

APPROVED
by the decision of the Board
International University
information technologies JSC
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**REGULATION
ON INCENTIVE PAYMENTS (KPI)**

P-114

Revision 3

	Position	Surname and initials	Signature
Developed by:	Vice-Rector for Global Partnerships and Further Education	Daineko Ye.A.	/signature/
Developed by:	Director of the Department of Scientific Research	Ipalakova M. T.	/signature/
Agreed by:	Vice-Rector for Academic and Educational Activities	Mustafina A. K.	/signature/
Agreed by:	Vice-Rector for Digitalisation and Innovation	Duzbaev N. T.	/signature/
Agreed by:	Vice-Rector for Research and Development	Kolesnikova K. V	/signature/
Agreed by:	Director of Finance	Alpysbaev K. S.	/signature/
Agreed by:	Director of the Legal Department	Orazgali A. D.	/signature/
Agreed by:	Director of Human Resources and Records Management Department	Sungurova S.E.	/signature/

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I NORMATIVE REFERENCES

1. The Labour Code of the Republic of Kazakhstan of 23 November 2015 No. 414-Y;
2. Law of the Republic of Kazakhstan dated 27 July 2007 No. 319-SH "On Education";
3. Law of the Republic of Kazakhstan dated 18 February 2011 No. 407-IV "On Science";
4. The State Programme for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025;
5. National project "Quality Education "Educated Nation";
6. Internal regulatory documents of IUIT JSC.

II SECTION 1. ON THE EVALUATION OF EFFECTIVE ACTIVITY OF THE FACULTY OF THE INTERNATIONAL UNIVERSITY OF INFORMATION TECHNOLOGIES JOINT-STOCK COMPANY

1.1 GENERAL PROVISIONS

1.1.1 Section 1 of these Regulations on the evaluation of the effective work of the teaching staff of International University of Information Technologies JSC (hereinafter - IUIT JSC, University, higher education institution) (hereinafter - Regulations, Section 1) defines the procedure for the organisation of the rating system of the University to determine the effective work of the teaching staff (hereinafter - faculty or staff) at the University.

1.1.2 The Regulations, Section 1 is designed to improve the quality of training of personnel with higher professional and postgraduate professional education, to stimulate the teaching staff to improve their qualifications and to increase the recognition and attractiveness of the University.

1.1.3 The Regulations, Section 1 defines the procedure, terms and methodology for the evaluation of the performance of the teaching staff and the University as a whole and regulates the issues of determining bonuses to the official salary of the University's full-time teaching staff.

1.1.4 The Regulations, Section 1 is developed in accordance with:

- Labour Code of the Republic of Kazakhstan dated 23 November 2015 No. 414-V;
- Law of the Republic of Kazakhstan dated 27 July 2007 No. 319-SH "On Education";
- Law of the Republic of Kazakhstan dated 18 February 2011 No. 407-IV "On Science";
- State Programme for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025;
- National Project "Quality Education "Educated Nation";
- Internal regulatory documents of IUIT JSC.

1.2 SCOPE OF APPLICATION

1.2.1 These Regulations on Incentive Payments (KPI), Section 1 apply to the teaching staff of International University of Information Technologies JSC.

1.2.2 These Regulations on Incentive Payments (KPI), Section 1 is an internal regulatory document (hereinafter - IRD) of the Company and shall not be submitted to third parties.

1.3 ORGANISATION OF THE COMMISSION'S WORK

1.3.1 The evaluation of the effective performance of the teaching staff is carried out once a year for the period from 15 June to 14 June (inclusive) of the reporting academic year.

1.3.2 In order to carry out the evaluation of the effective activity of the teaching staff and departments, a commission is established by the order of the Chairman of the Board - Rector to control the evaluation of the teaching staff's activity, as well as to consider their applications in case of disagreements.

1.3.3 Pro-Rector for Academic and Educational Activities prepares proposals on the composition of the commission.

1.4 RESPONSIBILITY

1.4.1 These Regulations, Section 1 shall be approved by the decision of the Board of the Company.

1.4.2 Responsibility for controlling the implementation of the requirements and management of these Regulations, Section 1 shall be borne by the head of the division in charge of motivational payments.

1.4.3 Responsibility for management and fulfilment of the requirements of this Regulation, Section 1 shall be borne by the First Manager of the Company.

1.5 DETERMINATION OF INCENTIVE PAYMENTS

1.5.1 Salary consists of two components of material compensation for employees: salary + performance incentive payments. Motivation payments for effective performance for faculty members and department heads are determined on the basis of developed evaluation criteria according to Section 1.5 of this document.

1.5.2 The value of motivational payments for the teaching staff and heads of departments is established annually by the decision of the Board of Management on the basis of the approved budget of IUIT JSC for the academic year following the reporting year.

1.5.3 Motivational payments for teaching staff and heads of departments of the University are a differentiated additional payment to the official salary from 1 September to 31 August of the academic year following the reporting year.

1.5.4 The system of material motivation applies only to full-time staff members of IUIT faculty members and internal part-time employees hired under a labour contract.

1.5.5 The system of material motivation does not include remuneration of labour of individuals hired for one-off work and accepted interns.

1.5.6 The methodology for calculating the effective performance of the teaching staff is carried out in accordance with Section 1.5 of these Regulations.

1.6 PROCEDURE FOR PAYMENT OF MOTIVATIONAL PAYMENTS FOR EFFECTIVE ACTIVITY

1.6.1 Motivation payments for effective performance of the teaching staff are made from 1 September to 31 August of the academic year following the reporting year in equal monthly instalments.

1.6.2 In case of termination/termination of the employment contract, motivation payments for the effective performance of the teaching staff shall be paid in proportion to the period worked in the academic year in which the payment is made, until the date of termination/termination of the employment contract.

1.6.3 In case a faculty member takes annual paid labour leave, study leave, additional unpaid leave, or temporary disability, motivation payments shall be made monthly in equal instalments in accordance with clause 1.6.1 regardless of the number of days of annual paid labour leave, study leave, additional unpaid leave, or temporary disability.

