

**KROK UNIVERSITY**  
**REGULATIONS ON THE SCIENTIFIC RATING OF ACADEMIC AND**  
**TEACHING STAFF OF KROK UNIVERSITY**

*Translated into English from the official version  
and approved by the Rector of KROK University on May 12, 2022*

## **1. General Provisions**

- 1.1. The list of indicators for assessing the scientific rating of academic and teaching staff of KROK University for 2018 was developed in accordance with the decision of the Academic Council on the approval of the “Methodology for Ranking University Departments” (Minutes No. 1 dated September 28, 2017), Rector’s Order No. 99-3 dated September 26, 2018 “On Ensuring Proper Identification of Scientific and Academic Staff of KROK University,” and Rector’s Directive No. 1 dated January 14, 2019, as well as taking into account Clause 38 of the Licensing Conditions for Educational Activities (Order No. 86-1 dated September 16, 2021).

## **2. Purpose and Objectives of the Scientific Rating**

*The purpose* of the scientific rating is to determine the level of scientific activity of academic and teaching staff of KROK University for the academic year.

The main objectives of the scientific rating are:

Systematization of information on scientific activities of academic and teaching staff on their branded pages on the University website;

Transparency of research results;

Transparency of scientific activity of University staff to ensure the provision of educational services;

Improving the University’s positions in international and national rankings, etc.

## **3. Rating Frequency**

The scientific rating of academic and teaching staff of KROK University is calculated in June of each academic year and published at a meeting of the Academic Council.

## **4. Procedure for Calculating the Scientific Rating**

4.1. During the academic year, each academic and teaching staff member independently initiates the submission of information to their branded page on the KROK University website.

4.2. Based on the information posted on the branded page of the academic and teaching staff member, the Library Director fills out the corresponding personal card in Microsoft Excel (Appendix 1).

4.3. Based on the data in the personal card, the Vice-Rector for Research calculates the scientific rating of the academic and teaching staff member according to Appendix 2.

4.4. The evaluation will be carried out as follows:

Within each group, indicators receive a specific weight depending on their impact on the development of the University. The score for each group is determined as the weighted average of the indicators in that group.

Each group of indicators also has a specific weight depending on the importance of the group for University rankings.

4.5. The overall score of the scientific rating of an academic and teaching staff member is determined as the weighted average of all indicator groups.

4.6. The overall score for departments is determined as the sum of the scientific ratings of full-time academic and teaching staff of the department.

### **5. Appealing the Scientific Rating Results**

- 5.1. Before publishing the scientific rating results, all academic and teaching staff are familiarized with the draft and have the opportunity to provide information that may affect the rating.
- 5.2. After the approval of the scientific rating results at the meeting of the Academic Council of the University, no changes are made to it.

### **6. Awarding Academic and Teaching Staff**

Based on the results of the scientific rating, academic and teaching staff who rank among the top ten may be awarded by the Rector and honored during a meeting of the Academic Council of the University.

**Personal card of a scientific and pedagogical worker**

(last name, first name and patronymic)

(structural unit)

Indicators	Number	List
1	2	3
<b>1. Scientific publications in periodicals indexed in Scopus, Web of Science</b>		
<b>2. Scientific publications in non-periodical editions indexed in Scopus, Web of Science (conferences, symposia, forums)</b>		
<b>3. Scientific publications in Ukrainian professional periodicals included in Category B</b>		
<b>4. Scientific publications in foreign periodicals</b>		
<b>5. Scientific publications in conference proceedings</b>		
5.1. Scientific publications in proceedings of international conferences abroad		
5.2. Scientific publications in proceedings of conferences in Ukraine		
<b>6. Monographs</b>		
6.1. Single-author monographs in Ukrainian (total volume of at least 5 author's sheets)		
6.2. Single-author monographs in a foreign language, excluding Russian (total volume of at least 5 author's sheets)		
6.3. Chapters in collective monographs published in Ukraine, recommended for publication by the Academic Council (volume of at least 1.5 author's sheets per co-author)		
6.4. Chapters in collective monographs recommended for publication by the Academic Council, published abroad (volume of at least 1.5 author's sheets per co-author)		
<b>7. Professional development</b>		
<b>7.1. Certificate of professional development in Ukraine</b>		
7.1.1. Corresponds to the department's profile		
7.1.2. Does not correspond to the department's profile		
<b>7.2. Certificate of professional development abroad</b>		
7.2.1. Corresponds to the department		
7.2.2. Does not correspond to the department		
<b>8. Organization of research work with learners</b>		
<b>8.1. Organization of research work with students</b>		
8.1.1. Preparation for participation in conferences		

