

Shota Meskhia State Teaching University of Zugdidi

Annex of the contract for non-affiliated academic staff

(Minimum loading of academic staff during the academic year -400 hours)

№	Component	Reflection in the loading	
1.	Classroom (contact) load	At least 3 Contact hours for professors per week, and for Associate Professor at least 6 contact hours per week.	During the academic year 90 hours /during the academic year 180 hours
2	Preparation of lecture	3 hours for the preparation of 1 lecture	
3.	Develop the options for written examination (mid-term, final, additional)	4 hours – per version	At least 3 options per test
4.	Correcting a written exam (test)	30 minutes per test	
5.	Prepare a new training course	200 hours	
6.	Preparation of educational program	500 hours	
7.	Modification of educational program	250 hours	
8.	Upgrading the module of Educational Program	250 hours	
9.	Translating (manuals / monographs and / or other)	2 hours per page	
10.	Supervising the work of the Student Scientific Conference at the University	20 hours per student	
11.	Membership of the Faculty Board	30 hours	
12.	Supervision, Opposition, and Evaluation of Master's Thesis	50 hours per student	
13.	Supervision, Opposition, and	30 hours per student	

	Evaluation of Bachelor's Thesis		
14.	Leading the practical course	1 hour a day	
15.	Consultation (individual work with a student)	2 hours a week	
16.	Supervision of the program	500	
17.	Co-supervision of the program	300	
18.	Preparation/ Conducting Training Course	100 hours for 1 training course	
19.	Preparation / conducting public lecture	100 hours for 1 public lecture	
20.	Conduct online video lectures	1 hour per lecture	
21.	Participation in evaluation of educational program implementation	50 hours	
22	Non-auditory communication with students and other	2 hours a week	
23	Public activity	20 hours for 1 activity	

Note:

- Minimum 400 hours of workload for non-affiliated academic personnel will be distributed on contact hours/training, administrative and public activities.