



Regulations on time standards for planning the academic workload of the teaching staff of Karaganda University named after E.A. Buketov

1. These regulations define the time standards used in planning the academic workload of the teaching staff (hereinafter referred to as "teaching staff") of the departments of Karaganda University named after E.A. Buketov.
2. The academic workload is assigned to the teaching staff by the head of the department individually, depending on the staffing, qualifications, and profile of the department.
3. The volume of classroom workload of the teaching staff by position is carried out in accordance with the "Qualification Professional Standard of the teaching staff of NAO Karaganda University named after E.A. Buketov".
4. The ratio of classroom and extracurricular workload is determined by the head of the department independently, taking into account the approved staffing, the average pedagogical workload of the department, the profile of the department (degree-granting or university-wide), the qualifications of the teachers, and the position held by the teaching staff.
5. Educational work of teachers with students is subject to hourly payment if there is an approved schedule in the following cases:
 - Retaking courses;
 - Eliminating the academic difference in work plans upon reinstatement and transfer;
 - Mastering the program of pedagogical training for graduates of specialized master's programs.
6. The calculation of the academic workload of the teaching staff should take into account the following time standards by type of work¹:

No.	Types of work	Time standards in hours	Note
6.1	Conducting lectures	Academic hour (50 minutes) equals astronomical hour	Based on one academic stream (100-150 people)
6.2	Conducting practical, seminar, laboratory classes, SROP ²	Academic hour (50 minutes) equals astronomical hour	The number of students in SROP groups should be 50 people
	Conducting SROP in master's and	Academic hour per week per credit of	

	doctoral programs	the academic discipline	
	Mentoring	200 hours	For a research professor of the department
	Conducting research	300 hours	For a distinguished professor of the department
6.3	Taking exams, intermediate control	Testing in accordance with the number of hours allotted for intermediate certification (IA) in the work curriculum	Based on the entire discipline
	Oral/written form	Based on one student	
6.4	Supervising course work/project	Carried out within the hours or credits allotted for mastering the academic discipline.	Consultations on writing course works (projects) are conducted at the expense of SROP hours
6.5	Accepting defenses of course works	0.2 hours	Based on one student
6.6	Supervising professional practice with report defense	Hour per week per student. For supervising pedagogical practice: 0.5 hours are planned for the department of specialization; 0.25 hours for the department of psychology; 0.25 hours for the department of pedagogy and methodology of primary education.	If the number of master's and doctoral students is 1-2 people, then 30% of the classroom load is planned.

6.7	Supervising diploma works of students	23 hours per year	Based on one graduating student, no more than 10 students per supervisor
	Supervising graduation projects of students/master's students	10 hours per year	Based on one student, no more than 15 students per supervisor
	Supervising master's theses	25 hours per year	Based on one non-graduating master's student
		45 hours per year	Based on one graduating master's student, no more than 5 master's students per supervisor
	Supervising doctoral dissertations for scientific consultants from KarU	56 hours in the first year; 108 hours in the second year; 112 hours in the third year.	Based on one doctoral student, no more than 4 doctoral students per supervisor
	Supervising doctoral dissertations for scientific consultants from a foreign university	10 hours in the first year; 20 hours in the second year; 30 hours in the third year.	Based on one doctoral student
	Conducting norm control of graduation works/projects	1 hour	Based on one graduation work/project
6.8	Reviewing diploma works/projects	2 hours	Based on one work/project
	Reviewing master's theses/projects	4 hours	Based on one thesis/project
6.9	Participating in the attestation		

	committee:		
	During the defense of a diploma work/project, master's thesis/project	0.5 hours	Based on one member of each attestation committee, including the chairman
	During comprehensive testing of students	3 hours per stream	Planned for each member of the commission per stream of students
6.10	Participating in the summer semester	For the elimination of academic debts	Based on one group of at least three people - 30% of the total volume of classroom hours of the educational program.

7. Amendments to these regulations are made at the initiative of the Department of Academic Affairs after согласования with the Member of the Board - Vice-Rector for Academic Affairs. The amended regulations are approved by the Chairman of the Board - Rector of the university.