1.6.4 If there is a valid disciplinary sanction imposed on an employee, motivational payments shall not be paid or compensated during the period of the sanction.

1.7 PROCEDURE FOR ASSESSING THE EFFECTIVE PERFORMANCE OF THE FACULTY STAFF

1.7.1 By order of the Chairman of the Board - Rector, a Commission is formed from among the heads of structural units represented by:

- chairman;
- secretary;
- at least two members.

1.7.2 Faculty members and heads of departments fill in the evaluation sheets (Table 3, 4) in the established form in the automated information system and submit them, together with

supporting documents and signatures of the relevant structural units, to their immediate supervisors for approval by the deadlines set by the Order of the Chairman of the Board - Rector:

- faculty members of departments - heads of departments;
- Heads of Departments - to the Deans of Faculties.

1.7.3 Heads of Departments are responsible for the participation of all full-time faculty members in the procedure of evaluation of the efficiency of teaching staff.

1.7.4 In case of refusal of the teaching staff to participate in the procedure of the evaluation of the efficiency of the teaching staff activity, the heads of the departments provide the corresponding statements from the teaching staff in free form.

1.7.5 The evaluation of the effective activity of the teaching staff is carried out on the basis of the analysis of the results of their activity during the evaluation period in accordance with the list of evaluated parameters provided for the categories:

- Professor, Associate Professor, Assistant Professor, Assistant Professor, Senior Lecturer, Lecturer and Tutor (Table 1);
- Head of Department (Table 2).

1.7.6 The reliability of the data presented in the "Evaluation Sheets" is the responsibility of the teaching staff, as well as the persons who signed the supporting documents.

1.7.7 The results of the labour evaluation of the teaching staff of the departments and heads of departments are drawn up in the form of summary tables (Table 5, 6) and together with the "Evaluation Sheets" and all supporting documents are submitted to the Commission. The Commission accumulates information on each department and submits the collected documentation signed by the Chairman of the Board - Rector to the Department of Personnel and Documentation Management within the term established by the Order of the Chairman of the Board - Rector.

1.7.8 The University Commission has the right to verify the accuracy of the information provided in the "Evaluation Sheets" of employees. Submission of unreliable information by the faculty member on the labour evaluation criteria shall result in the cancellation of its evaluation.

1.7.9 If there are disagreements on labour evaluation, the employee has the right to submit his/her objections in writing with supporting documents to the University Commission.

1.7.10 Consideration of disagreements is made within 3 working days after the announcement of the results of the evaluation of the effective performance of the teaching staff. In case of change of the assessment by the Commission, a protocol is drawn up with the indication of the decision taken and the signature of the Chairman and members of the University Commission. The staff member and the Head of the Department are familiarised with the decision of the Commission.

1.7.11 The Chairman of the Commission submits to the University Board a report with the results of the evaluation of the labour of the faculty member.

1.7.12 The report of the University Commission (Minutes of the University Commission), the results of the labour evaluation of the teaching staff and heads of departments and the procedure for determining additional payments to their official salary shall be approved by the Board. On the basis of the order, on approval of the amount of motivational payments, the Financial Directorate makes payments for the period from 1 September to 31 August of the academic year following the reporting year.

1.7.13 The University reserves the right to make incentive payments subject to the availability of the necessary budget within the financial performance of the organisation.

III SECTION 2. ON INCENTIVES FOR FACULTY MEMBERS OF INTERNATIONAL UNIVERSITY OF INFORMATION TECHNOLOGIES JOINT STOCK COMPANY TO PUBLICATIONS IN THE EDITIONS WITH HIGH SCIENTOMETRIC INDICATORS ACCORDING TO THE DATA OF ABSTRACT DATABASES SCOPUS AND/OR WEB OF SCIENCE CORE COLLECTION

2.1 GENERAL PROVISIONS

2.1.1 Section 2 of these Regulations on Stimulation of the teaching staff of the Joint Stock Company "International University of Information Technologies" (hereinafter - IUIT JSC, University, higher education institution) to publications in the publications with high scientometric indicators according to Scopus and/or Web of Science Core Collection (hereinafter - Regulations, Section 2) defines the grounds and procedure for stimulating the teaching staff of IUIT JSC to these publications.

2.1.2 The purpose of these Regulations, Section 2 is to stimulate the publication activity of IUIT JSC faculty members in rated (peer-reviewed) scientific publications indexed in the Scopus and/or Web of Science Core Collection reference databases.

2.1.3 Incentivising the teaching staff of IUIT JSC to publish in publications with high scientometric indicators is carried out through motivational payments for these publications in the current calendar year.

2.1.4 The main functions for the implementation of these Regulations, Section 2 are assigned to the Department for Research and Development of IUIT JSC.

2.1.5 The Regulations, Section 2 is developed in accordance with:

- Labour Code of the Republic of Kazakhstan dated 23 November 2015 No. 414-Y;
- Law of the Republic of Kazakhstan dated 27 July 2007 No. 319-SH "On Education";
- Law of the Republic of Kazakhstan dated 18 February 2011 No. 407-IV "On Science";
- The State Programme for the Development of Education and Science of the Republic of Kazakhstan for 2020-2025;
- National Project "Quality Education "Educated Nation";
- Internal regulatory documents of IUIT JSC.

2.2 SCOPE OF APPLICATION

2.2.1 These Regulations on motivational payments (KPI), Section 2 apply to the teaching staff of International University of Information Technologies JSC.

2.2.2 These Regulations on Incentive Payments (KPI), Section 2 is an internal regulatory document (hereinafter - IRD) of the Company and shall not be submitted to third parties.

2.3 RESPONSIBILITY

2.3.1 These Regulations, Section 2 shall be approved by a resolution of the Company's Management Board.

2.3.2 Responsibility for control over implementation of the requirements and management of these Regulations, Section 2 shall be borne by the head of the division supervising the issues of incentive payments.

2.3.3 Responsibility for the management and fulfilment of the requirements of this Regulation, Section 2 shall be borne by the First Manager of the Company.

2.4 GROUNDS FOR INCENTIVE PAYMENTS

2.4.1 Incentive payments for scientific publications shall be made after their actual indexation in Scopus and/or Web of Science Core Collection databases.

