

Confirmed by № 58 order of the rector (02.03.2014),

Edited by №85 order of the rector (14.08.2015)

Edited by №1 resolution of the academic council (28.10.2016)

## **Rule of operating duty of academic and invited personnel**

### **Article 1**

The given rule defines educational university's LTD "BAU International University, Batumi" (hereinafter university) maximum quantity of occupation and rule of distribution of working hours.

### **Article 2**

1. Membership of the academic personnel is given in the following form: professor, associated professor, assistant-professor and assistant.
2. Professors participate and lead educational and scientific research process.
3. Selection of the academic personnel in the university is done according to the rule of "choosing academic personnel"
4. Staff occupation of the academic personnel can be full and incomplete (0.25; 0, 50; 0, 75).
5. For completion of the educational process completely and without fail, university according to the professional qualities chooses invited personnel and form labor contract with them according to the "hourly payment rule", where payment of one hour is defined by the order of rector, with the agreement of partner's meeting (amount of completed hours will be reflected in the statement proving statement, enclosure 1) or university forms labor contract with invited personnel, on the full staff, independently from the completed hours, where salary rate is defined with the agreement of partner's meeting and is regulated by the labor contract;

### **Article 3**

1. Duration of auditorium studies, during educational year is 31 (first term-15, second term 16 week) weeks
2. Duration of one auditorium studies in the university among them lecture, practical (working in the group) laboratory works and clinical practice (visits on the clinical basis) will be 40 minutes, interval between studies will be 10 minutes.

2. During clinical practice, maximum amount of the students in the group will be defined by 4-5 students, during laboratory studies-20, during group work-30, during lectures by 70 students.
3. Exception of the second article is allowed by the agreement of partner's meeting and by the order of rector, if from the amount of students it is impossible to form corresponding groups.

#### **Article 4**

1. Staff academic operating duty of academic personnel includes auditorium (contact) and non-auditorium hours.
2. Auditorium operating duty of academic personnel on one rate during educational year is:
  - Not less than 200 hours (on average 7 hours in a week) **for professors;**
  - Not less than 240 hours (on average 8 hours in a week) **for associated professors;**
  - Not less than 290 hours (on average 10 hours in a week) **for assistant professors;**
  - Not less than 400 hours (on average 13 hours in a week) **for assistants;**
3. Auditorium (contact) hours include:
  - a) lecture, laboratory, practical (or group work) and on clinical basis carried out clinical practice;
  - b) Consultations during term (minimum 1 hour in a week) after and before middle and final exams (minimum one hour on each);
  - c) Preparation of middle, final and re-pass exams' materials (tests, exam questions, cases and so on) and its regular renovation (5 hours on one academic course);
  - d) checking-evaluation of exam works (1 hour on 5 written works);
  - e) Curatorship of the group (10 hours on one group);
4. Non-auditorium operating duty of academic personnel on one rate during educational year is:
  - Not less than 200 hours **for professors**, in particular:
    - a) Leading of educational program-100 hours;
    - b) Leading of program direction- 20 hours;
    - c) Publication of one article in the magazine having international quotation or reviewed index-50 hours;
    - d) Leading of research-grant project- 100 hours;
    - e) Participation in international conferences (public speeches or membership of scientific committee of the conference)-20 hours;
    - f) Leading of student's scientific-research and conference theme-10 hours;
    - g) Creation of text-book and lecture course-100 hours;
    - h) Public lecture (or other university activity)- 10 hours;
    - i) Participation in the work of different commissions (one full day 5 hours);
    - j) Combination of administrative position-50 hours.

- Not less than 150 hours, **for associated professor**, in particular
  - a) Participation in the renovation of the program - 20 hours;
  - b) Publication of one article in the magazine having international quotation or reviewed index-50 hours;
  - c) Leading of research-grant project- 100 hours;
  - d) Participation in research-grant project - 40 hours;
  - e) Participation in international conferences (public speeches or membership of scientific committee of the conference)-20 hours;
  - f) Leading of student's scientific-research and conference theme - 5 hours;
  - g) Creation of text-book and lecture course on behalf of BAU - 100 hours;
  - h) Public lecture (or other university activity) - 10 hours;
  - i) Participation in the work of different commissions (one full day 5 hours);
  - j) Participation in the duration of exams (or other university activity)- 10 hours;
  - k) Combination of administrative position-50 hours.
- Not less than 100 hours, **for assistant professors**, in particular:
  - a) Participation in the duration of exams- 10 hours;
  - b) Publication of one article in the reviewing magazine- 30 hours;
  - c) Participation in research-grant project - 40 hours;
  - d) Participation in international conferences (public speeches or membership of scientific committee of the conference)-20 hours;
  - e) Participation in other university activity-10 hours;
  - f) Combination of administrative position-50 hours.
- Not less than 50 hours, **for assistants**, in particular:
  - a) Participation in the preparation and duration of exams- 10 hours;
  - b) Publication of one article in the reviewing magazine- 30 hours;
  - c) Participation in research-grant project (working as assistant personnel is also considered as participation) - 30 hours;
  - d) Participation in international conferences (public speeches or membership of scientific committee of the conference)-20 hours;
  - e) Participation in other university activity-10 hours;
  - f) Combination of administrative position-50 hours.

5. Besides operating duty defined by the staff, if it will be necessary to invite academic personnel on additional hours, maximum amount of operating duty on additional hours of academic hours (rules of hour payment) will be defined by the half of staff hours.
6. Auditorium and non-auditorium operating duty of academic and invited personnel will be reflected in the corresponding form (enclosure 2, enclosure 3);

#### **Article 5**

1. In case of missing of auditorium hours defined by the academic personnel operating duty and in case of not compensation, compensation of missing hours will be retained proportionally from the payment.
2. Based on the preliminary agreement, missed hours are subordinated to compensation in the terms established by the faculty.
3. Unfulfilled hours will not be compensated to the invited personnel.
4. If during educational year, academic personnel will complete preliminary unplanned, but by the educational process defined works, as carrying out additional exams to the students evaluated by FX-category, carrying out exams for recognition of credits to the students who should be enrolled by mobility rule, membership of the commission for receipt on master's degree and so on, will be considered as non-auditorium hours.

#### **Article 6**

1. Quality insurance service and faculty to be charged to control the rule of completion;
2. Rule enters into force upon its signing.

**BAU International University, Batumi**  
**Payment Confirmation Request**

In accordance with the BAU Batumi Rector’s Order  
 and Labour Agreement (№ \_\_\_\_\_, dated -----),  
 the invited teacher/academic personnel completed the teaching hours on the Faculty of “Medicine”  
 \_\_\_\_\_ (Year) \_\_\_\_\_ (month) :

№	Date	Education Program	Title of Learning Course	Contact Hours
Total Hours:				

Please confirm the financial compensation for completed teaching hours.

The invited teacher/professor/Assoc.Professor/Assist.Professor

“Agreed”

Dean of Faculty

Total hours:	one hour cost	Salary (Net) (GEL)	Notes

Head of Financial, Economical and Material Resources Service

Head of Administration



**Enclosure 3**