

NAO "Kazakh Agrotechnical Research University named after S. Seifullin"

"APPROVED"

**Chairman of the Management Board -
Rector**

_____ **K.M.Tireuov**

« __ » _____ **2024 y.**

TIME ALLOWANCES

for planning educational, educational-methodical, organizational-methodical,
research and educational work
for the academic year 2024 - 2025

Astana, 2024

**Time standards for planning educational, educational and methodological,
organizational, methodological, research and educational work
for the academic year 2024-2025**

I STUDY

№ п/п	Work types	Time norms in hours for load calculation	Note
1	Classroom sessions	1 credit is 30 hours	Lectures are planned for an academic stream of up to 120 students, practical classes for up to 30 students or one academic group, laboratory classes and studio classes for 12-15 students
2	Independent work of the student with the teacher of the SROP (consulting hours for students in the discipline per teacher)	for 1 credit 4 hours SROP	It is planned for a lecture stream of up to 100 people and is carried out according to the schedule of the department
3	Management, consultations of thesis/projects, master's theses/projects	1 credit (equal to 30 hours) for each graduate (at the graduation course) and master's student in 1-2 courses: - 25 academic hours - for scientific guidance; - 2 academic hours - to reviewers	No more than 5 diploma students are assigned to one full-time teacher. In some cases, one professor, an experienced assistant professor is allowed to plan up to 8 people. For standard control of discharge work (check); to develop an economic section (consultation); under the section occupational health and safety (consultation) 1 hour from the load of scientific guidance. Pay for master's thesis/project reviewers on an hourly basis
4	Final certification (bachelor's, master's)	- 3 academic hours for members of the Final Attestation Commission (IAC) (no more than 4 people): 1 academic hour each for the chairman and secretary; 0.25 academic hours per student for each member of the IAC	Chairman of the IAC, on an hourly basis
5	Final control in the discipline "History of Kazakhstan" state exam	The chairman of the commission, members of the commission (no more than 4 people) and the secretary for 1 student - 0.25 academic hours, no more than 6 hours a day	Chairman of the commission on an hourly basis

6	Consultation (guidance) of doctoral dissertations	1 credit (equal to 30 hours) for each doctoral student in 1-3 courses:	Number of managers/consultants - 2 persons per doctoral student
7	Participation in dissertation councils	- 30 academic hours - for a domestic scientific consultant for the academic year;	On an hourly basis
8	Conducting an appeal based on exam results	- 30 hours per foreign consultant per academic year	As part of the appeal commission 3 people, on an hourly basis
9	Practice management of all types (with review and acceptance of the report)	- 15 academic hours to the chairman and scientific secretary of the DS;	Up to 50% of the volume of management hours is allocated to the heads of third-party organizations (enterprises, institutions, research institutes and other departments)
10	Management of research/experimental work of a master's student (NIRM/EIRM) and a doctoral student (NIRD)	- 5 academic hours for DS members;	
11	Consulting and acceptance of creative entrance exams for a group of educational programs	- 10 academic hours - for review	For members of the subject examination committee on creative exams from the teaching staff of the university according to the staff schedule of the department;
12	V073 - "Architecture":	0.25 academic hour per appellate member per student	For Subject Examination Board members from other organizations on an hourly basis
13	1) Figure;	For the management of practice, the teacher is planned to load at the rate of 1 academic hour per week per student	As part of the appeal commission 3 people, on an hourly basis
14	Interviewing PhD applicants	0.25 academic hour to a member of the commission for each incoming	The commission consists of 3 people, on an hourly basis
15	Conducting an interview for foreign citizens entering the university at all levels of study	0.25 academic hour for a member of the commission for each applicant	The commission consists of 3 people, on an hourly basis
16	Conducting appellation on doctoral entrance exams	0.25 hours per entrant for each examiner	in the appellate commission 3 people, on an hourly basis
17	Management of coursework (projects) and calculation and graphic works (projects) for disciplines	Coursework (project), calculation and graphic work - 0.5 hours per student	

18	Inspection and consultation of student's graduation works	1 academic hour per student:	Distribution of hours from the "Guide to theses/projects" (decision of the department meeting), taking into account the distribution according to paragraph 3
19	Conducting a safety briefing and monitoring the knowledge of students for the ATT department	- for standard control of exhaust work (check);	Planned for academic streams with a capacity of 100 people, in accordance with paragraph No. 1 of the section "Educational work"

Note:

1. the distribution of the total number of hours allocated for the management of the thesis of each student between individual departments is made by the decision of the Faculty Council/Faculty Council for Academic Quality;
2. The volume of training work of full-time teachers, as well as hourly teachers, is taken into account based on the actual time spent;
3. The calculation of the pedagogical load during the academic year should be assigned evenly over academic periods.

