

**MINISTRY OF EDUCATION AND SCIENCE OF KYRGYZ REPUBLIC**  
**ADAM UNIVERSITY**

APPROVED

Rector of ADAM Univeristy

Associated prof. S.R.Sirmbard



**Regulations**

**on time standards for planning the work of the teaching staff**

**Bishkek 2018**

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## **1. Used area**

This Regulation set the time standards for planning academic, educational and methodological, organizational and methodological, scientific research and educative work of the teaching staff of programs and departments of Bishkek Financial and Economic Academy. The time standards are developed taking into account the organization of the educational process using European Credit Transferring System (ECST) and elements of distance working.

## **2. Designations and abbreviations**

Following Designations and abbreviations are used in these Regulations

- CGT - calculation and graphic tasks
- HW – home work
- ECST - European Credit Transferring System
- CIW - control of independent work
- RW – research work
- TS – teaching staff
- ERW - educational and research work
- EMC - educational and methodical complex

## **3. General regulations**

- 3.1** This regulation has been developed in accordance with the resolution of the Government of the Kyrgyz Republic from January 19, 2011 №18 «On the introduction of new conditions of remuneration for employees of educational organizations», «Regulations on organizing academic process based on the ECTS at higher educational institutions of Kyrgyz Republic», approved order of the Ministry of education and sciences from August 6, 2009 № 824/1.
- 3.2** In accordance with the labor legislation of the Kyrgyz Republic for teaching staff of BFEA the duration of working hour is 36 hours in a week (1500 hours in a year for full time staff unit) is set and includes academic, educational and methodological, organizational and methodological, scientific research and educative work.
- 3.3** Academic work of TS is standardized according to 6<sup>th</sup> chapter of this Regulation and includes classroom training (lectures, practical works, seminars, laboratory work and others), control students' independent work, individual and group consultations, supervising educational, production, pre-graduate practices, graduate qualification works, conducting attestation exams of all degrees.

## **4. Academic load of the program/department**

- 4.1** Academic load of the program/department for an academic year is determined by the disciplines, practices, attestations and other assigned to this educational unit provided by the time standards for calculating the volume of hours of academic work for the directions and specialties of the higher of education.
- 4.2** Planning and calculation of the academic load of BEA teachers is carried out on the basis of working curricula of direction and specialties approved for the new academic year as well as established time standards.

The general calculation of the academic load is carried out by the educational department until May 1 and issues an instruction on the distribution of the training load to the heads of programs and departments.

Project of distribution of the academic load for the next academic year for each program/department is submitted by the head to the vice rector of academic affairs for approval until June 20.

**4.3** The calculation of academic load for practical and seminar classes is carried out for an academic group. The term “academic group” means group of 25 people.

Classes in disciplines related to the study of language (English, Kyrgyz, Russian), practical classes in computer classes are conducted in subgroups.

Number of students of subgroups can range from 9 to 16 people.

In April of each academic year, academic groups are formed taking into account specialization.

By the end of each semester, the head of the program/department provides a report on the load actually performed.

## **5. Planning work of the teaching staff**

**5.1** Main document, which defines the work of teacher, is an individual plan, drawn up for each academic year. The individual plan is part of the employment contract, concluded by teacher with university administration. The individual plan includes educational, educational and methodological, organizational and methodological, scientific research, educative and other kinds of work with an indication of the corresponding volumes in hours, planned results and reporting forms.

**5.2** For TS actual academic work for one staff unit is established depending on the structure of division of program/department, as well as on the qualifications of the teacher.

<b>Name of academic division</b>	<b>Professor</b>	<b>Associated professor</b>	<b>Senior lecturer</b>	<b>Lecturer</b>
Program	650	700	740	760
Department of humanitarian disciplines, languages section	650	700	740	760

**5.3** The individual plan of teacher is approved by the head of program/department, as well as plan of the head of program/department – is by vice-rector of academic affairs. During a year, in situations requiring relocation of the workload in academic division by the decision of the program/department in agreement with the vice-rector of academic affairs and head of educational department, changes in individual plans can be made.

