



**Rules for the remuneration of affiliated academic/academic
and invited staff for hourly workload, bachelor's/master's
thesis and internship supervision**



Article 1. General provisions

- 1.1.** "NEU - National Educational University" (hereinafter referred to as the "University") conducts the educational process in accordance with the applicable legislation, legal acts applicable to the University, and this Rule.
- 1.2.** The Rules for the hourly workload of affiliated academic/academic and invited personnel, remuneration for bachelor's/master's theses and internship supervision regulate the remuneration of hours worked by academic and invited personnel of the university, the conditions for the remuneration of bachelor's/master's theses and internship supervision.

Article 2. Hourly remuneration

- 2.1.** The lecturer is obliged to fulfill the curriculum outlined in the syllabus. The dean of the university school verifies whether the lecturer has fulfilled the workload of the teaching and examination weeks and has made up for missed hours.
- 2.2.** In the event that the lecture and seminar are led by different individuals, the preparation and evaluation of the midterm exam material is the responsibility of the seminar leader, and the preparation and evaluation of the final and additional material is the responsibility of the lecturer.

Article 3. Workload of affiliated academic/academic and invited staff

- 3.1.** When calculating the workload of affiliated academic/academic personnel, the University takes into account the workload of affiliated academic/academic personnel in all higher education institutions where they hold an academic and/or scientific position or collaborate with them as invited personnel. Affiliated academic/academic personnel are obliged to provide the University with information about their expected workload in other higher education institutions at the beginning of each semester;
- 3.2.** The teaching workload of an affiliated professor includes:
- a. Conducting 8-10 contact hours per week (lectures, seminars);
 - b. Taking care of program development;
 - c. Carrying out scientific activities.
- 3.2.1.** The workload of an affiliated associate professor includes:
- A. Conducting 10-12 contact hours per week (lectures, seminars);
 - B. Taking care of the development of the program;
 - C. Carrying out scientific activities.

3.2.2. The workload of an affiliated assistant professor includes:

- A. Conducting 12-14 contact hours per week (lectures, seminars);
- B. Taking care of the development of the program;
- C. Carrying out scientific activities.

3.2.3. The workload of an affiliated assistant includes:

- A. Conducting 14-16 contact hours per week (lectures, seminars);
- B. Taking care of the development of the program;
- C. Carrying out scientific activities.

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

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

Article 4. Rules for remuneration of bachelor's thesis supervisors

4.1. The supervisor of the bachelor's thesis may be an affiliated academic/academic or invited professor of the university who has the relevant competence;

4.2. Affiliated academic/academic staff are required to supervise the bachelor's theses of at least 2 (two) and at most 5 (five) students during one academic year;

4.3. The supervision of a bachelor's thesis is paid according to the number of students. The fee is 80 (eighty) GEL per student.

Article 5. Rules for Remuneration of Master's Thesis Supervisors

5.1. The supervisor of the master's thesis may be an affiliated academic/academic or invited professor of the university who possesses relevant competence;

5.2. Affiliated academic/academic staff are required to supervise the master's theses of at least 2 (two) and at most 5 (five) students during one academic year;

5.3. The supervision of a master's thesis is paid according to the number of students. In the amount of 100 (one hundred) GEL per student.

Article 6. Rules for Remuneration of Practice Management

6.1. The supervisor of the internship component may be an affiliated academic/academic or invited staff member of the university who possesses relevant competence;

6.2. The supervision of the practice component is paid based on the number of students.

Article 7. Final provisions

7.1. This Regulation is approved by the University Senate;

7.2. This Regulation of the University shall enter into force upon signing;

7.3. The adoption, cancellation, amendments and additions to the Regulation shall be carried out by the Senate;

7.4. This Regulation shall cease to be valid upon the approval of a new Regulation.