

“APPROVED”

By Decision of the Management Board  
 of “International information  
 technologies university” JSC  
 Chairman of the board, Rector  
 \_\_\_\_\_ Khikmetov A.K.

July 01, 2022

Protocol № 64

## REGULATION ON PLANNING OF ACADEMIC WORK AND PEDAGOGIC LOAD FOR TEACHING STAFF P-01

### Revision 15

	Position	Name and initials	Signature
Approved at Academic Council meeting on 17.06.2022 № 12	Academic secretary	Erkebekova E.K.	
Developed	Head of the Department for Educational and Methodological affairs	Adzhibayeva A.Sh.	
Agreed	Vice-Rector for academic and educational affairs	Mustafina A.K.	
Agreed	Financial Director	Kazhigaliyev N.U.	
	Director of Legal department	Orazgali A.D.	
	Dean of FCTC	Seilova N.A.	
	Dean of FDT	Mukhamedieva A.G.	
	Head of IS department	Saksenbayeva Zh.S.	
	Head of MCM department	Ydyrys A.Zh.	
	Head of CS department	Amanzholova S.T.	
Agreed	Head of CE department	Kulambayev B.O.	
Agreed	Head of RET department	Bakhtiyarova E.A.	
	Head of E&B department	Shildibekov E.Zh.	
	Head of MCHK department	Niyazgulova A.A.	
	Head of Languages department	Manapbayeva Zh.Zh.	

**CONTENT**

1. PURPOSE .....3

2. REGULATORY REFERENCES ..... 3

3. ABBREVIATIONS ..... 3

4. GENERAL PROVISIONS ..... 4

5. PROCEDURE OF PLANNING CLASSROOM TYPES OF ACADEMIC WORK  
BY ACADEMIC STREAMS AND GROUPS..... 5

6. PLANNING OF PEDAGOGIC LOAD OF TS .....6

7. PLANNING OF TEACHING LOAD OF TS..... 7

ANNEX 1. TIME STANDARDS FOR CALCULATING THE TEACHING LOAD  
OF DEPARTMENT ..... 10

ANNEX 2. TIME STANDARDS FOR ALL TYPES OF ACTIVITIES OF TS  
FOR TS INDIVIDUAL WORK PLAN..... 13

## 1. Purpose

This Regulation describes all types of academic work at the University, the procedure for developing norms and planning teaching load in “International information technologies university” JSC (hereinafter the University).

This Regulation shall be used for internal activities of the University.

## 2. Regulatory references

The following regulatory documents are referenced in this regulation:

Law on Education of the Republic of Kazakhstan	Law of the Republic of Kazakhstan "On Education"
Labor Code of the Republic of Kazakhstan	Labor Code of the Republic of Kazakhstan
SCSE RK	State compulsory standards of education for the relevant levels of education (Order of the MES RK № 604 dated October 31, 2018)
SEP cycle GED	Standard educational program of the cycle for general education disciplines (Order of MES RK № 603 dated October 31, 2018)
Rules for organization of educational process on CTE	Rules of organization of educational process on credit technology education (Order of MES RK № 152 from 20.04.2011)
Standard rules for educational organizations activity	Standard rules of activity of educational organizations implementing educational programs of higher and (or) postgraduate education (Order of MES RK № 595 dated October 30, 2018)
On determining recommended teaching load and minimum salary of teaching staff in organizations of higher and (or) postgraduate education of the Ministry of Education and Science of the Republic of Kazakhstan	Order of the Minister of Education and Science of the Republic of Kazakhstan dated March 25, 2021 № 122 “On determining recommended teaching load and minimum salary of teaching staff in organizations of higher and (or) postgraduate education of the Ministry of Education and Science of the Republic of Kazakhstan”

## 3. Abbreviations

AC	- Attestation Commission
SCSE	- State compulsory education standard
SE	- State Exam on Modern History of Kazakhstan
SC	- Dissertation Council
SRW	- Scientific-research work
TS	- Teaching staff
IWD	Independent work of PhD doctoral students
IWDL	Independent work of doctoral students under supervision of lecturer



- Department chairmanship, substitute chairmanship, section chairmanship;
- Edvisorship, mentorship;
- Performing functions of the Academic Secretary of Academic Council, Academic Council;
- Secretary of Academic and Methodical Council, Head of Section of the EMS;
- Coordinator of international accreditation.