2.4.2 Motivation payments for publications that have not been indexed in Scopus and/or Web of Science Core Collection databases are not made.

2.4.3 Incentive payments are made for scientific publications published in international peer-reviewed scientific journals that are in the 1st, 2nd or 3rd quartile according to Journal Citation Reports of Clarivate Analytics (Web of Science Core Collection database), or have a percentile of at least 25 in Scopus database for at least one of the scientific fields.

2.4.4 The action of these Regulations, Section 2 does not apply to scientific publications published in the editions, indexing of which in the scientific metric systems Scopus and/or Web of Science Core Collection has been discontinued, as well as having the status of "article in press" or "early access".

2.4.5 Motivational payments are made to persons affiliated with IUIT JSC in the Scopus and/or Web of Science Core Collection scientometric databases.

2.4.6 Motivation payments shall not be made if an employee of the University has an affiliation other than International Information Technology University or derivatives thereof in the said abstract databases, even if there are articles that fulfil the conditions of these Regulations.

2.4.7 If an article has several authors, the amount of motivation payment to each author (full-time employee and internal collaborator) is determined in proportion to the total number of authors (the sum of payment for the article $\frac{1}{n}$, where n is the total number of authors of the article (affiliated and non-affiliated with IUIT JSC)).

2.4.8 For external collaborators who indicated affiliation to IUIT JSC, the amount of motivation payment calculated according to clause 2.4.7 is additionally multiplied by his/her rate in IUIT JSC.

2.4.9 If among the authors of the article there are authors who are not employees of IUIT JSC and are not affiliated with it, motivation payments to these authors are not made.

2.5 PROCEDURE FOR INCENTIVE PAYMENTS

2.5.1 Motivation payment for publication in a journal with high scientometric indicators is made once for an article published and appeared in Scopus and/or Web of Science Core Collection databases in the period from 10 December of the previous year to 10 December of the current calendar year.

2.5.2 The amount of incentive payments for articles is set annually by the decision of the Management Board upon the submission of the Financial Directorate of IUIT JSC on the basis of the approved budget of IUIT JSC, as well as depending on the quartile or percentile of the journal.

2.5.3 The Research and Development Department compiles a list of publications that meet the requirements of these Regulations, Section 2. The search for articles in the abstract databases Scopus and Web of Science Core Collection is performed by affiliation, which must correspond to International Information Technology University or its derivatives.

2.5.4 Based on the submission of the Department for Research and Development Activities, as well as the decision of the Board of IUIT JSC, motivational payments are accrued by order of the Chairman of the Board - Rector of IUIT JSC.

2.5.5 The University reserves the right to make motivational payments subject to the availability of the necessary budget within the framework of the organisation's financial performance results.

**Table 1 Parameters of evaluation of faculty members
(professor, associate professor, assistant professor, senior lecturer, lecturer, tutor)**

No.	Area of activity	Credits	Supporting document
1.	Educational and methodological work		
1.1	Development of new educational programmes and inclusion in the Register of Educational Programmes Ministry of Science and Higher	100/n points, n - number of co-authors	Passport of educational programme with indication of
1.2	Updating of educational programmes (at least 25% of content)	50/n points, n - number of co-authors	Passport of the educational programme with indication
1.3	Preparation of an online course on mass open online course technology	300/p points, n - number of co-authors	Reference to the video course, syllabus, commission acceptance report
1.4	Publication of textbooks and teaching aids recommended by the Educational and Methodological Association Republican Educational and Methodological Council for the educational programme in need of educational publications (for the reporting period).	100/n points, n - number of co-authors	Output data of textbooks, teaching aids, reference from the library of IUIT
1.5	Publication of textbooks, teaching aids with the IUIT grip on the specialised subjects that need educational publications (for the reporting period).	20/n points, n - number of co-authors	Output data of textbooks, teaching aids, extract of the minutes of the EMC of IUIT, reference from the library of IUIT.
1.6	Member of the Academic Council, Academic and Methodical Council, Scientific and Technical Cooperation, Academic and Methodical Association Republican Academic and Methodical Council of MUIT JSC.	10*n points n - number of counsels(max. 40 points)	Upon submission of the secretary of the EMC
1.7	Reviewing of textbooks, teaching aids	5 points (max. 20 points)	Copies of reviews
1.8	Creation of the curriculum in the automated information system Platonus and registration of the application in the Unified System of Higher Education Management.	30/n points, n - number of responsible persons	Extract from the minutes of the department meeting
1.9	Received a title in the field of sport, art	100 points	Certificate (copy)
1.10	Professional development in the disciplines taught (not less than 72 academic hours) on-the-job.	50 points regardless of the number of certificates	Certificate (copy)

1.11	Advanced training on the basis of the international platform Coursera	20 points regardless of the number of certificates	Certificate (copy)
1.12	Obtaining and updating professional certificates from vendors (prepare a list of vendors)	30 points	Certificate (copy)
1.13	Continuous scientific and pedagogical experience in IUIT JSC	For every 2 academic years - 1 point	Confirmation from the Department of Human Resources and Documentation
1.14	Organising and conducting subject Olympiads	20/n points, where n is the number of organisers	Confirmation from the dean's office
1.15	Preparation of examination questions for entrance examinations (creative ones including)	20/n points, where n is the number of developers	Certificate from the admission committee
1.16	Participation in the appeal and examination commission for admission of undergraduate applicants	20/n points, where n is the number of developers	Certificate from the admission committee
1.17	Participation in the work of the admission committee	20 points	Certificate from the admission committee
1.18	Organising/receiving examinations in English and computer science	5 points	Reference from the Admissions Committee
1.19	Participation in the preparation and holding of the "Open Doors Day" and other career guidance events agreed with the Marketing and PR	3 points - responsible person, 1 point - participant	Reference from the Department of Marketing and PR
1.20	Publication in international media of well-known public organisations (UN, UNESCO, UNICEF, ASIIN, QS Gen, etc.) mentioning IUIT.	50/n points, where n is the number authors	Reference from the Department of Marketing and PR
2.	Research work		
2.1	Published scientific papers (indicating IUIT affiliation, date of publication from July of the last calendar year to June of the current calendar		
	- In international peer-reviewed scientific journals that are in the 1st or 2nd quartile according to Journal Citation Reports by	200/n points, n - number of co-authors	Research paper imprint, link to resource, DOI
	- in international peer-reviewed scientific journals that are in the 3rd quartile according to Journal Citation Reports by Clarivate Analytics,	150/n points, n - number of co-authors	Imprint of research paper, link to resource, DOI
	- in international peer-reviewed scientific journals that are in the 4th quartile according to Journal Citation Reports of Clarivate Analytics or have a Scopus percentile of less than 25 in at least one scientific field, and having the type Article, Review or Article in Press.	100/n points, n - number of co-authors	Research paper imprint, link to resource, DOI

