REGULATIONS ON THE RANKING OF THE FACULTY AND TEACHING STAFF

Almaty, 2026

PREFACE

1. DEVELOPED AND SUBMITTED	by the Academic Affairs Department of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» of the MCI of the RK
2. APPROVED AND PUT INTO EFFECT	By the Academic Council of RSI «Kazakh National Academy of Arts named after Temirbek Zhurgenov» of the MCI of the RK, dated October 30, 2026, Protocol No. 3, Edition No. 4
3. MAKING AMENDMENTS AND ADDITIONS	Replacing Edition No. 3 dated January 29, 2026
4. CONDUCTING AN INSPECTION	3 years

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«Approved»
by the Decision of the Academic Council
of the RSI «T. Zhurgenov Kazakh National
Academy of Arts» of the MCI RK
Chairman of the Academic Council
_____ A. Zhudebayev
Protocol No. 3 October 30, 2026

1. Scope of Application

1.1. This Regulation establishes the system for ranking the performance of the faculty and teaching staff (hereinafter – FTS) of the Kazakh National Academy of Arts named after Temirbek Zhurgenov (hereinafter – the Academy). The system is aimed at analyzing, stimulating, and developing the educational, scientific, creative, organizational-methodological, pedagogical, career guidance, and other professional activities of the FTS to improve the quality of education, enhance the efficiency of the educational process, and strengthen the Academy's reputation.

1.2. This Regulation has been developed in accordance with the legislation of the Republic of Kazakhstan in the field of education, the Charter of the Academy, and the Academy's internal regulatory acts governing educational, scientific, creative activities, and the procedures for material incentives for employees.

1.3. The ranking system is based on the principles of transparency, comparability of results, academic freedom, and the prohibition of discrimination against FTS based on the profile of their professional activities.

1.4. When forming the ranking, the results of professional activities carried out by faculty within the framework of educational, scientific, creative, pedagogical, and other activities of the Academy are taken into account, provided that they are duly documented. Results unrelated to the Academy's activities are not included in the ranking.

1.5. Participation of a faculty member in the ranking constitutes a form of presenting professional achievements and may be considered as part of the aggregate materials during competitive procedures in accordance with the Academy's current internal regulatory acts.

1.6. The ranking includes only faculty members employed on a full-time basis at the Academy. Deans, department heads, managers and staff of administrative units, doctoral students, part-time external instructors, and hourly-paid faculty are not included in the ranking.

1.7. FTS members newly hired during the reporting period of the ranking do not participate in the ranking for the current year and are included starting from the next reporting period.

1.8. In forming departmental and faculty rankings, only the results of faculty members participating in the ranking on the basis of their primary place of employment are considered. Departmental and faculty rankings are used for analytical assessment of the performance of the respective structural units, as well as for evaluating the managerial effectiveness of department heads and faculty deans.

1.9. The effectiveness of department heads and faculty deans is determined based on the activity and participation indicators of the FTS of the respective departments (faculties) in the ranking, as well as on the results of comparative analysis of the aggregate ranking outcomes of the structural units.

1.10. The procedure for evaluating the effectiveness of department heads and faculty deans is established by a separate regulatory document of the Academy.

1.11. When forming ranking indicators, requirements of national and international accreditation, as well as indicators used in the system for evaluating the performance of higher education institutions in the Republic of Kazakhstan, are taken into account.

1.12. The list of ranking indicators and their corresponding scores shall be approved by the Academic Council of the Academy and applied without modification throughout the reporting calendar year.

2. Requirements for the Ranking System

2.1. The main requirements for the ranking system are as follows:

1) Use of an approved methodology ensuring the creation of an electronic ranking database and access to results through the Academy's information system;
2) Presence of a justified and sufficient set of indicators that objectively reflect the various types of a faculty member's professional activities;
3) Ability to update ranking indicators in the prescribed manner;
4) Orientation of the ranking towards stimulating professional growth of faculty members through moral and material incentives;
5) Identification of responsible structural units and officials for collecting, verifying, and processing ranking data;
6) Mandatory annual review of the system of indicators and their weights at a meeting of the Academic Council of the Academy.

2.2. The ranking is formed based on the results of the calendar year. The timing for forming and summarizing the ranking results is approved by the Rector's order of the Academy.

2.3. Ranking indicators and the procedure for their application must ensure comparability of faculty performance results while taking into account the specific characteristics of departments and educational programs.

2.4. Only duly documented results of faculty professional activities are considered in the ranking calculation. Results of student surveys and other forms of feedback may be used for analytical and monitoring purposes but are not included in the calculation of ranking indicators.
2.5. Ranking results are used for analytical, motivational, and managerial purposes, including assessing the performance of structural units and their heads, and do not replace procedures for certification or evaluation of suitability for the held position.

