

**ACADEMIC TEACHER EVALUATION SHEET**  
**of Maria Curie-Skłodowska University in Lublin**  
**concerning the period .....**

First name and surname	
Academic title / degree	
ORCID [Open Researcher and Contributor ID] number	
Position	
Organisational unit	
Scientific discipline	

**I. SCIENTIFIC ACTIVITY**

1.	SCIENTIFIC ARTICLES (scoring according to the current list of scientific journals and peer-reviewed materials from international conferences of the Ministry of Science and Higher Education) REMARKS: 1) the list of publications should be attached as provided in the ORCID database 2) as defined in the currently applicable Ordinance of the Ministry of Science and Higher Education on the evaluation of the quality of scientific activity 3) the method of point allocation for multi-author publications and their distribution among co-authors in accordance with the currently binding Ordinance of the Ministry of Science and Higher Education on the evaluation of the quality of scientific activity (in particular with regard to the distribution of points among co-authors)	Number of publications	Number of points in total
1.1	Scientific articles published in journals for 200 pts.		
1.2	Scientific articles published in journals for 140 pts.		
1.3	Scientific articles published in journals for 100 pts.		
1.4	Scientific articles published in journals for 70 pts.		
1.5	Scientific articles published in journals for 40 pts.		
1.6	Scientific articles published in journals for 20 pts. (maximum of three entries)		
1.7	Review articles and other scientific publications, published in scientific journals from the list of journals - 50% of the value of points according to the type of article listed in sections. 1.1-1.6		
1.8	Reviews and reports published in scientific journals from the list of journals - 25% and 10% of the value of points, respectively, according to the type of article listed in sections. 1.1-1.6		
List of achievements mentioned in section. I.1			
Subtotal of Part 1			

2.	<b>MONOGRAPHS, EDITED VOLUMES, AND BOOK CHAPTERS</b> (punctuation according to the current list of publishing houses publishing peer-reviewed scientific monographs by the Ministry of Science and Higher Education) <b>REMARKS:</b> 1) the list of monographs and chapters should be attached as provided in the ORCID information database 2) the definition of a monograph should be adopted in accordance with the currently binding Ordinance of the Ministry of Science and Higher Education on the evaluation of the quality of scientific activity	Number of publications	Number of points in total
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	3) the method of awarding points for a multiauthored publication and the distribution of points among co-authors in accordance with the currently binding Ordinance of the Ministry of Science and Higher Education on the evaluation of the quality of scientific activity (in particular with regard to the distribution of points among co-authors)		
2.1	Scientific monograph published by a Tier II publisher – 200 or 300 points*.		
2.2	A Scientific Monograph published by a Tier I publisher for 80 points or 120 points*.		
2.3	Scholarly monograph in the humanities or social sciences positively assessed by the Commission of National Education (KEN) for 80-120 points.		
2.4	Scientific monograph published by a publishing house not included in the ministerial register of publishing houses for 20 pts. ( maximum of one entry)		
2.5	The editing of a scientific monograph published by a Tier II publisher for 100 pts. or 150 points*.		
2.6	The editing of a scientific monograph published by a Tier I publisher for 20 pts. or 40 pts.		
2.7	The editing of a scholarly monograph in the humanities or social sciences positively assessed by the Commission of National Education for 20 points.		
2.8	The chapter in a scientific monograph published by a Tier II publisher for 50 pts. or 75 pts*.		
2.9	The chapter in a scientific monograph published by a Tier I publisher for 20 pts. (maximum of three entries)		
2.10	The chapter in a scientific monograph in the humanities or social sciences positively assessed by the Commission of National Education for 20 points.		
2.11	The chapter in a scientific monograph published by a publishing house not included in the ministerial register of publishing houses for 5 pts. ( maximum of one entry)		
2.12	Reviewed, annotated, and bibliographically referenced translation: a) into Polish of a work significant for science or culture b) into another modern language of a work significant for science or culture, published in Polish 50% of the value of the points according to the type of monograph/editing of the scientific monograph/chapter in the scientific monograph mentioned in sections 2.1 to 2.12		
2.13	Scientific editing of source texts - 50% of the value of points according to the type of monograph/editing of a scientific monograph/chapter in a scientific monograph mentioned in sections. 2.1-2.12		
2.14	Edition resulting from a research project funded by NCN - <i>National Science Centre</i> , FNP - <i>Foundation for Polish Science</i> , NPRH - <i>National Programme for the Development of Humanities</i> , or EU Framework Programme: 100% of the points (as per sections 2.1–2.12)		

\*increased number of points within disciplines in the humanities and social sciences in accordance with the current Regulation of the Ministry of Science and Higher Education on the evaluation of the quality of scientific activity