4.4 The labor intensity of one Kazakh academic credit (30 academic hours) corresponds to 1 ECTS credit (25-30 academic hours).

4.5 Control activities include: current control, progress check, interim control, final control, differentiated credit, final state certification, as well as acceptance of the course projects (works), written test papers, reports on SIW implementation.

4.6 At the credit technology of training independent work of students is divided into two parts: independent work, which is performed under the guidance of the lecturer (SIWL), and on the part that is performed completely independently (SIW).

The entire volume of SIW is confirmed by the tasks that require the student's daily independent work.

4.7 Independent work of the student under the guidance of the lecturer (SIWL) - the work of student under the guidance of the lecturer, conducted on a separate schedule, depending on the category of students it is divided into: independent work of the student under the guidance of the lecturer (SIWL), independent work of the master's student under the guidance of the lecturer (MIWL) and independent work of the doctoral student under the guidance of the lecturer (IWDL).

4.8 Independent work of students is divided into two parts: independent work, which is carried out under the guidance of a lecturer (SIWL), and the part that is carried out completely independently (SIW).

The entire volume of SIW should be confirmed by the tasks that require the student's daily independent work.

SIWL includes consultations on the most complex issues of the curriculum, homework, course projects (works), control of semester work, reports and other types of assignments SIW.

## **5. Procedure of planning classroom types of academic work by academic streams and groups**

5.1 Planning of lecture classes is carried out by academic streams and groups.

The division into streams, as a rule, is carried out when the number of students in a stream does not exceed 60 people.

5.2 Academic streams and groups are formed according to the principle of sufficient number of students enrolled in a given discipline and to a given lecturer, and achieving a sufficient level of profitability.

5.3 The occupancy rate of the academic stream and group is determined by the DEMA.

5.4 Seminars and workshops are scheduled for academic groups with maximum of 25 students. Practical classes on languages are planned for subgroups with no more than 15 people.

5.6 Independent work of student (master's student) with the lecturer is planned with indication of the time of the lecturer's activity at department. Consultations are planned by departments for academic streams, in exceptional cases - for groups.

5.7. The SIWL for the Department of Languages is allocated to each subgroup.

5.8. The reception of the progress check is carried out by the lecturer who gives the lectures and the assistant.

5.9. Intermediate attestation/ final control is carried out in the form of test (computerized testing) or written assignments - on the academic stream, in oral, project or combined forms - in academic groups.

5.10. Intermediate certification is accepted by the examination commission consisting of at least 2 x TS.

5.11. Distribution of diploma projects, master's theses, doctoral dissertations between lecturers is carried out by the heads of departments of the faculty at the request of students (master's students, doctoral students), considered by the Educational and Methodical Council of University and approved by the Academic Council of University.

5.12. The State Examination on Modern History of Kazakhstan is conducted by the State Attestation Commission:

- No more than 32 persons per day.

5.13. Final attestation is conducted by the attestation commission:

- on defense of diploma work (project) - no more than 32 people per day or no more than 12 joint projects per day;
- for defense of a master's thesis - no more than 32 people per day.

Doctoral dissertation defense is held at the meeting of the Dissertation Council on educational programs in the order established by the MES RK.

5.14. Accounting for the amount of work done by full-time lecturers, as well as remuneration of lecturers on an hourly basis is made on the basis of the actual time spent.

