

# Free Academy of Tbilisi



Remuneration Rule of Affiliate, Academic/Invited Staff Hourly Workload,

Bachelor/Master Thesis, and Practice Supervisor



## **Article 1. General Provisions**

1.1. The higher educational institution - Free Academy of Tbilisi (hereinafter - the Academy) conducts the educational process in accordance with the applicable legislation, this rule and other legal acts applicable in the Academy.

1.2. Remuneration rule of affiliate, academic/invited staff hourly workload, bachelor's/master's thesis, and practice supervisor govern the terms of remuneration for the hours spent by the Academy's academic and invited staff, bachelor's/master's theses supervision and practice supervision.

## **Article 2. Hourly Remuneration**

2.1. The lecturer is obliged to carry out the teaching program outlined in the syllabus. The dean of the school of the academy checks whether the lecturer has fulfilled the workload of the study and examination weeks and whether he/she has recovered the missed hours or not.

2.2. If the lecture and the seminar are led by different people, the preparation and evaluation of the intermediate exam material is entrusted to the head of the seminar, and the preparation and evaluation of the final and additional material - to the lecturer.

## **Article 3. Workload of Affiliated Academic/Academic and Visiting Staff**

3.1. In the workload of the affiliated academic/academic staff, the Academy considers the workload of the affiliated academic/academic staff in all higher education institutions where he/she holds an academic and/or scientific position or cooperates with other educational institution as visiting staff. Affiliated academics/academic staff are required to provide the Academy with information about their expected workload at other higher education institutions at the beginning of each semester.

3.2. Affiliated professor workload includes:

- a. Conducting 8-10 contact hours per week (lecture, seminar);
- b. Taking care of program development;
- c. Performing scientific activities.

3.2.1. Affiliate Associate Professor workload includes:



- a. Conducting 10-12 contact hours per week (lecture, seminar);
- b. Taking care of program development;
- c. Performing scientific activities.

**3.2.2. Affiliate Assistant Professor workload includes:**

- a. Conducting 12-14 contact hours per week (lecture, seminar);
- b. Taking care of program development;
- c. Performing scientific activities.

**3.2.3. Affiliate Assistant workload includes:**

- a. Conducting 14-16 contact hours per week (lecture, seminar);
- b. Taking care of program development;
- c. Performing scientific activities.

**3.3.** Affiliated academic and academic staff are required to participate in the elaborating/modification/development of educational programs as well as university events and activities. These activities are not subject to additional payment.

**3.4.** The maximum workload of the invited staff cannot exceed 40 (forty) hours per week, taking into account their workload in other higher education institutions.

**Article 4. The rule of Remuneration for the Bachelor's/Master's Thesis Preparation**

**4.1.** The supervisor of the bachelor's/master's thesis can be an affiliated academic/academic or a visiting professor of the academy with relevant competence.

**4.2.** Affiliated academic/academic staff are required to supervise the bachelor's/master's theses of a minimum of 2 and a maximum of 5 students during one academic year.

**4.3.** Bachelor/Master thesis supervision is remunerated based on the number of students. 150 (fifty) GEL per student.

**Article 5. Remuneration Rules for Practice Supervision**



5.1. The supervisor of the practice component may be an affiliated academic/academic or visiting staff member of the Academy with relevant competence.

5.2. Supervision of the practicum component is remunerated based on the number of students.

#### **Article 6. Transitional and Final Provisions**

6.1. The present Rule of the Academy shall come into effect immediately upon signing;

6.2. Adoption, cancellation, amendments and additions to the Rule of the Academy are carried out by the Senate of the Academy;

6.3. This provision shall lose its validity in case of approval of a new provision.

