MINISTRY OF EDUCATION AND SCIENCE

OF THE RUSSIAN FEDERATION

Federal State Autonomous Educational Institution of Higher Education

**NATIONAL RESEARCH TOMSK POLYTECHNIC UNIVERSITY**

APPROVED BY

TPU Rector

P.S. Chubik

21 August 2015

Control Regulations on the System of Effective Contracts for Research and Academic Staff of Tomsk Polytechnic University

Tomsk, 2015

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1. GENERAL PROVISIONS
   1. These Regulations define the procedure for design and approval of individual plans of research and academic staff, recording and evaluation of attainment of indicators (criteria) for their academic and scientific performance, as well as the procedure of paying single allowances of the TPU Academic Council.

1.2 The Regulations have been designed on the basis of the following documents:

* Labor Code of the Russian Federation (as amended on 24 December 2014);
* Federal Law No. 273-FZ *On Education in the Russian Federation* of 29 December 2012;
* Resolution No. 2190-r of the Government of the Russian Federation of 26 November 2012;
* Order No. 4114 of the Ministry of Education of Russia of 26 November 2002;
* Program on National Research Tomsk Polytechnic University Competitiveness Enhancement in the Group of Top Level World Research and Academic Institutions 2013-2020;
* Collective Agreement of Tomsk Polytechnic University 2015-2018;
* TPU Rector’s Order No. 51/od *On Transition to Effective Contracts* of 3 June 2014;
* TPU Rector’s Order No. 52/od *On the Approval and Enactment of the Regulations on Distribution of Academic Staff and Other Staff Involved in Academic Activities of Departments, Generation of Academic Load and Other Types of Academic Activity (development of individual plans)*of 3 June 2014;
* Other legal acts of Tomsk Polytechnic University.

1. Changes to the Regulations shall be introduced by the University Rector upon recommendations from vice-rectors due to changes in legislation of the Russian Federation and legal acts of Tomsk Polytechnic University that regulate related legal relations.
2. Changes to the *Regulations on* *Evaluation of Indicators (Criteria) for Academic and Scientific Performance of TPU Research and Academic Staff* shall be approved by a TPU Rector’s order upon recommendations from a responsible vice-rector provided they are agreed with the Vice-Rector for Human Resources and the First Vice-Rector.
3. GLOSSARY

Effective contract - labor contract that specifies job duties, conditions of remuneration, indicators (criteria) for academic and scientific performance that serve the basis for incentive payments and/ or social safety net mechanisms.

Research and academic staff – members of academic staff (assistant lecturer, lecturer, senior lecturer, associate professor, professor) and research staff (junior research fellow, research fellow, senior research fellow, leading research fellow, principal research fellow, head of research or scientific division (sector, laboratory, department, center) that is independent or a part of an academic department), as well as heads of departments and heads of scientific (research) divisions.

Minimum set of indicators (criteria) for academic and scientific performance – a minimum number of indicators (criteria) for academic and scientific performance from the maximum set of indicators (criteria) provided for each research and academic position that can be selected by staff members to be included into their individual plans.

Minimum planned value of indicators (criteria) for academic and scientific performance – a value of each indicator (criterion) set by a Rector’s order that is used to consider the indicator (criterion) fulfilled.

Individual plan – an integral part of a labor contract for research and academic staff that defines the amount and type of works for an academic year. For academic staff, individual plans shall consist of two functional parts:

* academic and scientific activity;
* creative and research activity.

Individual academic plan – a section in the personal area of research and academic staff on the TPU web site that is designed to develop and forward an individual plan for approval.

1. DEVELOPMENT AND APPROVAL OF INDIVIDUAL PLANS FOR TPU RESEARCH AND ACADEMIC STAFF AS INTEGRAL PARTS OF EFFECTIVE CONTRACTS
   1. Annually and within the timeframes defined by a Rector’s order, each and every member of research and academic staff of a department (scientific division) shall develop an individual plan for an upcoming academic year. The number of indicators (criteria) of academic and research performance in individual plans shall not be lower than the minimum set of indicators (criteria) for academic and scientific performance and the value of each selected criterion shall not be lower than the minimum planned value of indicators (criteria) for academic and scientific performance set for each research and academic position by a TPU Rector’s order on the basis of a decision of the TPU Academic Council.
   2. Individual plans of research and academic staff shall be developed and forwarded for approval before 30 June of each year via the *Individual Academic Plan* section of the employee’s personal area. Approval of the individual plans shall be executed in the automated working section *kafedra.tpu.ru*of heads of departments within the timeframe defined by a Rector’s order as provided in item 3.1 of the Regulations; for new employees, individual plans shall be approved within 10 working days since the date of their labor contracts.
   3. When approving individual plans, heads of divisions may increase values of several indicators selected by employees to ensure fulfillment of the overarching workplan of the department (scientific division).
   4. Individual plans shall be agreed with heads of departments (heads of research or scientific division) and approved by directors of institutes (branch offices) or a different administrative manager according to the subordination structure. Individual plans shall be designed in the framework of planning works of departments (scientific and research divisions) according to an annual plan. Individual plans shall be prepared in duplicate and in hard copies. One copy shall be retained in the calling card of an employee by the Personnel Office of Tomsk Polytechnic University; the other copy shall be retained by the employee. Academic, scientific and research divisions may retain copies of the individual plans.
   5. When an employee refuses to sign his/her individual plan as amended by the head of department (scientific division), the director of institute (branch office) may render a decision and approve the individual plan with other changes. Disputes shall be resolved by the Personnel Review Board of the TPU Academic Council.
   6. Heads of departments (scientific divisions) shall be responsible for printing, signing and forwarding individual plans to the Personnel Office.
   7. Individual plans shall be valid from 1 July of the year of signature to 30 June of the subsequent year. When a labor contract is signed during an academic year, a related individual plan shall be valid from the labor contract date till the end of the academic year.
   8. When changes are introduced to individual plans, initial individual plans shall be valid until amended individual plans are approved and forwarded to the Personnel Office.
   9. When individual plans are not duly prepared by research and academic staff without a valid reason, related labor contracts shall be terminated on the grounds provided by labor legislation of the Russian Federation.
2. CALCULATION OF THE MINIMUM SET OF INDICATORS (CRITERIA) OF ACADEMIC AND SCIENTIFIC PERFORMANCE FOR DIFFERENT TYPES OF EMPLOYMENT, LONG-TERM BUSINESS TRIPS, CHANGES IN EMPLOYMENT RATES AND PLACES OF WORK, TRANSFER TO A DIFFERENT POSITION
   1. For part-time positions, the number of indicators (criteria) of academic and scientific performance shall be reduced proportionally to the employment rate.

**Table 1. Correlation between the minimum set of indicators (criteria) of academic and scientific performance for research and academic positions and the employment rate**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position | Employment rate | | | | | | | | | |
| 0.1 | 0.2 | 0.3 | 0.4 | 0.5 | 0.6 | 0.7 | 0.8 | 0.9 | 1 |
| For assistant lecturers/ lecturers, junior research fellows; number of indicators (criteria) | 1 | 1 | 2 | 2 | 3 | 4 | 4 | 4 | 5 | 6 |
| For senior lecturers, research fellows (candidates of sciences); number of indicators (criteria) | 1 | 2 | 2 | 3 | 4 | 5 | 6 | 6 | 7 | 8 |
| For associate professors (candidates of sciences),  senior/ leading research fellows (candidates of sciences); number of indicators (criteria) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| For professors (doctors of sciences), leading/ principal research fellows (doctors of sciences); number of indicators (criteria) | 1 | 2 | 4 | 5 | 6 | 7 | 8 | 10 | 11 | 12 |

* 1. When an employee is on a pregnancy or a maternity leave, execution of an effective contract shall be terminated until the employee resumes duties. An employee on such leaves may be paid single allowances of the TPU Academic Council on a common basis. When an employee continues working part-time during a maternity leave, the number of indicators (criteria) of academic and scientific performance shall be reduced proportionally to the employment rate (see above).
  2. When an employee is on a long-term business trip (3 or more consecutive months), for temporarily disabled employees (more than 3 consecutive months) and when effective contracts are prepared during an academic year (on a partial-year basis), the number of indicators (criteria) of academic and scientific performance shall be set (corrected) in individual plans from the formula:

X = ((12 - Z) /10) \* Y,

where X is the total number of indicators (criteria), which cannot be lower than 1 after the rounding as in 1.5 = 2, 1.4 = 1, etc.;

Y is a planned number of indicators (criteria) for the employee on the basis of full-year employment and according to the employment rate;

Z is the actual period when the employee was on a business trip or temporarily disabled during the academic year. Z cannot be lower than 3 months.