## **6. Planning of pedagogic load of TS**

6.1 Planning of pedagogic load of TS is carried out in academic hours.

The annual pedagogic load of TS is determined by a 40-hour working week, which is 1648 hours per year for 1 rate (respectively 2472h for 1.5 rate; 2060h for 1.25 rate; 1236h for 0.75 rate; 824h for 0.5 rate; 412h for 0.25 rate), from September to June, taking into account holidays (40 hours per week\*44 weeks =1760 hours per year-(14 holidays\*8)).

According to par. 2-3 of the Law of the Republic of Kazakhstan "On holidays in the Republic of Kazakhstan", the State and national holidays at University are regulated according to R-01 Rules of Labor Regulations.

The teaching load of the lecturer in classroom classes is calculated by the contact time of the lecturer's work with the stream, group, subgroup according to the working curriculum and records of students for disciplines.

6.2 The main document determining the volume and types of work of the lecturer for the current academic year is the individual plan of the lecturer **F-28 “Individual work plan of TS”**.

The individual plan for the lecturer includes the following sections:

- academic work;
- teaching and methodical work;
- research work;
- organizational and methodical work;
- educational and social work;
- professional development.

Distribution of the total annual load and the formation of individual plans of TS is considered at the first meeting of the department in the academic year, but no later than August 31.

The individual plan of TS is signed by the lecturer, the head of the department, the dean of the faculty, the head of the Department of EMA and approved by the Vice-Rector for Academic and Educational Activities.

If necessary, based on the decision of the department, during the academic year, changes may be made to the individual plan of the faculty member. In the individual plan the actual fulfillment of teaching load is noted.

The summary report on the planning of teaching load of TS of the department is carried out according to the form **F-63 Summary report on planning and implementation of pedagogic load of TS of the department**, which is coordinated with the head of department, dean of the faculty, head of DEMA department, director of DSPE and approved by the vice-rector for academic and educational activities no later than September 15.

6.3 Control over the implementation of activities of the individual plan of the lecturer is carried out by the head of department.

At the end of the academic period (semester, academic year) lecturers report at the department meeting on the actual implementation of the individual work plan. Decision on the fulfillment of the individual work plan of TS is taken collegially and approved, which is recorded with a corresponding record: “fulfilled”, “accepted with remarks”, “not fulfilled”, “replaced” (with indication of the terms of correction of remarks).

At the end of the academic year lecturers write an annual report on the fulfillment of teaching load for all types of work with a detailed description of the completed work and indicating the reasons for not fulfilling the plan, if any.

The head of department, after reviewing the reports of the teaching staff, submits for approval to the head of the Department of EMA, director of DSPE summary report of the department on the actual implementation of teaching load, on the form **F-63 Summary report on the planning and implementation of pedagogic load of TS department**, not later than 3 weeks after the end of the academic period (semester, academic year).

The Head of DSPE department submits for consideration and approval at the meeting of the Educational and Methodological Council a summary report on the actual implementation of the teaching load of TS of departments and the university in context of departments, according to the **forms F-63 Summary report on planning and implementation of pedagogic load of TS of the department and F-64 Summary report on planning and implementation of pedagogic load of TS of the university in context of departments**, no later than the 3rd week after the end of the academic period (semester, academic year).

## **7. Planning of teaching load of TS**

7.1 Lectures are planned by professors, associate and assistant professors, senior lecturers, lecturers.

7.2 The University can attract experienced specialists from the production of practitioners of the relevant field of activity to give lectures.

7.3 Seminars, practical classes and laboratory works can be conducted by assistants, tutors.

7.4 When planning the teaching load, the volume of lectures of TS should not be more than 60% of the classroom load. The weekly lecture load of TS should not exceed 36 academic hours.

7.5 The planning of teaching load of TS is carried out in academic hours, which are the time of contact work of the lecturer with the student on the schedule in classroom training sessions or on a separately approved schedule for other types of academic work.

One academic hour of all types of classes, practice, research work, final state certification of students is equal to 50 minutes.

7.6 When planning the amount of academic work is based on the fact that one credit of the discipline is equal to 15 academic hours of classroom work of the student during the academic period in the form of a semester, evenly distributed by 1 hour per week.

