

**Annual contact, study-scientific and methodical workload quantitative assessment and margin norms of academic personnel**

**1.The volume of academic personnel’s annual contact workload**

Academic Position	Contact Workload		Study-scientific and methodical workload	
	In a week	Annual	Affiliated	Not Affiliated
Professor	6 hrs	180 hrs	300 hrs	200 hrs
Associate Professor	8 hrs	240 hrs	250 hrs	200 hrs
Assistant Professor	10 hrs	300 hrs	200 hrs	200 hrs
Assistant	12 hrs	360 hrs	200 hrs	200 hrs

**1. Annual contact, study-scientific and methodical workload quantitative assessment and margin norms of academic personnel**

Types of Activity	Quantitative assessment	Annual margin ratio for academic personnel
<b>1. Activities within the framework of educational program</b> (In compliance with university procedures)		
a)Preparation and presentation of Bachelor and Master/One-cycle programs	150 hrs / 1 program (Georgian Language) 200 hrs / 1 program (Foreign Language)	350 hrs / Annually
b) Preparation and submission of certificate programs	70 hrs / 1 program (Georgian Language) 80 hrs / 1 program (Foreign Language)	150 hrs / Annually
c) Preparation and submission of certificate courses	40 hrs / 1 program (Georgian Language) 50 hrs / 1 program (Foreign Language)	
d) Preparation and presentation of the training courses	30 hrs / 1 program (Georgian Language) 40 hrs / 1 program (Foreign Language)	
e) Preparation and presentation of the internship program	20 hrs / 1 program (Georgian Language) 30 hrs / 1 program (Foreign Language)	
f) Preparation of syllabus	20 hrs / 1 Syllabus (Georgian Language) 30 hrs / 1 Syllabus (Foreign Language)	

g) Program management of Bachelor and Master/One-cycle programs	50 hrs / 1 program	100 hrs / Annually
h) Internship Program Management	20 hrs / 1 program	
<b>2. supervisory or course (Within the framework of the educational program)</b>		
a) Preparation and publishing	40 hrs / 1 Printed Paper *	400 hrs / Annually
b) Translation	30 hrs / 1 Printed Paper	300 hrs / Annually
c) Scientific editing	15 hrs / 1 Printed Paper	1500 hrs / Annually
d) Review	10 hrs / 1 Printed Paper	50 hrs / Annually
e) Filling/Updating/Editing (Electronically)	10 hrs / 1 Printed Paper	150 hrs / Annually
f) Creation of a Study-Methodological Work	20 hrs / 1 Printed Paper	200 hrs / Annually
<b>3. Scientific Articles</b>		
a) In scientific publications with impact factor	500 hrs / 1 article	
b) Publications in the reviewed scientific journals	300 hrs / 1 article	
c) Publications in the reviewed scientific journals in Georgia	250 hrs / 1 article	
d) Review for international journals	20 hrs / 1 article	
e) Review for national journals	15 hrs / 1 article	
<b>4. Monograph</b>		
a) Preparation and publishing	40 hrs / 1 Printed Paper	400 hrs / Annually
b) Translation	30 hrs / 1 Printed Paper	300 hrs / Annually
c) Scientific editing	15 hrs / 1 Printed Paper	150 hrs / Annually
d) Review	10 hrs / 1 Printed Paper	50 hrs / Annually
<b>5. Activities in the scientific conference / symposium</b>		
a) Organization and leadership of international scientific conference/symposium	150 hrs / 1 conference	
b) Editor of the International Scientific Conference Papers (Editorial board member)	50 hrs / 1 conference	
c) Preparation/or publishing international scientific conference/symposium report	200 hrs / 1 Report- work	
d) Organizing and managing the National Conference / Symposium	120 hrs / 1 conference	
e) National Scientific Conference / preparation of symposium Report and / or publish the thesis	150 hrs / 1 Report- work	

f) Organizing and leadership of university scientific conference/symposium	80 hrs / 1 conference	
g) Preparation of university scientific conference/symposium report and/or publish the thesis	40 hrs / 1 Report- work	
<b>6. Activities within grant projects</b>		
a) Preparation and submission of international grant project	100 hrs / 1 project (head) 30 hrs / 1 project (participant)	
b) Preparation and submission of the grant project in the Georgian National Science Foundation	100 hrs / 1 project (head) 20 hrs / 1 project (participant)	
c) Preparation and submission of internal university grant project	70 hrs / 1 project (Head) 20 hrs / 1 project (participant)	
<b>7. Activities in patent-licensing work</b>		
a) To invent an international submission	150 hrs	
b) Invention by submitting to Georgia	120 hrs	
c) patenting the model	90 hrs	
d) patenting industrial model	70 hrs	
<b>8. Counseling and preparing students for scientific conference</b>		
a) Student's leadership for international scientific conference	30 hrs / 1 student; 1 Report- work	90 hrs / Annually
b) Student's leadership for the National Scientific Conference	20 hrs / 1 student; 1 Report- work	60 hrs / Annually
c) Student's leadership for university conferences	15 hrs / 1 student; 1 Report- work	60 hrs / Annually
d) Counseling of students	2 hrs / 1 academic group per semester	
<b>9. Membership of publishing editorial boards</b>		
a) membership of international publishing editorial boards	40 hrs	
b) membership of national publishing editorial boards	20 hrs	
<b>10. Review and expertise of qualification work</b>		
a) Review and expertise of bachelor's work	10 hrs / 1 work	60 hrs / Annually
b) Review the master's thesis	20 hrs / 1 work	80 hrs / Annually
<b>11. Membership of University Councils</b>		
a) Membership of academic council	40 hrs	
b) Membership of the faculty board	30 hrs	
c) Faculty Council Secretariat	15 hrs	

d) Academic Council Secretariat	20 hrs
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<b>12. Other activities</b>		
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Different activities confirmed by the relevant document/materials	will be evaluated hourly by the faculty dean	150 hrs in total
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\* 1 printed paper – 8 pages, size of paper A4 or 16 pages, size of paper A5 (Sylfaen, font size 11, interval 1,15)