3. Methodology for Calculating Faculty Rankings

3.1. A faculty member's ranking is formed based on a set of indicators reflecting their qualification level and the results of professional activities in educational, scientific, creative, organizational-methodological, and other spheres of the Academy's activities.
3.2. To form the ranking, a faculty member submits information on the results of their activities in the prescribed format through the Academy's information system.
3.3. The score for each indicator is determined according to an approved scale. Only results of educational-methodological, organizational-methodological, scientific, and creative activities affiliated with the Academy and supported by official documents are included in the calculation.
3.4. In calculating the ranking, only professional activities achieved during the reporting period are considered. Academic degrees, academic titles, as well as state and honorary awards conferred before the reporting period are not included in the ranking calculation, as separate payments and forms of incentive are provided for their attainment.
3.5. The list of ranking indicators and the scoring scale are approved by the decision of the Academic Council of the Academy before the start of the reporting period.
3.6. Ranking materials and results of student surveys are compiled and stored in the faculty member's electronic portfolio in the archive of the Academy's information system.

4. Procedure for collecting and processing information on the ranking of faculty and teaching staff.

4.1. A faculty member submits information on ranking indicators in electronic form through the Academy's information system, confirming the accuracy of the submitted data.
4.2. Ranking materials and supporting documents are uploaded by the faculty member in the prescribed format into the Academy's information system.
4.3. Ranking indicators are counted only if supported by documents corresponding to the reporting period of the ranking and prepared in accordance with established

requirements. Indicators that are not documented, do not relate to the reporting period, or are prepared in violation of the requirements are not included in the ranking calculation.

4.4. The deadlines for submitting ranking materials are established by the Rector's order of the Academy and must be at least one month. The Academy ensures that faculty members are informed of the start of the ranking period and that the information system is technically available throughout the established period.

4.5. After the established deadline, changes to ranking materials are permitted only by decision of the commission in cases of technical failures or documented exceptional circumstances.

4.6. Verification of the accuracy and validity of the submitted ranking materials is carried out by the commission within the established timeframe, with results recorded in the Academy's information system.

4.7. Ranking points are calculated automatically based on confirmed data with technical support provided by the Academy's authorized unit.

4.8. Final ranking data are compiled in electronic form and submitted to the Academy's management in the prescribed manner.

4.9. A faculty member is responsible for the accuracy and relevance of the submitted ranking materials within the reporting period.

5. Procedure for summarizing the results of the faculty and teaching staff ranking

5.1. To organize and summarize the ranking results, a commission is established by the Rector's order of the Academy. The composition of the commission and its authority are approved by the Rector's order.

5.2. The commission verifies the compliance of submitted materials with the established ranking criteria, checks the authenticity of supporting documents, confirms data in the Academy's information system, and compiles the final ranking results.

5.3. Interaction between ranking participants and the commission is carried out in an official manner through established communication channels. Decisions regarding violations of the ranking procedure are made by the commission based on documented evidence.

5.4. In case of disagreement with the ranking results, a faculty member has the right to submit an appeal within the prescribed period. An appeal commission is established to review such appeals, consisting of representatives of the administrative staff and faculty members not involved in the work of the main commission.

5.5. Faculty members are responsible for the accuracy of the submitted ranking

materials. The procedure for accounting for identified violations and potential consequences is determined by the commission in accordance with the Academy's current internal regulations.

5.6. The appeal commission reviews faculty appeals within the established timeframe and issues written decisions specifying the reasons for the decision.

5.7. The results of appeal reviews are communicated to faculty members through the Academy's information system.

6. Procedure for documenting the results of the ranking.

6.1. Based on the ranking, lists of faculty members are compiled, ranked in descending order of their ranking points, broken down by departments and faculties.

6.2. Adjustment of ranking indicators is permitted based on documented information upon a motivated submission from the department, with the adopted decision recorded in the prescribed manner.

6.3. The final ranking results and recommendations for faculty incentives are submitted to the Rector of the Academy for review and approval. Incentive payments based on the ranking are made according to the principle of proportional distribution, taking into account the ranking results of faculty members who participated in the ranking, in accordance with a separate internal regulatory document of the Academy.

6.4. The final FTS ranking results, including breakdowns by departments and faculties, are presented at meetings of the Academic and Educational-Methodological Councils of the Academy in the prescribed manner.

6.5. Ranking results are used for analytical assessment of faculty performance and for forming recommendations to stimulate professional growth.

6.6. Ranking results do not constitute the sole basis for applying disciplinary measures or making decisions regarding termination of employment.

