



## Academic workload Regulation


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"Approved" Rector of the  
Georgian Aviation University, Professor

\_\_\_\_\_ S. Tepnadze  
\_\_\_\_\_ 2019  
Order № \_\_\_\_\_


# Georgian Aviation University Academic workload Regulation

Original copy

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*i.* **Changes**

- Changes are made with the participation of the Rector and the Quality Assurance Service. Changes for confirmation will be provided to the Rector of the University. Execution of a procedure in violation of the above, rule is unacceptable.

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| Compiled by:              | Approved: |
| Quality Assurance Service | Rector    |
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| Date:                     | Date:     |
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| Removed page |      |        |      | Added page |      |        |      |
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*ii. The history of changes*


| Of change № | Grounds for change | Modified Pages | Date | Of change Initiator |
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*iii. List of valid pages*

| Chapter | Page | Change | Date      |  | Chapter | Page | Change | Date |
|---------|------|--------|-----------|--|---------|------|--------|------|
| 0       | 1    | 0      | July 2019 |  |         |      |        |      |
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| i       | 3    | 0      | July 2019 |  |         |      |        |      |
| ii      | 4    | 0      | July 2019 |  |         |      |        |      |
| iii     | 5    | 0      | July 2019 |  |         |      |        |      |
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| 3       | 7    | 0      | July 2019 |  |         |      |        |      |
| 3       | 8    | 0      | July 2019 |  |         |      |        |      |
| 3       | 9    | 0      | July 2019 |  |         |      |        |      |
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## 2. Document control

Documentation control is the subject to the procedures specified in the Quality control book. The purpose of these Regulations and procedures is to create a system that will enable employees to easily recognize documents and use them in the organization. All controlled documents must be created and saved in the format and according to the Regulations that are described in the Quality control book. This will create a system of procedures by which the creation, updating and distribution of documents will be easy.

### 2.1 The list of documents to be sent

| Organization              | format     | Copy number        |
|---------------------------|------------|--------------------|
| Quality Assurance Service | Print      | Original copy      |
| Quality Assurance Service | electronic | Electronic version |
| University Website        | electronic | Electronic version |

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### 3. The main part

#### Article 1. General Provisions

1. This rule determines the maximum workload (academic/invited) for the staff implementing higher education programs of the Aviation University of Georgia (hereinafter referred to as "the University") and the rules for allocation of hourly workload.
2. The workload of the academic/visiting staff of the University (hereinafter - the University) is calculated in astronomical hours according to the current educational programs; One hour is equal to one academic hour 50 minutes + 10-minute break.
3. The semester and annual study load scheme, the number of full-time staff according to the total faculty workload, and the check and correction of the hourly pay distribution are checked and adjusted by the Study Management Service.
4. The Faculty distributes the approved training load to the staff involved in the program and submits the relevant documentation to the Learning Management Service by the end of May of each year for the development of the training schedule.

#### Article 2: Calculation of the study load

1. One academic year at the Aviation University of Georgia includes two semesters, each semester 20 weeks. 15 weeks in a semester are dedicated to theoretical studies, 2 weeks - to the mid-term exam and 3 weeks - to the final exam;
2. During theoretical studies, the structure of the annual workload is formed in accordance with the educational program and can be increased or decreased depending on the specifics of the educational process.
3. The number of students in the flow for each discipline (In groups) is formed as follows:
  - Lectures should be planned for student streams, usually not less than 50-60 and not more than 90 students in each stream; Minor streams are allowed as an exception;
  - Groups of up to 35 students can be grouped together on the basis of the curriculum of the discipline during practical exercises. For engineering graphics and practical language courses up to 20 students;
  - No more than 20 students join the group for laboratory works;
  - The mid-term examination is held during the period of theoretical preparation.
4. One final exam and one additional exam are planned for each subject. Intermediate and final/secondary examinations are provided by the University Study Management Service according to a pre-planned schedule.

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5. The faculty must ensure that the student completes his or her work and a professional internship.

### Article 3: Scheme of distribution of academic load by professors

1. The mode of work of a professor working in one established post is defined as 40 hours per week;
  2. Work schedule from 900 to 1800 hours break; Master's program training can be conducted in agreement with the staff involved in its implementation, in the evening shift from 18:20 to 21:10;
- The total number of classroom hours of the academic year for professors working in administrative positions is not more than 250 hours;
4. The annual workload of academic staff working for one employee is not more than 1600 hours. The annual workload consists of the components listed below. The study load pattern may vary from semester to semester, of which 1-9 points should not exceed 500 hours per year

| №   | Component  | Hours                                     | Terms of performance   |
|-----|--|---|--|
| 1   | 2  | 3   | 4  |
| 1.  | Lecture, practical lessons, laboratory<br>Carrying out works | Educational<br>plan<br>According to<br>T. |  |
| 2.  | Conduct an intermediate examination and a final examination  | 4   | Per academic group, (except<br>By the Examination Center<br>Conducted exams)   |
| 3.  | Check and accept course papers                               | 0.5                                       | For one job  |
| 4.  | Compilation of the syllabus of the subject                   | 5   |  |
| 5.  | Publish an auxiliary manual                                  | 50  | Not more than 600 hours.<br>Once in 3 years<br>In case of publication  |
| 6.  | Practice organizing and leading                              | 10  | For each group   |
| 7.  | Bachelor of Management                                       | 15  | For one bachelor   |
| 8.  | Master's leadership  | 30  | Teaching one graduate<br>student<br>In the fourth semester (each<br>Professor no more than 6<br>Master student)  |
| 9.  | PhD student leadership                                       | 240                                       | Teaching one doctoral student<br>120 hours in the second year,<br>in the third year<br>120 hrs<br>(To each professor<br>No more than 5 doctoral<br>students) |
| 10. | Review of the master thesis                                  | 4   |  |



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| 11. | Participation in the Master Thesis Protection Commission       | 0.25 | Each member of the commission has one graduate student                 |
| 12. | Participation in the Qualification Examination Commission      | 0.25 | One student for each member of the commission                          |
| 13. | Preparing a review for a doctoral dissertation                 | 5    |  |
| 14. | Participate in the discussion of the doctoral thesis           | 3    | Written conclusion<br>Imagine  |
| 15. | Participation in the doctoral dissertation protection council  | 3    |  |
| 16. | Grant project preparation                                      | 80   |  |
| 17. | Secretariat of the Faculty Council                             | 20   |  |
| 18. | Methodical for laboratory, course work<br>Publish instructions | 50   | Not more than 200 hours.<br>Once in 2 years<br>In case of publication  |
| 19. | Publication of the manual                                      | 60   | Not more than 800 hours.<br>Once in 3 years<br>In case of publication  |
| 20. | Publish a translated guide                                     | 40   | Not more than 800 hours<br>Once in 3 years<br>In case of publication   |
| 21. | Publication of the monograph                                   | 70   | Not more than 1200 hours<br>Once in 3 years<br>In case of publication  |
| 22. | Lecture Outline Preparation (Electronic Version)               | 30   | Not more than 1200 hours.<br>Once in 3 years<br>In case of publication |
| 23. | Scientific publication* (Letter)                               | 60   |  |
| 24. | Editing the publication  | 8    |  |
| 25. | Review of the publication                                      | 4    |  |
| 26. | Speech at a scientific conference                              | 10   |  |

5. The performance of the individual load component is checked twice a year by the Faculty Council, which provides information on the status of quality assurance and training management services.

6. The hourly working hours of professors and teachers are determined in accordance with the teaching and examination tables;

7. The work performed will be reimbursed in accordance with the rate established by the university, based on the number of academic hours.