The standards of teaching time of the teaching staff are developed on the basis of:

State compulsory standards of higher and postgraduate education, approved by order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 No. 2.

II TRAINING AND METHODOLOGICAL WORK

№	Activities/Activities	Ед. изм.	Кол-во часов за ед.	Примечание
1	Development of an electronic training and methodological complex (EUMK) (a new, innovative discipline):			
	working curriculum (Syllabus/Sillabus):			
1.1	- - in English	hour for 1 credit	15	3cr x 15 = 45h/5cr x15 = 75
	- - in Kazakh/Russian	hour for 1 credit	10	3cr x 10 = 30h/5cr 10 = 50
1.2	lecture complex:			
	- - in English	hour for 1 credit	15	3cr x 15 = 45h/5cr x15 = 75
	- - in Kazakh/Russian	hour for 1 credit	10	3cr x 10 = 30h/5cr 10 = 50
1.3	materials of practical, seminar and laboratory classes:			
	- - in English	hour for 1 credit	15	3cr x 15 = 45h/5cr x15 = 75
	- - in Kazakh/Russian	hour for 1 credit	10	3cr x 10 = 30h/5cr 10 = 50
1.4	materials for independent work of students:			
	- - in English	hour for 1 credit	15	3cr x 15 = 45h/5cr x15 = 75
	- - in Kazakh/Russian	hour for 1 credit	10	3cr x 10 = 30h/5cr 10 = 50
1.5	materials on organization of current and final control:			
	- - in English	hour for 1 credit	10	3cr x 10 = 30h/5cr 10 = 50

	-- in Kazakh/Russian	hour for 1 credit	8	3cr x 8 = 24h ./5cr 8 = 40
2	Updating of the electronic training and methodological complex (EUMK):			
2.1	working curriculum (Syllabus/Sillabus):			
	- in English	hour for 1 credit	6	3cr x 6 = 18h ./5cr 6 = 30
	-- in Kazakh/Russian	hour for 1 credit	5	3cr x 5 = 15h/5cr 5 = 25
2.2	lecture complex:			
	-- in English	hour for 1 credit	6	3cr x 6 = 18h ./5cr 6 = 30
	-- in Kazakh/Russian	hour for 1 credit	5	3cr x 5 = 15h/5cr 5 = 25
2.3	materials of practical, seminar and laboratory classes:			
	-- in English	hour for 1 credit	6	3cr x 6 = 18h ./5cr 6 = 30
	- in Kazakh/Russian	hour for 1 credit	5	3cr x 5 = 15h/5cr 5 = 25
2.4	materials for independent work of students:			
	- in English	hour for 1 credit	6	3cr x 6 = 18h ./5cr 6 = 30
	-- in Kazakh/Russian	hour for 1 credit	5	3cr x 5 = 15h/5cr 5 = 25
2.5	materials on organization of current and final control:			
	-- in English	hour for 1 credit	5	3cr x 5 = 15h/5cr 5 = 25
	-- in Kazakh/Russian	hour for 1 credit	4	3cr x 4 = 12h ./5cr 4 = 20
3	Development of additional electronic material for the publication on EUMK (guidelines/recommendations, textbook, collection of tasks and exercises, workbooks, dictionaries, cartographic atlas, workshops, etc.)			Согласно плану издания УМЛ, утвержденный Советом факультета
	-- in English	hour for 1 credit	6	
	-- in Kazakh/Russian	hour for 1 credit	5	
4	Preparation and implementation of video content of the discipline in the educational process on the basis of the official platform of the university			At least 15 videos per class (video lecture/practice/lab course)
	- in English	1	30	
	- in Kazakh/Russian	1	20	
5	Development and publication of educational and methodological literature:			
5.1	textbook/textbook with the stamp of the Ministry of Internal Affairs of the Republic of Kazakhstan			
	- in English	1 p.p.	15/12	Hours are allocated by authors' share of participation
	- in Kazakh/Russian	1 p.p.	10/8	Hours are allocated by authors' share of