* 1. When an employee is transferred to a different employment rate of the same position during the validity period of the effective contract, the number of indicators (criteria) of academic and scientific performance shall be calculated from the formula:

X = ((Y \* minimum set of indicators) \* (Уmos / 12mos)) + ((Z \* minimum set of indicators) \* (Zmos / 12mos),

where X is the total number of indicators (criteria);

Y is the previous employment rate of the employee;

Z is the new employment rate of the employee;

Ymos is the number of months during which the employee worked at the previous employment rate from 1 July of the year;

Zmos is the number of months during which the employee will work at the new employment rate after transfer.

* 1. When an employee is transferred to a different position (non-research and non-academic position), is discharges from employment during an academic year before indicators (criteria) of academic and scientific performance are evaluated, single allowances of the TPU Academic Council shall not be paid.
  2. When an employee is transferred to a different research or academic position, for which new indicators (criteria) of academic and scientific performance are set, the fulfilled indicators (criteria) shall be recorded and may be recognized towards a new individual plan.
  3. A decision on recognition of indicators shall be made by the Vice-Rector for Human Resources on the basis of an internal note from the head of division, where the employee is being transferred.
  4. When a working schedule changes during an academic year (transfer to a different employment rate), the individual plan shall be corrected as provided in items 4.1 and 4.5 of the Regulations.
  5. If any operational requirement, heads of departments (scientific divisions) and directors of institutes (branch offices) may introduce changes to individual plans of academic (research) staff two times a year (from 1 December to 31 December and from 1 May to 20 June) by agreement with the latter. Changes to individual plans shall be introduced on the basis of a letter from the employee addressed to the head of department (administrative manager of division).
  6. When calculating the number of indicators (criteria) of academic and scientific performance for research and academic staff of the Military Training Department, a reduction factor of 50% shall be applied to the minimum set of indicators (criteria) provided for appropriate positions and employment rates. The resulting set of indicators (criteria) may not contain less than 1 criterion.

1. GOVERNING PRINCIPLES OF DESIGNING INDIVIDUAL PLANS FOR RESEARCH AND ACADEMIC STAFF

Academic Staff

* 1. The number of working hours for academic staff shall make 36 hours per week. The total amount of duties of a full-time academic staff member during an academic year shall depend on the number of working days in the year and may vary between 1,530 and 1,550 hours.
  2. For the purpose of reducing calculations while planning works for full-time employees, the total amount of duties shall be set at 1,550 hours. For academic staff employed at the employment rate of 0.5 the total amount of duties shall be set at 775 hours. For academic staff employed at a different employment rate the total amount of duties shall be set proportionally to the rate on the 1,550 basis.
  3. Individual plans shall contain two functional parts: academic activity (academic workload, academic and organizational support for academic activity, educational work) and scientific, creative and research activity.
  4. Academic workload for full-time academic staff shall be set in the amount between 440 and 880 hours per year. Heads of departments may distribute annual academic workload within the set limits.
  5. The amount of academic and organizational support for academic activity for a full-time academic staff shall be set at 10% from the total amount of duties (160 hours per year).
  6. Scientific, creative and research activity shall be planned by introducing a fixed set of measurable indicators of academic and research performance in individual plans.
  7. Indicators (criteria) of academic and scientific performance shall be divided into two groups – Group А and Group B (see Annex 1).
  8. Over-attainment of the minimum values of each indicator (criterion) of Group A and the number of indicators (criteria) of Group A shall be rewarded with a system of single allowances of the TPU Academic Council provided that the minimum set of indicators (criteria) for academic and scientific performance defined for each academic position is attained in the academic year under report. Assessment of single allowances for over-attainment of indicators (criteria) of Group A shall be performed after evaluation of the attainment of the indicators.
  9. Attainment of all indicators (criteria) of Group B shall be rewarded with a single annual allowance in the amount set by a Rector’s order. The size of the allowance shall be established with due consideration to the employment rate of the employee.
  10. When an employee holds two or more research and/or academic positions and has more than 1 effective contract, financial incentives shall be paid via the system of single allowances of the TPU Academic Council provided that the minimum set of indicators (criteria) for academic and scientific performance defined for each academic position is attained in the academic year under report with due consideration to the employment rate.
  11. Automatic evaluation of the attainment of indicators in the academic year under report shall start on 1 July of each calendar year and shall end on 30 June of the subsequent calendar year.

Research Staff

* 1. The number of working hours for research staff shall make 8 hours per a five-day working week. The total amount of duties shall make 1,970 hours. For research staff employed at the employment rate of 0.5, the total amount of duties shall be set at 985 hours per year. For research staff employed at a different employment rate, the total amount of duties shall be set proportionally to the rate.
  2. Professional duties of research staff shall be executed on the basis of job descriptions and individual plans that are prepared annually and form an integral part (Annex) of labor contracts.
  3. Individual plans shall contain the following sections: scientific, creative and research activity.
  4. For employees hired to execute scientific and research works in the framework of state (governmental) scientific and research projects, individual plans shall be prepared with due regard to R&D specifications of the projects. When the number of indicators (criteria) in the R&D specifications is lower than the number of indicators (criteria) set for research staff in similar positions, the number of indicators (criteria) in the individual plans shall be set at the level that corresponds to the minimum set of indicators (criteria) for academic and scientific performance. Values of each indicator (criterion) may not be lower than the minimum planned value of indicators (criteria) for academic and scientific performance.
  5. Planning professional activity of research staff shall be organized similar to organization of planning professional activity of academic staff. Assessment of performance of research staff shall be based on the evaluation of attainment of indicators (criteria) for academic and scientific performance during one academic year. Indicators (criteria) of academic and scientific performance shall be divided into two groups – Group А and Group B (see Annex 2).
  6. Over-attainment of the minimum values of each indicator (criterion) of Group A and the number of indicators (criteria) of Group A for each research position shall be rewarded with single allowances of the TPU Academic Council in the academic year under report. Assessment of single allowances for over-attainment of indicators (criteria) of Group A shall be performed after evaluation of the attainment of the indicators.
  7. Attainment of all indicators (criteria) of Group B shall be rewarded with a single annual allowance in the amount set by a Rector’s order. The size of the allowance shall be established with due consideration to the employment rate of the employee.
  8. Automatic evaluation of the attainment of indicators in the academic year under report shall start on 1 July of each calendar year and shall end on 30 June of the subsequent calendar year.

Heads of Departments, Heads of Scientific (Research) Divisions

* 1. Effective contracts of heads of departments shall be executed via annual individual plans, which shall define the amount of academic activity (academic workload, academic and organizational support for academic activity, educational work) set for this position and the workplan that shall be designed annually as extensions to labor contracts.
  2. Heads of departments may be paid single allowances of the TPU Academic Council or other financial incentives and bonuses in the manner and on the basis provided in the *Regulations on Remuneration at Tomsk Polytechnic University* (Annex 3 to the TPU Collective Agreement).
  3. Effective contracts of heads of scientific (research) divisions (heads of laboratories, research departments, centers, sectors, etc.) shall be executed via workplans, which shall be designed annually as extensions to labor contracts.
  4. Heads of scientific (research) divisions may be paid single allowances of the TPU Academic Council or other financial incentives and bonuses in the manner and on the basis provided in the *Regulations on Remuneration at Tomsk Polytechnic University* (Annex 3 to the TPU Collective Agreement).

