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PLANNING AND TEACHING LOADS

1. The teaching load is determined by the individual plan of each teacher which after passing of the appropriate approval process becomes a form of a specification of functions of a teacher for an academic year.

The individual work plan of each teacher shall include the following sections:

- academic work;
- educational and methodical work;
- scientific - research work;
- organizational work;
- educational work.

2. The volume of work load of a full - time teacher in the higher education institution is calculated proceeding from 36 hours working week regardless of position, academic degree and academic title. Wherein all the types of above-mentioned activity are obligatory for each teacher and are determined in conformity with the norms of time standards for planning and recording of concrete amount of work.

3. Planning of an academic load of the teaching staff is carried out in credits or in academic hours representing the time of the teacher's work with the student in conformity with the schedule of classroom (out-of-class) studies or according to separately approved schedule for other types of study.

4. The following types of study are established at the University:

- lectures;
- seminars;
- practical training;
- studio classes;
- laboratory works;
- consultations;
- independent work of the student;
- independent work of the student under the supervision of the teacher;
- professional practice (academic, introduction training, pedagogical, archaeological, field, internship, pre- graduation practice, etc.);
- supervision of course paper;
- supervision of graduate paper;
- supervision of the Master's thesis;
- supervision of the Doctoral thesis.

5. All the activities are controlled in addition to the academic work. They are: ongoing monitoring, midterm examination, midterm attestation, final examination and final attestation.

7. Professors, associate professors and senior teachers are responsible for delivering lectures.

7.1 For delivering lectures the University can invite experienced specialists from industry and practical experts from the relevant fields of activity.

7.2 Seminars, practical classes and lab. Works shall be conducted by teachers and assistants.

8. The work load of the teaching staff for the academic year is: for natural and technical directions – 23 credits, for social and humanities directions – 25 credits.

8.1 Distribution of academic work load of the teaching staff for semesters must be not less than 30% of the total amount of the load for an academic year.

8.1 The academic load of the teaching staff for classroom studies must be not less than 60% of the total amount of the load for an academic year.

9. The arrangement and conducting of classes are carried out in the academic groups (seminars, practical classes) and joint lectures for those who have chosen a certain discipline with regard to the profile of specialty, language and forms of education within the frame of their purpose efficiency. Practical language lessons (Kazakh, Russian, foreign languages), informatics as well as studio and laboratory classes are conducted in the subgroups. The academic group at the University usually consists of 25 students; not less 12 students in the subgroups; for the disciplines connected with the conducting complex experiments (chemical, physical, biological) the lab groups consists of not more than 10- 12 students.

10. The efficiency proceeding from the basic cost of the academic credit is taken into account to ensure the quality of educational services in determining the number of disciplinary enrollments and groups (seminars / workshops, lab. works) of educational programs.

11. In the arrangement of the academic process and conducting classes in polylingual groups are carried out in a foreign language (English) with the raising coefficient (1,5) which is taken into account in an academic load except the language orientated disciplines of the faculties of philology and world languages, area studies and international relations.

12. Independent work under the supervision of the teacher is carried out at out-of-class time according to the office hour's schedule of the teacher. The number of office hours in a week is determined from the general academic load of the teacher during this academic period ratio: 1-4 credits – 1 academic hour, 5-9 credits – 2 academic hours, more than 10 credits – 3 academic hours per week.

13. Hourly payment of teachers is applied only when the academic load is fulfilled and it shall not exceed 300 hours within one academic year.