				participation
5.2	textbook/tutorial recommended by the RSM			
	- in English	1 p.p.	12/10	Hours are allocated by authors' share of participation
	- in Kazakh/Russian	1 p.p.	8/6	Hours are allocated by authors' share of participation
5.3	intra-university textbook/textbook recommended by the Scientist and (or) Academic Council of the university			
	- in English	1 p.p.	10/8	Hours are allocated by authors' share of participation
	- in Kazakh/Russian	1 p.p.	6/4	Hours are allocated by authors' share of participation
6	Examination of training resources of PTS NAO "KATIU named after S. Seifullin":			
	- course video content	1 discipline	8	
	- educational and methodological literature	1 edition	5	
7	Conducting open classes/master classes using interactive training methods:			According to the plan for conducting open classes/master classes approved by the Faculty Council/Academic Council
	- at the department level:		6 5	
	- - in English	hour for 1 credit	8 7	
	- - in Kazakh/Russian	hour for 1 credit	10 9	
8	at the faculty level:			
	- in English		72	
	- in Kazakh/Russian		36	participation in seminars/courses of psychological/pedagogical direction and inclusive education
	at the university level:		3	

9	Development of a new professional practice programme	1 program	20	One program includes all types of practices for OP, hours are distributed according to the share of participation of authors
10	Updating the professional practice programme		10	Hours are allocated by authors' share of participation
11		1 program	20	Hours are allocated by authors' share of participation
12	Development of guidelines for trainees on passing professional practices/dual training		10	Hours are allocated by authors' share of participation
13	Updating of guidelines for students on passing professional practices	1 methodical instruction	10	Hours are allocated by authors' share of participation
14	Development of guidelines for occupational safety trainees	1 methodical instruction	20	Hours are allocated to the authors' share of participation. Program development shall be carried out in agreement with the CCPT, in accordance with

III ORGANIZATIONAL AND METHODOLOGICAL WORK

№	Event	Units rev.	Кол-во часов за ед.	Примечание
1	Responsible for career guidance work in the department	час	20	- when appointing several teachers, hours are divided by the number of teachers
2	Responsible for career guidance for the faculty	час	40	- when appointing several teachers, hours are divided by the number of teachers
3	Performance of career guidance work		<p>Online format:</p> <ul style="list-style-type: none"> - 1 hour for 1 meeting (more than 25 people) - 2 hours for 1 meeting (more than 50 people) - 3 hours for 1 meeting (more than 100 people) <p>Offline format:</p> <ul style="list-style-type: none"> - 2 hours for 1 meeting (more than 25 people) - 3 hours for 1 meeting 	When holding 1 meeting by several teachers, the hours are divided by the number of teachers

			(more than 50 people) - 4 hours for 1 meeting (more than 100 people)	
4	Conducting a training and methodological seminar/webinar on modern innovative technologies in the higher education system:	1	5 10 15 20 30 40	According to the approved schedule of the department/faculty/university
5	- at the department level	event	5	By order of the Dean of the Faculty
6	- at faculty level	1 protocol	2	Extract from the minutes of the department meeting
7	- at university level		30	Extract from the minutes of the department meeting
8	- at the regional level		30	Extract from the minutes of the department meeting
9	Performance of the duties of the responsible person for the organization of practice and dual training at the department:			
	- training practice	0.25 hours per student	0,25	Extract from the minutes of the department meeting
	- industrial, pre-diploma practice and dual training	1 hour per student	1	Extract from the minutes of the department meeting
10	Fulfillment of the duties of the responsible person for employment at the department	1 час на одного выпускника	1	Extract from the minutes of the department meeting
11	Organization and conduct of information and explanatory work among employers through NPP "Atameken" (meetings with employers in the regions, interviews and speeches on TV, articles in the media)	1 мероприятие	50	In accordance with the approved action plan at the faculty, the hours are divided into all participants in the organization and holding of the event
12	Responsible person for employment of graduates at the faculty (holding a job fair, collecting statistical information on the faculty)		30	By order of the Dean of the Faculty
13	Faculty QS Responsible		30	By order of the Dean of the Faculty
14	Head of the circle at the department		20	By order of the Dean of the Faculty
15	Participation in the work of the Academic Committee (development and updating of OP, etc.)		50	order