7. Procedure for making amendments.

7.1. Amendments and additions to this Regulation are made in accordance with the procedure established for the development and approval of the Academy's internal regulatory acts.

7.2. Amendments and additions are approved by the decision of the Academic Council of the Academy and come into effect from the date of approval or another date specified in the decision.

7.3. Accounting, storage, and archiving of editions of this Regulation are carried out by the authorized structural unit of the Academy in the prescribed manner.

8. Approval, Storage, and Distribution

8.1. Placement of the approved Regulation and any amendments on the official website of the Academy is carried out by the authorized structural unit.

8.2. The original of the approved Regulation is stored in the prescribed manner by the authorized structural unit of the Academy.

8.3. Working copies of the Regulation are kept in the Academy's structural units in accordance with the established document management requirements.

8.4. All Academy employees to whom this Regulation applies are required to familiarize themselves with its content, either by signing a hard copy or in electronic form.

Head of the Academic Affairs Department **G.B. Abdirakhman**

Appendix 1. Criteria for Faculty and Teaching Staff Ranking

Approved
by the Decision of the Academic Council of the RSI «Temirbek Zhurgenov Kazakh National Academy of Arts» dated October 30, 2026, Protocol No. 3

GENERAL PRINCIPLES:

- the ranking has a **comparative and motivational character**;
- only indicators from the **reporting period are taken into account**;
- each achievement is counted under **only one indicator**;
- **maximum contribution limits** are established for each area of activity;
- the ranking does **not constitute** a certification;
- the results are used for **proportional incentives**.

BLOCK I. QUALIFICATION LEVEL

1.1 Academic and Career Advancement

Maximum contribution of the sub-block – 25 points

Indicator	Scores	Accounting conditions	Supporting documents
Awarding of an academic degree • Doctors of Sciences / PhD; • Candidate of Sciences	25 20	It is taken into account exclusively when awarding an academic degree in the reporting period, confirmed by the decision of the authorized body.	A copy of the Diploma
Awarding of an Academic Title (WAK / CQASHE) • Professor • Associate Professor	20 15	It is taken into account exclusively when awarding an academic title in the reporting period.	A copy of the Certificate
Appointment to the position of Professor	15	It is taken into account when appointing a professor in the reporting period based on the results of the competition.	A copy of the rector's order
Appointment to the position of associate Professor	10	It is taken into account when being appointed to the position of associate professor in the reporting period based on the results of the competition.	A copy of the rector's order
Appointment to the position of senior lecturer	8	It is taken into account when appointing a senior lecturer in the reporting period based on the results of the competition.	A copy of the rector's order

1.2 State and Institutional Recognition

Maximum contribution of the sub-block – 15 points

Indicator	Scores	Accounting conditions	Supporting documents
People's Artist of Kazakhstan, Honored Artist of Kazakhstan, Honored Worker of Kazakhstan	15	It is taken into account exclusively when assigned in the reporting period, confirmed by the relevant document.	A copy of the ID
State Awards: Orders, Medals, and Badges of the Republic of Kazakhstan	10	It is taken into account exclusively upon receipt in the reporting period.	A copy of the ID
Departmental Award	5	It is taken into account exclusively upon receipt in the reporting period.	A copy of the ID
Commendation, certificate of honor from the authorized body	3	It is taken into account exclusively upon receipt in the reporting period.	A copy of the certificates and letters of appreciation

* The qualification block takes into account only the achievements and facts of professional and official advancement obtained during the reporting period. Academic degrees, academic titles, and positions awarded prior to the reporting period are not included in the rating calculation, as they provide for separate forms of financial incentives.

BLOCK II. RESEARCH ACTIVITIES

Maximum contribution of the block – 40 points

Within this block, priority is given to scientific outcomes (publications, monographs, grants). Indicators of expert, organizational, and representational scientific activity are considered auxiliary and are taken into account within established limits.

Within Block II, only activities directly related to scientific outcomes and scientific expertise are considered. Organizational and expert activities that do not result in a scientific output are accounted for in Block V.

2.1. Publication Activity

Maximum contribution of the sub-block – 18 points

Indicator	Scores	Accounting conditions	Supporting documents
Article in Scopus / Web of Science • sole Author • co-Authorship	10 7	Only publications from the reporting period that list the Academy as the author's institutional affiliation shall be taken into account	Copy of the title page and the page with publication details, or a screenshot from the database
Article in Journals Listed by the SHEQAC • sole Author • co-Authorship	8 6	Only publications from the reporting period that list the Academy as the author's institutional affiliation shall be taken into account	Copy of the title page and the page with publication details, or a screenshot from the database
Article in a scientific journal published in a non-CIS country. • sole Author • co-Authorship	8 6	Only publications from the reporting period that list the Academy as the author's institutional affiliation shall be taken into account	Copy of the title page and the page with publication details, or a screenshot from the database
Paper in the non-indexed proceedings of a conference held in a non-CIS country		Only publications from the reporting period that list the Academy as the author's institutional affiliation shall be taken into	Copy of the title page and the page with publication details, or a screenshot from the

