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The Norms of YSU Teaching Staff Educational and Educational-Methodological Workload Calculation

№	Form of the Work	Time Norms	Annotation
1.	Lecture	1 hour for a student stream per 1 academic hour	A student stream – 60-75 people (a specialty or voluntary-course group – not less than 15 people). A student stream and group in master's degree programme – not less than 6 students for physics and mathematics, natural sciences programmes and for the programmes of humanities, sociology and economics – 10 students.
2.	Practical class	1 hour for a group per 1 academic hour	A group – 22 students, language group – 20 students (a language group of specialty language in the 1 st year of the fac. of Oriental Studies– 12 students, a group of “Mastering Journalism” course of the fac. of Journalism – 15 students)
3.	Seminar class	1 hour for a group per 1 academic hour	A group – not less than 30 students
4.	Laboratory class	1 hour for a group per 1 academic hour	A group – 12-15 students (in special cases for the purposes of work safety rules)

			assurance – 6-8 students by the permission of the vice-rector for academic affairs)
5.	Conduction of pass-fail exam	0,25 hour for 1 student during a semester	
6.	Conduction of midterm exams	0,25 hour for 1 student for 1 midterm exam	In case of a course with research component – 0,5 hour only for 1 midterm exam.
7.	Consultation of a course with research component	0,5 hour for 1 student during a semester	The number of courses with research component – not more than 6.
8.	Conduction of final exam	0,5 hour for 1 student during a semester	
9.	Supervision over a bachelor's degree graduation paper	In the course of learning, for 1 graduation paper – 20 hours, for peer-review – 2 hours	1 lecturer can supervise over not more than 5 papers.
10.	Supervision over a master's degree student (including work placement and master's degree thesis)	In the course of learning, for the supervision over 1 master's degree thesis – 45 hours, for peer-review – 4 hours, for work placement – 4 hours	1 lecturer can supervise over not more than 6 master's degree students (per 3 in each course). The distribution of hours is carried out per semesters. full-time education: the 2 nd semester – 5 hours, the 3 rd semester – 20 hours, the 4 th semester – 20 hours part-time education: the 3 rd semester – 5 hours, the 4 th semester – 20 hours, the 5 th semester – 20 hours
11.	Summarizing exam in bachelor's degree programme	0,25 hour for 1 student	The number of the committee members – not more than 6 people; participation of the rector, vice-rectors and deans, deputy deans – without additional payment.
12.	Defence of graduation paper	0,25 hour for 1 work	
13.	Defence of master's degree thesis	1 hour for 3 students	

14.	Supervision over a postgraduate student	During a year for 1 full-time postgraduate student – 70 hours, for part-time postgraduate student – 50 hours	A professor can supervise over 5 postgraduate students and doctoral degree seekers of different years, an associate professor – 3 postgraduate students and doctoral degree seekers.
15.	Supervision over a doctoral degree seeker	During a year for 1 applicant – 25 hours	
16.	Supervision over educational (informative, museum, field, excursion, etc.) work placement including checking of reports and conduction of pass-fail exam	Within 1 work day – 4 hours for each group (in case of field work placement – 6 hours)	A group – 30 students (in case of field workplacement – 15)
17.	Supervision over specialty (industrial, academic, experimental) work placement	2 hours for 1 student per 1 week	1 hour is provided by the supervisor appointed by another institution
18.	Supervision over pedagogical work placement: a) group supervisor (lecturer-methodist of a specialty subject), b) teacher c) psychologist	a) for a group supervisor – 30 hours per 4 weeks b) for a teacher – 12 hours per 4 weeks c) for a psychologist – 8 hours per 4 weeks	A group – 10 students. A group supervisor can supervise over 1 group, teacher and psychologist can simultaneously work with not more than 4 groups.
19.	Participation in the activities of YSU methodological council	40 hours for each member per an academic year, 50 hours for chairman per an academic year	
20.	Participation in development of projects of legal acts of YSU Academic Council and activities of expert committee	30 hours for each member per an academic year 40 hours for chairman per an academic year	
21.	Membership in faculty methodological council (including the quality assurance permanent committee of faculty academic council)	30 hours for each member per an academic year 40 hours for chairman per an academic year	3-4 people can be involved in methodological council

22.	Secretary of faculty academic council	40 hours per each academic year	
23.	Responsible person for the upgrading of faculty lecturers' qualification	20 hours per each academic year	
24.	Study programme supervisor	60 hours per an academic year in bachelor's degree programme 20 hours per an academic year for master's degree programme	The time amount includes the supervision over the same study programme both in full- and part-time education modes. The functions of a study curator in the first year of bachelor's degree programme are included in the responsibilities of study programme supervisor
25.	Lesson audition	For auditioning the courses of one lecturer – 1 hour within an academic year, but not more than 20 hours for the chair	Lesson audition is carried out by the head or professor of the chair

1. *The personnel list of chair is composed with the workload of on average not more than 700 hours per one lecturer.*
2. *The chair workload distribution among lecturers is carried out by the head of chair in coordination with the dean; it is approved by the vice-rector on academic affairs.*
3. *The chair workload shall correspond to the following requirements:*
 - a) *lectures shall compose not less than 120 hours within the workload of a professor,*
 - b) *auditorium (lecture, practical, seminar, laboratory class) hours shall compose not less than 240 hours within the workload of an associate professor,*
 - c) *the time amount allotted for exams and pass-fail exams shall not exceed 30% within the workload of a professor, associate professor, assistant and lecturer,*
 - d) *120 hours at the expense of practical, seminar or laboratory courses of the chair shall be allotted for 2nd- and 3rd-year postgraduate students in the course of their learning as a pedagogical work placement (60 hours per an academic year).*
4. *The lecturers invited for teaching by internal and external joint appointments can be designated at a rate of up until 0,5 or on the basis of hourly payment.*