1. EVALUATION OF INDICATORS (CRITERIA) FOR ACADEMIC AND SCIENTIFIC PERFORMANCE OF RESEARCH AND ACADEMIC STAFF. AMENDMENTS TO INDIVIDUAL PLANS OF RESEARCH AND ACADEMIC STAFF
   1. Evaluation of indicators (criteria) for academic and scientific performance of research and academic staff towards assessment of execution of effective contracts shall be performed under appropriate regulations (Annex 6). Appropriate administrative division shall be responsible for actualization and execution of the regulations.
   2. If necessary, annually from 30 April to 30 May, the Human Recourses Division shall organize correction of the regulations on evaluation of indicators (criteria) for academic and scientific performance in the subsequent academic year. Changes and amendments to the regulations shall be agreed with administrative managers of responsible divisions and/or the Vice-Rector for Human Resources and/or the First Vice-Rector and/or the Informatization Division of Tomsk Polytechnic University.
   3. During each academic year on a monthly basis but not later than on the 20th day of each month, the Informatization Division shall communicate data on attained indicators (criteria) for academic and scientific performance compared to planned indicators (criteria) for each and every research and academic staff. The data shall be forwarded to the Human Resources Division that shall use the data to prepare a draft order on payment of single allowances of the TPU Academic Council to the employees who have attained the minimum set of indicators (criteria) for academic and scientific performance during the period under report.
   4. Individual plans of research and academic staff may be changed during an academic year for reasons other than the change of an employment rate, a long-term business trip, a maternity leave or other reasons provided in Chapter 4 of the Regulations. Changes to individual plans may appear due to changes in research and academic priorities of an employee. The changes may be initiated by the employee, the head of the employee’s division, an administrative manager of the appropriate institute. Procedure for the introduction of changes and amendments shall be similar to the procedure provided in Chapter 4 of the Regulations.
   5. Once individual plans are amended, agreed with the head of division and approved by the director of the institute (branch office), the employee shall submit the amended individual plan to the TPU Personnel Office within 5 working days.
   6. Individual plans shall be valid from 1 July of each year to 30 June of the subsequent year.
2. ASSESSMENT OF EXECUTION OF EFFECTIVE CONTRACTS BY RESEARCH AND ACADEMIC STAFF
   1. Evaluation of the attainment of indicators (criteria) for academic and scientific performance shall be performed on a university-wide basis from 30 June to 30 August of each year. On 30 June of each year, the Informatization Division shall communicate data on attained indicators (criteria) for academic and scientific performance compared to planned indicators (criteria) for each and every research and academic staff.
   2. The data on attained indicators (criteria) shall be forwarded to the Human Resources Division, the First Vice-Rector and the Division for Academic Affairs that shall introduce the data on execution of effective contracts by research and academic staff to the TPU Rector.

Full-time employees of TPU who hold research and/or academic positions as their primary employments and who have fulfilled effective contracts (attained 100% of indicators (criteria) for academic and scientific performance set for their positions during the academic year under report or attained at least 75% of indicators (criteria) during 2 consecutive academic years), shall be rewarded with an individual multiplying factor by a TPU Rector’s order on the basis of a recommendation of the Vice-Rector for Human Resources or a director of the institute (branch office).

* 1. When an individual multiplying factor has been previously established for other reasons, the multiplying factor shall not be established repeatedly and shall be substituted with a monthly allowance in the amount of one official rate of the employee’s salary.
  2. Full-time employees of TPU who hold professor positions as their primary employments and who successfully fulfill effective contracts during 5 consecutive years may be sent to international research (academic) institutions on a business trip for up to 1 academic year – ‘1 year abroad’. Such employees may be paid a bonus, which shall be used to organize research during the business trip on the basis and in the manner provided in the *Regulations on Bonuses at Tomsk Polytechnic University*. The size of the bonus shall be specified in a TPU Rector’s order on the basis of a recommendation of a vice-rector (director of institute, director of branch office).
  3. Upon completion of the yearly business-trip (‘1 year abroad’) and reporting results to the TPU Academic Council, the professor may be awarded the honorary title of the Professor in Ordinary on the basis of a recommendation from the Personnel Review Board and a decision of the TPU Academic Council. Such employees shall be subject to indefinite-term labor contract after a competition-based election. Assessment procedures regarding such employees may be performed without personal participation provided that there is an appropriate letter from the employee.
  4. Full-time employees of TPU who consistently attain all indicators (criteria) of their effective contracts during 2 consecutive years shall be recommended by the Vice-Rector for Human Resources for competence-based promotion provided that they meet appropriate qualification requirements.
  5. For research and academic staff who publish low-quality papers and/or publish papers in “predatory journals”, records of such papers towards fulfillment of effective contracts may be revoked by decision of a special board.
  6. In the event that research and academic staff fail to attain the minimum set of indicators (criteria) for academic and scientific performance set for their positions, they shall be subject to disciplinary action as provided in labor legislation of the Russian Federation on the basis of a recommendation from the Vice-Rector for Human Resources.
  7. In the event that research and academic staff fail to attain the minimum set of indicators (criteria) for academic and scientific performance set in their individual plans, they shall be subject to disciplinary action on the basis of a recommendation from the head of department (research division) agreed with the director of institute (branch office).

Agreed with:

First Vice-Rector A.K. Mazurov

Vice-Rector for Academic Affairs Yu.S. Borovikov

Vice-Rector for Research and Innovations A.N. Dyachenko

Vice-Rector for Human Resources A.S. Latyshev

Acting Director of Development Programs Office A.M. Lider

Head of Employees Trade Union Committee N.M. Glushko

Head of Office of Legal Affairs G.E. Simahina

Annex 1

ACADEMIC AND SCIENTIFIC PERFORMANCE CRITERIA FOR ACADEMIC STAFF

for the academic year under report

Format: Position: minimum basic number of criteria from the complete set of indicators for a particular position

**Assistant Lecturer/Lecturer: 6 out of 12**

|  |  |
| --- | --- |
| **Criteria of Group A** - 75% | Value |
| Minimum  planned |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.1 |
| 2. Number or articles in national journals with the impact factor > 0.1 calculated using the Russian Science Citation Index, items | 0.3 |
| 3. Number of publications in conference proceedings from the university list of priority events , items | 0.2 |
| 4. Number of publications indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers and/or TPU students and post-graduates, items | 0.3 |
| 5. Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences, persons | 1 |
| 6. H-index calculated using the Russian Science Citation Index, SCOPUS or Web of Science | 1 |
| 7. Number of e-courses (e-modules) (LMS Moodle, the Internet Lyceum of TPU, MOOC), items | 1 |
| 8. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| 9. Conducting classes to a group of students in the English language or conducting classes to a group of international students (except CIS students), contact hours | 16 |
| **Criteria of Group B** - 25% |  |
| 10. Involvement in a research group that carries out projects under Russian programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.2 |
| 11. Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.2 |
| 12. Number of documents that confirm completion of additional professional education, items | 1.0 |

Senior Lecturer: 8 out of 16

|  |  |
| --- | --- |
| **Criteria of Group A - 75%** | **Value** |
| Minimum  planned |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.2 |
| 2. Number of articles in journals with impact factor >1 that are indexed in SCOPUS or Web of Science, items | 0.1 |
| 3. Number or articles in national journals with the impact factor > 0.1 calculated using the Russian Science Citation Index , items | 0.5 |
| 4. Number of articles in conference proceedings from the university list of priority events , items | 0.3 |
| 5. Number of publications indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers and/or TPU students and post-graduates, items | 0.4 |
| 6. Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences, persons | 1 |
| 7. Number of e-courses (e-modules) (LMS Moodle, the Internet Lyceum of TPU, MOOC), items | 1 |
| 8. Availability of a current certificate that proves English language proficiency, items | 1 |
| 9. Number of patents or licensing agreements, items | 1 |
| 10. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| 11. H-index calculated using the Russian Science Citation Index, SCOPUS or Web of Science | 2 |
| 12. Conducting classes to a group of students in the English language or conducting classes to a group of international students (except students from CIS countries), contact hours | 32 |
| **Criteria of Group B - 25%** |  |
| 13.Involvement in a research group that carries out projects financed from competitions of any level or by Russian research funds on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.3 |
| 14.Involvement in a research group that carries out projects under economic agreements or contracts with Russian partners on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.3 |
| 15.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.2 |
| 16. Number of documents that confirm completion of additional professional education, items | 1 |

Associate Professor, Candidate of Sciences: 10 out of 20

|  |  |
| --- | --- |
| **Criteria of Group A - 75%** | Value |
| *Minimum*  *planned* |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.2 |
| 2. Number of articles in journals with impact factor >1 that is calculated using SCOPUS or Web of Science, items | 0.2 |
| 3. Number of articles citation in journals with impact factor >1 that are indexed in SCOPUS or Web of Science, items | 0.2 |
| 4. Number of articles in conference proceedings from the university list of priority events, items | 0.4 |
| 5. Number of publications indexed in SCOPUS or Web of Science coauthored with students and post-graduate students of TPU, items | 0.5 |
| 6. Number of publications indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers , items | 0.5 |
| 7. Number of e-courses (e-modules) (LMS Moodle, the Internet Lyceum of TPU, MOOC), items | 1 |
| 8. Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences, persons | 1 |
| 9. H-index calculated using SCOPUS or Web of Science, items | 1 |
| 10. Number of patents or licensing agreements, items | 1 |
| 11. Number of courses (modules) for international students (except students from CIS countries) within a program (course) that is delivered in the Russian language, item | 1 |
| 12. Number of courses (modules) within a program(course) that is delivered in the English language, item | 1 |
| 13. Availability of a current certificate that proves English language proficiency, items | 1 |
| 14. Number of international students (except students from CIS countries) who defended final qualification papers under supervision of an employee, people | 1 |
| 15. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| **Criteria of Group B - 25%** |  |
| 16.Involvement in a research group that carries out projects financed from competitions of any level or by Russian research funds on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.3 |
| 17.Involvement in a research group that carries out projects under economic agreements or contracts with Russian partners on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.4 |
| 18.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.2 |
| 19.Involvement in a research group that carries out projects under programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member with the involvement of TPU students and post-graduates, amount of total financing per student and/or post-graduate student, million rubles per year | 0.3 |
| 20. Number of documents that confirm completion of additional professional education, items | 1 |