Indicator	Scores	Accounting conditions	Supporting documents
• sole Author • co-Authorship	5 3	account	database
Article in Journals and Conference Proceedings of CIS Countries • sole Author • co-Authorship	5 3	Only publications from the reporting period that list the Academy as the author's place of employment are taken into account	Copy of the title page and the page with publication details, or a screenshot from the database
Article in National and Regional Collections of the Republic of Kazakhstan • sole Author • co-Authorship	4 2	Only publications from the reporting period that list the Academy as the author's place of employment are taken into account	Copy of the title page and the page with publication details, or a screenshot from the database

Note: Each publication is counted under only one indicator.

2.2. Major Scientific Achievements
Maximum contribution of the sub-block – 12 points

Indicator	Scores	Accounting conditions	Supporting documents
Monograph • sole Author • co-Authorship	12 8	Only monographs published during the reporting period in peer-reviewed publishers, indicating the Academy as the author's place of employment, are taken into account.	Copy of the title page and publication details
Patent, Author's Certificate • sole Author • co-Authorship	10 5	Only results from the reporting period with official confirmation are taken into account.	Copy of the Patent

2.3. Grants and Research Projects
Maximum contribution of the sub-block – 15 points

Indicator	Scores	Accounting conditions	Supporting documents
International Grant / Research Project • supervisor • participant	10 5	Work performed as a project leader or participant during the reporting calendar year, including work undertaken in the corresponding year of a multi-year project, shall be taken into account if supported by documentary evidence.	Contract / order specifying the role; report on work performed during the reporting year
Grant / Research Project of the MHPE and the MCI of the RK • supervisor • participant	10 5	Work performed as a project leader or participant during the reporting calendar year, including work undertaken in the corresponding year of a multi-year project, shall be taken into account if supported by documentary evidence.	Contract / order specifying the role; report on work performed during the reporting year
Certificate of implementation of research results.	5	The certificate of implementation was issued during the reporting calendar year.	Certificate of implementation of research results

2.4. Expert, Certification, and Editorial Activities

Maximum contribution of the sub-block – 8 points

Within this sub-block, no more than two indicators related to different types of expert activities are taken into account.

Indicator	Scores	Accounting conditions	Supporting documents
Review of: • Doctoral Dissertation • Master's Thesis	6 3	It is taken into account when officially appointed during the reporting period.	Order (order) on appointment as an official reviewer, extract from the meeting of the department
Reviewing dissertations and monographs	2	It is taken into account if there is an official request and a review.	Order (order) on appointment as an official reviewer, extract from the meeting of the department
Chairman of the Dissertation Council	6	It is taken into account if there is an order from the authorized body, during the reporting period	A copy of the order
Deputy Chairman of the Dissertation Council	5	It is taken into account if there is an order from the authorized body, during the reporting period	A copy of the order
Academic Secretary of the Dissertation Council	5	It is taken into account if there is an order from the authorized body, during the reporting period	A copy of the order
Member of the Dissertation Council	3	It is taken into account if there is an order from the authorized body, during the reporting period	A copy of the order
Member of the Editorial Board of the international scientific journal	5	It is taken into account if there is an official confirmation during the reporting period.	A copy of the title page and the page with the output data, a screenshot from the database
Member of the Editorial Board of the Scientific journal of the Republic of Kazakhstan	3	It is taken into account if there is an official confirmation during the reporting period.	A copy of the title page and the page with the output data, a screenshot from the database

2.5. Training of Research Personnel and Students

Maximum contribution of the sub-block – 20 points

Indicator	Scores	Accounting conditions	Supporting documents
Research supervision (Master's / PhD, defence)	7	It is taken into account if there is a completed result (protection) during the reporting period.	Protection protocol
Publication of an article by a student/undergraduate student under the guidance of a teacher • International Journal /Collection; • in the Republican Scientific Journal/collection; • in the university collection of conference materials	8 7 6	It is taken into account when specifying the supervisor and the reporting period of the publication.	A copy of the title page and the page with the output data, a screenshot from the database, a copy of the certificate

Indicator	Scores	Accounting conditions	Supporting documents
Supervision of Student Research Projects without Publication (student participation in a conference, competition, or research project)	5	It takes into account the student's participation under the scientific guidance of a teacher in the reporting period without publication, confirmed by a speech, participation in a competition, research and development or a project.	Conference Program, Participant Certificate, Student Research Project Report, Order

2.6. Organization and Participation in Scientific Events
Maximum contribution of the sub-block – 6 points
No more than two events of each level are taken into account during the reporting period.