**The list of achievements mentioned in section. I.2**

<b>Subtotal of Part 1</b>			
<b>TOTAL SCORE OF PARTS I-II</b>			
<b>2a.</b>	<b>ARTISTIC ACHIEVEMENTS</b> <b>DISCIPLINE: FINE ARTS AND CONSERVATION OF WORKS OF ART</b>	<b>Number of works</b>	<b>Number of points</b>
2a.1	<p>A solo exhibition or retrospective of artistic achievements (involving a cross-sectional presentation of artistic works after at least 15 years of artistic activity), presented at a well-known cultural institution or art centre.</p> <p>200 points for an achievement which in whole or in part has been included in a well-known collection or represented Polish art at an international prestigious exhibition. 100 points for an achievement of major importance to the visual arts 50 points in other cases</p>		

2a.2	<p>1. The authorship of a visual artwork or artistic project, including a multimedia, performance, audiovisual, interactive, sculptural, conservation or interdisciplinary realisation, a series of visual or photographic works or a collection of design works, disseminated during a significant artistic event;</p> <p>2. The authorship of a significant visual work in the design arts, including industrial design, interior design, landscape architecture or costume design;</p> <p>3. The authorship of a significant work that artwork installed or displayed in a public space.</p> <p>200 for an outstanding achievement 100 points for an achievement of major importance to the visual arts 50 points in other cases</p>		
2a.3	<p>1) The authorship of a visual work distributed in an art gallery circuit .</p> <p>2) The authorship of a visual work in the field of design arts.</p> <p>3) The authorship of an implementation distributed in a public space.</p> <p>200 for outstanding achievement 75 points for an achievement of great importance to the visual arts 40 points in other cases</p>		
2a.4	<p>1) Serving as a jury member of an art, photography or film competition or festival organised by a recognised artistic centre or a recognised cultural institution of at least national scope.</p> <p>2) Curating an exhibition, art projects or event in the visual arts.</p> <p>200 points for an outstanding achievement 50 points for an achievement of great importance to the visual arts 25 points in other cases</p>		
2a.5	<p>The authorship of publications in the field of fine arts or art conservation.</p> <p>200 points for an outstanding achievement 100 points for publications of major importance to the visual arts or the conservation of works of art 20 points for publications of lesser importance to the visual arts or conservation of works of art 10 points in other cases</p>		
2a.6	<p>Editing of publications in the field of fine arts or art conservation.</p> <p>100 points for an outstanding achievement 50 points for publications of major importance to the visual arts or the conservation of works of art 20 points for publications of lesser importance to the visual arts or conservation of works of art 10 points in other cases</p>		
2a.7	<p>The authorship of a chapter in a multiauthored publication in the field of fine arts or art conservation.</p> <p>50 points for an outstanding achievement 20 points for publications of major importance to the visual arts or the conservation of works of art 10 points in other cases</p>		

The list of achievements mentioned in section. I.2a			
Subtotal of Part 2a			
2b.	ARTISTIC ACHIEVEMENT DISCIPLINE: MUSIC ARTS	Number of works	Number of points.
2b.1	<p>Authorship of a musical work or choreography for a large ensemble (more than 15 performers) released to the public through performance, publication, recording, or broadcast; premiere of a musical work (conductor, soloist, chamber musician, choreographer); release of a recording to the public (composer, conductor, soloist, chamber musician, choreographer); leading role in a musical, ballet, or dance performance; retrospective of artistic work at a music festival, on television, on the radio, or during an event dedicated to the creator and organized by a renowned cultural institution; authorship of a completed musical instrument design or reconstruction of a historic instrument; reconstruction or arrangement of a historic musical work made available to the public.</p> <ul style="list-style-type: none"> <li>• 200 points for an outstanding achievement</li> <li>• 100 points for an achievement of great importance to the musical arts</li> <li>• 50 points in other cases</li> </ul>		
2b.2	<p>Performance as conductor, soloist (excluding orchestral and choral parts) or chamber musician; music recital</p> <ul style="list-style-type: none"> <li>• 200 points for an outstanding achievement</li> <li>• 100 points for an achievement of great importance to the musical arts</li> <li>• 50 points in other cases</li> </ul>		
2b.3	<p>Authorship, release, recording, or broadcasting of a musical work – including electronic and multimedia compositions – for a smaller ensemble (soloists or chamber groups of up to 15 performers); supporting role in a musical, ballet, or dance performance; preparation of a choir by a choirmaster for a vocal-instrumental concert or musical performance; authorship of a soundtrack, sound recording, or sound direction for a phonographic, audiovisual, theatrical, television, or film production; authorship of a libretto/script for a musical, ballet, or dance performance, or choreography of stage movement; musical direction or stage direction of a musical performance.</p> <ul style="list-style-type: none"> <li>• 200 points for outstanding achievement</li> <li>• 75 points for an achievement of great importance to the musical arts</li> <li>• 40 points in other cases</li> </ul>		
2b.4	<p>Participation as a jury member in a nationally recognized music or recording competition/festival, organized externally by a prestigious cultural institution; Serving as director or artistic director of a music/recording festival, competition, or concert series; Leading a masterclass or workshop with at least nationwide reach; Other publicly disseminated musical works.</p> <ul style="list-style-type: none"> <li>• 200 points for an outstanding achievement</li> <li>• 50 points for an achievement of great importance to the musical arts</li> <li>• 25 points in other cases</li> </ul>		
2b.5	<p>The authorship of publications on musical arts</p> <ul style="list-style-type: none"> <li>• 200 points for an outstanding achievement</li> <li>• 100 points for publications of major importance to the musical arts</li> <li>• 20 points for publications of lesser importance to the musical arts</li> <li>• 10 points in other cases</li> </ul>		