Professor, Doctor of Science: 12 out of 24

|  |  |
| --- | --- |
| **Criteria of Group A - 75%** | Value |
| Minimum  planned |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.3 |
| 2. Number of articles in journals with impact factor >1 that is calculated using SCOPUS or Web of Science, items | 0.3 |
| 3. Number of articles indexed in SCOPUS or Web of Science that are cited in journals with impact factor >1 , items | 0.3 |
| 4. Number of articles that are indexed in SCOPUS or Web of Science coauthored with TPU students and post-graduate students | 0.5 |
| 5. Number of articles that are indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers , items | 0.5 |
| 6. Number of e-courses (e-modules) (LMS Moodle, the Internet Lyceum of TPU, MOOC), items | 1 |
| 7. Number of post-graduate students and doctoral students who defended theses under supervision of an employee, persons | 1 |
| 8. Membership in an organizing committee at international conferences that index their proceedings in SCOPUS or Web of Science, items | 1 |
| 9. Membership in an editorial board in national and international journals that are indexed in SCOPUS or Web of Science, items | 1 |
| 10. H-index calculated using SCOPUS or Web of Science, items | 2 |
| 11. Number of patents or licensing agreements, items | 1 |
| 12. Number of courses (modules) for international students (except students from CIS countries) within a program (course) that is delivered in the Russian language, item | 1 |
| 13. Number of courses (modules) within a program (course) that is delivered in the English language, items | 1 |
| 14. Availability of a current certificate that proves English language proficiency, items | 1 |
| 15. Number of international students (except students from CIS countries) who defended final qualification papers under supervision of an employee, persons | 1 |
| 16. Number of international post-graduate students and doctoral students (except students from CIS countries) who defended final qualification papers under supervision of an employee, persons | 1 |
| 17. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| 18. Supervision of postdocs, persons | 1 |
| **Criteria of Group B - 25%** |  |
| 19.Involvement in a research group that carries out projects financed from competitions of any level or by Russian research funds on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.4 |
| 20.Involvement in a research group that carries out projects under economic agreements or contracts with Russian partners on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.4 |
| 21.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.4 |
| 22.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member with the involvement of TPU students and post-graduates, amount of total financing per capita, million rubles per year | 0.4 |
| 23. Number of documents that confirm completion of additional professional education, items | 1 |
| 24. Membership in a dissertation council or an expert council of the State Commission for Academic Degrees and Titles, items | 1 |

Annex 2

ACADEMIC AND SCIENTIFIC PERFORMANCE CRITERIA FOR RESEARCH STAFF

for the academic year under report

Format: Position: minimum basic number of criteria from the complete set of indicators for the particular position

Junior Research Fellow: 6 out of 12

|  |  |
| --- | --- |
| **Criteria of Group A - 75%** | Value |
| Minimum  planned |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.1 |
| 2. Number or articles in national journals with the impact factor > 0.1 in the Russian Science Citation Index, items | 0.3 |
| 3. Number of publications in conference proceedings from the university list of priority events, items | 0.2 |
| 4. Number of publications indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers and/or TPU students and post-graduates, items | 0.2 |
| 5. Number of articles indexed in SCOPUS or Web of Science that are cited in journals with impact factor >1. | 0.1 |
| 6. Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences, persons | 1 |
| 7. H-index calculated using SCOPUS or Web of Science, items | 1 |
| 8. Number of patents or licensing agreements, items | 1 |
| 9. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| **Criteria of Group B - 25%** |  |
| 10.Involvement in a research group that carries out projects under Russian programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.2 |
| 11.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.1 |
| 12. Number of documents that confirm completion of additional professional education, items | 1.0 |

Research Fellow, Candidate of Sciences: 8 out of 16

|  |  |
| --- | --- |
| **Criteria of Group A - 75%** | Value |
| Minimum  planned |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.2 |
| 2. Number of articles in journals with impact factor >1 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 3. Number of articles in journals with impact factor >2 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 4. Number of articles in journals with impact factor >3 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 5 Availability of a current certificate that proves English language proficiency, items | 1 |
| 6. Number of articles in conference proceedings from the university list of priority events , items | 0.2 |
| 7. Number of articles that are indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers and/or TPU students and post-graduates, items | 0.4 |
| 8. Number of articles indexed in SCOPUS or Web of Science that are cited in journals with impact factor >1 , items | 0.2 |
| 9. Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences, persons | 1 |
| 10. Number of patents or licensing agreements, items | 1 |
| 11. H-index calculated using SCOPUS or Web of Science, items | 2 |
| 12. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| **Criteria of Group B - 25%** |  |
| 13.Involvement in a research group that carries out projects financed from competitions of any level or by Russian research funds on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.3 |
| 14.Involvement in a research group that carries out projects under economic agreements or contracts with Russian partners on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.3 |
| 15.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.2 |
| 16. Number of documents that confirm completion of additional professional education, items | 1 |

Senior/ Leading Research Fellow, Candidate of Sciences: 10 out of 20

|  |  |
| --- | --- |
| **Criteria of Group A - 75%** | Value |
| *Minimum*  *planned* |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.3 |
| 2. Number of articles in journals with impact factor >1 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 3. Number of articles in journals with impact factor >2 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 4. Number of articles in journals with impact factor >3 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 5. Number of articles in journals with impact factor >4 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 6. Availability of a current certificate that proves English language proficiency, items | 1 |
| 7. Number of articles in conference proceedings from the university list of priority events, items | 0.4 |
| 8. Number of articles that are indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers and/or TPU students and post-graduates, items | 0.5 |
| 9. Number of articles indexed in SCOPUS or Web of Science that are cited in journals with impact factor >1. | 0.3 |
| 10. Number of published monographs that are indexed in SCOPUS or Web of Science, items | 1 |
| 11. Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences, persons | 1 |
| 12. H-index calculated using SCOPUS or Web of Science , items | 3 |
| 13. Number of patents or licensing agreements, items | 1 |
| 14. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| 15. Conducting classes to master and/or post-graduate students, academic hours | 32 |
| **Criteria of Group B - 25%** |  |
| 16.Involvement in a research group that carries out projects financed from competitions of any level or by Russian research funds on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.4 |
| 17.Involvement in a research group that carries out projects under economic agreements or contracts with Russian partners on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.4 |
| 18.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.3 |
| 19.Involvement in a research group that carries out projects under programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member with the involvement of TPU students and post-graduates, amount of total financing per student, million rubles per year | 0.3 |
| 20. Number of documents that confirm completion of additional professional education, items | 1 |

Leading / Principal Research Fellow, Doctor of Sciences: 12 out of 24

|  |  |
| --- | --- |
| **Criteria of Group A - 75%** | Value |
| Minimum  planned |
| 1. Number of articles that are indexed in SCOPUS or Web of Science, items | 0.4 |
| 2. Number of articles in journals with impact factor >1 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 3. Number of articles in journals with impact factor >2 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 4. Number of articles in journals with impact factor >4 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 5. Number of articles in journals with impact factor >8 that is calculated using SCOPUS or Web of Science, items | 0.1 |
| 6. Availability of a current certificate that proves English language proficiency, items | 1 |
| 7. Number of articles that are indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers and/or TPU students and post-graduates, items | 0.5 |
| 8. Number of articles indexed in SCOPUS or Web of Science that are cited in journals with impact factor >1 | 0.4 |
| 9. Number of published monographs that are indexed in SCOPUS or Web of Science, items | 1 |
| 10. Membership in an organizing committee of international conferences the materials of which are indexed in SCOPUS or Web of Science, items | 1 |
| 11. Membership in an editorial board of national and international journals that are indexed in SCOPUS or Web of Science, items | 1 |
| 12. H-index calculated using SCOPUS or Web of Science, items | 4 |
| 13. Number of patents and licensing agreements, items | 1 |
| 14. Supervision of postdocs, persons | 1 |
| 15. Number of post-graduate and doctoral students who defended their theses under the supervision of an employee, persons | 1 |
| 16. Number of international post-graduate and doctoral students (except students from CIS countries) who defended their theses under the supervision of an employee, persons | 1 |
| 17. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items | 1 |
| 18. Conducting classes to master and/or post-graduate students, academic hours | 32 |
| **Criteria of Group B - 25%** |  |
| 19.Involvement in a research group that carries out projects financed from competitions of any level or by Russian research funds on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.5 |
| 20.Involvement in a research group that carries out projects under economic agreements or contracts with Russian partners on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.5 |
| 21.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member, amount of total financing per capita, million rubles per year | 0.4 |
| 22.Involvement in a research group that carries out projects under programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member with the involvement of TPU students and post-graduates, amount of total financing per student, million rubles per year | 0.4 |
| 23. Number of documents that confirm completion of additional professional education, items | 1 |
| 24. Membership in a dissertation council or an expert council of the State Commission for Academic Degrees and Titles, items | 1 |

