fulfillment of the requirements of items 1.1, 1.5 or 1.6 or 1.10, and 5.48 or 5.49 or 5.50.

PROCEDURES FOR RECORDING, SUBMISSION, AND CONFIRMATION OF ACHIEVEMENTS OF ARS

1. A document database in electronic format (mandatory) and/or in printed form (if necessary) must be created for every Scientific and Pedagogical Personnel (ARS) and Scientific Personnel (SP) at the departments (subdivisions). This database must be constantly up-to-date, and updated monthly. In the automated rating system, it must be current at the time of the rating evaluation (Appendix 15).

The document database must contain copies of ARS (SP) documents with links to official resources that confirm compliance and activity according to the Licensing Conditions for Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine of 30.12.2015 № 1187 (Appendix 15), as well as copies of minutes from department (subdivision) meetings that confirm the results of ARS (SP) activities not included in Appendix 15, typically concerning academic, methodological, and organizational activities.

Upon the request of the rating commission, the head (chief) of the department (subdivision) provides copies of documents confirming the achievements of the ARS (SP) for a routine check, or original documents for a more thorough check if necessary.

The submission of ARS activity results is carried out in accordance with the Instruction on data entry into the automated rating system for ARS of the Military Academy (Odesa).