



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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**REGULATIONS ON  
PLANNING AND RECORD KEEPING OF THE WORK OF THE  
ACADEMIC STAFF AT INTERNATIONAL EUROPEAN  
UNIVERSITY  
(as amended)**

**Kyiv 2022**

<i>Regulations on Planning and Record Keeping of the Work of the Academic Staff</i>	<i>REGULATIONS</i>
<i>International European University</i>	<i>Quality management system ISO 9001:2015</i>

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## 1. GENERAL PROVISIONS

1.1. Regulations on Planning and Record Keeping of the Work of the Academic Staff at International European University (hereinafter referred to as the Regulations) are developed in accordance with the Laws of Ukraine “On Education” and “On Higher Education” to arrange planning and record keeping of the educational, methodical, scientific and organizational work of the academic staff, optimize work planning at the university and department level, increase the role of Departments and Institutes in determining time standards and allocating workload of the academic staff.

1.2. The Regulations are an integral part of the University’s regulatory framework for quality management and are published on the official website of International European University (hereinafter referred to as IEU).

1.3. These Regulations use the following terms in the following meaning:

**Working hours of the academic staff** is the time of performing educational, methodical, scientific, organizational and other labor (job) duties by the academic staff (hereinafter referred to as AS) in the current academic year.

**Time standards** are the regulated spending of time stipulated to perform a certain type of educational, methodical, scientific and organizational work or other labor duties by AS, which are used to determine the working time of AS.

The **academic load of AS** is the amount of educational work of AS expressed in record (academic) hours.

The **maximum academic load of AS** is the amount of teaching load (in academic hours per academic year) per staff position (rate) of AS, which is 600 hours.

1.4. These Regulations apply to all the academic staff of International European University.

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## **2. FEATURES OF PLANNING THE EDUCATIONAL, METHODOLOGICAL, SCIENTIFIC AND ORGANIZATIONAL WORK OF THE ACADEMIC STAFF**

2.1 When planning the educational work, one shall stipulate the following indicative workload standards per staff position (rate):

Position	Academic degree	Academic title	Min. amount of hours per year	Max. amount of hours per year
Head of the Department	Doctor of Science	professor, senior research fellow	460	600
Head of the Department	Doctor of Science	associate professor	490	600
Head of the Department	PhD	associate professor, professor	490	600
Professor	Doctor of Science	professor, senior research fellow	520	600
Professor	PhD	associate professor, senior research fellow	560	600
Associate professor	Doctor of Science, PhD (Doctor of Philosophy)	no title of associate professor	570	600
Associate professor	PhD	no title of associate professor, senior research fellow	590	600
senior lecturer, lecturer, assistant	PhD (Doctor of Philosophy)	no title of associate professor	590	600
senior lecturer, lecturer, assistant	no academic degree	no academic title, no academic degree	600	600
guarantor of the educational program that will undergo accreditation in the current academic year	Doctor of Science	professor, senior research fellow	510	600

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guarantor of the educational program that will undergo accreditation in the current academic year	PhD	professor	510	600
guarantor of the educational program that will undergo accreditation in the current academic year	Doctor of Science	no title of associate professor	540	600
guarantor of the educational program that will undergo accreditation in the current academic year	PhD	no title of associate professor, senior research fellow	540	600

Classroom load (lectures, practical, seminar, laboratory classes) shall be at least 1/4 of the total academic load.

In case of business needs, a lecturer can be involved in teaching classes in excess of the mandatory academic load stipulated in the individual plan within his/her working hours. The additional amount of teaching hours shall not exceed 0.25 rate of the minimum mandatory academic load.

The volume of academic work of AS is differentiated according to the academic degree, academic title and position, level of qualification, work experience, participation in methodical, scientific and other types of work and is stipulated based on the annual order of the Rector.

2.2. Types of academic work included in the academic workload are specified in the Rector's order on the approval of time standards for planning and record keeping of the academic work of the IEU academic staff.

