**Appendix 1**

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**International Black Sea University**

**Academic Load and**

**Determination of Labor Remuneration**

**Provision**

**Tbilisi**

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# Article 1. General provision

* 1. The present regulation regulates the amount of academic workload of the academic staff and invited staff of the International Black Sea University LLC (hereinafter referred to as the "University"), the rules and criteria for calculating the academic workload.

# Article 2. Academic load

2.1. The academic workload of a university lecturer (academic staff, invited lecturer) includes teaching activities, scientific research activities, consultations, and participation in program development processes and various events planned within the program.

2.2. To calculate the academic workload of the staff, the time required for the preparation and evaluation of lecture materials is also taken into account. The workload of the staff's educational activities is recorded at the beginning of each semester by the Human Resources Management and Development Service and the Internal Quality Assurance Service.

2.3. To ensure the smooth conduct of the educational process defined by the educational program and the performance of scientific research activities and other functions assigned to them, the maximum weekly lecture load of the lecturer can be no more than 27 hours, the consulting hours of the lecturer include at least 1 hour every week.

2.4. The supervisor's semester load at the doctoral and master's levels is at least 2 hours per week.

2.5. Depending on the needs of the educational program/students, it is possible, in exceptional cases, that the lecturer may refer to Article 2.3 of the present regulation. Exceeding the 27-hour limit lecture load established by the clause with the consent of the rector, based on the submission of the relevant school board.

2.6. The maximum weekly lecture load of a lecturer defined in clause 2.3 of this article includes the load of academic staff in all other higher educational institutions.

2.7. The lecturer applies to the Human Resources Management and Development Service. After calculating the workload at the university, the lecturer must ensure that his workload is not at other universities to be a hindrance to his academic activities in the university and to ensure the highest quality performance of the components of the workload, which ultimately ensures the improvement of the quality of teaching and learning.

2.8. If the lecturer exceeds the 27 hours per week specified in clause 2.3 of this article or is caused by the workload in other higher educational institutions without the knowledge of the university, this will be considered a violation of the contract with the university. The mandatory scientific workload of the affiliated academic staff is additionally checked by "internal mechanisms of quality assurance" - according to the established procedure, at the end of each academic year, by the internal quality assurance service.

# Article 3. The rule for calculating the hourly remuneration of the training component

3.1. The remuneration of the staff implementing the program is determined based on the order of the rector and the labor contract.

3.2 Additional and recovery exams, as well as consulting hours are not subject to compensation

# Article 4. Conditions for supervising the practice component/bachelor's thesis and the procedure for calculating the remuneration

4.1. The supervisor of the practice component can be an academic staff member of the university and/or an invited lecturer.

4.2. The supervisor of the practice component can have a maximum of 30 students.

4.3. Remuneration for the leadership of the practice component is determined based on the order of the rector and the employment contract.

4.4. A university lecturer may be the supervisor of no more than 10 (ten) bachelor theses. Remuneration is determined based on the Rector's order and the labor contract.

# Article 5. Conditions of leadership of the research component and the method of remuneration calculation

5.1. A university lecturer can simultaneously be the head of a maximum of 5 research components. To calculate the total number of research components, the maximum number of research components at the doctoral level is 3.

5.2. Remuneration for leadership/co-leadership of the research component is determined based on the order of the Rector and the employment contract.

# Article 6. Rules for determining the remuneration of the reviewer of the master's thesis, the expert of the thesis, the opponent of the thesis, the member of the defense commission, the member of the competition commission of the academic competition

6.1. The remuneration of the reviewer, expert, opponent, and defense commission member of the research component (master's thesis/dissertation) of the university's master's/doctoral program is determined based on the order of the rector and the employment contract.

# Article 7. Remuneration rules for academic staff

7.1. The workload of the academic staff for the supervision of the bachelor's/master's thesis, dissertation, practice supervision, and consulting hours is determined independently of the workload specified in paragraph 2.3 of the present article.

7.2. The issues of compensation for academic staff's scientific activity are defined in accordance with the "Stipulation of Incentive for Academic Activity".

7.3. The weekly lecture load of the academic staff, who at the same time hold an administrative position in the university, is determined in accordance with Article 8 of the present regulation.

# Article 8. Peculiarities of load definition

# 8.1. Academic and invited staff of the University, who hold an administrative position at the International Black Sea University, are authorized to hold no more than 4 lecture hours per week during working hours.

8.2. An exception to the rule specified in paragraph 8.1 of this article is established by agreement with the rector, taking into account the peculiarities of the administrative activity carried out by the employed person.

# Article 9. Final Provisions

9.1. This provision shall enter into force upon the order of the rector, upon its approval.

9.2. Matters that are not regulated by this regulation are regulated in accordance with the legislation of Georgia and other regulations of the university.

9.3. The supervision of the implementation of this provision will be carried out by the Human Resources Management and Development Service and the Internal Quality Assurance Service.