2b.6	Editing of publications on musical arts <ul style="list-style-type: none"> <li>• 200 points for an outstanding achievement</li> <li>• 50 points for publications of major importance to the musical arts</li> <li>• 20 points for publications of lesser importance to the musical arts</li> <li>• 10 points in other cases</li> </ul>		
2b.7	The authorship of a chapter in a multiauthored publication on musical arts <ul style="list-style-type: none"> <li>• 50 points for an outstanding achievement</li> <li>• 20 points for publications of major importance to the musical arts</li> <li>• 10 points in other cases</li> </ul>		
<b>The list of achievements mentioned in section. I.2b</b>			
<b>Subtotal of Part 2b</b>			
<b>3.</b>	<b>INTERNATIONAL AND NATIONAL RESEARCH PROJECTS carried out at the UMCS or in a consortium with the participation of the UMCS</b>	<b>Number of projects</b>	<b>Number of points in total</b>
3.1	Implementation of an international project (once during the implementation period, for each implemented project): <ul style="list-style-type: none"> <li>• Serving as Principal Investigator in a project financed by the European Research Council (ERC) - 200 points</li> <li>• Serving as Project Coordinator in a project financed from the H2020/Horizon Europe Programme (UMCS as project leader) - 100 points</li> <li>• Serving as Project Partner in a project financed from the H2020/Horizon Europe Programme (UMCS as project partner) - 50 points</li> <li>• Serving as Project Coordinator in other projects (not listed above), including those with:               <ul style="list-style-type: none"> <li>- funds from the European Union budget,</li> <li>- assistance grants from EFTA [<i>European Free Trade Association</i>] Member States,</li> <li>- other non-repayable foreign funds (UMCS as project leader) – 50 points</li> </ul> </li> <li>• Serving as Project Partner in other projects (not listed above), including those with:               <ul style="list-style-type: none"> <li>- in projects involving funds from the EU budget,</li> <li>- assistance grants from EFTA Member States,</li> <li>- other non-repayable foreign funds (UMCS as project partner) - 25 points</li> </ul> </li> <li>• Participating as Team Member in a project (with UMCS affiliation) - 5 points</li> </ul>		
3.2	Implementation of a national project with the participation of funds from the European Union budget, or funds from assistance granted by EFTA Member States, or from other non-repayable foreign sources (once during the implementation period, for each implemented project): <ul style="list-style-type: none"> <li>• acting as project manager (UMCS as project leader) - 30 points</li> <li>• acting as task manager (UMCS as project partner) - 20 points</li> <li>• contractor in the project (with UMCS affiliation) - 5 points</li> </ul>		
3.3	Implementation of a national project competitively funded by NCN - <i>National Science Centre</i> , NCBiR - <i>National Centre for Research and Development</i> , FNP- <i>Foundation for Polish Science</i> , NAWA - <i>Polish National Agency for Academic Exchange</i> or within NPRH - <i>National Programme for the Development of Humanities</i> (once during implementation period, for each project): <ul style="list-style-type: none"> <li>• acting as project manager (UMCS as project leader) - 30 points</li> <li>• acting as task manager (UMCS as project partner) - 20 points</li> <li>• research team member affiliated with UMCS - 5 points</li> <li>• acting as scientific supervisor in the project (e.g. NCN Preludium) - 3 points</li> </ul>		