The list of time standards for planning the educational work of AS is carried out according to the following types:

No.	Type of work	Time standards (in hours)	Notes
1	Interview with applicants	0.25 hours to each committee member per one applicant	The committee of no more than three people.
2	Entrance exams: in the form of testing	up to 3 hours for testing per group;	The committee of no more than two people per group.
		0.15 hours to check one work	The work is checked by one committee member
	oral	0.25 hours to each committee member per one applicant	The committee of no more than three people per group.

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No.	Type of work	Time standards (in hours)	Notes
	written a) in language and literature		
	- dictation	1 hour for dictation per group of applicants; 0.33 hours to check one work	The committee of no more than two people per group. The work is checked by one committee member
	- retelling	2 hours for the exam per group of students, applicants; 0.50 hours to check one work	The number of committee members per group – no more than two people. The work is checked by one committee member
	- essay	4 hours for the exam per group of students, applicants; 0.50 hours to check one work	The number of committee members per group – no more than two people. The work is checked by one committee member
	b) in other subjects	3 hours for dictation per group of students, applicants; 0.5 hours to check one work	The committee of no more than two people per group. The work is checked by one committee member
	– test	up to 3 hours for testing per group of students, applicants.	The number of committee members per group – no more than two people. The work is checked by one committee member
	- creative examinations (contests, tests)	4 hours for creative examinations (contests) per group of applicants; 0.25 hours to assess one work	The number of committee members per group – no more than two people. The work is checked by one committee member
3	Re-checking of written works during entrance exams	0.15 hours per work to be checked	Up to 10 percent of the total number of works are subject to random check The work is checked by one committee member
4	Final exams (including pre-university training):		
	- oral	0.25 hours to each committee member per one student (applicant)	The number of committee members per group – no more than three people.

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No.	Type of work	Time standards (in hours)	Notes
	- written: a) creative test	3 hours for the exam per group of applicants; 0.5 hours to check one work	The number of committee members per group – no more than two people. The work is checked by one committee member
	b) in other subjects	2 hours for the exam per group of students, applicants; 0.25 hours to check one work	The number of committee members per group – no more than two people. The work is checked by one committee member
	- test	2 hours for testing per group of students, applicants; 0.15 hours to check one work.	The number of committee members per group – no more than two people. The work is checked by one committee member
5	Re-checking of written works during final exams of pre-university training	0.15 hours per work to be checked	Up to 10 percent of the total number of works are subject to random check.
6	Lectures	1 hour per one academic hour	
7	Practical classes	1 hour per one academic group (subgroup) per one academic hour	Practical foreign language classes are held in subgroups of 12 to 15 students (half of the academic group). Certain academic disciplines regulated by corresponding regulatory documents allow dividing the academic group into subgroups (up to one student), taking into account the particularities of these disciplines and life safety.
8	Classes in small groups	Of the total amount of academic time allocated to study the discipline per academic group: up to 15 % for the Bachelor level; up to 20 % for the Master level.	If the group has less than 5 students.

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No.	Type of work	Time standards (in hours)	Notes
9	Laboratory classes	1 hour per academic group (subgroup) per one academic hour (for full-time and part-time modes of study)	Certain academic disciplines regulated by corresponding regulatory documents allow dividing the academic group into subgroups (up to one student), taking into account the particularities of these disciplines and life safety.
10	Seminars	1 hour per academic group per one academic hour	
11	Individual classes (including distance ones)	Of the total amount of academic time allocated to study the discipline per academic group: up to 10 % for the Bachelor level; up to 15 % for the Master level.	Time for individual classes is allocated to lecturers if there is an individual schedule of classes (if there is no separate payment for classes), approved in the manner stipulated at IEU
12	Consultations on academic disciplines during the semester	2 hours per academic discipline per academic group	
13	Consultations for exams	– 2 hours per academic group; – certification exam – 2 hours per academic (examination) group in each discipline included in the certification exam program	Semester control exam
14	Consultations on the preparation for KROK and USQE	Of the total amount of academic time allocated to study the discipline per academic group: up to 20 % for the full-time mode of study	