7.7 Course works (projects) are carried out within the hours or credits allocated to the mastering of the discipline program. In this case, consultations of the lecturer on writing term papers (projects) are carried out at the expense of SIWL hours.

7.8 All materials for students are placed on the corporate resource dl.itu.kz, Microsoft Teams, applications from the package Office 365.

7.9 During pandemic and other force majeure situations, classroom training is conducted in the format of distance and/or blended learning.

7.10. For the disciplines that are included in the approved list of disciplines approved for delivery in the world's recognized distance learning systems on the basis of a contract between the University and a particular organization (for example: Coursera), identify a mentor - lecturer responsible for the support of MOOC courses. The duties of the mentor are defined in the Regulation R-71 on the procedure for recognizing learning outcomes of non-formal education. The mentor's teaching load should be planned according to the time standards (Annex 1).



**Annex 1**

**Time standards for calculating the teaching load of department**

Time standards by type of work			1	2
Type of work	Description	Calculation of rates	Hours	Calculation feature
Teaching work	Lecture delivery	1 credit	15	Staff workload
	Conducting practical classes	1 credit	15	Staff workload
	Conducting laboratory works	1 credit	15	Staff workload
	Acceptance of boundary control 1,2	Per 1 student	0,25	Staff workload
	Exam reception	Per 1 student	0,25	Staff workload
	Course work	Per 1 student	0,25	Staff workload
	SIWL (office hours)	Per lecture stream	15	Staff workload
	Participation in SE on Modern History of Kazakhstan	Per 1 student	0,25	Hourly rate
	Technical Secretary	Per 1 student	0,15	Hourly rate
	Participation in the AC for the defense of the diploma project and master's thesis	Per 1 student	0,25	Hourly rate
	Technical Secretary (bachelor's, master's, doctoral studies)	Per 1 student	0,15	Hourly rate
	Participation in the Appeal Commission	Per 1 student	0,25	Hourly rate
	Acceptance of entrance examinations for doctoral studies	Per 1 applicant	0,5	Hourly rate
	Admission examinations (creative examination, interview, written examination) to Bachelor's degree program	Per 1 applicant	0,5	Hourly rate
	Participation in dissertation council	Per 1 doctoral student	2	Hourly rate
Management	Practical training (academic)	Per group	30	Staff workload
	Practical internship (production)	Per group	15	Staff workload
	Practice (pre-diploma)	Per group	15	Staff workload

	Pedagogical practice (Master's degree, doctoral studies)	Per group	30	Staff workload
	Research practice (master's degree)	Per group	30	Staff workload
	Research practice (doctoral student)	Per 1 doctoral student	15	Staff workload
RWD RWM	RWD	Per 1 master student for 1 semester	10	Staff workload
	RWM	Per 1 doctoral student for semester	15	Staff workload
Management	Management of diploma design (work)	Per 1 joint project (2 or more students)	45,0	Staff workload
	Management of diploma design (work)	Per 1 project (1 student)	30,0	Staff workload
	Master's thesis supervision	Per 1 master student of the 2nd year of study	30,0	Staff workload
	Management of the doctoral dissertation of the domestic supervisor	Per 1 doctoral student of 2-3 years of study	45,0	Staff workload
	Doctoral dissertation supervision by a foreign advisor	Per 1 doctoral student of 2-3 years of study	30,0	Staff workload
Additional work	Review of the diploma project (work)	Per 1 project (work)	2	Hourly rate
	Reviewing a master's thesis	Per 1 master dissertation	3	Hourly rate
	Reviewing a doctoral dissertation	Per 1 doctor dissertation	5	Hourly rate
	Checking grammar and style of the diploma project, dissertation in English	Per 1 project	5	Hourly rate
	Head of department	Per 1 department	500	Staff workload
	Deputy head of department	Per 1 department	100	Staff workload
	Head of the Bachelor's degree program section	Per 1 course of training	30	Staff workload
	Head of EP section on postgraduation	Per 1 course of training	30	Staff workload
	Mentor for support of Coursera for campus courses	1 credit per 60 people (per stream)	15	Staff workload
	Head of Language section	Sections (KAZ, RUS, ENG)	30	Staff workload

