



NATIONAL EDUCATIONAL UNIVERSITY

**Rules for the Remuneration of Affiliated
Academic/Academic and Visiting Staff for Hourly
Workload, Undergraduate, Graduate 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 current legislation, legal acts in force at the University and this Rule;

1.2. The Rules for the Hourly Workload of Affiliated Academic/Academic and Visiting Personnel, Remuneration for Bachelor’s/Master’s Thesis and Practice Supervision of Affiliated Academic/Academic and Visiting Personnel, regulates the remuneration of the hours worked by the University’s academic and visiting personnel, the terms of remuneration for the supervision of Bachelor’s/Master’s Thesis and Practice Supervision.

Article 2. Hourly Remuneration

2.1. The lecturer is obliged to fulfill the educational program prescribed in the syllabus. The Dean of the University School checks whether the lecturer has fulfilled the workload of the study and examination weeks and has made up for the missed hours;

2.2. In the event that a lecture and a seminar are led by different persons, the preparation and assessment of the midterm exam material shall be the responsibility of the seminar leader, and the preparation and assessment of the final and additional material shall be the responsibility of the lecturer.

Article 3. Load of affiliated academic/academic and invited personnel

3.1. When determining the load of affiliated academic/academic personnel, the Academy shall take into account the load of affiliated academic/academic personnel in all higher educational institutions where they hold an academic and/or scientific position or collaborate with them as invited personnel. Affiliated academic/academic personnel shall be obliged to provide the University with information about their expected load in other higher educational institutions at the beginning of each semester;

3.2. The teaching load of an affiliated professor shall include:

A. Conducting 8 – 10 contact hours per week (lecture, seminar);

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 (lecture, seminar);
- B. Taking care of program development;
- C. Carrying out scientific activities.

3.2.2. The workload of an affiliated assistant professor includes:

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

3.2.3. The workload of an affiliated assistant includes:

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

3.3. Affiliated academic/academic staff are obliged to participate in the process of developing/modifying/developing educational programs, as well as in university events and activities. These activities are not subject to additional remuneration;

3.4. The maximum workload of invited personnel cannot exceed 40 (forty) hours per week, while their workload in other higher educational institutions is also taken into account.

Article 4. Remuneration rules for the supervision of bachelor's thesis

4.1. The supervisor of a 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 is obliged to supervise at least 2 (two) and at most 5 (five) students' bachelor's theses during one academic year;

4.3. Supervision of bachelor's theses is paid according to the number of students. In the amount of 50 (fifty) GEL per student.

Article 5. Remuneration rules for supervision of master's theses

5.1. The supervisor of a master's theses may be an affiliated academic/academic or visiting professor of the university who has the relevant competence;

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

5.3. Supervision of master's theses 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 Supervisors

6.1. The supervisor of the practice component may be an affiliated academic/academic or invited staff of the University, who has the relevant competence;

6.2. The supervisor of the practice component shall be paid according to the number of students.

Article 7. Final Provisions

7.1. This Regulation is approved by the University Senate;

7.2. This University Regulation 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 in the event of the approval of a new Regulation.