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No.	Type of work	Time standards (in hours)	Notes
15	Supervision and defense of term papers and projects stipulated by the educational program	2 hours per term paper (project) in general training disciplines and 3 hours per term paper (project) in professional and/or practical training disciplines, including 0.33 hours per each committee member for defense.	The committee of no more than three people. One supervisor is assigned no more than 20 term papers or projects.
16	Semester control: The form of semester control is defined by the educational program.		
	Graded test	2 hours per academic group (for full-time and accelerated modes of study); 3 hours per academic group (for part-time and distance modes of study)	In case of the test involving less than 5 students – 1 hour.
	Test	At the final class	
	Exam (including retaking exams, making up the academic discrepancy):		
	in oral form	0.33 hours per one student;	Conducting
	in written form	3 hours per group; 0.33 hours per one work	Conducting Checking
	in the form of computer testing	2 hours per academic group; 0.2 hours per one student	Conducting Checking
17	Supervision of practical training (all types)	Of the total practice hours per general supervision: For the full-time mode of study: educational, on-the-job and pre-graduation practical training – 1 hour per week per one practical student and 0.33 hours for defense per one student; teaching practical training – 1.5 hours per week per one practical student and 0.33 hours for defense per one student; For the part-time mode of study – 0.2 hours per student per week of practical training	When determining supervisors in the order on practical training. Full-time mode of study: Educational practical training – no more than 30 students; On-the-job, pre-graduation and teaching practical training – 8 students; Part-time mode of study: All types of practical training – no more than 8 students.

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No.	Type of work	Time standards (in hours)	Notes
18	Assessment of graduates:		No more than six hours per day per each member of the Examination Committee. The number of committee members – no more than four people (including the Chair of the Committee).
	Exams: in oral form	0.5 hours per one student to the Chair of the Examination Committee, each member of the Examination Committee	
	in written form	up to 3 hours per group; 0.5 hours per one student to the Chair of the Examination Committee, each member of the Examination Committee	Conducting Checking of one work
	in the form of computer testing	up to 3 hours per group; 0.33 hours per one student to the Chair of the Examination Committee, each member of the Examination Committee and the secretary	Conducting Checking of one work
	- OSP(C)E, USQE	0.5 hours per one student to the Chair of the Examination Committee, each member of the Examination Committee	For one academic discipline
19	Defense of qualifying papers Supervision, reviewing of qualifying papers		The number of hours for supervision and consulting on Master's and Bachelor's qualifying papers is defined by the Head of the Department depending on the volume and complexity of supervisor's and consultant's work.
	First (Bachelor) level	Up to 25 hours per one student, including: 0.5 hours to the Chair and each member of the Examination Committee; 18 hours to the supervisor and consultants; up to 2 hours to the reviewer	One supervisor is assigned no more than eight works.  The number of committee members – no more than four people.

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No.	Type of work	Time standards (in hours)	Notes
	Second (Master) level	Up to 40 hours per one student, including: 0.5 hours to the Chair and each member of the Examination Committee; 30 hours to the supervisor and consultants; up to 3 hours to reviewers	One supervisor is assigned no more than five works.  The number of committee members – no more than four people.
20	Supervision, consulting; - clinical residents	30 hours annually per one clinical resident	One supervisor is assigned no more than five clinical residents
21	Supervision, consulting; - medical interns at the university	6 hours/month per one medical intern	One supervisor is assigned no more than five medical interns
	Supervision, consulting; - medical interns at the practical base	1 hour/month per one medical intern	One supervisor is assigned no more than five medical interns per year
22	Advanced training courses	Time standards are determined according to the advanced training program and the number of students	
23	Supervision of postgraduate students	50 hours annually per postgraduate student	One supervisor is assigned no more than five postgraduate students
24	Scientific consulting for doctoral students (2 years)	50 hours annually per doctoral student	One supervisor is assigned no more than three doctoral students
25	Supervision of faculty internship	8 hours per one trainee lecturer per month	But no more than 30 hours per year
26	Supervision of academic groups	50 hours per one full-time academic group per academic year	The number of supervisors is determined by the decision of the University administration
27	Performing functions of the guarantor of the educational program	50 hours per academic year when there is no accreditation of the educational program 100 hours per academic year when there is the accreditation of the educational program	

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No.	Type of work	Time standards (in hours)	Notes
28	Supervision of postgraduate trainee (student) internship	5 hours per week per one student	Internship is conducted by the academic staff at the location of the higher education institution.

