

Annex 1

The rule of activity evaluation of Academic, scientific and invited personnel of Avrasya Batumi International University LTD

1. Article. General provisions

1.1. The goal of the given rule is to determine the evaluation criteria of academic, scientific and invited personnel of “ **Avrasya Batumi International University**” LTD, the bodies responsible for evaluation and the procedure of using the results obtained.

2. Article. Evaluation of Pedagogical activity

2.1. The components of pedagogical activity evaluation of the personnel might be:

- a) Involvement in the working out and perfection process of the educational program;
- b) Participation in systematic renovation and perfection process of the teaching course syllabuses;
- c) Working out, renovation and perfection of the teaching material (materials of lecture, group working, tasks etc.);
- d) Preparation of midterm and final examination materials;
- e) Results of students' satisfaction survey;
- f) The quality of knowledge evaluation transparency (informing of students concerning the results reached, defects and improvement ways);
- g) Statistical analyses of the students' evaluations (current, midterm, final);
- h) Results of students' Interview (the necessity is determined in the case envisaged by the section 3 of this article);
- i) Monitoring of lectures, group workings, practical/laboratory and other works;
- j) Other academic activity (participation in different projects, internship, qualification raising etc.);
- k) According to the components envisaged by the first section of this article, the evaluation of the pedagogical activity to the implemented according to the annex 1 of this rule.

2.2. The necessity of students' interview envisaged by the first section of this article is determined by the head of the quality assurance service and the faculty dean as the result of the evaluation of the following activities:

- a) Preparation of midterm and final examination by the personnel;
- b) Survey of students' satisfaction (questionnaire);
- c) The transparency quality of the students' knowledge evaluation;
- d) Statistical analyses of the students' evaluations (current, midterm, final);

3. Article. Evaluation of scientific-research activity

3.1. The components of scientific-research activity evaluation of the academic personnel might be:

- a) Participation in the scientific events/conference theses-the evaluation will be carried out according to the relevance of scientific events' status (classifier- the annex 4 of this rule) to the field and the analyses of the read report;
- b) The scientific works/inventions/patent- evaluation will be carried out envisaging the publishing of publication (classifier- annex 4 of this rule) also in the case of necessity, by the decision of the faculty dean or head of the quality assurance service or/and by the request of the body evaluated and based on the review of the internal or external evaluator chosen by the quality assurance service. The invention/patent to be evaluated according to its quality and implementation;
- c) Participation in the financed scientific grant projects or/and obtaining high evaluation in the grant competition- the evaluation will be carried out according to the position in the grant project of the body evaluated and the work carried out by him. The leadership of the project to be evaluated by 4 points and the evaluation of the body participating in the grant project to be made by the head of the grant project. In case of obtaining high evaluation in the grant project, but fail to win, the participation in the project of the body participating according to his position and the overall evaluation of the gran project but with not more than "2" points;
- d) Involvement of master or/and bachelor students in the scientific projects- the evaluation will be carried out envisaging the involvement of the master and/or bachelor students in the scientific projects having the high evaluation in the financed or/and appropriate competition and according to their positions in the project;
- e) Leadership of bachelor or master work;
- f) Involvement in the works of scientific seminars- the evaluation will be carried out based on the analyses of the involvement in the scientific seminars organized according to the appropriate field direction and/or the analyses of the presented report or appropriate presentation. (the report/presentation should be placed on the official web-page of the teaching university, in the line/field designed for scientific seminars);
- g) Participation in the arrangement of the scientific events- the evaluation will be carried out according to the role of the body to be evaluated in the arrangement of the event to be held and according to the type of the event to be held (symposium, conference,

work meeting, summer school) status (local, international) and according to the relevance to the event field and scale;

- h) Involvement of students in the scientific conferences (scientific leadership) – the evaluation to be carried out envisaging by the participation and the success reached by the students in the scientific conference;
- i) Other scientific activities (membership of editorial board of the scientific publication, monograph editorship, review of the scientific works, participation in dissertation commission and etc.).

3.2. According to the components envisaged by this article, the evaluation of the scientific-research activity to be carried out according to the annex 2 of this rule.

4. Article. Evaluation of university activity

1. The university activity means/includes that activity carried out by the academic personnel according to the internal regulations of ABU and other legal acts, which is not envisaged by this rule.
2. The evaluation components of the university activity envisaged by this article might be:
 - a) Participation in university and other events;
 - b) Work or/and corporate responsibility;
 - c) Participation in the meetings of the academic board;
 - d) Participation in different university work groups/commissions.
3. Envisaging this article, according to the components, the evaluation to be carried out according to the annex 3 of this article.

5. Article. Analyses of the personnel activity and the encouragement events

1. Based on the evaluation of the academic, scientific and invited personnel activity, the quality assurance service works out the recommendations and submits the final report to the academic board of the teaching university for measurements to be taken;
2. The dean of the faculty together with the quality assurance service and by the agreement with the general secretary will submit the rector of the university concerning using of encouraging events/measurements envisaged by the internal regulations, toward the appropriate representatives of the personnel.