New edition Annex 3

REGULATIONS

ON SINGLE ALLOWANCES OF THE TPU ACADEMIC COUNCIL

These Regulations shall determine the amount, grounds and procedure for the establishment of single allowances to university employees by the Academic Council of Tomsk Polytechnic University. These Regulations shall apply to all TPU employees.

| **No** | **Indicator** | **Grounds for payment** | **Sum** | **Notes** |
| --- | --- | --- | --- | --- |
| 1 | Scientific publications | Publication in proceedings of an international conference, seminar or symposium from the university lists of priority events | 3, 000 | TPU affiliation.  TPU funds allocated for publishing shall be taken into account.  Payment shall be made in accordance with participation rates of university employees.  Research and academic staff of the leading scientific and academic centers shall be employed by universities that are included in at least one of the international rankings: QS Top 500, THE Top 400 and ARWU Top 500; as well as scientific organizations in SCImago Top 100.  Only TPU undergraduate and graduate students shall be taken into account. |
| As above, with the involvement of TPU students and post-graduates or coauthored with researchers from the leading scientific and academic centers | 5, 000 |
| Publication of an article in a national journal from the list of State Commission for Academic Degrees and Titles of the RSCI impact factor > 0.1 | 3, 000 |
| As above, with the involvement of TPU students and post-graduates or coauthored with researchers from the leading scientific and academic centers | 5, 000 |
| Publication in journals included in SCOPUS or Web of Science | 30, 000 |
| As above, with the involvement of TPU students and post-graduates coauthored with researchers from the leading scientific and academic centers | 40, 000 |
| Publication of a research paper in a journal with ISI impact factor 1 - 4 | 70, 000 |
| ISI impact factor >/=4-8 | 100, 000 |
| ISI impact factor >/=8-10 | 150, 000 |
| ISI impact factor >/=10 | 200, 000 |
| Publication in SCIENCE and NATURE journals | 300, 000 |
| A monograph in a foreign language that is published in a foreign publishing house (except CIS countries) and indexed in SCOPUS or Web of Science | 100, 000 |
| A monograph in Russian that is indexed in SCOPUS or Web of Science | 50, 000 |
| 2 | Citation of scientific publications | H-index calculated using the RSCI | 1, 000  per 1unit of Н-index | The allowance shall be paid as a lump sum at the end of the year |
| H-index calculated using SCOPUS or Web of Science | 5, 000 per 1 unit of Н- index |
| Scientific papers (reprints) published in both Russian and English on the employee’s personal page of the university website | 1, 000 per 1 scientific paper | Reprints of the scientific papers published by the employee during the last five years, indexed in SCOPUS and Web of Science or published in national journals with impact factor > 0.1 that have not been previously uploaded to the employee’s personal page. |
| Number of citations of papers published in the journals with impact factor > 1 and indexed in SCOPUS or Web of Science | 30, 000 per 1 citation | Excluding repetition, self-citation and quotation in the articles affiliated with TPU.  Author participation share in proportion to the university employee participation rate in preparation of the cited article shall be taken into account.  Only citations in the articles affiliated with TPU and published in the previous five years shall be taken into account.  Only citations in the articles published in journals with impact factor > 1 calculated using SCOPUS and Web of Science shall be taken into account.  Only citations in the articles published during the validity period of an effective contract shall be taken into account. |
| 3 | Academic reputation | Membership in an organizing committee of international conferences the materials of which are indexed in SCOPUS or Web of Science, items | 20, 000 |  |
| Membership in an editorial board of a Russian scientific journal with the RSCI impact factor >0.5 | 25, 000 |
| Membership in an editorial board of a scientific journal indexed in SCOPUS or Web of Science | 50, 000 |
| Appointment of the title of the honorary professor of a leading international university | 100, 000 | For the needs of this paragraph, only the international educational institutions included into at least one of the following international rankings shall be recognized the leading international universities: QS Top 500, THE Top 400 and ARWU Top 500. |
| 4 | Competitions, Olympiads and conferences | **Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences:** |  |  |
| who received RF grants and scholarships (outside TPU) | 10, 000 |
| who received international grants and scholarships (outside TPU) | 20, 000 |
| Preparation of schoolchildren and students who hold prizes (1-3 places) in Olympiads, scientific competitions, exhibitions and national and international conferences that take place at TPU | 3, 000 |  |
| 5 | Defense of theses and final qualification papers, research supervision of postdocs | **Defense of theses within the post graduate/doctorate studies time limit:**  (Defense shall take place before the issue of the rector’s order on expelling of a post-graduate or doctoral student): |  |  |
| Candidate of science | 70, 000 |
| Doctor of science | 120, 000 |
| Research supervisor of a post-graduate student | 50, 000 |
| Research supervisor of an international post-graduate students (except students from CIS countries) | 75, 000 |
| Scientific advisor of a doctoral student | 30, 000 |
| Scientific advisor of an international doctoral student (except students from CIS countries) | 45, 000 |
| **Defense of theses within the post graduate/doctorate studies time limit + 1 year:** |  |
| Candidate of science | 50, 000 |
| Doctor of science | 100, 000 |
| Research supervisor of a post-graduate student | 40, 000 |
| Research supervisor of an international post-graduate student (except students from CIS countries) | 60, 000 |
| Research supervisor of a doctoral student | 25, 000 |
| Research advisor of an international doctoral student (except students from CIS countries) | 35, 000 |
| **Delayed defense:** |  |
| Candidate of science | 25, 000 |
| Doctor of science | 50, 000 |
| Research supervisor of a post-graduate student | 20, 000 |
| Research supervisor of an international post-graduate student (except students from CIS countries) | 30, 000 |
| Scientific advisor of a doctoral student | 15, 000 |
| Scientific advisor of an international doctoral student (except students from CIS countries) | 25, 000 |
| **Research supervision of a final qualification paper of an international post-graduate student (except students from CIS countries):** |  | Successful defense and awarding of a TPU degree |
| Bachelor’s degree program | 10, 000 |
| Specialist’ degree program | 10, 000 |
| Master’s degree program | 20, 000 |
| **Defense of a PhD thesis** | 100, 000 | Successful defense and awarding of an academic degree of a leading international university |
| **Research supervisor (scientific advisor) of a PhD applicant** | 50, 000 |
| **Research supervision of a postdoc** | 10, 000 | The allowance shall be paid as a lump sum at the end of the year provided all mandatory quantitative performance indicators by a postdoc student are attained |
| 6 | Appointment of an academic title | Associate Professor | 15, 000 |  |
| Professor | 30, 000 |
| 7 | Patents and licensing agreements | Patent | 5, 000 |  |
| Licensing agreement | 30, 000 | Agreements on royalties and dividends received by TPU |
| 8 | Teaching materials, textbooks, e-learning | Publication of a textbook reviewed by the Ministry of Education and Science of the Russian Federation (RF Ministry stamp) | 100, 000 | The team of authors shall receive the payment in accordance with the participation rate.  The procedure for the examination of teaching materials by a scientific and methodological council shall be established by the scientific and methodological council (SMC) in a particular discipline/field of activity. The list of scientific and methodological councils shall be approved by the Order No, 3070 by the Ministry of Education and Science of the Russian Federation of 03 September 2001, *On Scientific and Methodological Councils of the Russian Ministry of Education for General Mathematical and Natural Sciences;* No*.* 265 of 25 October 2005, *On Scientific and Methodological Councils on Humanities and Social and Economic Disciplines*;  No. 209/745 of 01 November 1999, *Regulations on Scientific and Methodological Council on Training of Specialists for Innovation in Science and Technology*, etc.) |
| Publication of a study guide reviewed by the Ministry of Education and Science of the Russian Federation (RF Ministry stamp) | 50, 000 |
| Publication of a textbook recommended by the Scientific and Methodological Council (SMC) in a particular discipline/field of activity (SMC stamp) | 30, 000 |
| Publication of a study guide recommended by the Scientific and Methodological Council (SMC) in a particular discipline/field of activity (SMC stamp) | 15, 000 |
| Publication of a textbook reviewed by the RF Educational and Methodological Association for Higher Educational Institutions (EMA stamp) | 20, 000 | The team of authors shall receive the payment in accordance with the participation rate.  The procedure for the examination of teaching materials shall be established by the Educational and Methodological Association (in particular fields of studies).  The list of Educational and Methodological Associations shall be approved by orders of the Ministry of Education and Science of the Russian Federation |
| Publication of a study guide reviewed by the RF Educational and Methodological Association for Higher Educational Institutions (EMA stamp) | 10, 000 |
| Development of teaching materials for a new course (module) in accordance with the university standards | 400  rubles/hour | Payment for teaching materials requested by the head of the department, the director of the institute (at the beginning of the implementation of new educational programs) and introduction of new courses (in accordance with a curriculum) in addition to those included in the lecturer’s individual plan.  The number of hours to develop teaching materials and the procedure of accepting the work shall be established in regulations approved by an order.  The payment shall follow an internal evaluation of the materials according to the approved regulations. |
| Development of teaching materials in English for a new course (module) in accordance with the university standards | 600  rubles/hour |
| Development of a new e-courses (semester module) in LMS Moodle, the Internet Lyceum of TPU, MOOC, in accordance with the university standards | 400  rubles/hour | Payment for e-courses requested by the head of the department (director of the institute).  The number of hours to develop the course and the procedure of accepting the work (conformity with the university standards) shall be defined in regulations approved by an order.  The payment shall follow an internal evaluation of the materials according to the approved regulations. . |
| Teaching e-courses (semester modules) in LMS Moodle | 100  rubles/hour | Payment for e-courses requested by the head of the department in addition to the activities included in the individual plan.  The number of classroom hours (lectures, practice, and laboratory works) shall be defined in the distribution of training assignments during the current academic year.  The payment shall be based on the average level of students' engagement in the e-course:  • at least 300 references to course elements per student during one semester in a 3 credit course;  • at least 450 references to course elements per student during one semester in a 4 or more credit course. |
| 9 | *Accreditation of an educational program* | **International accreditation of an educational program by:** |  | Payment per team |
| AEER (EUR-ACE) | 150, 000 |
| International agencies | 300, 000 |
| 10 | *Internationalization* | Teaching international students (except students from CIS countries) within a course delivered in Russian (when the number of international students in the group is at least 3) | 120  rubles/hour | According to the distribution of training assignments during the current academic year (lectures, practice, laboratory works).  Except the following courses:  - Physical Education (Educational program before admission of 2014)  - Applied Physical Culture  - The Russian language |
| Delivering programs, courses or modules in English (depending on the level of the certificate that proves foreign language proficiency): |  | According to the distribution of training assignments during the current academic year (lectures, practice, laboratory works) |
| Level 0 | 150 rubles/hour |
| Levels 1, 2 | 250 rubles/hour |
| Levels 3,4 | 350 rubles/hour |