2.3. Volumes of methodical, scientific and organizational work are not included in the academic load of AS. They are separate types of work recorded in total working hours, the payment for which is made within the official salary.

Time standards for planning and record keeping of certain types of methodical work of IEU AS.

No.	Type of work	Time standards in hours	Notes
1.	Development of a distance course or its part in the University's automated management system: - content module of the academic discipline; - reference module; - test module	-50 hours;  -20 hours; -30 hours	1 content module = 2 credits of the total amount of academic time allocated to study the discipline
2.	Writing and preparing for publication: textbook, study guide		
	in the national edition	100 per 1 printed sheet per all authors	
	in the foreign edition	120 per 1 printed sheet per all authors	
	Study guide for independent learning of the discipline	40 per printed sheet	Up to 3 printed sheets per one academic discipline
	Lecture notes	50 per printed sheet	Up to 3 printed sheets per one content module
	Methodical materials for seminar, practical and laboratory classes, independent work of students	40 per printed sheet	Up to 3 printed sheets per one academic discipline
	Methodical materials for practical training	40 hours	Per one academic discipline
Methodical recommendations for term papers, qualifying (graduation) papers	40 hours	Per one academic discipline	

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No.	Type of work	Time standards in hours	Notes
3.	Development of: - curricula - working curricula; - entrance exam programs; - training programs of educational components - working programs of educational components - working programs of practical training	15 hours 15 hours 20 hours 30 hours 20 hours 20 hours	Per one curriculum Per one curriculum Per one program Per one program Per one program Per one program
4.	Making changes in: - entrance exam programs - training programs of educational components, - working programs of educational components - working programs of practical training	5 hours 5 hours 5 hours 5 hours	Per one program Per one program Per one program Per one program
5.	Drawing up: - examination cards (semester control, entrance exams, qualifying exams); - test assignment	-10 hours -1.5 hours	- per set For preparation of one option of the test assignment. Including to the Chair of the Subject Committee
6.	Development and introduction of visual teaching aids (diagrams, charts, stands, slides, etc.)	15 hours	per set
7.	Definition of academic discrepancy	0.5 hours	Per one student
8.	Development and introduction of new forms, methods and technologies of training	At actual expenses, but no more than 25 hours per academic year	At the approval of the Department
9.	Conducting the retaking of exams, making up the academic discrepancy, control activities to determine the level of knowledge in the written form	2 hours for conducting 0.25 hours for checking one work	

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No.	Type of work	Time standards in hours	Notes
10.	Preparation for classroom training	1 hour per 1 hour of lecture 0.5 hour per 1 hour of seminar, practical, laboratory class	Per each educational component
11	Preparation of concert programs, personal art exhibitions, sporting events	no more than 50 hours per academic year	
12	Development of a new educational and professional and educational and scientific program	150 hours per one educational and professional and educational and scientific program per all executors	
13	Preparation of materials - to the license case - to the accreditation case	200 hours per one material per all executors	

#### 2.4. Time standards for planning and record keeping of certain types of scientific work of IEU AS

No.	Type of work	Time standards in hours	Notes
1.	Performance of planned scientific research with reporting in the following forms: Report on the implementation of the research paper	up to 100 hours per year per all executors  150*Number of printed sheets per report	to authors according to their share
2.	Defense of the thesis: a) doctoral  b) PhD	400 hours once per year of defense  up to 200 hours once per year of defense	The work should result in research carried out in accordance with the individual plan for thesis preparation and designed in the form of a manuscript and articles sent to print.
3.	Publication of monographs: – monograph in Ukrainian in national editions; – monograph in a foreign language in international editions.	per 1 printed sheet per all authors: – 60 hours – 80 hours	issued section or monograph

