

**NON-PROFIT JOINT STOCK COMPANY
"WEST KAZAKHSTAN MEDICAL UNIVERSITY
NAMED AFTER MARAT OSPANOV"**

APPROVED

By decision of the Board

**NJSC "West Kazakhstan Medical
University named after Marat Ospanov"**

from December 19, 2023

Protocol № 48

POSITION

**ABOUT INDIVIDUAL RATING ASSESSMENT OF ACTIVITIES OF PPS
NJSC "WEST KAZAKHSTAN MEDICAL UNIVERSITY NAMED AFTER MARAT
OSPANOV"**

Code	Edition	Developed by	Agreed	Signature	date
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1. GENERAL PROVISIONS

- 1.1. This regulation “On the individual rating assessment of the activities of the teaching staff of the NJSC “West Kazakhstan Medical University named after Marat Ospanov” (hereinafter referred to as the University) determines the procedure for organizing and conducting an individual rating assessment of the activities of the teaching staff at the NJSC “West Kazakhstan Medical University named after Marat Ospanov” (hereinafter referred to as the Rating)
- 1.2. This regulation determines the rating of the main staff of the University from among those holding teaching positions to assess the results of their scientific and pedagogical activities.
- 1.3. Faculty members of theoretical and clinical departments who have continuous scientific and pedagogical experience of at least one year at the time of participation in the Ranking can take part in the Ranking.
- 1.4. Rating is based on the use of KPI (Key Performance Indicator) – key performance indicators.
- 1.5. The Rating's KPI indicators can be adjusted annually in accordance with the University's development goals and the emergence of new tasks.
- 1.6. The responsible structure for organizing and conducting the Rating is the Strategic Development Department.

2. GOALS AND OBJECTIVES OF CARRYING OUT THE PPP RATING

- 2.1. The purpose of the Rating: activation and stimulation of all types of professional activities of teachers, focused on improving the quality of the educational process, scientific and clinical activities, and the image of the University.
- 2.2. Rating objectives:
 - creation of a system of internal analysis of the effectiveness of the activities of teachers and departments of the University;
 - creation of an information database of teachers' activities;
 - moral and material stimulation of the growth of qualifications, professionalism, productivity of pedagogical, scientific and clinical work, development of teacher initiative.
- 2.3. Basic principles of the Rating:
 - compliance of the content of the assessment with the priority areas of development of the University;
 - objectivity and reliability of the information received;
 - competence and collegiality of decisions made.

3. TECHNOLOGICAL REQUIREMENTS FOR RATING:

- 3.1. The Rating uses the optimal number of KPI indicators that characterize the activities of each employee. Indicators are feasible, objective and measurable
- 3.2. The KPI Rating indicators take into account the qualification level of the teacher, his pedagogical, scientific and methodological, scientific, social activity, and the results of clinical work for the reporting year.
- 3.3. An information database of the activities of teachers participating in the Ranking is formed by automating processes

4. PROCEDURE FOR ORGANIZING THE RATING OF PPP

- 4.1. The calculation period for determining the Rating is a calendar year: from January 1 to December 31.
- 4.2. In the period from June 1 to June 31 of the reporting year, interim monitoring of the implementation of indicators is carried out.
- 4.3. The final results of the Rating are summed up before January 31 of the reporting year.

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4.4. The final rating of teachers is presented in the form of a table using a descending point ranking system according to the algorithm for calculating indicator points. The results of the Rating are formalized by the conclusion of the Rating Commission and submitted to the meeting of the University Board for consideration.

4.5. The results of the Rating are determined throughout the reporting period and are formed according to the following sections:

- Educational activities;
- Scientific projects;
- Scientific publications;
- Scientific developments;
- Scientific guidance;
- Competencies;
- Student guidance;
- Image work. Academic mobility;
- Clinical work (for clinical departments).

Sections of the Ranking can be adjusted, changed and supplemented depending on the directions of the University's activities, ways to achieve its goals and solve problems.

4.6. Due to priorities, the sections of the Rating are not equivalent in terms of weighting coefficients and point values for the implementation of indicators (Appendix B).

5. RATING IMPLEMENTATION MECHANISM

5.1. The form for filling out individual KPIs is presented in Appendix A.

5.2. At the beginning of the reporting year, the Rating participant independently plans its activities for the reporting period by entering planned quantitative indicators in accordance with KPI indicators in the "Planned value" column of each section.