8.1.2. Supervision of a student who won a prize at Stage I or II of the All-Ukrainian Student Olympiad		
8.1.3. Supervision of a student who won a prize at Stage I or II of the All-Ukrainian Student Research Competition		
8.1.4. Supervision of a student who became a winner or laureate of international or All-Ukrainian art contests, festivals, and projects		
8.1.5. Participation as a member of the organizing committee/jury of the All-Ukrainian Student Olympiad (All-Ukrainian Student Research Competition)		
8.1.6. Participation as a member of the organizing committee or jury of international or All-Ukrainian art contests and other cultural-artistic projects		
8.1.7. Supervision of a permanent student research club		
<b>8.2. Supervision of Ph.D. candidates:</b>		
Scientific supervision (consulting) of a candidate who obtained a degree award document		
<b>8.3. Certification of research personnel</b>		
<i>8.3.1. Participation in:</i>		
Permanent Specialized Academic Council at KROK University		
Permanent Specialized Academic Council at another HEI		
At least three one-time Specialized Academic Councils for Ph.D. defenses		
<i>8.3.2. Acting as an opponent for:</i>		
Candidate's dissertation		
Doctoral dissertation		
Ph.D. dissertation		
<i>8.3.2. Acting as a reviewer/expert of dissertations</i>		
<b>8.4. Research profiles:</b>		
Google Scholar		
ORCID		
Scopus		
Publons		
<b>8.5. Performing functions:</b>		
8.5.1. Scientific supervisor of a research topic (project)		
8.5.2. Editor-in-chief/member of the editorial board/expert (reviewer) of a scientific publication included in the list of professional publications of Ukraine		
8.5.3. Editor-in-chief/member of the editorial board/expert (reviewer) of a foreign scientific publication indexed in bibliographic databases		
<b>9. Intellectual property</b>		
9.1. Patent for an invention or five declarative patents for an invention or utility model, including classified ones		
9.2. At least five certificates of copyright registration for a work		
<b>10. International scientific activity</b>		
10.1. Acting as editor-in-chief/member of the editorial board/expert (reviewer) of a foreign scientific publication indexed in bibliographic databases		

10.2. Participation in international scientific and/or educational projects		
10.3. Involvement in international expertise		
<b>TOTAL SCORE</b>		

**Appendix 2**  
 REGULATIONS ON THE SCIENTIFIC RATING OF  
 ACADEMIC AND TEACHING STAFF OF  
 KROK UNIVERSITY

**Calculation of the scientific rating of a scientific and pedagogical employee**

*(last name, first name and patronymic)*

*(structural unit)*

№	Indicators	Quantity	Specific weight in the group	Points by group	Specific gravity by group	Total score	
						A	Б
						В	Г
						Д	
1	<b>1. Scientific publications in periodicals indexed in Scopus, Web of Science</b>			x	x	0,189	<b>p.1ст.А*p.1ст.Г</b>
2	<b>2. Scientific publications in non-periodical editions indexed in Scopus, Web of Science (conferences, symposia, forums)</b>			x	x	0,083	<b>p.2ст.А*p.2ст.Г</b>
3	<b>3. Scientific publications in Ukrainian professional periodicals included in Category B</b>			x	x	0,09	<b>p.3ст.А*p.3ст.Г</b>
4	<b>4. Scientific publications in foreign periodicals</b>			x	x	0,08	<b>p.4ст.А*p.4ст.Г</b>
5	<b>5. Scientific publications in conference proceedings</b>	x	x	$\Sigma(p. 6ст. B * + p. 7. ст. B)$	0,072	<b>p.5ст.В*p.5ст.Г</b>	
6	5.1. Scientific publications in proceedings of		0,7	p.6ст.А*p.6ст.Б	x		x