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No.	Type of work	Time standards in hours	Notes
4.	Reissue of monographs: – monograph in Ukrainian in national editions; – monograph in a foreign language in international editions.	per 1 printed sheet per all authors: – 30 hours – 40 hours	
5.	– Publication of the article in scientific editions – included in Web of Science and Scopus international science databases given the impact factor (IF); – (if the journal is not included in Web of Science but is indexed in Scopus, the Cite Score should be used instead of the impact factor value in calculations); – in specialized Ukrainian editions (according to the list of MES of Ukraine)	Per one article per all authors: – 150 hours in the year of publication (in English) – 80 hours in the year of publication (in English) – 50 hours in the year of publication (in Ukrainian)	If the article is published and indexed
6.	Preparation of scientific or scientific and methodical report at conferences, symposiums, seminars (international, national, etc.): – abroad – in Ukraine	per all co-authors given the share of participation (if there is a certificate): – up to 50 hours – up to 20 hours	Published key points of the presentation or conference program with the presentation if they are not included in the program or plan of the state budget research paper
7.	Reviewing of monographs, textbooks, study guides	2 hours per 1 printed sheet	
8.	Reviewing of articles included in Scopus and WoS science databases	– no more than 20 hours per article in a foreign language – no more than 10 hours per article in Ukrainian	
9.	Writing and preparing to publish a textbook/study guide or its section	up to 100 hours per one printed sheet per all authors	In the year of publication
10.	Preparing to reissue a textbook/study guide	up to 40 hours per one printed sheet per all authors	In the year of publication

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No.	Type of work	Time standards in hours	Notes
11.	Supervision of the student scientific group	up to 50 hours per year (if the lecturer supervises the departmental student scientific group)	
12.	Acting as editor-in-chief of the University's professional scientific publication	Up to 200 hours per year	
13.	Acting as executive secretary of the University's professional scientific publication	Up to 100 hours per year	
14.	Working at specialized Academic Councils for theses defense: - Chair, Deputy Chair - Secretary - member	5 hours per defense 20 hours per defense 4 hours per defense	
15.	- Supervision (solely) of scientific activities of students with preparation of the following: - scientific article (if the article is published); - obtaining a certificate of authorship; - patent for invention (utility model); - winners of the 1 <sup>st</sup> stage (round) of the All-Ukrainian Student Research Paper Competition (other contests) and the Olympiad - First-degree certificate - Second-degree certificate - Third-degree certificate (is doubled for winners of the 2 <sup>nd</sup> stage (round)) - presentations for the conference	50 hours per 1 article  25 hours per 1 certificate 50 (30) hours per 1 patent  per 1 research paper; per 1 student winner (for Olympiads)  30 hours 25 hours 20 hours  5 hours per 1 presentation	
16.	Working at Scientific and Methodical Committees (subcommittees) on higher education of the Ministry of Education and Science of Ukraine: - Chair, Deputy Chair - Secretary - Committee member	At actual time expenses, but no more than:  100 hours per academic year 100 hours per academic year 50 hours per academic year	
17.	Working at industry-specific expert councils of NAQA or expert committees of MES	At actual time expenses, but no more than 100 hours per academic year	

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## 2.5. Time standards for planning and record keeping of certain types of organizational work of IEU AS

No.	Type of work	Time standards in hours
1.	Organization and holding of national scientific conferences, symposiums and seminars: - Chair of the organizing committee - scientific secretary - other members of the organizing committee	30 hours per event 50 hours per event 20 hours per event
2.	Acting as a secretary, conducting and accompanying the Certification Committee	8 hours per day
3.	Checking graduate qualifying papers for plagiarism	1 hour per 1 paper
4.	Acting as a supervisor of the academic group	50 hours per academic year
5.	Development and submission of projects for participation in grant programs	150 hours per all authors
6.	Participation in career guidance activities	Per academic year
7.	Preparation of concert programs, personal art exhibitions, sporting events	No more than 50 hours per academic year
8.	Acting as a person responsible for the creation of the Google classroom	No more than 50 hours per academic year

2.6. The methodical work of the academic staff is planned taking into account the objectives of the Department to develop and improve the methodical support of the educational process, the independent work of students, their practical training, the introduction of innovative forms and methods of educational activities.