5.3. During the reporting year, the Rating participant strives to achieve the set targets, collects supporting documents of the work performed in accordance with the criteria of supporting documents (Appendix C).

5.4. At the end of the reporting period, based on the work performed, the Rating participant enters a quantitative value in accordance with the KPI indicators in the "Act of Completion" column of each section.

5.5. According to the "Supporting Documents" column, the Rating participant attaches supporting documents for completed indicators in accordance with the Criteria for Supporting Documents.

5.6. According to Appendix 1, a formula has been developed for calculating the rating score, the final value of each section of activity and the final value of the entire rating.

Rating score for the implementation of each indicator, the KPI of each section of activity is calculated by multiplying [Act of implementation] x [Points of each indicator].

Total value of each activity section is calculated by [summing all rating points] and multiplying the resulting amount by [section weighting coefficient].

Overall final value of the Rating will be equal to the sum of all [total values of activity sections].

5.7. Each Rating participant enters information into the database independently and bears personal responsibility for the information provided.

5.8. For the purpose of monitoring the PPP rating At the stages of its implementation, the reliability of the entered information is monitored. The reliability of the information presented is determined on the basis of objective evidence (supporting documents) on the implementation of each KPI indicator, which is checked and confirmed by the relevant responsible structures:

Activity section	Responsible structure for the accuracy of the information provided
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Educational activities	GIFT
Scientific projects	DPR
Scientific publications	DPR
Scientific developments	DPR
Scientific guidance	DPR, department of master's and doctoral studies
Competencies	GIFT
Student guidance	DPR
Image work. academic mobility	Center for Corporate Communications, Academic Mobility Department
Clinical work	Strategic Development Department

- 5.9. To make a final decision based on the results of the Ranking, a special commission is created at the University from among representatives of the DAR, DPR, deans, the department of strategic development, the legal department, the department of economics and strategic planning, the composition of which is approved by order of the Chairman of the Board-Rector of the University.
- 5.10. The Strategic Development Department submits the results of the Final Rating Values for each teacher to the Commission for discussion. Through discussion, the Commission determines and approves rating participants using a descending point ranking system.
- 5.11. The results of the commission meeting are documented in minutes, certified by the signatures of the commission members and transferred for a subsequent decision to University Board.
- 6. PAYMENT OF INCENTIVE PREMIUM**
- 6.1. Based on the achievement of key rating indicators, employees are provided with a one-time bonus payment.
- 6.2. The bonus scale and the amount of bonus payment are approved by the decision of the University Board.

Appendix A

Activity section Weighting coefficient

No.	KPI indicators	Unit change	Points	Planned value	Fact of execution	*Rating score	Supporting documents
1							
2							
3							
4							
5							
6							
7 etc.							
*Total value							

*Rating score of each The KPI indicator is calculated by multiplying [Act of completion] x [Points of each indicator]

* For each section of activity, the Total value is calculated by [summing up all Rating points] and multiplying the resulting amount by [Section weighting coefficient]

* General Andthe total rating value will be equal to the sum of all Total values of activity sections.

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Appendix B

Weighting coefficients of rating sections

Theoretical departments

Clinical departments

Sections of activity	Weight	Sections of activity	Weight
Educational activities	0.17	Educational activities	0.15
Educational activities	0.05	Educational activities	0.05
Scientific projects	0.15	Scientific projects	0.15
Scientific publications	0.15	Scientific publications	0.13
Scientific developments	0.13	Scientific developments	0.12
Scientific guidance	0.12	Scientific guidance	0.1
Working with students	0.12	Working with students	0.1
Image policy. Academic mobility	0.11	Image policy. Academic mobility	0.1
Total value	1.0	Clinical work	0.1
		Total value	1.0

Appendix C

Criteria for supporting documents

Name of the KPI indicator	Supporting documents
Work to improve teaching qualifications (carrying out training cycles, seminars, master classes, round tables, etc.)	Order
MOOC development	link to resource
Development of joint and double-degree EPs with foreign and republican higher education institutions	Order approved by OP
Leadership and membership in the RK program management group	order
Management and membership in collegial bodies and commissions of the University	order, protocols
Participation in preparation for accreditation	order
Development and updating of educational programs	Order approved by OP
Development (redesign) of educational and methodological complexes/syllabuses in disciplines	Approved syllabuses, UMKD
Drawing up control and measuring instruments	Approved documents by the head of the department
Implementation acts to educational process	Acts of implementation in the educational process
Publication of textbooks, teaching aids recommended by the Ministry of Education and Science and the Ministry of Health of the Republic of Kazakhstan	Extract from a meeting of a departmental body
Publication of educational and teaching aids, guidelines recommended for ZKMU	Extract from the Academic Council
Completion of advanced training based on the Coursera, EdX platforms and obtaining a certificate	certificate