	Head of GED section		30	Staff workload
	Edvisorship (Bachelor's, Master's degree)	Per 1 group	30	Staff workload
	Academic secretary of AC	1 TS	200	Staff workload
	EMC secretary	1 TS	200	Staff workload
	Head of EMC section	Per 1 TS (3 sections: EMW, UC committee, EML publication)	45	Staff workload
	EMA REMC secretary		340	Staff workload
	Translation of texts	Per university	2500	Staff workload
	International accreditation	Per university	340	Staff workload
	Consultation on economic part of the thesis project	Per 1 diploma project	0,3	Hourly rate
	Standard control	Per 1 diploma project	0,4	Hourly rate
	Conducting sports improvement course for each sport type, participation in competitions	Per department	150	Hourly rate
	Preparation for Olympiad	Per department	90,0	Hourly rate

\* Staff workload may be converted to hourly rate by memo.

**Annex 2**  
**Time standards for all types of activities of TS**  
**for TS individual work plan**

Description	Time rate in hours	Type of report
<b>Education and methodological work</b>		
Lecture preparation; - new course for 1 hour of lectures - second year for 1 hour of lectures - 0.1 cr more than two years per 1 hour of lectures	1 hour 1 hour 1 hour	Lecture notes, presentations
DET lecture preparation; - new course for 1 hour of lectures - second year for 1 hour of lectures - 0.1 cr more than two years per 1 hour of lectures	5 hrs 4 hrs 3 hrs	Lecture notes, presentations
Preparation for practical internship (per 1 practical session)	1 hr	Practice plan, task
Preparation for laboratory classes (for 1 hour of laboratory classes)	1 hr	Setting of laboratory work, methodical instructions
Preparation for seminars ( per 1 seminar session)	1 hr	Topic and assignments
SIW control	1 hr	Topic and assignments
Coordinator of educational programs	200 hrs	Report
Development of tasks for course projects (per 1 assignment)	0,5 hr	Topic and assignments
Development of examination tasks (for 1 discipline)	5 hrs	Set of tickets
Development of examination tasks in the form of tests	20 hrs	Test kit
Writing and preparation for publication - textbooks (per 1 printed page (p.p.)) - work-books (per 1 printed sheet (p.p.)) EEMCD (teaching and methodical complex of discipline) - new course.	100 hrs 100 hrs 50 hrs	Textbook EMC
EEMCD (teaching and methodical complex of discipline) - second year and more methodological guidelines (per 1 p.p.)	20 hrs 40 hrs	Methodological instructions
Development and production of methodical materials for distance technologies, tele- and video lectures (per 1 discipline)	5 hrs per 1 lecture	Development method
Development of electronic educational and methodical complex of discipline (EEMCD)	70 hrs	

Support for electronic educational and methodological course of discipline (EEMCD)	30 hrs	
Development of specialty curriculum	20 hrs	SEP specialty
Development of standard academic discipline program	80 hrs	EP specialty
Review of educational and methodological developments	50 hrs	Review
Fulfillment of state budgetary educational and methodical works	5 hrs	Report
Report preparation and presentation at scientific and methodological conferences and seminars	30 hrs	Program
Writing tasks for diploma project	20 hrs	Project topics
Mutual visits by lectures of classes	5 hrs	Schedule of mutual visits
Conducting adviser events	100 hrs	Report
<b>Research and scientific work (RSW)</b>		
Fulfillment of planned state budgetary RSW of collective agreements on implementation (management for research topic, direct fulfillment of RSW on the topic, work on implementation). Execution of contractual works	100 hrs	SRW report
Collection and generalization of materials for writing and preparation of textbooks and educational (teaching and methodical) workbooks (per 1 p.p.)	100 hrs	Textbook / workbook
Writing and preparation of: - monographs, - articles and reports at international conferences in Kazakhstan, - articles in publications recommended by CCES, - articles and reports with participation in international conferences outside Kazakhstan	100 hrs 20 hrs 30 hrs 40 hrs	Monograph  Reprints of articles  Reprints of articles  Reprints of articles
Publication of articles in journals ranked in the 1st, 2nd and 3rd quartile according to Journal Citation Reports by Clarivate Analytics or having a Cite Score percentile of at least 35 in at least one scientific area in the Scopus database	200 hrs	Article in database