**5.4** Summing up the results of the performance of all types of work carried out at the end of academic year at the meeting of program/department. To teachers, who have not completed planned work and have not submitted justifications confirming objective reasons for non-performance, disciplinary measures may be applied.

**5.5** Control of performance of individual plans of TS is carried out by head of programs/departments, head of educational department, head of information and methodological department and vice-rector of academic affairs.

## **General Regulations**

Teaching staff, working at educational institutions, divides into 3 categories:

- Main (full-time employees)
- Part – timers, part-time employees who can work at another university, organization
- Workers on an hourly basis

The main (full-time) teaching staff are understood to be teaching staff who have their main place of work in this educational institution, both full-time and part-time employees. The main place of work is considered to be the institution where the work record book is kept.

### **Staff schedule**

The staffing schedule of the academy is established in accordance with the approved structure in the context of personnel categories:

- Teaching staff (TS)
- Training and Support Staff (TSS)
- Administrative and managerial personnel (AMP)
- Other service personnel

The staffing schedule is linked to the consolidated calculation of the wage fund, the distribution of positions of teaching staff according to the tariff and qualification category.

The change in the limits of the staffing schedule of the department is carried out in case of a change in the volume of work performed based on the submission of the program manager / department, in case of redistribution of the staffing schedule limits between departments based on the submission of the vice-rector for academic affairs.

### **Management of staff schedule**

The limits of the staff schedule of the teaching staff of the academy are set in accordance with the number of students enrolled in accordance with the standard established by the Ministry of Education and Science of the Kyrgyz Republic.

The replacement of all positions of the scientific and pedagogical staff at the academy is carried out under an employment contract concluded for a period of 1-5 years. The conclusion of the contract may be preceded by a competitive selection.

Management of staffing schedule is served by three services: accounting (finance department), educational department and human resources department.

- Accounting (finance department) performs the calculation and controls the limits of the number of staff schedule by divisions.
- Educational department controls the calculation the volume of the curriculum load of the program/department its distribution among teachers, taking into account the established number of teaching staff by departments.
- The human resources department prepares draft orders on the admission, dismissal of employees, on personnel changes, forms personal files of employees, controls correct execution of official documents, as well as compliance of the professional capabilities of the employee with the qualification requirements of the position.

### **Attraction of individuals on an hourly basis**

Programs/departments may employ persons with higher education, with appropriate qualifications, for teaching within the hourly fund for a load of up to 240 hours per year allocated by the program/department for the academic year.

After the distribution of the hourly fund, the programs /departments determine (within the allocated limits) the industry specialists who will be involved in teaching work on an hourly basis, submit to the educational department, no later than a week before the start of classes in the semester, the materials necessary for their registration by order of the rector:

- a. For university employees, applications of the established sample, the permission of the vice-rector of academic affairs.

- b. For the involved persons, an application of the established sample with data on higher education and information confirming the existence of an academic degree and title, a resume, a copy of the work book.

The educational department, together with the human resources department, prepares a draft order, which is issued before the start of classes.

It is forbidden to allow individuals not issued by order to pedagogical work.

### **The procedure for submitting documents for the payment of hourly teachers.**

Certificates for the actually worked time of the past month for payment are submitted to the educational department on the 1st day of the next month in established form, signed by the head of the program/department. In the certificate, full name, the academic degree and title, position are indicated.

The total payment during the period of work of the hourly teacher should not exceed those, which were permitted by the order.

In the certificates for the full-time and correspondence department, control papers, essays, course work, tests and exams, hours are indicated by actual performance (according to attendance lists, academic performance, examination sheets and a group journal).

The education department controls the compliance of the actual performance with the entries in the group journal and schedules of training sessions, registers in the journal of the established sample, and certificates signed by the head of the educational department, are submitted to the accounting department of the academy no later than the 3rd day of the same month.