3.4	<p>Implementation of a national project competitively funded by entities other than those listed in point 3.2 (e.g. <i>State Fund for Rehabilitation of Disabled Persons</i> (PFRON), <i>National Fund for Environmental Protection and Water Management</i> (NFOŚiGW), <i>Voivodship Fund for Environmental Protection and Water Management</i> (WFOŚiGW), <i>Ministry of Culture and National Heritage</i> (MKiDN)) (once per project during implementation period):</p> <ul style="list-style-type: none"> <li>• Project Manager (UMCS as lead institution) - 10 points</li> <li>• Task Manager (UMCS as partner institution) - 5 points</li> <li>• Project Team Member (with UMCS affiliation) - 3 points</li> </ul>		
3.5	<p>International project proposals (maximum two) submitted by the employee during the evaluation period:</p> <ul style="list-style-type: none"> <li>• Principal Investigator (UMCS as lead institution) – 8 points</li> <li>• Task Leader (UMCS as partner institution) – 4 points</li> <li>• Project Team Member (contributing to proposal preparation) – 2 points</li> </ul>		
3.6	<p>National project proposals (maximum two) submitted by the employee during the evaluation period:</p> <ul style="list-style-type: none"> <li>• Principal Investigator (UMCS as lead institution) - 4 points</li> <li>• Task Leader (UMCS as partner institution) - 2 points</li> <li>• Project Team Member (involved in proposal preparation) - 1 point</li> </ul>		
<b>Subtotal of Part 3</b>			
<b>4.</b>	<b>The mobility of researchers</b>	<b>Number of stays</b>	<b>Number of points in total</b>
4.1	Research stay of at least one month at a university listed in the <i>Academic Ranking of World Universities</i> funded from external sources - 10 points.		
4.2	<p>A research stay (at least one month) at:</p> <ul style="list-style-type: none"> <li>• a foreign institution or</li> <li>• in Poland at a scientific unit rated A+, A, or B+ or</li> <li>• at an institution implementing research/development results (externally funded) or</li> <li>• another institution for research purposes (e.g., archival research, internship)</li> </ul> <p>- 5 points</p>		
4.3	Scientific stay for a period of at least 5 days of an employee participating in research/artistic activities in a foreign/national centre - 4/2 points.		
4.4	<p>Documented mentorship/coordination of the stay of an external researcher:</p> <p>from a foreign centre - 5 pts.</p> <p>from a national centre - 3 points.</p>		
<b>Subtotal of Part 4</b>			
<b>5.</b>	<b>Innovative research activities</b>	<b>Number of rights</b>	<b>Number of points</b>
5.1*	<p>Obtaining a patent for UMCS:</p> <ul style="list-style-type: none"> <li>• Granted by the Polish Patent Office (<i>Urząd Patentowy RP</i>) – 75 points</li> <li>• Granted abroad in at least one OECD country (<i>Organisation for Economic Co-operation and Development</i>), provided the invention was also filed with the Polish Patent Office – 100 points</li> </ul> <p>– Only one patent per unique invention is eligible for scoring.</p>		

5.2*	Obtaining a patent granted by the Patent Office of the Republic of Poland or obtained abroad by an entity other than UMCS, however which was granted as a result of the scientific activity of an UMCS employee - 50 points.		
5.3*	Obtaining exclusive breeder's rights for UMCS to a plant variety, granted by: <ul style="list-style-type: none"> <li>Central Plant Variety Testing Office (COBORU) or</li> <li>Community Plant Variety Office (CPVO)</li> </ul> - 50 points		
5.4*	Obtaining the right of protection for a utility model granted to UMCS by the Patent Office of the Republic of Poland or abroad - 30 points.		
5.5.*	Preparing an expert opinion by an employee of an organisational unit of the UMCS commissioned by public administration bodies, local authorities, or other entities. - 5 points		
<i>*For team inventions, points are distributed according to the contribution shares specified in the patent/ the plant variety right/ the protective right, or the expert report</i>			
<b>Subtotal of Part 5</b>			
<b>6.</b>	<b>Practical results</b>	<b>Number of works</b>	<b>Number of points</b>
6.1	Commercial research activities commissioned by entities outside the higher education and science sector (e.g., new technologies, materials, products, methods, procedures, software, innovation assessments, scientific reports, or artistic works) that generate financial benefits for UMCS: - 5 points per project (capped at 100 achievements total)		
6.2	Commercialization (e.g. by selling rights, granting a license, establishing a spin-off company) of the results of scientific research or development works or know-how related to these results that have had a financial impact on UMCS – 10 points (capped at 50 achievements total)		
<b>Subtotal of Part 6</b>			
<b>7.</b>	<b>Other scientific achievements</b>	<b>Number of activities</b>	<b>Number of points</b>
7.1	Membership in governing bodies of international/national scientific or artistic societies, organisations and institutions - 5/3 points for each year		
7.2	Holding the position of editor-in-chief or guest editor of a scientific journal/special issue listed by the Ministry of Science and Higher Education - 4/2 points per year		
7.3	Member of the editorial board of a scientific journal from the list of the Ministry of Science and Higher Education - 2 points per year		
7.4	Member of the Scientific or Programme Board of a scientific journal from the list of the Ministry of Science and Higher Education - 1 point per year		
7.5	Elected membership of the Scientific Committees of Polish Academy of Sciences - 4 points per term		
7.6	Chairing Scientific Committees or Councils of international/national scientific conferences – 5/3 points		
7.7	Membership of Scientific Committees or Councils of international/national scientific conferences - 3/1 points.		
7.8	Participation in international/national scientific conferences: presentation of an invited plenary lecture at a conference - 10/5 pts. delivery of a paper at a conference - 5/3 pts. presentation of papers or posters at a conference - 2/1 pts. co-authorship of conference communications in the form of papers/posters - 1/0.5 pts.		