Indicator	Scores	Accounting conditions	Supporting documents
Chairman of the Organizing Committee of the International Conference/Symposium	5	It is taken into account if there is an order, an official program, or a certificate during the reporting period.	
Member of the Organizing Committee of the International Conference/Symposium	3	It is taken into account if there is an order, an official program, or a certificate during the reporting period.	
Chairman of the Organizing Committee of the Republican Conference	3	It is taken into account if there is an order, an official program, or a certificate during the reporting period.	
Member of the Organizing Committee of the Republican Conference	2	It is taken into account if there is an order, an official program, or a certificate during the reporting period.	
International Conference / Forum (Far Abroad Countries)	5	Personal participation with a report or moderation is taken into account.	Invitation or program of a conference, symposium, forum, certificate of participation
International Conference, Symposium / Forum (CIS Countries, excluding the Republic of Kazakhstan)	4	Personal participation with a report or moderation is taken into account.	Invitation or program of a conference, symposium, forum, certificate of participation
International / National Conference in the Republic of Kazakhstan	3	Personal participation with a report or moderation is taken into account.	Invitation or conference program, participant certificate

BLOCK III. EDUCATIONAL AND METHODOLOGICAL ACTIVITIES
Maximum contribution of the block – 40 points
3.1. Sub-block: Educational and Publishing Activities
Maximum contribution of the sub-block – 20 points
Electronic textbooks and electronic teaching materials are considered as educational and publishing outcomes, provided they are used in the Academy's educational process.

Indicator	Scores	Accounting conditions	Supporting documents
Textbook Approved by the MHPE RK		Only textbooks developed during the reporting period are taken into account, provided they are	Copy of the title page and the page with

Indicator	Scores	Accounting conditions	Supporting documents
• sole Author • co-Authorship	15 10	approved and have documented confirmation of use in the Academy's activities.	publication details, contract
Teaching and Methodological Manual Approved by the EMA in the field of «Art» • sole Author • co-Authorship	10 8	Only manuals from the reporting period are taken into account, provided there is a decision of the Academic Council, the EMA, or other established confirmation.	Copy of the title page and the page with publication details, extract from the minutes of the EMA «Art» meeting
Teaching and Methodological Manual Recommended by the Academic Council of the Academy • sole Author • co-Authorship	8 5	Only manuals from the reporting period are taken into account, provided there is a decision of the Academic Council	A copy of the title page and the page with the output data, an extract from the Minutes of the meeting of the Academic Council
Textbook recommended by the Academic Council of the Academy • sole Author • co-Authorship	10 7	A textbook published in the reporting calendar year, recommended by the Academic Council of the Academy; without re-registration for another category of publications	Title page, output data, extract from the minutes of the Academic Council
The editor is the compiler of a scientific, educational or methodical publication • sole Author • jointly	10 7	An edition published in the reporting calendar year with an indication of the editor in the output data. It is not duplicated with the authorship of the same publication.	Title page, output data of the publication
An electronic textbook (interactive) used in the educational process of the Academy	10	An electronic textbook for an approved course in the reporting period, hosted in the Academy's system, is considered. It must contain structured educational material, interactive elements, and assessment tools. A simple electronic copy of a printed edition is not accepted	E-mail address, Extract from the Minutes of the meeting of the Academic Council
Electronic course, electronic textbook (interactive) on the Academy's platform (full)	10	It takes into account the completed course used in at least two academic groups, fully consistent with the discipline's work program and placed in the Academy's system during the reporting period	E-mail address, Extract from the Minutes of the meeting of the Academic Council

Subblock 3.2. Development and updating of academic disciplines
Maximum contribution of the subblock – 10 points

Indicator	Scores	Accounting conditions	Supporting documents
Author's special course on core subjects	10	The courses of the reporting period are taken into account if there is evidence of implementation and connection with the educational activities of the Academy.	Excerpt from the minutes of the department meeting, approved by the EMCP
The author's discipline	5	The discipline developed and introduced into the academic process of the Academy during the reporting period is taken into account.	Excerpt from the minutes of the department meeting, approved by the EMCP

Discipline in English	**8**	It is taken into account if there is an approved work program and the fact of implementation during the reporting period.	Confirmation certificate with the signature of the Head of the Department, link to the Syllabus, and EMCP posted on the platform.
Development of the EMCP in a new discipline	**5**	The development of the EMCP for a course introduced into the Academy's educational process for the first time during the reporting period is considered, provided that a complete set of educational and methodological documentation, approved in the prescribed manner, is available and implemented in the Academy's educational process.	