	- in the publications included in the Journal Citation Reports database of Clarivate Analytics or Scopus without quartile and percentile indicators and having the type Article, Review or Article in Press.	80/n points, n - number of co-authors	Research paper imprint, resource link, DOI
	- in proceedings of international scientific conferences (Proceedings) indexed in the international database Scopus or Clarivate Analytics with the volume of at least 0.1 p.l.	80/n points, n - number of co-authors	Research paper imprint, link to resource, DOI
	- in scientific journals indexed by RSCI	50/n points, n - number of co-authors	Research paper imprint, link to resource, DOI
	- in scientific editions recommended by the COCCHE of the Ministry of Education and Science of the Republic of Kazakhstan	50/n points, n - number of co-authors	Research paper imprint, link to resource, DOI
	- scientific monographs in English, indexed in the international database Scopus	200/n points, n - number of co-authors	Research paper imprint, link to resource, DOI
	- chapters in collective monographs in English, indexed in the international database Scopus	150/p points, n - number of co-authors 150/p points, n -	Research paper imprint, link to resource, DOI
	- in foreign scientific journals together with authors from abroad with Hirsch Index not less than 3 in the international database Scopus	80/n, n - number of co-authors	Research paper imprint, link to resource, DOI
	- in annual international scientific conferences of the university	100/n, n - number of co-authors	Imprint of scientific paper or reference
2.2	Participation in research programmes and projects (the executor is IUIT JSC) financed by:		
	- from the state budget (SF, Programme-targeted financing, etc.)	150 points - scientific supervisor PTF project	Copy of the order establishing the temporary labour team

	- from the funds received under economic contracts	100 points - scientific supervisor SF project manager 50 points - member research group	Copy of the order on creation of the temporary labour team
	- from international grants or programmes	100 points - scientific supervisor of the project 50 points - member research team	Copy of the order to establish a temporary labour collective
	- participation in initiative R&D without funding, registered with NCSTE JSC.	50 points - scientific supervisor of the project 25 points - member of research team	Copy of the order to establish a temporary labour collective
2.3	Objects of intellectual property:		
	- Patent (IUIT JSC is indicated as the right holder)	100/n points, n - number of co-authors	Copy of the document
	- International patent included in the Derwent Innovations Index database (Web of Science, Clarivate Analytics), licence agreements.	200/n points, n - number of co-authors	Copy of the document
2.4	Training of scientific personnel:		
	- Supervisor of doctoral students who defended a thesis for the degree of Doctor of Philosophy (PhD) during the academic year under evaluation	300 points for 1 defended doctoral student	Extract from the minutes of the Dissertation Council
	- Defence of a thesis for the degree of Doctor of Philosophy (PhD) or doctoral thesis in the field of study	300 points	Decision on awarding the degree
2.5	Management of the research and development programme:		
	- EOM diploma O RKI degree	50/n points, n - number of co-supervisors	Copies of diplomas, extracts from protocols
	- EOM ERC II diploma	40/n points, n - number of co-supervisors	Copies of diplomas, extracts from protocols
	- EOM RK III degree diploma	30/n points, n - number of co-supervisors	Copies of diplomas, extracts from protocols
2.6	Awards, prizes:		

	- international level	100 points	Copy of order
	- State Prize in Science, personalised scientific prizes	100 points	Copy of order
	- State scientific scholarships, scholarships for young scientists/other scholarships	100 points	Copy of order
2.7	Hirsch Index according to Scopus international database		Scopus author ID
	3-5 6 and above	100 points 200 points	
2.8	Preparation of applications for participation in the competition for grant funding, which are submitted through the NCSTE system signed by the first head of the organisation (IUIT JSC was declared as the executor)	25 points to supervisor 10 points to research team members	List of members research team research team
2.9	Participation in the work of congresses, conferences, symposiums, seminars of international and national level held in IUIT JSC:		
	- moderator	20 points	programme conference
	- member of the programme or organising committee	10 points	conference programme
	- rapporteur	5 points	conference programme
2.10	Membership in editorial boards of foreign scientific journals	10 points	Copies certificates
2.11	Received academic title of professor	150 points	Certificate (copy)
2.12	Received academic title of associate professor (associate professor)	100 points	Certificate (copy)
3	Social and educational work		
3.1	Sports competitions (including personal), preparation of the team/participants Creative competitions (including personal achievements), preparation of the team / participants		
	- at the international level	1st place - 50 points 2nd place - 30 points 3rd place - 20 points Letter of gratitude, cash prize, certificate of participation - 10	Diploma (copy) Order (letter, directive) confirming leadership