7.9	International and national scientific award and regional level award from scientific societies - 20/10/5 pts.		
7.10	Editorial review of a monograph published by a Tier I or II publishing house - 5 pts. 5 pts.		
7.11	Editorial review of an article in a journal or a chapter in a monograph from the register of the Ministry of Science and Higher Education - 1 point		
7.12	Reviewing applications for grants awarded in competitions organised by national and international institutions - 3 points.		
7.13	Academic promotions achieved by faculty members: <ul style="list-style-type: none"> <li>• Professor (title) – 10 points</li> <li>• Habilitation (dr hab.) – 8 points</li> <li>• Doctoral degree (PhD/dr) – 6 points</li> </ul>		
7.14	Enhancement of professional qualifications (scientific competence) through participation in courses and training - 2 points for each activity.		
<b>Subtotal of Part 7</b>			
<b>8. Academic Staff Development</b>		<b>Number</b>	<b>Number of points</b>
<b>8.1. Doctoral Proceedings:</b>			
8.1.1	Promoting a doctoral thesis (for a successfully completed thesis) - 15 pts.		
8.1.2	Co-supervision of a doctoral thesis (for successfully completed degree procedures) – 5 points		
8.1.3	Supervision of a doctoral student in a doctoral school, doctoral programme or an applicant for a doctoral degree in an extramural mode - 5 points per 1 doctoral student per year		
8.1.4	Participation in the work of the doctoral committee: chairing a doctoral committee- 2 pts.		
<b>8.2. Carrying out a review of scientific achievements:</b>		<b>Number</b>	<b>Number of points</b>
8.2.1	Review of scholarly achievements for: <ul style="list-style-type: none"> <li>• Professor title applications</li> <li>• Honorary doctorate (doctor honoris causa) nominations</li> </ul> - 10 points per review		
8.2.2	Review in habilitation proceedings - 8 pts.		
8.2.3	Review for appointment to the university's professorship application - 6 pts.		
8.2.4	Doctoral thesis review - 5 pts.		
8.2.5	Opinion in postdoctoral proceedings Chair, secretary and member of the habilitation committee - 3 pts.		
<b>Subtotal of Part 8</b>			
<b>TOTAL SCORE FOR PARTS III- VIII</b>			
<b>EVALUATION OF RESEARCH ACTIVITY</b>		<b>POSITIVE</b> <input type="checkbox"/>	<b>NEGATIVE</b> <input type="checkbox"/>

## II. DIDACTICAL ACTIVITY



<b>1.</b>	<b>Publication of textbooks and development of teaching materials (in the case of a reissued and updated edition - 25% of the aforementioned points)</b>	<b>Number</b>	<b>Number of points</b>
1.1.	Authorship of academic textbook - 40 pts.		
1.2.	Authorship of a chapter in a multiauthored academic textbook - 10 pts.		
1.3.	Editorial review of a multiauthored textbook - 16 pts.		
1.4.	Authorship/co-authorship of other published educational materials - 6/3 pts.		
1.5.	Authorship/co-authorship of school textbooks and other educational materials (including in electronic form) for students and teachers (e.g. methodological guides, work cards – excluding materials made available to students during classes) – 6/3 points		