Payment certificates, which were submitted late, that do not correspond to the schedule of training sessions and entries in group and department journals are not subject to payment.

### **Termination of work on an hourly basis**

Termination of work on the terms of hourly pay is issued by order of the rector after the hourly workers have worked out the amount of hours set for him. The educational department together with the human resources department prepares the rector's draft orders.

It is forbidden to allow hourly workers to work in excess of the limit set by them, unless this excess is issued by an additional order.

### **Payment for management, review of final qualifying works (projects) and participation in the SAC**

The amount of study load for the management, review, consultations on the final qualifying work (project) defended in the SAC, as well as for participation in the state attestation commission as chairman or member is specified in the "norms of time"

Payment for the supervision of the final qualification work (project) is made on the basis of the reviews actually submitted by invited industry specialists according to the secretary of the SAC.

The work of the supervisor, reviewer and consultants of final qualifying works (projects) is not paid:

- if they are teachers of the academy for supervision, reviewing and consulting of final qualifying papers (projects) is included in their workload within a 6-hour working day and is taken into account in the calculation of the program load;
- if the final qualifying work (project) is evaluated with an unsatisfactory assessment during the defense (in this case, supervision and consulting are not paid, the review is subject to payment).

Specialists who are not teachers of the academy, involved in the work of the SAC and approved by the order of the rector, performance in the SAC is paid in the prescribed manner for actual participation in the work of the state commission.

Documents for payment for work in the SAC are prepared by the secretary of the SAC and submitted to the educational department to verify compliance with established standards.

### **Attracting specialists to part-time work.**

Full-time teaching staff, managers, and other employees of higher educational institutions outside of the working day in their main position, if they have appropriate qualifications, can perform part-time work in any positions, including teaching both in their own educational institution and in another educational institution, enterprise, institution, organization.

If there are vacancies, programs/departments are allowed to attract highly qualified specialists from production as part-time workers, no more than 0.75 rate per year. For this, the program/department must provide the relevant documents.

- internal part-time employees administrative and managerial personnel, main (full-time) pedagogical workers, scientific and other employees of an educational institution, in addition to their main job duties, conducting pedagogical work in this educational institution on a part-time basis;
- external pedagogical part-timers are individuals who lead a pedagogical load in this educational institution on the terms of part-time work, but who have their main place of work in another organization.

In accordance with the regulation on the specifics of regulating the job of part-time workers, approved by the Decree of the Government of the Kyrgyz Republic from March 14, 2002, No. 135, the following is established:

- part-time work does not require the agreement of the employer, trade union organization or other representative body of the employee at the main place of work;
- the total duration of part-time work during the month should not exceed half of the monthly standard of working time established for the relevant categories of employees;
- note to the work book about information on part-time work is made at the request of the employee by the employer at the place of main work;
- the work book must be at the main employment place;
- it is not allowed to combine two managerial positions at the same time;
- managerial positions include positions related to the management of teams;
- a part-time teacher can receive a salary for part-time work during a business trip, annual leave at the place of main work and temporary disability, if they have completed the amount of academic work set by the individual plan at another time;
- termination of work on a part-time basis is issued by order of the rector at the end of the academic year, the draft order is prepared by the human resources department.

### **Control and responsibility**

The head of the program/department is personally responsible for the accuracy of the information in the hourly wage certificates.

- 6. Time standards for calculating the volume of academic, educational and methodical, scientific research and other work performed by the teaching staff.**



## 6.1 Academic work

№	Types of work	The norm of time in hours for calculating the load	Note
1	2	3	4
<b>Classroom work</b>			
6.1.1	Lecturing (students, Master's students, doctoral students) (PhD)	1 hour per academic hour	
6.1.2	Carrying out laboratory work (students, Master's students, doctoral students) (PhD)	1 hour per group (subgroup) per academic hour	<b>Division of a group:</b> two subgroups are allowed if there are at least 9 people and no more than 16 in a subgroup
6.1.3	Conducting practical and seminar classes (students, Master's students, doctoral students) (PhD)	1 hour per group per academic hour	In computer classes, a group can be divided into 2 subgroups
6.1.4	Conducting thematic discussions, scientific and practical conferences, business games, analysis of specific situations, solving production tasks.	1 hour per academic hour for each teacher participated in consultations	In the presence of methodological support. The number of teachers is determined by the rector's office.