	- at the national level	1st place - 30 points 2nd place - 20 points 3rd place - 10 points Letter of gratitude, cash prize, certificate of participation - 5 points	Diploma (copy) Order (letter, directive) confirming leadership
3.2	Publications in co-operation with students (except for publications accounted for in p. 2.1):		
	- in international publications	1 article - 2 points, Max, point - 6	Article reprint, link
	- in national publications	1 article - 1 point, Max, point - 3.	Article imprint, reference
3.3	Preparation of students prize-winners of republican subject Olympiads and interuniversity Olympiad in English language.	1- 1st place - 30/n points, n - number of co-leaders. 2nd place - 20/n points, n - number of co-directors 2- 3rd place - 10/n points, n - number of co-leaders	Diploma (copy) Order (letter, directive) confirming leadership
3.4	TV and radio appearances, publications in magazines, newspapers and electronic editions of republican and local newspapers with mention of IUIT JSC	10*n points	Copy of material, reference
3.5	Informative post in social networks with an active link to the MUIT website - www.iitu.edu.kz or Instaeram page @iitu kz	1 point for 5 posts	Copy of the material, reference,
3.6	Publication of the university student magazine "Mag'nIT"	50 points for each magazine	agreed with the Marketing and PR Department
3.7	TV plots of students about the university under the guidance of a lecturer	10 points for one story	Placement on the website, printed version for the library and university
4	International activities		Link to the story on youtube and on the faculty website, personal social networks

4.1	Availability of a valid certificate of English language proficiency (IELTS, TOEFL).	IETLS 6.5 and more - 80 points IETLS 6.0 - 50 points (according to the table conformity table IETLS)	Copy of certificate
4.2	Development of an educational programme that was included in the QS Subject ranking by training areas.	100/n points, n - number of co-developers	A screen shot from topuniversities.com showing the QS ranking place Copy of the EP passport with indication of the

4.3	Development and implementation of a double degree educational programme (joint educational programme with a foreign university)	100/n points, n - number of co-developers	Confirmation from the Department for International Co-operation and Academic Mobility
4.4	Database of provided academic experts in specialities		
	- foreign	5 points for each expert	Confirmation screen on passing the questionnaire from the expert
	- CIS countries	3 points for each expert	Confirmation screen of the questionnaire from the expert
	- Kazakh	2 points for each expert	Confirmation screen on passing the questionnaire from the expert
4.5	Database of provided experts-employers by specialities		
	- foreign	5 points for each expert	Confirmation screen on passing the questionnaire from an expert
	- CIS countries	3 points for each expert	Confirmation screen on passing the questionnaire from an expert

	- Kazakh	2 points for each expert	Confirmation screen on passing the questionnaire from the expert
4.6	Position of the educational programme in QS rating by fields (directions)	800 and more - 20 points 700-799 - 40/p points 600-699 - 60 points 500-599 - 80 points 400-499-100/p points, n - number of developers	Screen from the site topuniversities.com with indication of the place in the QS rating Copy of the EP passport with indication of the developer
4.7	Participation in international projects (Erasmus+ programme, etc.).	70 points - project coordinator 25 points - project participant	Copy of the contract and staffing table
4.8	Foreign applicants	50 points for each learner involved	Reference from the Department of International Cooperation and Academic Mobility Completed website from an international student

Notes: Accounting of the result by indicators is carried out once in the reporting period.

Table 2
Parameters for assessing the performance of the head of the department

	Line of action	Points	Confirming document
1	Organisation of educational and methodological work		
1.1	During the evaluated period the educational programmes were accredited and/or underwent post-accreditation monitoring	1 educational programme - 10 points	Data of the Head of the Department, confirmed by the Teaching and Methodological Documentation
1.2	In the rating of educational programmes of higher education institutions of Kazakhstan the educational programmes of the department were included in the first three (Atameken, Independent Agency for Quality Assurance in Education, Independent Agency for Accreditation and Rating).	1st place - 3 points 2nd place - 2 points 3rd place - 1 point (max. 9 points)	Data of the Head of Department, confirmed by TMD
1.3	Development and implementation of new EPs	1 EP - 5 points	Data of the Head of the Department, confirmed by TMD
1.4	Attracting a teacher with academic degrees to the staff.	1 teacher - 3 points (max. 15 points)	Data of the Head of the Department, confirmed by Department of Human Resources and D
1.5	Professional development of faculty members of the department in the disciplines taught in accordance with the requirements of the NAP of the Ministry of Education and Science of the Republic of Kazakhstan.	50 points	Data of the head of the chair, confirmed by the Department of Human Resources and D.
1.6	Staff turnover within acceptable limits (3-5% per year)	10 points	Data of the Head of Department, confirmed by the Department of Human Resources and D.
1.7	There were no cases of violations on the part of faculty members	3 points	Data from the Disciplinary Committee
1.8	The plan for the publication of textbooks and teaching aids in the department was fulfilled by 100%.	2 points	Approved plan and report on its implementation
1.9	The department held events (conferences, symposiums, forums):	International level - 2 points National level - 1 point (max. 6 points)	Copies of orders, programmes

1.10	Development of the MOOC of the chair	10 points * number of MOOCs	Acts of acceptance-transfer of the commission
1.11	Quality of the map of methodological support (Tables 2 and 8 according to the qualification requirements)	3 points* number of EP	Library data
2	Organisation of R&D at the department		
2.1	The share of the faculty members of the department who have publications published during the evaluated period in international peer-reviewed scientific journals that are in the 1st, 2nd or 3rd quartile according to Journal Citation Reports of Clarivate Analytics, or that have a CiteScore of at least 25 in at least one of the scientific fields in the Scopus database, and that are of Article, Review or Article in Press type, is at least 20 %	20% - 5 points, 21-30% - 7 points, More than 30% - 10 points	Data head of the department, corroborated by DS&I
2.2	The share of faculty members of the department who have publications published in international peer-reviewed scientific journals included in the 4th quartile according to Journal Citation Reports of Clarivate Analytics, or who have a CiteScore percentile of less than 25 for at least one of the scientific fields in the Scopus database, and who have the type of Article, Review or Article in Press, is not less than 10%.	10% - 7 points, 11-20% - 10 points, More than 20% - 15 points	Data head of the department, corroborated by DS&I
2.3	The share of faculty members of the department who have publications published in journals included in the Journal Citation Reports database of Clarivate Analytics or Scopus without quartile and percentile indicators, and having the type of Article, Review or Article in Press during the evaluated period is not less than 10 %.	10% - 3 points, 11-20% - 5 points, More than 20% - 7 points	Data head of the department, corroborated by DS&I
2.4	The share of faculty members of the department who have publications published in the proceedings of international scientific conferences (Proceedings) indexed in the international database Scopus or Clarivate Analytics with the volume of not less than 0.1 p.l., is not less than 10 %.	10% - 3 points, 11-20% - 5 points, More than 20% - 7 points	Data head of the department, corroborated by DS&I
2.5	The share of faculty members of the department who have publications published in scientific journals indexed by RSCI during the evaluated period.	10% - 1 point, 11-20% - 3 points, More than 20% - 5 points	Data head of the department, corroborated by DS&I