**The list of achievements mentioned in section. II.1**

**Subtotal of Part 1**

<b>2.</b>	<b>Work towards the educational offer and the quality of education</b>	<b>Number</b>	<b>Number of points</b>
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2.1.	Leadership of the programme team for the course of study/learning quality team - 5 points for each academic year		
2.2.	Work in the curriculum team for the course of study/quality of education -2 pts. for each academic year		
2.3.	Development of a postgraduate programme, diploma course, or training session- 3/2/1 point for each activity		
2.4.	Development of an elective course syllabus in Polish or a congress language in philological programmes (elective for a programme or a university-wide lecture – 2 points for each activity		
2.5.	Preparation of a programme for an elective course in a foreign congress language (optional subject offered for the course or a university-wide lecture). - 4 points for each activity		
2.6.	Individual development of approved teaching innovations and quality assurance solutions, accepted for implementation by the Dean's College – up to 8 pts in total (based on the Dean's College decision; points awarded accordingly)		
2.7.	Activity in committees and teams for the quality of education - 1 point for each academic year		

**The list of achievements mentioned in section. II.2**

**Subtotal of Part 2**

<b>3.</b>	<b>Didactic work</b>	<b>Number</b>	<b>Number of points</b>
3.1.	Teaching assignments in excess of the required teaching load by at least 50% for teaching staff and at least 25% for research and teaching staff - 1 point for each academic year		
3.2.	Teaching: lectures, exercises, conversational classes, laboratories, etc. (excluding elective courses) in a foreign language, including classes as part of international mobility programmes (does not apply to courses in neophilology) - 2 points for each series of classes.		

3.3.	Conduction of activities for external audience, outside of educational projects co-financed from EU funds - 1 point - for each series of classes		
3.4.	Number of promoted Master's degree holders for a given cycle of study - number of persons x 3 points. For persons promoted on the basis of thesis in a foreign language (excluding neophilology majors), the points shall be doubled		
3.5.	Number of promoted engineers for a given educational cycle - number of persons x 3 points. For those promoted on the basis of thesis in a foreign language (excluding neophilology majors), the points shall be doubled		
3.6.	Number of promoted Bachelor's degrees for a given cycle of study - number of persons x 2 points. For those promoted on the basis of thesis in a foreign language (excluding neophilology majors), the points shall be doubled.		
3.7.	Artistic diploma promotion for a given training cycle - number of persons x 4 pts.		
3.8.	Evaluation of Master's thesis, Bachelor's thesis, Engineering thesis by reviewer and review of final thesis for postgraduate studies by supervisor and reviewer - 1 point		
3.9.	Care of the scientific circle - up to 3 points for each year of care (points are awarded by the Vice-Dean for Student Affairs on the basis of submitted reports)		
3.10.	Care for the year/field of study conducted in Polish/English - up to 2/5 points for each year of care (points are awarded by the Vice-Dean for Student Affairs on the basis of submitted reports)		
3.11.	Organisation/coordination of study trips, open-air and field activities, student exhibitions or concerts, etc. - 3 points for each series		
3.12.	Mentoring of students during research trips, open-air and outdoor activities, etc. - 1 point for each cycle		
3.13.	Mentoring related to the stay of a foreign student/intern - 1 point for each academic year		

3.14.	Mentoring related to the stay of a student/doctoral student from another research centre - 1 point for each academic year		
3.15	Mentoring of a student with an individual study programme - 2 points per academic year per student		
3.16	Mentoring of students as part of the student legal centre and other forms of student/doctoral student/practitioner/student mentoring - 1 point for each academic year		

**Subtotal of Part 3**

4.	Evaluation of teaching activities by students and doctoral students and the academic staff supervisor	Number	Number of points
4.1.	<p>Evaluation of teaching performance based on student course surveys:</p> <ol style="list-style-type: none"> <li>1. Calculate the average rating for each academic year.</li> <li>2. Award points according to the scale and sum them for the entire evaluation period.</li> </ol> <ul style="list-style-type: none"> <li>- 4.00 to 4.50 - 2.0 points</li> <li>- 4.51 to 5.00 - 3.0 points</li> <li>- 5.01 to 5.50 - 4.0 points</li> <li>- 5.51 to 6.00 - 5.0 points</li> </ul>		