	international conferences abroad					
7	5.2. Scientific publications in proceedings of conferences in Ukraine		0,3	p.7ct.A*p.6ct.B	x	x
8	<b>6. Monographs</b>	x	x	$\Sigma(p. 9ct. B + p. 10. ct. B + p. 11. ct. B + p. 12. ct. B )$	0,137	<b>p.8ct.B*p.8ct.Г</b>
9	6.1. Single-author monographs in Ukrainian (total volume of at least 5 author's sheets)		0,25	p.9ct.A*p.9ct.B	x	x
10	6.2. Single-author monographs in a foreign language, excluding Russian (total volume of at least 5 author's sheets)		0,45	p.10ct.A*p.10ct.B	x	x
11	6.3. Chapters in collective monographs published in Ukraine, recommended for publication by the Academic Council (volume of at least 1.5 author's sheets per co-author)		0,1	p.11ct.A*p.11ct.B	x	x
12	6.4. Chapters in collective monographs recommended for publication by the Academic Council, published abroad (volume of at least 1.5 author's sheets per co-author)		0,2	p.12ct.A*p.12ct.B	x	x

13	7. Professional development	x	x	$\Sigma(p. 14\text{ст. Б} * p. 14\text{.ст. В} + p. 17\text{.ст. Б} * p. 17\text{.ст. В})$	0,082	p.13ст.В*p.13ст.Г
14	7.1. Сертифікат про професійний розвиток в Україні / Certificate of professional development in Ukraine		0,3	$\Sigma(p. 15\text{ст. В} + p. 16\text{.ст. В})$	x	x
15	7.1.1. Corresponds to the department's profile		0,2	p.15ст.А*p.15ст.Б	x	x
16	7.1.2. Does not correspond to the department's profile		0,1	p.16ст.А*p.16ст.Б	x	x
17	7.2. Сертифікат про професійний розвиток за кордоном / Certificate of professional development abroad		0,7	$\Sigma(p. 18\text{ст. В} + p. 19\text{.ст. В})$	x	x
18	7.2.1. Corresponds to the department		0,5	p.18ст.А*p.18ст.Б	x	x
19	7.2.2 Does not correspond to the department		0,2	p.19ст.А*p.19ст.Б	x	x
20	8. Organization of research work with learners	x	x	$\Sigma(p. 21\text{ст. Б} * p. 21\text{.ст. В} + p. 29\text{.ст. В} + p. 31\text{.ст. Б} * p. 31\text{.ст. В} + p. 40\text{.ст. Б} * p. 40\text{.ст. В} + p. 45\text{.ст. Б} * p. 45\text{.ст. В})$	0,127	p.20ст.В*p.20ст.Г
21	8.1. Organization of research work with students	x	0,2	$\Sigma(p. 22\text{ст. В} + p. 23\text{.ст. В} + p. 24\text{.ст. В} + p. 25\text{.ст. В} + p. 26\text{.ст. В} + p. 27\text{.ст. В} + p. 28\text{.ст. В})$	x	x
22	8.1.1. Preparation for participation in conferences		0,05	p.22ст.А*p.22ст.Б	x	x

23	8.1.2. Supervision of a student who won a prize at Stage I or II of the All-Ukrainian Student Olympiad		0,2	p.23ст.А*p.23ст.Б	x	x
24	8.1.3. Supervision of a student who won a prize at Stage I or II of the All-Ukrainian Student Research Competition		0,3	p.24ст.А*p.24ст.Б	x	x
25	8.1.4. Participation as a member of the organizing committee/jury of the All-Ukrainian Student Olympiad (All-Ukrainian Student Research Competition)		0,2	p.25ст.А*p.25ст.Б	x	x
26	8.1.5. Participation as a member of the organizing committee/jury of the All-Ukrainian Student Olympiad (All-Ukrainian Student Research Competition)		0,075	p.26ст.А*p.26ст.Б	x	x
27	8.1.6. Participation as a member of the organizing committee or jury of international or All-Ukrainian art contests and other cultural-artistic projects		0,075	p.27ст.А*p.27ст.Б	x	x
28	8.1.7. Supervision of a permanent student research club		0,1	p.28ст.А*p.28ст.Б	x	x
29	<b>8.2. Supervision of Ph.D. candidates:</b>	x	0,25	$\Sigma(p. 30ст. А * p. 29ст. Б)$	x	x