2.6	The share of faculty members of the department who have publications published in scientific journals recommended by the COCCHEI of the Ministry of Education and Science of the Republic of Kazakhstan	10% - 1 point, 11-20% - 3 points, More than 20% - 5 points	Data head of the department, corroborated by DS&I
2.7	Share of faculty members of the department who have publications published in conference proceedings during the evaluated period	10% - 1 point, 11-20% - 3 points, More than 20% - 5 points	Data head of the department, corroborated by DS&I
2.8	Share of the faculty members of the department who during the evaluated period have scientific monographs in English, indexed in the international database Scopus	10% - 7 points, 11-20% - 10 points, More than 20% - 15 points	Data head of the department, corroborated by DS&I
2.9	Share of the faculty members of the department, who during the evaluated period have chapters in collective monographs in English, indexed in the international database Scopus	10% - 3 points, 11-20% - 5 points, More than 20% - 7 points	Data head of the department, corroborated by DS&I
2.10	Share of faculty members of the chair, who during the evaluated period have publications published in foreign scientific journals together with authors from abroad with a Hirsch Index of at least 3 in the international Scopus database.	10% - 3 points, 11-20% - 5 points, More than 20% - 7 points	Data head of the department, corroborated by DS&I
2.11	During the evaluated period the chair participated in programmes, projects, innovation grants implemented in cooperation with scientific organisations of near and far abroad, introduction of scientific achievements (for the amount of not less than 5 million tenge):		Data head of the department, corroborated by DS&I
	- with a foreign organisation	1 project - 7 points	
	- with republican organisation	1 project - 7 points	
2.12	Student start-up companies created	1 company - 5 points	Data of the Head of Department, confirmed by Innovation Centre
2.13	Number of new initiative unfunded research projects registered in the NCSTE system.	1 project – 10 points	Order of the university, registration card
3	Social-educational, career guidance and image work		
3.1	The department carries out effective career guidance work among future applicants.	10 points	Data head of the department, confirmed department PRHM

3.2	During the evaluated period the department carried out educational activities (at the university level and above)	1 activity - 2 points, (max. 6 points)	Data head of the department, confirmed dean
3.3	In the supervised groups there were no cases of violation by students	3 points	Data Disciplinary disciplinary committee
3.4	Providing an external link to the official website of the university	1 reference - 1 point, (max. 5 points)	Official letter
3.5	Filling the site www.iitu.edu.kz with quality content	3 points	Data head of the department, confirmed IITU Centre Innovation
3.6	The share of employed graduates according to the data of the SESC is not less than 80%.	10 points	Data, confirmed by the Career Centre
3.7	Continuity of staff training on all EPs	3 points	Reference OR, Confirmation TMD
3.8	Percentage of students on a contractual basis from the total contingent of students in the EP or the whole department	41% - 50% 30 points 31% - 40% 20 points 21%-30% 10 points 11% - 20% 5 points 5% - 10% 3 points	Data head department, confirmed by Financial Directorate
4	International activity		
4.1	Implementation of a double degree programme with a foreign university	10 points for each student	data head of the department, confirmed DIC&AM
4.2	Attracted foreign teachers for the disciplines of the working curricula (at least two)	1 point	Data head of the department, confirmed DIC&AM
4.3	Share of studying foreign students	More than 5% - 100 points From 1 to 5% - 30 points	Data head of the department, confirmed DIC&AM
4.4	Inbound/outbound external academic mobility	2 points per learner	Data head of the department, confirmed DIC&AM
4.5	Participation in international programmes, projects affiliated with IUIT JSC	1 project - 7 points	Data head of the department, confirmed DIC&AM

4.6	Development of an educational programme included in the QS Subject ranking by field of study	10 points for 1 educational programme (max. 30 points)	Screen from the website topuniversities. Screen from topuniversities.com with QS ranking Copy of EP passport
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4.7	Position of the educational programme in the QS rating by field (subject)	800 and more - 5 points 700-799 - 10 points 600-699 - 15 points 500-599 - 20 points 400-499 - 25 points	Screen from the site topuniversities.com with an indication of the place in the QS ranking Copy of the EP passport with an indication of developers
	Sum of points	S	
5	Personal achievements	L (according to Annex 1).	
	Total	S+L	
	Note: if there were cases of labour and executive discipline violations at the department, the head of the department will be charged 7 points (for each reprimand).		

Notes: Accounting of the result by indicators is carried out once in the reporting period.

Table 3 Faculty Evaluation Sheet

Approve

Head of Department

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Marksheet (Teaching staff)				
Full name				
Name of department				
Position				
Length of service in the position held				
Evaluation period				
Performance indicator		Data and supporting documents	Points	Signature of the confirming person
1	Educational and methodological work			
1.1	Development of new educational programmes and inclusion in the Register of EP of MCHE			EMD
1.2	Updating of educational programmes (at least 25% of content)			EMD
1.3	Preparation of an online course on MOOC technology			EMD
1.4	Publication of textbooks, teaching aids recommended by the EMA REMS for specialised educational programmes that need educational publications (for the reporting period).			EMD
1.5	Publication of textbooks, teaching aids with the IUIT grip on the specialised subjects that need educational publications (for the reporting period).			EMD
1.6	Member of the Academic Council, Academic and Methodical Council, Scientific and Technical Cooperation, Academic and Methodical Association Republican Academic and Methodical Council of IUIT JSC			EMD
1.7	Reviewing of textbooks, teaching aids			EMD
1.8	Creation of the curriculum in AIS Platonus and registration of the application in ESUHE			EMD
1.9	Received a title in the field of sport, art			Department of Human Resources and Documentation