Subblock 3.3. Digital educational resources
The maximum contribution of a subblock – 20 points
No more than three indicators are taken into account within the sub-block.
If the set maximum contribution of a subblock is exceeded, a value equal to the maximum contribution of the subblock is counted in the rating calculation.

Indicator	Scores	Accounting conditions	Supporting documents
Online Course (MOOC)	**15**	The courses of the reporting period are taken into account if there is evidence of implementation and connection with the educational activities of the Academy.	A copy of the contract, a link to the course at the LMS Academy, and proof of connection with the Academy's activities
Electronic discipline course at the LMS Academy	**10**	Fully compliant with the RAP; includes: lecture material, assignments, control (tests / assignments); used in the educational process during the reporting period.	Screenshot from the Academy's LMS placement page, Confirmation certificate from the department signed by the head of the department, link to the platform
Development of video lectures, video practical work on the course, posted on Moodle	**5**	At least 50% of the discipline is provided by video; compliance with the calendar and thematic plan; hosted by the Academy's LMS.	Screenshot from the Academy's LMS placement page, Confirmation certificate from the department signed by the head of the department, link to the platform
Development of digital monitoring and evaluation tools (online tests, case studies, workshops)	**5**	Used in the educational process; developed by the teacher; not template tests.	Screenshot from the Academy's LMS placement page,
Using AI and digital tools in learning	**5**	Availability of a methodological description of the application; use in the educational process (AI, simulators, digital platforms).	Confirmation certificate from the department with the signature of the head of the department, link to the platform; course materials.

Subblock 3.4. Educational programs and institutional development
The maximum contribution of a subblock – 12 points.

Indicator	Scores	Accounting conditions	Supporting documents
Development of a new		Participation is taken into account if	A copy of the order, the MOE

educational program • supervisor • developer	12 10	there is an order or decision of the authorized body indicating the role of the teacher.	approval sheet with the names of the developers and signatures of the head of the department, Dean of the faculty, extract from the minutes of the department meeting
Development of a two-degree educational program • supervisor • developer	12 10	Participation is taken into account if there is an order or decision of the authorized body indicating the teacher's contribution to the development and implementation of the program.	A copy of the order, the MOE approval sheet with the names of the developers and signatures of the head of the department, Dean of the faculty, extract from the minutes of the department meeting
Development of a joint educational program • supervisor • developer	12 10	Participation is taken into account if there is an order or decision of the authorized body indicating the teacher's contribution to the development and implementation of the program.	A copy of the order, the MOE approval sheet with the names of the developers and signatures of the Head of the Department, Dean of the Faculty, extract from the minutes of the department meeting.
Development of a catalog of elective subjects	5		Approval sheet Catalog of elective disciplines (CED) with the full name of the developers and the signature of the head of the department
Development of an EP with a shortened training period • supervisor • developer	8 6		A copy of the approved Work Curriculum (with a stamp)
Development of additional minor programs • supervisor • developer	8 6		A copy of the approved Work Curriculum (with a stamp)

BLOCK IV. CREATIVE ACTIVITY

The maximum contribution of the block – 40 points.

Indicator	Scores	Accounting conditions	Supporting documents
Teacher's participation in a concert/performance/exhibition (with media coverage) • international level; • republican • regional, urban	10 7 5	Projects of the reporting period are taken into account if there is documentary evidence and indicating the Academy as the place of work of the teacher at the Academy or the participation of students at the Academy.	Copies of orders, official invitation, publications, link to publications and video recordings
Preparation of students for participation in events (concerts, festivals, holidays, etc.): • international level • republican • regional, urban	7 5 3	They are taken into account if there is confirmation of the holding and connection with the activities of the Academy for the reporting period.	Official invitation, copies of the order, instructions, link to publications and video recordings
Teacher's solo concert (with media	15	They are taken into account if there is	Poster, publications, link to