Evaluation of Pedagogical activity

Minimal evaluation 1 score, Maximum evaluation 4 scores

0 score- the activity is unevaluated

N	Questionnaire	Evaluation				
		0	1	2	3	4
1	Involvement in the process of working out and perfection of educational program	0	1	2	3	4
	Dean					
	Program head					
2	Participation in the process of permanent renovation and perfection of syllabuses.	0	1	2	3	4
	Dean					
	Program head					
3	Permanent renovation and perfection of teaching materials	0	1	2	3	4
	Dean					
	Program head					
4	Preparation of midterm and final examination materials	0	1	2	3	4
	Dean					
	Program head					
5	Transparency quality of the knowledge evaluation system	0	1	2	3	4
	Dean					
	Program head					
6	Results of monitoring of lectures/group works/practical/laboratory and other	0	1	2	3	4
	Dean					
	Program head					
7	Consultation of students	0	1	2	3	4
	Dean					
	Program head					
8	Other academic activity	0	1	2	3	4
	Dean					
	Program head					
9	Final Evaluation					
	Head of quality assurance service					

Annex 2

Evaluation of Scientific activity

Minimal evaluation 1 score, Maximum evaluation 4 scores

0 score- the activity is unevaluated

N	Questionnaire	Evaluation				
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1	Participation in scientific events	0	1	2	3	4
	Dean					
	Scientific researches development service					
2	Scientific publication/invention/patent	0	1	2	3	4
	Dean					
	Scientific researches development service					
3	Participation in financed grant projects	0	1	2	3	4
	Dean					
	Scientific researches development service					
4	Obtaining of high score/evaluation in the gran project	0	1	2	3	4
	Dean					
	Scientific researches development service					
5	Involvement of students in Grants/researches	0	1	2	3	4
	Dean					
	Scientific researches development service					
6	Leadership of master/bachelor work	0	1	2	3	4
	Dean					
	Scientific researches development service					
7	Involvement in scientific seminars	0	1	2	3	4
	Dean					
	Scientific researches development service					
8	Organizing of scientific events	0	1	2	3	4
	Dean					
	Scientific researches development service					
9	Consultations, expertize services	0	1	2	3	4
	Dean					
	Scientific researches development service					
10	Other scientific activities	0	1	2	3	4
	Dean					
	Scientific researches development service					
11	Final Evaluation					
12	Conclusion					
13	Comment of the body to be evaluated					

Evaluation of University activity

Minimal evaluation 1 score, Maximum evaluation 4 scores
0 score- the activity is unevaluated

N	Questionnaire	Evaluation				
1	Participation in faculty and university events	0	1	2	3	4
	Dean					
	Head of quality assurance service					
2	Work responsibility	0	1	2	3	4
	Dean					
	Head of quality assurance service					
3	Corporative responsibility	0	1	2	3	4
	Dean					
	Head of quality assurance service					
4	Participation in the meetings of the faculty board	0	1	2	3	4
	Dean					
	Head of quality assurance service					
5	Participation in the meetings of the academic board	0	1	2	3	4
	Dean					
	Head of quality assurance service					
6	Participation in different university working groups/commissions	0	1	2	3	4
	Dean					
	Head of quality assurance service					
7	Final Evaluation					
8	Comment of the body to be evaluated					

Annex 4

Classification of scientific-research products

1. Participation in the scientific events and theses of the relevant conference:
 - a) Conference theses, by indexed Tomson Roiter Web of science or Scopus;
 - b) Conference theses by indexed GoogleScholar;
 - c) Materials of regional, republic or/and international conferences, which do not subject to the given classification 1.1 an 1.2. Sub-sections;.

2. **Scientific publication/invention/patent:**
 - a) Scientific article having impact-factor, which is indexed by Tomson Roiter Web of science or Scopus; the scientific article published in the journal, which is recognized by ERIH- (European Reference Index of the Humanities);
 - b) Scientific article indexed by Tomson Roiter Web of science, Scopus SCImagoJournal&Country Rank, ResearchGate;

- c) Reviewed (peer-reviewed) scientific articles in other scientific journals: which have ISSN code and have international editorial board and which are distributed internationally and designed for international contribution; scientific articles which are indexed in GoogleScholar;
- d) Articles/charters in the book, conference materials or in the collections which are indexed with the conference material citation index of Tomson Roiter Web of science, or Scopus;
- e) Articles in conference materials or collections which are indexed in GoogleScholar;
- f) Patents.

3. Monographs

- a) Highly-rating reviewed (having international review- Peer- Reviewed) scientific monographs in foreign language (including monographs dealing with lexicography, source study, technological researches) which are indexed by Scopus, SCImagoJournal&CountryRank, ResearchGate;
- b) Reviewed Monograph composed in Georgian or other language (having Peer-reviewed);
- c) Monograph published in Georgia, which has ISSN or ISBN code.