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 Rector of Georgian Aviation University, Professor

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Georgian Aviation University Academic Workload Regulation


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2. Revision Highlights


Changes are made with the involvement of the Quality Assurance Service and the Rector. The revision is submitted to the University Rector for approval. It is prohibited to implement changes in violation of the aforementioned procedure.

Created by:	Approved by:
Head of Quality Assurance Service	Rector
Date:	Date:

Deleted Pages				Added Pages			
Chapter	Page	Revision	Date	Chapter	Page	Revision	Date

2.1 Revision Records

Revision №	Reason for Revision	Page Numbers	Date	Entered by


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4. Document Control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the formats and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

4.1 Document Distribution List

Organization	Format	Copy N:
Quality Assurance Service	Hard Copy	Master Copy
Quality Assurance Service	Electronic Version	E-version
University Web Page	Electronic Version	E-version

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5. The Main Part

Article 1. General provisions


1. This regulation defines the maximum workload for the personnel (academic/invited/scientific) carrying out the higher education programs of the Georgian Aviation University (hereinafter referred to as the University) and the procedure for distributing the hourly workload.
2. The calculation of the workload for the academic/ invited/scientific personnel of the University is done in astronomical hours based on the current educational programs; one hour equals one academic hour, consisting of 50 minutes of instruction plus a 10-minute break.
3. The academic workload scheme for the semester and the year, as well as the adjustment of hourly payment distribution, is managed by the Education Process Management Service, based on the information provided by the faculties.
4. The faculty distributes the agreed academic workload among the personnel involved in the program implementation and provides the Education Process Management Service with the schedule for preparation.
5. The workload of the scientific personnel is determined by the Scientific-Research Center.

Article 2. Methodology for Determining the Number of Academic Staff

1. Through this methodology, the methodological foundations and rules for calculating the number of academic staff at the LLC Georgian Aviation University are determined.
2. The workload of an academic staff member is determined based on "The Methodology for Planning the Student Contingent", taking into account the student groups and the academic year.
3. When determining the number of academic staff required for an educational program within the maximum total number of academic personnel, consideration should be given to the number of students and the specific characteristics of the educational program;
4. Each educational program must be staffed with at least 1 professor and 2 associate professors. Otherwise, the development and implementation of a higher education program is not allowed.
5. When distributing positions for academic staff (Professor, Associate Professor, Assistant Professor, and Assistant), the budget, the level of the educational program, its structure, characteristics, needs, and the specifics of research and teaching components (theoretical, practical, laboratory, research, etc.) in terms of volume must be taken into account.
6. This rule does not apply to honorary doctors, professors, and researchers and professors invited for specific purposes based on the interests of the university

Article 3. Calculation of Academic Workload


1. One academic year at the Georgian Aviation University consists of two semesters, each lasting 19 weeks. In each semester, 14 weeks are dedicated to theoretical lessons, 2 weeks to midterm assessments, and 3 weeks to final exams. A summer additional semester may be scheduled if necessary.
2. During the theoretical teaching period, the formation of the annual workload structure is done according to the educational program and may increase or decrease depending on the specifics of the teaching process.

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3. Number of students in each study group (class) for each course is determined as follows:
 - 3.1 Lectures should be planned for student groups, typically consisting of no less than 50-60 and no more than 90 students per group; small groups are allowed as an exception.
 - 3.2 During practical exercises, depending on the syllabus of the course, groups can be merged to a maximum of 35 students. For practical exercises in computer skills, engineering graphics, and foreign languages, the group size can be up to 20 students.
 - 3.3 In laboratory work, the group should consist of no more than 20 students.
 - 3.4 During the theoretical teaching period, an midterm exam is conducted.
4. For each subject, one final exam and one additional exam are planned. The university's Education Process Management Service ensures the conduct of midterm exams and final/additional exams in accordance with a pre-planned schedule.
5. The faculty must ensure that the student completes industrial and professional practice.

Article 4. Scheme for the Distribution of Academic, Scientific, and Invited Personnel Workload

1. The work schedule for a professor working on a full-time basis is defined as 40 hours per week.
2. The workday is from 9:00 AM to 6:00 PM, with a one-hour break; for master's programs, teaching may be conducted in the evening shift, from 6:20 PM to 9:10 PM, in agreement with the involved personnel.
3. The total number of classroom hours for professors working in administrative positions during the academic year is limited to no more than 250 hours.
4. The annual workload for academic/scientific personnel working on a full-time basis is no more than 1600 hours. The annual workload consists of the components listed below. The academic workload scheme may vary by semester, with points 1-9 accounting for no more than 500 hours per year.

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№	component	hour	terms of execution
1	2	3	4
1.	Conducting lectures, practical exercises, laboratory work.	According to the curriculum	
2.	Conducting midterm and final examinations	4	On one academic group (except for exams conducted by the examination center)
3.	Review and acceptance of coursework	0,5	on one task
4.	Preparation of the course syllabus	5	
5.	Publication of a supplementary textbook	50	No more than 600 hours If published once every 3 years
6.	Organization and supervision of practice	10	For each group.
7.	Supervision of undergraduate students	15	For one bachelor student.
8.	Supervision of master's students	30	For one master's student in the fourth semester of studies (no more than 6 master's students per professor).
9.	Supervision of doctoral students	240	For one doctoral student in the second year of studies 120 hours, in the third year 120 hours (no more than 5 doctoral students per professor.)
10.	Review of the master's thesis	4	
11.	Participation in the master's thesis defense committee	0,25	Each committee member for one master's student.
12.	Participation in the qualification examination committee	0,25	Each committee member for one student.
13.	Preparation of a review for the doctoral thesis	5	
14.	Participation in the discussion of the doctoral thesis	3	By submitting a written conclusion
15.	Participation in the doctoral thesis defense board	3	
16.	Preparation of a grant project	80	
17.	Secretary of the faculty council	20	

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18.	Publication of methodological guidelines for laboratory and course work	50	No more than 200 hours If published once every 2 years.
19.	Publication of a textbook	60	No more than 800 hours. If published once every 3 years.
20.	Publication of a translated textbook	40	No more than 800 hours. If published once every 3 years.
21.	Publication of a monograph	70	No more than 1200 hours. If published once every 3 years.
22.	Preparation of lecture notes (electronic version)	30	No more than 1200 hours. If published once every 3 years.
23.	Scientific publication (article)	60	
24.	Editing of a publication	8	
25.	Review of a publication	4	
26.	Presentation at a scientific conference	10	

5. The performance of individual workload components is reviewed twice a year by the Faculty Council, which provides information on the status to the Quality Assurance and Academic Process Management Services.
6. The performance of individual components of the workload of scientific staff is reviewed annually by the Research Center, which provides information on the status to the Quality Assurance Service.
7. The work schedule of professors and lecturers on an hourly paid basis is determined by the academic and exam schedules.
8. The work schedule of scientific staff on an hourly paid basis is determined by the teaching and research workload schedules.
9. For educational programs certified by the Civil Aviation Agency, the workload of the implementing personnel will be determined in accordance with the agency's regulations. The maximum daily workload for personnel involved in theoretical instruction and flight practice is 8 and 6 hours respectively.
10. The remuneration for the performed work will be based on the number of academic hours, according to the tariff rate set by the university.