6.1.5	Conducting ongoing individual classes/consultations on academic disciplines	Of the total number of classes according to the basic and working curriculum for 1 group	
6.1.6	Individual consultations with students	0,2 hours for one student	For correspondence form of education: liquidation of academic debt, academic difference, review lectures, working out laboratory work, practical and seminar classes; conducting consultations, etc. types of individual classes (at the
6.1.7	Individual consultations with students	5 hours for one student	For distance learning (with confirmation by e-mail and on the Moodle platform)
<b>Control</b>			

6.1.8.	Admission of oral and written entrance exams to the university.	4 hours for conducting an exam on the incoming flow; 0,3 hours for checking each written work; 0,25 hours for each examiners for each examinee at oral exam.	The work is checked by one teacher
6.1.9	Rechecking of works on entrance exams	0.2 hours per work	Selective check up to 10% of the total number of works.
6.1.10	Conducting interviews with applicants entering in accordance with the admission rules without entrance exams	0.25 hours for each member of the commission for each applicants	
6.1.11	Acceptance of oral and written exams in the process of mastering educational programs.	0.5 hours per student during the oral exam; 0.5 hours to check each written work; 0.5 hours for each student in the interdisciplinary exam;	For specialization disciplines
6.1.12	Acceptance of credits provided by the curriculum	0.3 hours per student	
6.1.13	Monitoring of academic performance with a modular - rating education system.	On account of the hours scheduled for group consultations for course works	It is carried out in the amount of time allocated for practical, laboratory, group consultations, as well as hours allocated for exams
6.1.14	Consulting and acceptance of abstract works and control papers in the disciplines of the main educational program of higher professional education.	0.5 hours for the abstract works and control papers on training programs for specialists; 3 hours for an abstract works on Master's programs	
6.1.15	State exams	0.5 hours per examinee for each member of the examination commission (including the chairman of the SAC)	The composition of the commission is not more than 7 people

6.1.16	Reviewing the abstract and materials of the dissertation research of doctoral students (PhD)	3 hours for 1 printed sheet	
6.1.17	Admission of entrance exams to doctoral studies (PhD)	Up to 1 hour per applicant in each discipline for each examiner.	
6.1.18	Expertise of doctoral dissertation (PhD)	3 hours - Doctoral dissertation (PhD)	
<b>Practice</b>			
6.1.19	Practice management, including checking reports and receiving differentiated credits:		
6.1.20	- educational	6 hours per working day per group (5 days a week)	
6.1.21	industrial (with small groups) and pre-graduate conducted on an individual basis	1 hour per week for each student	For the whole period of practice
6.1.22	scientific and pedagogical practice	1 hour per week for each Master's student	For the whole period of practice
6.1.23	scientific and research practice	1 hour per week for each Master's student	For the whole period of practice
<b>Supervision</b>			
6.1.22	Supervision of research work of students (preparation of bachelors, specialists, masters, doctoral students (PhD))	<b>Up to 10 hours</b> per student per year (bachelor degree, specialist) <b>up to 30 hours</b> (master's degree) <b>up to 50 hours</b> (doctorate) (PhD))	With the presentation of reports at the conference or participation in the olympiads
6.1.23	Supervision, consultation, review and acceptance of course work: - for correspondence form:	2 hours for one student's work, including 0.3 hours for each teacher's appointment	The number of term papers is no more than 2 per semester. An increase in the norms of time for course work is possible by the decision of the Educational and Methodological Council on the basis of the presented program.