4.2.	Evaluation of teaching performance in doctoral student course evaluation surveys: <ol style="list-style-type: none"> <li>1. Calculate the average score for each academic year.</li> <li>2. Award points according to the following scale and sum them for the entire evaluation period.               <ul style="list-style-type: none"> <li>– 4.00-4.50 = 2.0 points</li> <li>– 4.51-5.00 = 3.0 points</li> <li>– 5.01-5.50 = 4.0 points</li> <li>– 5.51-6.00 = 5.0 points</li> </ul> </li> </ol>		
4.3.	Classroom observations – 0 to 5 points (awarded in accordance with the observation regulations stated in the observation report)		
<b>Subtotal of Part 4</b>			
<b>5.</b>	<b>Improving teaching competences, including national and international mobility:</b>	<b>Number</b>	<b>Number of points</b>
5.1.	A training stay at a foreign or Polish university (minimum 5 days) – 4/2 points.		
5.2.	Teaching assignments at another Polish university up to: 10 hours - 2 points. 11 to 20 hours - 4 points. over 20 hours - 6 points.		
5.3.	Teaching at a foreign university up to 10 hours - 4 pts. Teaching 11 - 20 hours at a foreign university - 8 pts. Teaching at a foreign university for more than 20 hours - 12 pts.		
5.4.	Teaching in a doctoral school: - at Maria Curie-Skłodowska University - 1 point for each academic year - at another institution conducting doctoral school - 3 points for each academic year		
5.5.	Participation in courses improving teaching competences (min. 2 hours) - 2 pts. for each course		
5.6.	Awarded qualifications ( sworn/ certified translator, licensed trainer or instructor, etc.) - 5 points.		
5.7.	Providing didactic training, for a group of at least 5 people - 2 points for each activity		
5.8.	Providing peer teaching activities, officially reported to the Dean/Director of a university-wide unit, for each form - 1 point		
<b>Subtotal of Part 5</b>			
<b>6.</b>	<b>Work towards educational projects</b>	<b>Number</b>	<b>Number of points</b>
6.1	Participation in the preparation of an application for an educational project submitted as part of an international competition (without a positive outcome) - 3 points for each activity		
6.2	Participation in the preparation of an application for an educational project submitted as part of a national competition (without a positive outcome) - 2 points for each activity		
6.3.	Acquisition of external funding for an international educational project 15 points for each activity		
6.4.	Acquisition of external funding for a national educational project - 8 points for each activity		
6.5.	Acting as academic supervisor or task leader in an international educational project - 25 points per activity		

6.6.	Serving as academic lead/task manager in a national educational project - 10 points per activity		
6.7.	Implementation of tasks within an international educational project – 5 points per activity		
6.8.	Implementation of tasks within a national educational project – 2 points per activity		
<b>Subtotal of Part6</b>			
<b>TOTAL SCORE FOR PART II</b>			
<b>EVALUATION OF DIDACTICAL ACTIVITY</b>		<b>POSITIVE</b> <input type="checkbox"/>	<b>NEGATIVE</b> <input type="checkbox"/>

<b>III – ORGANISATIONAL ACTIVITY</b>			
<b>1.</b>	<b>Organisational activities as within the University:</b>	<b>Number</b>	<b>Number of points</b>
1.1.	Serving as Rector - 10 points for each year		
1.2.	Leadership Positions held: <ul style="list-style-type: none"> <li>– Vice-Rector – 8 points per year</li> <li>– Dean – 5 points per year</li> <li>– Vice-Dean – 3 points per year</li> <li>– Institute Director – 5 points per year</li> <li>– Deputy Institute Director – 3 points per year</li> <li>– Doctoral School Director – 5 points per year</li> <li>– Department Chair – 2 points per year</li> <li>– University-wide Unit Head and Deputy – 2 points per year</li> <li>– Academic Ombudsman – 5 points per year</li> <li>– Rector’s Proxy – 2 points per year</li> <li>– Dean’s/Institute Director’s Proxy – 1 point per year</li> </ul>		
1.3	Service in Disciplinary Functions <ul style="list-style-type: none"> <li>– Disciplinary Ombudsman – 2 points per year</li> <li>– MEiN Disciplinary Ombudsman (Ministry of Education and Science) – 2 points per year</li> <li>– Disciplinary Committee Secretary – 1 point per year</li> <li>– Chair/Member of RGNiSW Disciplinary Committee (National Council for Science and Higher Education) – 1 point per year</li> <li>– Chair/Member of MEiN Disciplinary Committee – 1 point per year</li> </ul>		
1.4.	Serving as Head of Postgraduate Programs - 2 points for each year		
1. 5.	Membership in Collegial Bodies at the University: <ul style="list-style-type: none"> <li>– University Senate – 3 points per year</li> <li>– UMCS Governing Council – 3 points per year</li> <li>– Senate and Rector's Committees – 2 points per year</li> <li>– Institute Council/Doctoral School Board – 2 points per year</li> </ul>		
1.6.	Coordinator of the Erasmus Programme and other international programmes - 5 pts for each year		
1.7.	Membership of the mid-term evaluation committee for doctoral students - 1 point for each year		
1.8.	Supervision of professional internships – 4 points per year		
1.9.	Supervision of pedagogical internships – 2 points per year		