30	Supervision of Ph.D. candidates: Scientific supervision (consulting) of a candidate who obtained a degree award document		x	x	x	x
31	<b>8.3. Certification of research personnel</b>		0,25	$\Sigma(p. 32ct. B$ * p. 32. ст. В + p. 36. ст. Б * p. 36. ст. В + p. 39. ст. В )	x	x
32	<i>8.3.1. Participation in:</i>		0,6	$\Sigma(p. 33ct. B$ + p. 34. ст. В + p. 35. ст. В )	x	x
33	Permanent Specialized Academic Council at KROK University		0,5	p.33ct.A*p.33ct.Б	x	x
34	Permanent Specialized Academic Council at another HEI		0,3	p.34ct.A*p.34ct.Б	x	x
35	At least three one-time Specialized Academic Councils for Ph.D. defenses		0,2	p.35ct.A*p.35ct.Б	x	x
36	<i>8.3.2. Acting as an opponent for:</i>		0,2	$\Sigma(p. 37ct. B$ + p. 38. ст. В)	x	x
37	Doctoral dissertation		0,6	p.37ct.A*p.37ct.Б	x	x
38	Ph.D. dissertation		0,4	p.38ct.A*p.38ct.Б	x	x
39	<i>8.3.2. Acting as a reviewer/expert of dissertations</i>		0,2	p.39cm.A*p.39cm.Б	x	x
40	<b>8.4. Research profiles:</b>		0,15	$\Sigma(p. 41ct. B$ + p. 42. ст. В + p. 43. ст. Б + p. 44. ст. В )	x	x
41	Google Scholar		0,25	p.41ct.A*p.41ct.Б	x	x
42	ORCID		0,25	p.42ct.A*p.42ct.Б	x	x
43	Scopus		0,25	p.43ct.A*p.43ct.Б	x	x
44	Publons		0,25	p.44ct.A*p.44ct.Б	x	x

45	<b>8.5. Performing functions:</b>		<b>0,15</b>	$\Sigma(p. 46\text{ct. B} + p. 47\text{ct. B} + p. 48\text{ct. B})$	<b>x</b>	<b>x</b>
46	8.5.1. Scientific supervisor of a research topic (project)		0,5	p.46ct.A*p.46ct.B	x	x
47	8.5.2. Editor-in-chief/member of the editorial board/expert (reviewer) of a scientific publication included in the list of professional publications of Ukraine		0,2	p.47ct.A*p.47ct.B	x	x
48	8.5.3. Editor-in-chief/member of the editorial board/expert (reviewer) of a foreign scientific publication indexed in bibliographic databases		0,3	p.48ct.A*p.48ct.B	x	x
49	<b>9. Intellectual property</b>	<b>x</b>	<b>x</b>	$\Sigma(p. 50\text{ct. B} + p. 51\text{ct. B})$	<b>0,066</b>	<b>p.49ct.B*p.49ct.G</b>
50	9.1. Patent for an invention or five declarative patents for an invention or utility model, including classified ones		0,5	p.50ct.A*p.50ct.B	x	x
51	9.2. At least five certificates of copyright registration for a work		0,5	p.51ct.A*p.51ct.B	x	x
52	<b>10. International scientific activity</b>	<b>x</b>	<b>x</b>	$\Sigma(p. 53\text{ct. B} + p. 54\text{ct. B} + p. 55\text{ct. B})$	<b>0,074</b>	<b>p.52ct.B*p.52ct.G</b>

53	10.1. Acting as editor-in-chief/member of the editorial board/expert (reviewer) of a foreign scientific publication indexed in bibliographic databases	0,4	p.53ст.А*p.53ст.Б	x	x
54	10.2. Participation in international scientific and/or educational projects	0,4	p.54ст.А*p.54ст.Б	x	x
55	10.3. Involvement in international expertise	0,2	p.55ст.А*p.55ст.Б	x	x
56	<b>TOTAL SCORE</b>				$\Sigma$ (p. 1ст. Д + p. 2ст. Д + p. 3ст. Д + p. 4ст. Д + p. 5ст. Д + p. 8ст. Д + p. 13ст. Д + p. 20ст. Д + p. 49ст. Д + p. 52ст. Д )