Publication of articles in journals included in the 4th quartile according to Journal Citation Reports	100 hrs	Article in database
(Journal Citation Report) from Clarivate Analytics or available in Scopus database of having, Cite Score percentile of less than 35 in at least one scientific field		
Publication of articles in journals included in the Journal Citation Reports database of Clarivate Analytics or Scopus without quartile and percentile indicators	100 hrs	Article in database
Conferences materials included in the database Journal Citation Reports by Clarivate Analytics or Scopus	100 hrs	Article in database
Publication of articles in journals included in RSCI database	70 hrs	Article in database
Obtaining copyright certificates for the protection of intellectual property	30 hrs	Copyright, patent
Obtaining patent	100 hrs	Utility model patent
Scientific editing of textbooks, manuals, monographs, scientific articles and reports (per 1 p.p.)	10 hrs per 1 p.p.	Review
Reviewing textbooks, manuals, monographs, scientific articles, reports, competition, etc. materials (per 1 p. p.)	10 hrs per 1 p.p.	Review
Work in editorial boards of scientific journals, editorial boards of scientific collections, etc.	50 hrs	Prints and certificate of membership in the editorial board
Work in sections of scientific and technical councils, scientific councils and commissions of the Ministry of Education and Science, ministries and departments	10 hrs	Order on inclusion in the commission
SRW instruction for students (per 1 student)	100 hrs	SRW report

Preparation and organization of scientific and theoretical, scientific and practical international conferences	20 hrs	Conference program
Preparation and organization of student subject olympiads	20 hrs	Olympiad program
Preparation and organization of student scientific conferences	20 hrs	Conference program
<b>ORGANIZATIONAL AND METHODOLOGICAL WORK</b>		
Carrying out work on Vocational guidance for young people entering higher educational institutions	10 hrs	Photo reports
Preparation of materials for participation in department meetings, scientific and methodological seminars	10 hrs	Protocols
Organizational and methodological work in commissions of the Ministry of Education and Science	20 hrs	
Work on intra-university audit	25 hrs	Audit report
Organization and holding of sports events	50 hrs	Report of the event
Participation in Departmental meetings, extended Academic Council meetings	15 hrs	Sign-in sheets
Attendance at meetings: - Rectorate, -SC, -EMS, -STC	50 hrs 20 hrs 20 hrs 10 hrs	Sign-in sheets
Formation of IP of the lecturer's work	5 hrs	ILP
Formation of annual report of the lecturer	5 hrs	Report
Mentorship	20 hrs	
Organization of weeks Kazakh/Russian/English languages	50 hrs	
Multimedia support of educational process	15 hrs	Presentations, videos
Formation of student groups Kaz/Russian/English	20 hrs	
Completion of DL electronic logbook, moodle	50 hrs	E-journals
Creating EP, TP in university LMS and USHEM MES RK	100 hrs	EP, TP in information system
<b>TRAINING WORK</b>		
Training work outside of school hours in academic buildings and at events	50 hrs	Report

<b>ADVANCED TRAINING</b>		
Completion of courses, seminars, trainings on professional development with obtaining certificate	50 hrs	Certificate
Ongoing work to improve pedagogical skills (reading educational and methodological literature)	50 hrs	Implementation in educational process
<b>SOCIAL WORK</b>		
Departmental social work	50 hrs	