1.10	Professional development in the disciplines taught (not less than 72 academic hours) on-the-job.			Department of Human Resources and Documentation
1.11	Advanced training on the basis of the international platform Coursera			Department of Human Resources and Documentation
1.12	Obtaining and updating professional certificates from vendors			Department of Human Resources and Documentation
1.13	Continuous scientific and pedagogical experience in IUIT JSC			Department of Human Resources and Documentation
1.14	Organising and conducting subject Olympiads			DM&PR
1.15	Preparation of exam questions for entrance exams (creative including)			Office of the dean
1.16	Participation in the appeal and examination commission for admission of undergraduate applicants			Office of the dean
1.17	Participation in the work of the admission committee			Office of the dean
1.18	Organising/receiving examinations in English and computer science			EMD
1.19	Participation in the preparation and holding of the "Open Doors Day" and other career guidance events agreed			DM&PR
1.20	Publication in international media of well-known public organisations (UN, UNESCO, UNICEF, ASIIN, QS Gen,			DM&PR
2	Research and development			
2.1	Research work			Department for Science and Innovation
	Published scientific papers (indicating the affiliation of MUIT, date of publication from July of the last			Department for Science and Innovation

	- In international peer-reviewed scientific journals that are in the 1st or 2nd quartile according to Journal Citation Reports by Clarivate Analytics, or have a percentile of at least 50 in the Scopus database for at least one of the scientific fields and have the type Article, Review or Article in Press			Department for Science and Innovation
	- in international peer-reviewed scientific journals that are in the 4th quartile according to Journal Citation Reports of Clarivate Analytics, or have a percentile of less than 25 in Scopus for at least one of the scientific fields, and are of the type Article, Review or Article in Press.			Department for Science and Innovation
	- in publications included in the Journal Citation Reports database of Clarivate Analytics or Scopus without quartile and percentile indicators, and having the type of Article, Review or Article in Press.			Department for Science and Innovation
	- in proceedings of international scientific conferences (Proceedings) indexed in the international database Scopus or Clarivate Analytics with the volume of at least 0.1 p.l.			Department for Science and Innovation
	- in scientific journals indexed by RSCI			Department for Science and Innovation
	- in scientific editions recommended by the COCCHE of the Ministry of Education and Science of the Republic			Department for Science and Innovation
	- scientific monographs in English, indexed in the international database Scopus			Department for Science and Innovation
	- chapters in collective monographs in English, indexed in the international database Scopus			Department for Science and Innovation
	- in foreign scientific journals together with authors from abroad with Hirsch Index not less than 3 in the international database Scopus			Department for Science and Innovation

	- in annual international scientific conferences of the university			Department for Science and Innovation
2.2	Participation in research programmes and projects (the executor is IUIT JSC) financed by:			

	- from the state budget (SF, PTF, etc.).			Department for Science and Innovation
	- from funds received under business contracts			Department for Science and Innovation
	- from the funds of international grants or programmes			Department for Science and Innovation
	- participation in initiative research without financing, registered in NCSTE JSC.			Department for Science and Innovation
2.3	Objects of intellectual property:			
	- Patent (IUIT JSC is indicated as the right holder)			Department for Science and Innovation
	- International patent included in the Dement Innovations Index database (Web of Science, Clarivate Analytics), licence agreements.			Department for Science and Innovation
2.4	Training of scientific personnel			
	- Supervisor of a doctoral student who defended a thesis for the degree of Doctor of Philosophy (PhD) during the academic year under evaluation			Department for Science and Innovation
	- Defence of a dissertation for the degree of Doctor of Philosophy (PhD) or doctoral thesis in the field of study			Department for Science and Innovation
2.5	Management of research and development activities:			
	- MSHE RK I degree diploma			Department for Science and Innovation

	- MSHE RK II degree diploma			Department for Science and Innovation
	- MSHE RK III degree diploma			Department for Science and Innovation
2.6	Awards, prizes			
	- international level			Department for Science and Innovation
	- State Prize in Science, personalised scientific prizes			Department for Science and Innovation
	- State scientific scholarships, scholarships for young scientists/other scholarships			Department for Science and Innovation
2.7	Hirsch index according to Scopus international database			Department for Science and Innovation
2.8	Preparation of applications for participation in the competition for grant funding			Department for Science and Innovation
	Applications for grant funding submitted through the NCSTE system			
2.9	Participation in the work of congresses, conferences, symposiums, seminars of international and national level, held in IUIT JSC:			
	- moderator			Department for Science and Innovation
	- member of the programme or organising committee			Department for Science and Innovation
	- rapporteur			Department for Science and Innovation
2.10	Membership in editorial boards of foreign scientific journals			Department for Science and Innovation
2.11	Received academic title of professor			Department for Science and Innovation
2.12	Received academic title of associate professor (assistant professor)			Department for Science and Innovation

3	Social-educational work			
3.1	Sports competitions (including personal achievements), preparation of the team/participants Creative competitions (including personal achievements), preparation of the team/participants			
	- at the international level			Office of the dean
	- at the national level			Office of the dean
3.2	Publications together with students (except for the publications accounted			
	- in international publications			Department for Science and Innovation
	- in republican editions			Department for Science and Innovation
3.3	Preparation of students prize-winners of republican subject Olympiads and			EMD
3.4	TV and radio appearances, publications in magazines, newspapers and			DM&PR
3.5	Informative post in social networks with an active link to the IUIT website - www.iitu.edu.kz or Instagram page @iitu.kz			DM&PR

3.6	Publication of the university student magazine "Mag'n' IT"			Office of the dean
3.7	TV sketches of students about the university under the guidance of a lecturer			Office of the dean
4	International activities			
4.1	Availability of a valid certificate of English language proficiency (IELTS, TOEFL).			DIC&AM
4.2	Development of an educational programme included in the QS Subject ranking by fields of study			DIC&AM