Indicator	Scores	Accounting conditions	Supporting documents
coverage)		confirmation of the holding and connection with the activities of the Academy for the reporting period.	publications and video recordings
Premiere of a play / film / creative project with the participation of a teacher	15	It is taken into account if there is a confirmation of the premiere and a documented connection with the Academy.	Poster, Programs, link to publications and video recordings
The teacher is a laureate of the international competition	12	It is taken into account if you have a diploma, an indication of the status of the event, for the reporting period.	Copies of orders and diplomas of the laureates
Preparation of the student — laureate, prize-winner of the competition • international level • republican • regional, urban	12 10 8	The training of Academy students is taken into account if they have a diploma and an order.	Copies of orders and diplomas of the laureates
Work on the competition/festival jury • international level • republican • regional, urban	8 5 3	It is taken into account if there is an official invitation or order and connection with the activities of the Academy.	Programs, booklets, letters of thanks, certificates, etc.
Author's creative project	10	The project of the reporting period is taken into account if there is evidence of implementation and connection with the activities of the Academy.	The decision of the Commissions of different levels on implementation, acts of implementation, etc. evidentiary documents
Conducting master classes, trainings, seminars • in the Republic of Kazakhstan • abroad	5 10	Master classes, trainings, and seminars held during the reporting period are taken into account, if there is an order, contract, invitation, or event program indicating the role of the teacher and indicating the Academy as the author's place of work.	A copy of the order, contract, letters of thanks, certificates, etc.
Compilation of an art album/ catalog (ISO), writing author's texts	10	Published during the reporting period, related to activities at the Academy	Copies of the output data pages, title page

BLOCK V. ORGANIZATIONAL, METHODOLOGICAL AND EXPERT WORK

The maximum contribution of the block – 20 points

Indicator	Scores	Accounting conditions	Supporting documents
Accreditation of the Academy, Educational Programs of the Academy • Chairing • Participation	15 8	Participation during the reporting period is taken into account provided that there is an official order specifying the role of the supervisor.	An order of the Rector specifying the role of the supervisor

Indicator	Scores	Accounting conditions	Supporting documents
Chairing a commission (council)	8	It is taken into account provided that there is an order of appointment	The rector's order indicating the role of the head
Commission / Council Member	5	Participation in the reporting period is taken into account if there is an official appointment.	A copy of the order
Member of the Educational and Methodological Association – Project Management Group (EMA-PMG)	5	Participation during the reporting period is taken into account provided that there is an official appointment.	A copy of the order
Member of the expert commission for the examination of educational and methodical publications	5	Participation in the reporting period is taken into account if there is an official appointment.	A copy of the order
Member of the Academic Council of the Academy	5	It is taken into account if there is an order for the reporting period	A copy of the order
Member of the Faculty Council	3	It is taken into account if there is an order for the reporting period	Extract from the protocol
Secretary of the Faculty Council	4	It is taken into account if there is an order for the reporting period	Extract from the protocol
Member of the Educational and Methodological Council	3	It is taken into account if there is an order for the reporting period	A copy of the order
Participation in the work of the Academic Quality Council of the Faculty • Chairman • member	5 3	It is taken into account if there is an order.	A copy of the order
Permanent duties at the department	5	They are taken into account if there is an order and the fact that duties were performed during the reporting period.	A copy of the order or an extract from the department meeting, the minutes of the department's report on the work
Managing the accreditation of an educational program/ university in another university	10	It is taken into account if there is an official appointment by the accreditation agency, indicating the Academy as the main place of work of the expert.	Official letter of invitation from the accreditation agency
Participation in accreditation at another university (expert)	5	It is taken into account if there is an order or contract from the accreditation agency and confirmation of participation.	Official letter of invitation from the accreditation agency
Media appearances	5	It is taken into account if there is confirmation and connection with the activities of the Academy.	Link to the publication

BLOCK VI. EDUCATIONAL WORK

The maximum contribution of the block – 30 points.

Indicator	Scores	Accounting conditions	Supporting documents
Curator of the course / academic group	10	It is taken into account if there is an order and the actual performance of duties in the reporting period.	A copy of the order
Duty at the Academy dormitory	5	It is taken into account if there is a duty schedule and confirmation of completion.	Report, extract from the protocol
Participation in the work of the Disciplinary Commission • Chairman • member	 8 5	It is taken into account if there is an order for inclusion in the commission.	A copy of the order, an extract from the protocol
Organization of cultural events with students	10	It is taken into account if there is an order, an event program, a photo or video report.	Report, link to publications and video recordings
Organization of guest lectures, meetings with cultural figures	8	It is taken into account if there are supporting materials and a report.	Extract from the protocol, link to the video recording
Organizing and conducting educational events with students as part of the implementation of state and internal youth policy • Academy level • Faculty level	 10 6	It is taken into account if there is an order and accounting materials.	Extract from the protocol, link to the video recording

BLOCK VII. SPORTS AND FITNESS-IMPROVING WORK

Maximum block contribution: 15 points

Indicator	Scores	Accounting conditions	Supporting documents
Championships and championships of the Republic of Kazakhstan / cities • 1st place • 2nd place • 3rd place • participation	 10 8 6 3	The training of the student or the Academy team in the reporting period is taken into account.	Copies of the order or the order of the dean, head of the department. or letters of commendation
Conducting an intra-university sports event • responsible • performer	 7 5	It is taken into account if there is an order and information coverage of the event.	Regulations on competitions approved by the Rector of the Academy
Organization of interuniversity competitions • responsible • participant	 10 5	It is taken into account if there is an order and the participation of the Academy team.	Regulations on competitions approved by the Rector of the Academy
Personal participation of teaching staff in the national team of the Academy / faculty	5	It is taken into account if there is a confirmation of participation in the reporting period.	A copy of the order, an order, an extract from the protocol, etc.