• The indicator ‘academic and organizational support for academic activity’ is defined following the experience of the world’s leading universities. It is considered to be standard international practice to allot 10% of the total annual load to academic and organizational support of current scientific and academic activity.

• Only scientific publications in periodical literature, international and national conference proceedings, and multi-author monographs upon the condition of TPU affiliation shall be taken into account basing on an employee’s participation rate. The author's involvement shall not be considered for the indicator ‘number of patents or licensing agreements’.

• Publications may include any published scientific papers indexed in SCOPUS and Web of Science including monographs and abstracts added to international and national conference proceedings.

• Those indicators that relate to the publication of papers may partially overlap. For example, four indicators shall be attained provided a paper by a university employee is (a) published in a journal with impact factor > 1, (b) indexed in SCOPUS and Web of Science, (c) written in coauthorship with students or postgraduates, and (d) written in coauthorship with researchers from the leading scientific and academic centers.

• Scientific papers uploaded to the employee’s personal page of the university website in both Russian and English shall include the reprints of scientific papers published by the employee during the last five years, indexed in SCOPUS and Web of Science, published in national journals with impact factor > 0.1 and never previously uploaded to the employee's personal page.

• Only institutions included into at least one of the following international rankings shall be considered leading scientific and academic centers: QS Top 500, THE Top 400 and ARWU Top 500, as well as scientific organizations included into SCImago 100.

• Research and academic staff of the leading scientific and academic centers shall be employed by universities that are included in at least one of the international rankings: QS Top 500, THE Top 400 and ARWU Top 500; as well as scientific organizations in SCImago Top 100.

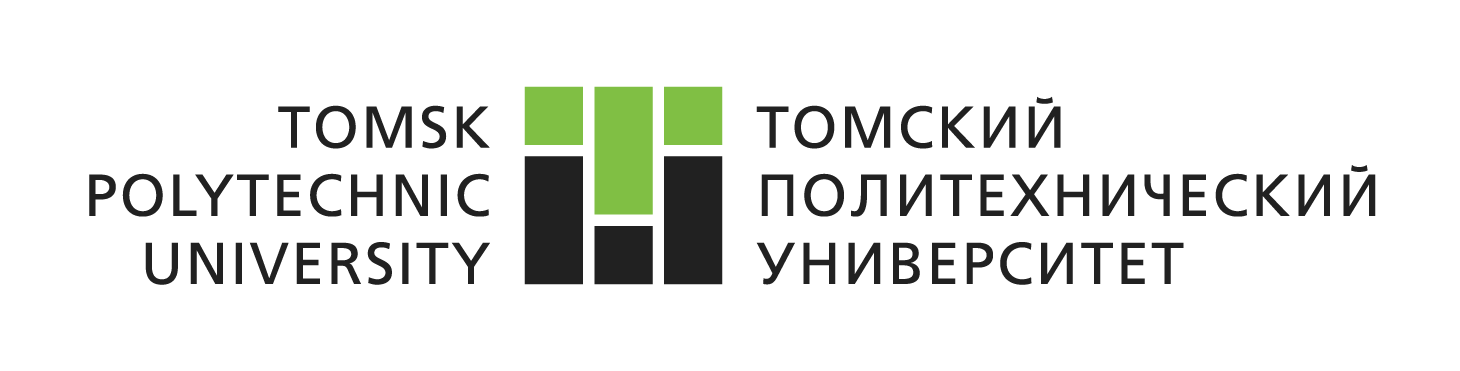
• The attainment of indicator ‘number of documents that confirm completion of additional professional education’ shall be assessed in accordance with the *Regulations on Additional Professional Education (Staff Development) of TPU Employees*. According to the Regulations the following types of additional professional education shall be distinguished: 1) Professional training programs are the programs aimed at the comprehensive training in the framework of additional professional training programs in separate courses, fields of science, engineering and technology or aimed at increasing employee’s qualifications. The minimum training workload shall be not less than 250 hours. The training shall be confirmed by a certificate of professional training.

2) Professional development programs are the programs aimed at updating both theoretical and practical knowledge, as well as acquisition of subject and pedagogical competences. The minimum volume shall be not less than 72 hours. When implementing additional professional programs, education process can have a module structure and apply various educational technologies including distance learning and e-learning. The training shall be confirmed by a certificate of professional development.

3) An internship is an individual or group training and may provide for independent theory-based training, study of organizational and technological processes, and practical experience in a company. Training may take place in the Russian Federation or abroad, at the enterprises of all forms of property, scientific, academic and other organizations, consulting companies, government agencies and local authorities. The internship period shall be determined by the university following the objectives of training. The internship period shall be confirmed by a document (certificates, reference) stating its purpose, duration, type of work, and acquired competences and skills.

• The attainment of indicator ‘availability of a current certificate that proves English language proficiency’ shall be confirmed by the certificates obtained for the period of the last three years including certificates of TPU, IELTS, PET, FCE, CAE, CPE, as well as certificates confirming Level B1 of English and above according to the Common European Scale (TPU Rector’s order No. 65/od of 13 September 2013).