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English language skills	Confirmation certificate
The work of a group curator (adviser)	Order
Organization of events to develop and improve the system of educational work at the level of the Republic of Kazakhstan (seminars, round tables, etc.)	Order/program
Organization of educational events at the level of the department, faculty	Order/Program
Preparing students for participation in regional, republican, international creative competitions and sporting events	order/program
Duty in the hostel throughout the year according to the schedule (for 1 duty)	order/schedule
Visiting various educational events with a supervised group (theater, exhibitions, concerts, etc.)	Order/tickets
Implementation of projects with international participation, including Erasmus+	Order on the composition of the project implementation team. IRN of the project, Link to the resource on the project website
Implementation of the project within the framework of program-targeted financing, grant financing project, intra-university projects	Order on the composition of the project implementation team. IRN of the project, Link to the resource on the project website
Publication in Scopus, Web of Science	Accession Number (Web of Science) or EID (Scopus) are provided.
Publications in publications recommended by KKSON RK, "Gylym Alliances", "West Kazakhstan Medical Journal"	DOI or URL provided
H-index according to Web of Science/ Scopus	link to profile in Web of Science/Scopus
Participation in Conference Proceedings in Scopus and Web of Science databases	link to publications
Participation in conferences at the international level and republican level	Certificate of participation. Conference program
Scientific internship abroad under scholarship programs	Internship Certificate
Availability of a patent for an invention, the advantages of which are proven in the article	patent, DOI and PDF file of the article
Availability of a patent for an invention of the Republic of Kazakhstan	patent
Availability of an author's certificate, utility model patent	AS, patent
Release of educational publications, monographs included in the Elsevier and Scopus database, chapters in monographs, educational publications of developments included in the Elsevier and Scopus database	DOI or URL provided
Development and publication of electronic resources in the state / Russian / English languages	DOI or URL provided
Commercialization of the results of scientific and technical activities	act of commercialization
Guidance of PhD doctoral students, master's students	Order
Defense of the dissertation of a doctoral student, master's student this year	PhD diploma of a prepared doctoral student, URL links to

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	the announcement of the dissertation defense
Official reviewer for PhD theses and master's theses	PDF file of the review with signature and stamp. URL links to the dissertation defense announcement
Official reviewer of textbooks, monographs, methodological developments, scientific publications	PDF file of the review with signature and stamp. Imprint including ISBN, DOI and URL (if available)
Membership in LEK	Order
Editor of a scientific journal	Order, composition of the editorial board
Participation in the editorial board of the journal	Composition of the editorial board
Obtaining a prize place for students at conferences, competitions and olympiads, competitions	Standard diploma
Preparation of students for conferences, competitions, olympiads and competitions at the republican level	Certificate of participation. Event program
Scientific guidance of student publications in Scopus and Web of Science databases	Accession Number (Web of Science) or EID (Scopus) are provided.
Results of students' work: startups, invention patents, copyright certificates	registration certificate, Patents, Copyright certificates
Obtaining prize places for students in the national cup of startups and innovations Enactus Kazakhstan	Certificate of participation, diploma of the established form
Organization of conferences, Olympiads, master classes	Program of events indicating the composition of the organizing committee
Activities to improve the image of the university	URL links, PDF files
Participation in the academic mobility program	Order
Participation in the visiting professor program	Order
Participation in the development/review of clinical protocols for diagnosis and treatment of the Ministry of Health of the Republic of Kazakhstan	Order on the composition of the group
Participation in independent examination/review of the activities of healthcare entities in the field of assessing the quality of medical services	Order on the composition of the group
Consulting of complex diagnostic cases with travel to the region, regions of Western Kazakhstan	Order on the composition of the group
Reviewing and speaking at KILI	Minutes of meetings
Participation in the analysis of complaints and controversial cases through the UZ of the Aktobe region, the Western region of Kazakhstan, KKMFD	Order of the OOO on appointment
Working as a senior freelance specialist	Order of the OOO on appointment