BLOCK VIII. CAREER GUIDANCE AND IMAGE ACTIVITIES

Maximum block contribution: 30 points

Indicator	Scores	Accounting conditions	Supporting documents
Conducting career guidance in urban organizations (schools, colleges, universities)	20	Participation in official career guidance events during the reporting period is taken into account.	Extract from the protocol, copies of orders, orders, report
Organization and holding of career guidance events within the Academy (Open Day, meetings with applicants, etc.)	20	It is taken into account if there is confirmation of the organizational role of the teacher.	Extracts from protocols, copies of reports
Responsible for career guidance work at the department	10	The performance of duties during the reporting period is taken into account.	A copy of the order, an extract from the protocol
Responsible for the employment of graduates at the department	15	It is taken into account if there is an order and accounting materials.	A copy of the order, an extract from the protocol, a copy of the report
Organization and holding of Olympiads and competitions for schoolchildren and college students (head)	20	It is taken into account when performing the functions of the event manager	Extract from the protocol, copies of reports
Organization and holding of Olympiads and competitions for schoolchildren and college students (performer)	15	Participation in the organization of the event is taken into account	Extract from the protocol, copies of reports

BLOCK IX. PROFESSIONAL DEVELOPMENT AND TRANSFER OF COMPETENCIES

Maximum block contribution: 30 points

During the reporting period, no more than one type of activity related to conducting professional development courses and no more than two types of professional development activities are taken into account. Priority is given to courses associated with the Academy's strategic development directions.

Indicator	Scores	Accounting conditions	Supporting documents
Advanced training courses in the profile of the subjects taught (at least 72 hours)	6	It is taken into account if you have a certificate and a course completion report.	A copy of the certificate and the report on the completion of the advanced training course
Advanced training courses in inclusive education (at least 72 hours)	6	It is taken into account if you have a certificate and a course completion report.	A copy of the certificate and the report on the completion of the advanced training course
Advanced training courses in AI and digital technologies (at least 18 hours)	4	It is taken into account if you have a certificate and a course completion report.	A copy of the certificate and the report on the completion of the advanced training course
Completed online course with final certification on the Coursera, edX and	4	Subject to compliance with the profile of the teaching staff	A copy of the certificate

Indicator	Scores	Accounting conditions	Supporting documents
analog platforms			
Participation in seminars, master classes, trainings (up to 36 hours as a student)	3	It is taken into account in total	A copy of the certificate
Development and approval of a new professional development course program for implementation at the Academy	8	An independent educational and methodological result of the reporting calendar year; it is taken into account separately from the course.	Approved program with indication of the author (developer)
Conducting advanced training courses at the Academy for teaching staff of other universities/ colleges/ schools (36-72 hours)	8	Each course actually completed is accounted for separately in the reporting calendar year, according to one performance indicator.	A copy of the order, contract, letters of thanks, certificate, etc.
Conducting advanced training courses at the academy for teaching staff of other universities/colleges/schools (72 hours or more)	10	Each course actually completed is accounted for separately in the reporting calendar year, according to one performance indicator.	A copy of the order, contract, letters of thanks, certificate, etc.
Conducting author's PD programs approved by the authorized body / university	10	Each course actually completed is accounted for separately in the reporting calendar year, according to one performance indicator.	A copy of the order, contract, letters of thanks, certificate, etc.
The Kumis University project: conducting individual classes, master classes	6	The actual classes held in the reporting calendar year; without re-accounting for one result.	Approved program, schedule and confirmation of the event
Kumis University project: development and implementation of a full course according to the approved program	8	A full course developed and conducted in the reporting calendar year; without re-accounting for individual classes.	Approved program, proof of authorship and course conduct

Indicators that are not documented, do not relate to the reporting period, or have no confirmed connection with the educational, scientific, and/or creative activities of the Academy are not taken into account in the rating.

Teacher _____ Full Name
(signature)

Head of the Department _____ Full Name
(signature)

APPROVAL SHEET

Prepared by:		
Head of the Academic Affairs Department		G. Abdirakhman
Agreed:		
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Head of the International Cooperation Department		Zh. Daliyeva
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Chief Administrator for Anti-Corruption		S. Kanatov
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INTRODUCTION SHEET

№	Division	Full name	Date	Signature