Annex 4



Ministry of education and science of the Russian Federation

Federal State Autonomous Educational Institution of Higher Education

**NATIONAL RESEARCH TOMSK POLYTECHNIC UNIVERSITY**

APPROVED BY

Director of the Institute

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INDIVIDUAL PLAN OF THE LECTURER**

of the Department

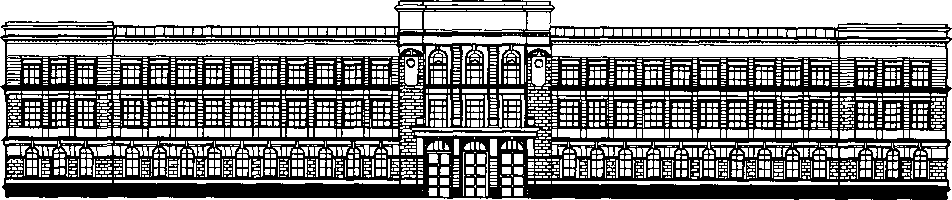
for the academic year

Full name

Position

Academic title, degree

|  |  |  |
| --- | --- | --- |
| Date | Information on the contract, awarding of degree and academic title, HEI Lecturer qualification | Number of the contract, certificate, order, etc. |
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CONSOLIDATED DATA

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Volume of assignments by type of activities | Workload, hours | | | | Per year, hours | |
| Autumn semester | | Spring semester | |
| under contract | actually | under contract | actually | under contract | actually |
| 1. Academic activity |  |  |  |  |  |  |
| 1.1. Academic workload |  |  |  |  |  |  |
| 1.2. Academic and organizational support for academic activity |  |  |  |  |  |  |
| 2. Scientific, creative and research work |  |  |  |  |  |  |
| Total: |  |  |  |  |  |  |

The plan is revised and approved at the meeting of Department

(minutes No. of 20 .).

Head of Department Date:

Lecturer Date:

1. ACADEMIC ACTIVITY

1.1. ACADEMIC WORKLOAD

CONSOLIDATED DATA

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Type of academic work | Academic workload, hours | | | | | |
| Autumn semester | | Spring semester | | Per year | |
| under contract | actually | under contract | actually | under contract | actually |
| 1 | Lectures |  |  |  |  |  |  |
| 2 | Advisory support |  |  |  |  |  |  |
| 3 | Practice / seminars |  |  |  |  |  |  |
| 4 | Laboratory works |  |  |  |  |  |  |
| 5 | Examinations |  |  |  |  |  |  |
| 6 | Pass-fail examinations |  |  |  |  |  |  |
| 7 | Grading tests |  |  |  |  |  |  |
| 8 | Course papers / projects |  |  |  |  |  |  |
| 9 | Review of individual home assignments |  |  |  |  |  |  |
| 10 | Review of calculations and graphical assignments |  |  |  |  |  |  |
| 11 | Supervision of creative projects, educational and research works of students, students’ scientific research projects and other research activities and projects |  |  |  |  |  |  |
| 12 | Practical training guidance |  |  |  |  |  |  |
| 13 | Supervision of qualification papers |  |  |  |  |  |  |
| 14 | Membership in the State Examination Board (including interdisciplinary/state exams) |  |  |  |  |  |  |
| 15 | R&D of post-graduate and doctoral students, supervision of external candidates |  |  |  |  |  |  |
| 16 | Other |  |  |  |  |  |  |
|  | **Total** |  |  |  |  |  |  |
|  | Quality assessment |  | |  | |  | |

COURSES (MODULES)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COURSES (modules)  Training groups | Academic workload, number of hours (from the consolidated data) | | | | | | | |
| 1 | 2 | 3 | 4 |  |  | ... | 16 |
| Autumn Semester | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
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| Spring Semester | | | | | | | | |
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|  |  |  |  |  |  |  |  |  |

1.2 ACADEMIC AND ORGANIZATIONAL SUPPORT FOR ACADEMIC ACTIVITY

|  |  |  |  |
| --- | --- | --- | --- |
| Types of work | Workload, hours | Terms of fulfillment | Completion mark |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. TYPES OF WORK AND INDICATORS FOR ACADEMIC AND RESEARCH PERFORMANCE[[1]](#footnote-1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance indicator | Group | Value | | |
| Minimum | Under contract | Actually |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

REPORT UNDER THE CONTRACT

LECTURER’S REPORT FOR THE AUTUMN SEMESTER

Lecturer Date: .

(signature)

The report for the autumn semester was heard at the meeting of Department

(minutes No. of 20 .).

DEPARTMENT REPORT ON THE PLAN IMPLEMENTATION

FOR THE AUTUMN SEMESTER

Head of Department Date:

(signature)

LECTURER’S REPORT FOR THE SPRING SEMESTER

L Lecturer Date:

(signature)

The report for the spring semester was heard at the meeting of Department

(minutes No. of 20 ).

DEPARTMENT REPORT ON THE PLAN IMPLEMENTATION

FOR THE SPRING SEMESTER

Head of Department Date:

(signature)

REPORT OF THE HEAD OF DEPARTMENT ON THE PLAN IMPLEMENTATION

FOR THE ACADEMIC YEAR

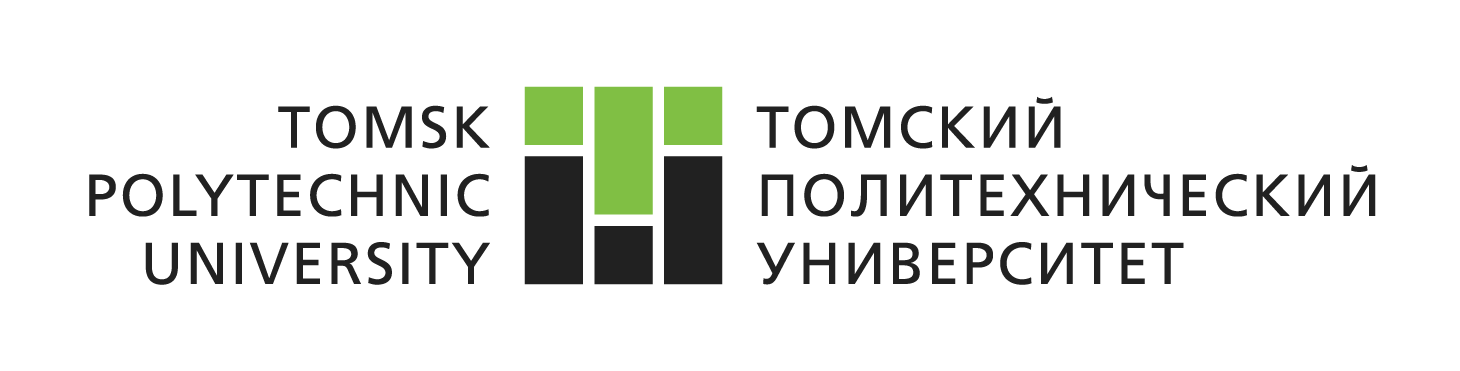
Head of Department Date:

(signature)

Director of the Institute Date:

(signature)

Annex 5



Ministry of education and science of the Russian Federation

Federal State Autonomous Educational Institution of Higher Education

**NATIONAL RESEARCH TOMSK POLYTECHNIC UNIVERSITY**

APPROVED BY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

INDIVIDUAL PLAN

**OF THE** RESEARCH FELLOW

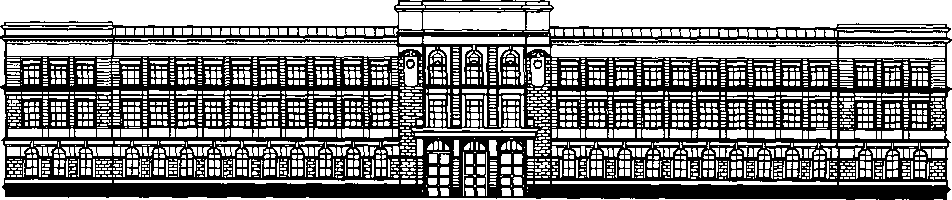
for the academic year of

Full name

Position

Academic title, degree

|  |  |  |
| --- | --- | --- |
| Date | Information on the contract, awarding of degree and academic title, HEI Lecturer qualification | Number of the contract, certificate, order, etc. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