4.3	Development and implementation of a double degree programme (joint educational programme with a foreign university).			DIC&AM
4.4	Database of provided academic experts in specialities			
	- foreign			DIC&AM
	- CIS countries			DIC&AM
	- Kazakh			DIC&AM
4.5	Database of provided experts-employers by specialities			
	- foreign			DIC&AM
	- CIS countries			DIC&AM
	- Kazakhstani			DIC&AM
4.6	Position of the educational programme in QS rating by fields (directions)			DIC&AM
4.7	Participation in international projects (under Erasmus+ programme, etc.)			DIC&AM
4.8	Foreign applicants			DIC&AM
	Total points			

Lecturer signature full name

Table 4
Marksheet of the Head of Department

Full name				
Name of department				
Length of service in the position held				
Marks period				
	Performance indicator	Data and supporting documents	Points	Signature confirming person
1	Organisation of educational and methodological work			
1.1	During the evaluated period the educational programmes were accredited and/or underwent post-accreditation monitoring			EMD
1.2	In the rating of educational programmes of higher education institutions of Kazakhstan, the educational programmes of the department were included in the first			EMD
1.3	Development and implementation of new EPs			EMD
1.4	Attracting a teacher with academic degrees to the staff.			Department of Human Resources and D
1.5	Professional development of faculty members of the department in the disciplines taught in accordance with the requirements of the NAP of the			Department of Human Resources and Documentation
1.6	Staff turnover within acceptable limits (3-5% per year)			Department of Human Resources and Documentation
1.7	There were no cases of violations on the part of faculty members			Department of Human Resources and Documentation
1.8	The plan for the publication of textbooks and teaching aids by the department is fulfilled by 100%.			EMD
1.9	The department held events (conferences, symposiums, forums):			Department of Human Resources and Documentation
1.10	Development of the MOOC of the chair			EMD
1.11	Quality of the map of methodological support (Tables 2 and 8 according to the qualification requirements).			EMD
2	Organisation of research and development at the chair			
2.1	Share of faculty members of the chair, who have for the evaluated			Department for Science and Innovation

	publications published in international peer-reviewed scientific journals that are in the 1st, 2nd or 3rd quartile according to Journal Citation Reports of Clarivate Analytics, or that have a CiteScore percentile of at least 25 in at least one of the scientific fields in the Scopus database, and that are of Article, Review or Article in Press type, is at least 20 %			
2.2	The share of faculty members of the department who have publications published in international peer-reviewed scientific journals included in the 4th quartile according to Journal Citation Reports of Clarivate Analytics, or who have a CiteScore percentile of less than 25 for at least one of the scientific fields in the Scopus database, and who have the type of Article, Review or Article in Press, is not less than 10%.			Department for Science and Innovation
2.3	The share of faculty members of the department who have publications published in the journals included in the database Journal Citation Reports of Clarivate Analytics or Scopus without quartile and percentile indicators, and having the type of Article, Review or Article in Press, is not less than 10 % during the evaluated period			Department for Science and Innovation
2.4	The share of the faculty members of the department who have publications published in the proceedings of international scientific conferences (Proceedings) indexed in the international database Scopus or Clarivate Analytics with the volume of not less than ODp.l., is not less than 10 %.			Department for Science and Innovation
2.5	The share of the faculty members of the department who have publications published in scientific journals indexed by RSCI during the			Department for Science and Innovation

2.6	The share of the faculty members of the department who have for the evaluated period of publications published in scientific journals recommended by the COCCHEI MSHE RK			Department for Science and Innovation
2.7	Share of the faculty members of the department who have publications published in conference proceedings during the evaluated period.			Department for Science and Innovation
2.8	Share of the faculty members of the department who have during the evaluated period scientific monographs in English, indexed in the international database Scopus			Department for Science and Innovation
2.9	Share of the faculty members of the department, who during the evaluated period have chapters in collective monographs in English, indexed in the international database Scopus			Department for Science and Innovation
2.10	Share of faculty members of the chair, who during the evaluated period have publications published in foreign scientific journals together with authors from far abroad with Hirsch Index not less than 3 in the international Scopus database.			Department for Science and Innovation
2.11	During the evaluated period the chair participated in programmes, projects, innovation grants implemented in cooperation with scientific organisations of near and far abroad, introduction of scientific achievements (for the amount of not less than 5 million tenge):			Department for Science and Innovation
	- with a foreign organisation			
	- with republican organisation			
2.12	Student start-up companies created			Department for Science and Innovation
2.13	Number of new initiative unfunded research projects registered in the NCSTE system			Department for Science and Innovation
3	Social-educational, career guidance and image work			

3.1	The department carries out effective career guidance work among future applicants.			DM&PR
3.2	During the evaluated period the department has carried out educational activities (at the university level and above).			Office of the dean
3.3	In the supervised groups there were no cases of students' misbehaviour.			Office of the dean
3.4	Providing an external link to the official website of the university			Innovation Centre
3.5	Filling the site www.iitu.edu.kz with quality content			Innovation Centre
3.6	The share of employed graduates according to the data of the State Centre for Pensions is not less than			Career Centre
3.7	Continuity of staff training on all EPs			EMD
3.8	Percentage of students on a contractual basis from the total contingent of students in the EP or the whole department			Finance directorate
4	International activity			
4.1	Implementation of a double degree programme with a foreign university			DIC&AM
4.2	Attracted foreign teachers for the disciplines of the working curricula (at least two)			DIC&AM
4.3	Share of studying foreign students			DIC&AM
4.4	Inbound/outbound external academic mobility			DIC&AM
4.5	Participation in international programmes, projects affiliated with IUIT JSC			DIC&AM
4.6	Development of an educational programme included in the QS Subject rating by training areas			DIC&AM
4.7	Position of the educational programme in the QS rating by fields (directions)			DIC&AM
5	Personal achievements			
	Примечание: если на кафедре были случаи нарушения трудовой и исполнительской дисциплины, с заведующего снимаются 7 баллов			Department of Human Resources and Documentation

Head of Department

signature full name

Table 5

No.	Full name	Department	Total points	Signature

signature FULL NAME

Head of Department

Chairman of the Commission /signature/ Fullname

Date

Table 6

Final results of labour evaluation of heads of departments at the university

No.	Full name	Department	Total points	Signature

signature FULL NAME

Head of Department

Chairman of the Commission /signature/ Fullname

Date