6.1.24	Supervision, consultation, and acceptance of course projects - for full-time form of study: - for correspondence form of study:	5 hours per project for all types of work. 3 hours for one student's work, including 0.3 hours for each teacher's appointment	The number of term papers is no more than 1 per semester. An increase in the norms of time for course work is possible by the decision of the Educational and Methodological Council on the basis of the presented program.
6.1.25	Supervising, consulting and defense of Bachelor's final qualifying works	25 hours for each graduate student, including: 15 hours - supervising 1 hour - consulting by sections; 1 hour - access to defense; 4 hours - review 1 hour - to the chairman; 3 hours - to the members of the examination committee: 0.5 hours - for each final work.	The number of members of the state examination commission is not more than 7 people
6.1.26	Supervising, consulting and defense of Specialists final qualifying works	25 hours - supervising 1 hour - consulting by sections; 1 hour - access to defense; 4 hours - review 1 hour - to the chairman; 3 hours - to the members of the examination committee: 0.5 hours - for each final work.	The number of members of the state examination commission is not more than 7 people
	Supervising, consulting and defense of Master's final qualifying works	40 hours for each graduate student, including: 30 hours - supervising 1 hour - consulting by sections; 1 hour - access to defense; 4 hours - review 1 hour - to the chairman; 3 hours - to the members of the examination committee: 0.5 hours - for each final work.	The number of members of the state examination commission is not more than 7 people

## 6.2 Educational and methodical work

6.2.1	Development of basic curricula in the direction	up to 50 hours per draft plan
6.2.3	Writing syllabus/work program	up to 25 hours for 1 syllabus/work program
6.2.4	Selection of materials for lectures and practical classes and for placement on an electronic platform	up to 0.5 hours for 1 training session
6.2.5	Development and preparation for the external publication of educational and methodological literature	1 printed sheet 50 hours
6.2.6	Development and preparation for the internal publication of educational and methodological literature	1 printed sheet 50 hours
6.2.7	Development of evaluation materials	up to 40 hours in the discipline (paper + electronic version)
6.2.8	Разработка и изготовление учебных макетов, стендов	up to 20 hours
6.2.9	Attendance of classes by program managers, heads of structural divisions and other teachers	According to the visiting schedule
6.2.10	Preparation and holding of student conferences, round tables, games, etc.	University (20 hours) and other (50 hours)
6.2.11	Participation in scientific conferences, seminars, round tables	The actual time spent is taken into account, for no more than 7 hours per day of the conference (seminar, round table)
6.2.12	Reviewing lecture notes, books, educational and methodological textbooks and other educational and methodological materials and developments	up to 5 hours
6.2.13	Works related to the use of information technology in the educational process	Individually in agreement with the rector's office
6.2.14	Preparation and conduct of webinars	2 hours for 1 academic hour.

## III Scientific and research work

1.	Performance of scientific and research, scientific and methodological work with the provision of an annual scientific report	1 work up to 200 hours (after the approval of the topics and supervisors)
2.	Writing scientific articles and reports at conferences, in scientific publications	Intra-university - up to 10 hours and others up to 20 hours
3.	Writing and preparation of books, manuals, monographs	1 printed sheet. up to 100 hours (after approval by the

		scientific and technical council)
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#### **IV. Organizational and educational work**

1.	Carrying out work on the professional orientation of young people when entering universities	Up to 40 hours in agreement with the career guidance commission
2.	Participation and organization of public events	By actual costs

#### **Organizational and methodological work**

1.	Participation in the work of EMA MES KR	Up to 30 hours
2.	Participation in the work of the BFEA Academic Council	Up to 25 hours (in fact)
3.	Participation in the work of the educational and methodological council once a month	Up to 40 hours (in fact)
4.	Preparation of materials for participation in weekly meetings of programs and departments	Up to 30 hours
5.	Professional development of teaching staff	According to the date and program