CONSOLIDATED DATA

| Name of performance criteria | Under contract | | Actually | | |
| --- | --- | --- | --- | --- | --- |
| Types of work | First half-year | Second half-year | First half-year | Second half-year | |
| I. Scientific publications, number of items taking into account personal participation rate: |  |  |  |  | |
| 1. Number of articles indexed in SCOPUS or Web of Science, items |  |  |  |  | |
| 2. Number of articles in journals with impact factor >1 that is calculated using SCOPUS or Web of Science, items |  |  |  |  | |
| 3. Number of articles in journals with impact factor >2 that is calculated using SCOPUS or Web of Science, items |  |  |  |  | |
| 4. Number of articles in journals with impact factor >3 that is calculated using SCOPUS or Web of Science, items |  |  |  |  | |
| 5. Number of articles in journals with impact factor >4 that is calculated using SCOPUS or Web of Science, items |  |  |  |  | |
| 6. Number of articles in journals with impact factor >8 that is calculated using SCOPUS or Web of Science, items |  |  |  |  | |
| 7. Number or articles in national journals with impact factor > 0.1 calculated using the Russian Science Citation Index, items |  |  |  |  | |
| 8. Number or articles in the international and all-Russian conference proceedings indexed in SCOPUS or Web of Science, items |  |  |  |  | |
| 9. Number of articles indexed in SCOPUS or Web of Science coauthored with TPU students and/or post-graduates, items |  |  |  |  | |
| 10. Number of articles indexed in SCOPUS or Web of Science coauthored with researchers from the leading scientific and academic centers, items |  |  |  |  | |
| 11. Number of published monographs indexed in SCOPUS or Web of Science, items |  |  |  |  | |
| II. **Number of patents and licensing agreements, items** |  |  |  |  | |
| III. Supervision of students, post-graduates, doctoral students, postdocs; teaching: |  |  |  |  | |
| 1. Number of post-graduate and doctoral students who defended their theses under the supervision of an employee, persons |  |  |  |  | |
| 2. Number of international post-graduates and doctoral students (except students from CIS countries) who defended their theses under the supervision of an employee, persons |  |  |  |  | |
| 3. Supervision of postdocs, persons |  |  |  |  | |
| 4. Teaching master and/or post-graduate students, academic hours |  |  |  |  | |
| 5. Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences, persons |  |  |  |  | |
| IV. Citations: |  |  |  |  |
| 1. H-index calculated using SCOPUS or Web of Science, items |  |  |  |  |
| 2. Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items |  |  |  |  |
| V. Participation in paid projects, **amount of total financing per capita, million rubles per year**: |  |  |  |  |
| 1.Involvement in a research group that carries out projects financed from competitions of any level or by Russian research funds on topics within the area of expertise of the academic staff member |  |  |  |  |
| 2.Involvement in a research group that carries out projects under economic agreements or contracts with Russian partners on topics within the area of expertise of the academic staff member |  |  |  |  |
| 3.Involvement in a research group that carries out projects under international programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member |  |  |  |  |
| 4.Involvement in a research group that carries out projects under programs, grants, economic agreements or contracts on topics within the area of expertise of the academic staff member with the involvement of TPU students and post-graduates |  |  |  |  |
| VI. Academic reputation: |  |  |  |  |
| 1. Membership in an organizing committee of international conferences the materials of which are indexed in SCOPUS or Web of Science, items |  |  |  |  |
| 2. Membership in an editorial board of national and international journals that are indexed in SCOPUS or Web of Science, items |  |  |  |  |
| 3. Membership in a dissertation council or an expert council of the State Commission for Academic Degrees and Titles, items |  |  |  |  |
| VII. **Number of documents that confirm completion of additional professional education, items** |  |  |  |  |

The plan is revised and approved at the meeting of Department / Laboratory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

minutes No. of August 20 .

Head of Department /Laboratory \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Full name

Research Fellow \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Full name

I. **SCIENTIFIC PUBLICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Participation rate | Terms | | Completion mark |
| First half-year | Second half-year |
| 1. Article: |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
|  |  |  |  |  |

II. PATENTS AND LICENSING AGREEMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Terms | | Completion mark |
| First half-year | Second half-year |
| 1. |  |  |  |
| 2. |  |  |  |
|  |  |  |  |

III. **SUPERVISION OF STUDENTS, POST-GRADUATES, DOCTORAL STUDENTS, POSTDOCS; TEACHING**.

|  |  |  |
| --- | --- | --- |
| Work titles (Names of students / post-graduates / postdocs) | Fulfillment terms | Completion mark |
| 1. Thesis defense |  |  |
| 2. Supervision of postdocs |  |  |
| 3. Teaching students/post-graduates in |  |  |
| 4. Certificate of winner |  |  |
| 5. |  |  |
| 6. |  |  |
| ... |  |  |

IV. CITATIONS

|  |  |  |  |
| --- | --- | --- | --- |
| CRITERIA | Value | Comment | Completion mark |
| H-index calculated using SCOPUS or Web of Science, items |  |  |  |
| Maintenance of a personal web page in the University domain in Russian and English, number of uploaded scientific articles, items: | 1 | Link to the personal web page |  |
| 1. |  | Date of placement: |  |
| 2. |  |  |  |
| … |  |  |  |

V. PARTICIPATION IN PAID PROJECTS

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME (TOTAL SUM) | Amount of money paid per capita, million rubles per year | Fulfillment terms | Completion mark |
| 1. |  |  |  |
| 2. |  |  |  |
| … |  |  |  |
|  |  |  |  |

VI. ACADEMIC REPUTATION

|  |  |  |
| --- | --- | --- |
| TYPES OF WORK | Fulfillment terms | Completion mark |
| Membership in an organizing committee of international conferences the materials of which are indexed in SCOPUS or Web of Science, items |  |  |
| 1. |  |  |
| 2. |  |  |
| Membership in an editorial board of national and international journals that are indexed in SCOPUS or Web of Science, items |  |  |
|  |  |  |
| Membership in a dissertation council or an expert council of the State Commission for Academic Degrees and Titles, items |  |  |
| 1. Dissertation council member |  |  |
| 2. |  |  |

VII. COMPLETION OF ADDITIONAL PROFESSIONAL EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| TYPES OF WORK | Workload, hours | Fulfillment terms | Completion mark |
| Professional development in: |  |  |  |
|  |  |  |  |
| Internship |  |  |  |
|  |  |  |  |

**REPORT UNDER THE CONTRACT**

RESEARCH FELLOW’S REPORT FOR THE FIRST HALF-YEAR

Research fellow Date:

Signature

The report for the first half-year was heard at the meeting of Department / Laboratory

(minutes No. of 20 ).

DEPARTMENT/LABORATORY REPORT ON THE PLAN IMPLEMENTATION

FOR THE FIRST HALF-YEAR

Head of Department /Laboratory Date: .

Signature

RESEARCH FELLOW’S REPORT FOR THE SECOND HALF-YEAR

Research fellow Date: .

Signature

The report for the second half-year was heard at the meeting of Department / Laboratory (minutes No. of 20 ).

DEPARTMENT/LABORATORY REPORT ON THE PLAN IMPLEMENTATION

FOR THE SECOND HALF-YEAR

Head of Department /Laboratory Date: .

Signature

REPORT OF THE HEAD OF DEPARTMENT/ LABORATORY

ON THE PLAN IMPLEMENTATION FOR THE ACADEMIC YEAR

Head of Department /Laboratory Date: .

Signature

Director of the Institute Date: .

Signature

Annex 6

Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of TPU Research and Academic Staff

1. *Regulations on Employee’s Development* for the information to be filled into the employee’s calling card in the database of the Personnel Office.

2. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (H-index calculated using the Russian Science Citation Index, SCOPUS or Web of Science).

3. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of publications in the proceedings of international and all-Russian conferences indexed in SCOPUS or Web of Science).

4. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of articles indexed in SCOPUS or Web of Science).

5. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of articles in journals with impact factor >1 indexed in SCOPUS or Web of Science, items).

6. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number or articles in national journals with impact factor calculated using the Russian Science Citation Index).

7. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Membership in an organizing committee at an international conference that index their proceedings in Scopus or Web of Science).

8. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Membership in an editorial board in national and international journals that are indexed in SCOPUS or Web of Science).

9. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of TPU Research and Academic Staff* (Membership in an editorial board in national journals with impact factor of RSCI > 0, 1).

10. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of published monographs indexed in SCOPUS or Web of Science).

11. *Regulations on Evaluation of Indicators (criteria) for R&D Performance* in the framework of the effective contract.

12. *Regulations on Single Allowances* for delivering courses in a foreign language.

13. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of e-courses (e-modules) in LMS Moodle.

14. *Regulations on Single Allowances* for the e-courses (semester modules) in LMS Moodle.

15. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of international post-graduate students (except students from CIS countries) who defended their final qualification papers under the supervision of an employee).

16. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Development of teaching materials for new courses (modules) in accordance with the university standards including courses in the English language).

17. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of courses (modules) for international students (except students from CIS countries) within a course that is provided in the Russian language).

18. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Number of courses provided in the English language).

19. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of TPU Research and Academic Staff* (Defense of candidate and doctorate theses).

20. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of TPU Research and Academic Staff* (Defense of candidate and doctorate theses. Recommendations).

21. *Regulations on the Evaluation of Indicators (Criteria) for Academic and Scientific Performance of Academic Staff* (Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences).

22. *Regulations on Evaluation of Indicators (Criteria) on Maintenance of a Personal Web Page* in the University domain in Russian and English.

23. *Regulations on Evaluation of Indicators (Criteria) for Academic and Scientific Performance of TPU Research and Academic Staff* (Supervision of scientific research of students who hold prizes (1-3 places) of national and international Olympiads, research competitions, scholarships and grants, fairs and conferences).

1. - this section shall not be applied to Heads of Departments (types of work and performance indicators are determined in extensions to labor contracts) [↑](#footnote-ref-1)