2.7. The list of types of work on planning and record keeping of methodical, scientific and organizational work defined by paragraph 2.4 can be supplemented by other types of work, taking into account the specific nature of educational activities of the Department by the decision of the Department.

2.8. Types of methodical, scientific and organizational work, the payment for which is carried out on a part-time basis for positions that do not refer to the academic staff, or performed under civil law contracts are not recorded to working hours of the academic staff and not subject to these Regulations.

### **3. TIME STANDARDS FOR PLANNING AND RECORD KEEPING OF THE WORK OF THE ACADEMIC STAFF**

3.1. Working hours of the academic staff are determined by the Labor Code of Ukraine (art. 51, 52), the Law of Ukraine “On Higher Education” (art. 56) and the Code of Civil Protection of Ukraine (art. 128, 129). Working hours of AS include 36

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hours per week (reduced working hours) for one full-time position (1548 hours per year).

3.2. Time standards for planning and record keeping of the methodical, scientific and organizational work of the academic staff are defined by the corresponding Department, taking into account the specific nature of its activities, knowledge area, specialty, specific types of work in their personification, particularities of the student population, etc. They can be differentiated and approved by orders of their Heads.

#### **4. PROCEDURE FOR DETERMINING THE WORKLOAD OF THE ACADEMIC STAFF**

4.1. The allocation of academic workload among the academic staff of the Department is stipulated in their individual plans for the academic year (hereinafter referred to as the Individual plan) based on the teaching load chart designed and approved by the lecturer, which are recorded in the minutes of the Department meeting and approved by the Head of the Department.

4.2. According to objectives of the methodical, scientific and organizational work, Heads of Departments allocate the amount of methodical, scientific and organizational work among the academic staff of the Department, defining working hours for their fulfillment in accordance with the approved time standards for appropriate types of work. The corresponding information is included in Individual plans of the academic staff.

4.3. The Individual plan of the academic staff is drawn up at the beginning of the new academic year and approved by September 25 of the current academic year. All types of works planned for the academic year shall be stipulated in the Individual plan of AS. Individual plans of the academic staff of the Department shall be approved by the Head of the Department, and individual plans of Heads of Departments shall be approved by the Director of the corresponding Institute.

4.4. In case of assignment of unscheduled tasks to the academic staff, the corresponding changes in the Individual plan during the academic year can be made based on the decision secured by the minutes of the Department meeting. If the academic staff fail to perform the planned types of work, they shall specify the reasons for non-performance with the obligatory indication of the excess of another type of work and without changing the total amount of hours stipulated for their position and rate.

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4.5. The implementation of Individual plans of the academic staff is monitored by Heads of Departments, Directors of Institutes, Directors of Departments and Vice-rectors in appropriate activity areas.

4.6. After the end of the academic year, one shall record all actually performed types of work in the Individual plan.

4.7. At the end of the academic year, the academic staff report at the meeting of the Department on the actual fulfillment of all types of work. Based on the results of the report, the Head of the Department makes a conclusion about the implementation of the Individual plan. The results of the execution of Individual plans are documented in the minutes of the Department meeting. The academic staff failing to submit the report on their work for the current academic year without a valid reason in a timely manner shall be liable in accordance with the current legislation.

4.8. The results of reports on the execution of Individual plans of the academic staff for the term of the contract are the basis for the Department's decision to recommend further continuation of the contract.

4.9. By June 30 each year, Departments submit information to the Education and Research Department of the Organization of the Educational Process about the actual fulfillment of the academic load.

## **5. FINAL PROVISIONS**

5.1. These Regulations become effective after their approval by the University Academic Council and come into force by Rector's order.

5.2. Amendments and additions to the Regulations can be introduced by Rector's order according to the decision of the University Academic Council.