1.10.	Performance of assigned organizational duties – 1 point per year (Tasks delegated by superiors for the operation of the organizational unit)		
1.11.	Acquisition of external funding for cultural, sporting, etc. activities. - 5 points for each funding		
1.12.	Spread of research potential and research results and publications, e.g. via internet promotion (social media, websites) - 1 point for each year		
1.13.	Membership of Committees and Panels not included in the evaluation sheet above - 1 point for each year		
1.14.	Preparation of a description of the impact submitted for evaluation - 6 points. (division of points in the event of the establishment of a team)		
1.15	Preparation and administration of certified international exams - 1 to 3 exams - 1 point 4 exams and more - 2 points.		
<b>The list of achievements mentioned in section. III.1.10 - 1.13</b>			
<b>2.</b>	<b>Organisation of scientific conferences/workshops/seminars:</b>	<b>Number</b>	<b>Number of points</b>
2.1.	Heading of organising international/national committees - 5/3 pts.		
2.2.	Participation in organising international/national committees - 2/1 pts.		
<b>3.</b>	<b>Activities outside of the University:</b>	<b>Number</b>	<b>Number of points</b>
3.1.	Participation in KRASP (Conference of Rectors of Academic Schools in Poland), KRUP (Conference of Rectors of Polish Universities), and committees appointed by them – 3 points		
3.2.	Service in collegiate bodies of: <ul style="list-style-type: none"> <li>• PKA (Polish Accreditation Committee)</li> <li>• KEN (Committee of National Education)</li> <li>• RDN (Research Discipline Councils)</li> <li>• NCN (National Science Centre)</li> <li>• NCBR (National Centre for Research and Development)</li> <li>• RGNiSW (General Council of Science and Higher Education)</li> <li>• NAWA (Polish National Agency for Academic Exchange)</li> <li>• RMN (Council of Young Scientists)</li> <li>• and other organizations</li> </ul> - 3 points		
3.3.	Membership in expert teams established by state bodies or institutions/foreign or international institutions - 3/5 points.		
3.4.	Serving in local government bodies, cultural institutions, or non-governmental organisations - 2 pts.		
3.5.	Participation in the jury of competitions or festivals in the musical, plastic, film or theatre arts organised by an artistic centre, cultural institution or art college - 2 points for each activity		
3.6.	Participation in educational and professional development initiatives – 1 point per activity (Including: state examination boards, subject olympiads, and related activities)		

3.7.	Promotion of the University within the framework of social responsibility of science and student recruitment campaigns (e.g. through presentations at science festivals, competitions, popular science publications, lectures, workshops, talks, and other documented forms of knowledge dissemination) (up to 10 points) – 1 point for each activity		
3.8.	Coordination/organization (documented) of knowledge-sharing events and youth meetings, including "Open Days" at UMCS faculties (up to 10 points) – 3/1 points per activity		
3.9	Enhancing the University's prestige through engagement with its social and cultural environment (max. 10 points) – 1 point per activity		
The list of achievements mentioned in section. III.3.5 – 3.9			
TOTAL SCORE FOR PART III			
EVALUATION OF ORGANISATIONAL ACTIVITY		POSITIVE <input type="checkbox"/>	NEGATIVE <input type="checkbox"/>

**I HEREBY DECLARE THAT I ADHERE TO THE APPLICABLE PROVISIONS ON COPYRIGHT AND RELATED RIGHTS AS WELL AS INDUSTRIAL PROPERTY RIGHTS**

.....  
date and signature of the employee

**I CONFIRM THE ACCURACY OF THE DATA AND INFORMATION PROVIDED**

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date and signature of the employee

EVALUATION OF THE DIRECT SUPERVISOR

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date and signature of the direct superior

**JUSTIFICATION AND COMMENTS OF THE ACADEMIC STAFF ASSESSMENT COMMITTEE**

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**ASSESSMENT OF ACADEMIC STAFF BY THE COMMITTEE**

<b>POSITIVE</b>	<b>NEGATIVE</b>
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\* mark the appropriate

Date of the assessment: .....

Signatures of the committee members:

.....

Date of delivery of the assessment to the employee: .....

Date of submission of the assessment appeal: .....

#### THE RECTOR'S APPEALS COMMITTEE'S OPINION ON THE MERITS OF THE APPEAL AGAINST THE ACADEMIC TEACHERS'EVALUATION

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Date of the opinion: .....

Signatures of the committee members:

.....

#### THE RECTOR'S EVALUATION

<b>POSITIVE</b>	<b>NEGATIVE</b>
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\* mark the appropriate

Date of the evaluation: .....

Signature of the Rector: .....