16	Responsible person for providing information on accreditation at the department		20	By order of the Dean of the Faculty
17	Participation in the work of various commissions for the verification of educational, methodological, research, educational work	1 check (report)	5	Order/Instruction
18	Responsible person for internal and external academic mobility of students and teaching staff at the faculty	1 person	20	By order of the Dean of the Faculty
19	Translation of texts into Kazakh/Russian/foreign languages	1 printed sheet	10 5	By order of the Dean of the Faculty
20	adjustment	1 academic hour	5	By order of the Dean of the Faculty
21		1 course	30	Order
22	Simultaneous/sequential interpretation		0.25 academic hour per student 1	The commission consists of 3 people, on an hourly basis
23	Organization and conduct of the Silver University course	1 event	100	In accordance with the approved action plan at the faculty, the hours are divided into all participants in the organization and holding of the event
24	Acceptance of exams/tests of advanced training students	1 lesson	2	In accordance with the approved syllabus of the taught discipline

IV research

№	events	Units rev.	Hours per unit	note
1	Preparation of material for writing an application for participation in scientific competitions: as part of program-targeted financing - Manager - executor under grant funding - Manager - executor Preparation of material for writing an application for participation in international scientific competitions: - Manager - executor	1 project	40 20 30 20 45 20	
2	Preparation and submission of a scientific report on an initiative topic, with the state registration number of the NCSTN - Manager - executor	1 report	50 20	

3	Scientific publications in: - proceedings of conferences held at the university; - works of republican and international conferences; - published in the works of KOKSNVO; - international journals included in WOS, Scopus databases	1 article	5 10 30 50	Between all authors equally/by equity
4	Preparation and participation of student works in competitions: - intra-university; - republican; - international Obtaining diplomas in student work competitions: - intra-university; - republican; - international	1 job	4 5 6 4 6 8	
5	Curator of NIRS faculty with a competition for one OP on the basis of the university as a basic university		50	
6	Preparation and holding of a subject Olympiad for one OP on the basis of the university as a basic university		50	
7	Work in the scientific and technical council of the university	1 meeting	3	
8	Monograph review preparation	review	5	
9	Preparation of a review of scientific publications in Vestnik journals	review	3	
10	Preparation of a review, as an official reviewer for a doctoral dissertation	feedback	5	
11			40 30 5	
12	Chairman of the Council of Young Scientists		10 20 30	
13	Secretary of the Council of Young Scientists	1 report	5	

V EDUCATIONAL WORK

№	events	Unity	Number of hours per unit	note
1	Organization of work on crime prevention	1 event	1,0	per week -4 hours
2	Organization of work on anti-corruption culture		1,0	month -16 hours

3	Formation of legal literacy of students	1 event	2,0	for 9 months - 144 hours
4	Formation of the system of work of supervisors and control	1 event	2,0	per week -4 hours
5	Development of the volunteer movement		2,0	month -16 hours
6	Analysis and monitoring of the social status of students, establishing connections with parents	1 event	2,0	per week - 2 hours
7	Organization and conduct of cultural and aesthetic events		2,0	per month - 10 hours
8		1 event	2,0	for 9 months - 90 hours
9	Organization and implementation of measures to prevent religious extremism	1 event	2,0	per week - 2 hours
10	Organization and implementation of civil and patriotic activities		2,0	per month - 10 hours
11	Activities to strengthen the activity of students in creative, intellectual clubs, circles	1 event	0,5	for 9 months - 90 hours
12	Measures to develop the student self-government system	1 event	1,0	per week - 2 hours
13	Organization and implementation of activities to promote a healthy lifestyle		1,0	per month - 10 hours
14	Organization and implementation of activities on spiritual education	1 event	1,0	for 9 months - 90 hours
15	coaching	1 academic year	150	1 academic group

WORKLOAD OF INDIVIDUAL CATEGORIES OF TEACHING STAFF AND FACULTY AND DEPARTMENT STAFF

№	SST categories	Standard		Combination		note
		actual	training	internal	external	
1	Dean	0	0	not more than 0.25	0	In exceptional cases
2	Associate Dean for Academic Affairs	1	0,25	0	0	
3	Associate Dean for Research and International Cooperation	1	0,25	0	0	
4	Deputy Dean for Educational Work	1	0,25	0	0	
5	Head of Department	1	0,5	not more than 0.25	0	In exceptional cases
6	Edweiser - teacher	1	0,75	not more than	0	In exceptional cases

				0.25		
7	Teaching staff leading classes in English	1	0,75	0	0	Except for language departments
8	R&D Project Management (Rus. Pharm., International)	1	0,75	0	0	
9	Chairman of the Faculty Council for Academic Quality	1	0,75	not more than 0.25	0	In exceptional cases
10	Doctoral students	0	0	not more than 0.25	0	With indication of training course
11	Employees from the enterprise/organization	0	0	0	not more than 0.5	With indication of the full name of the enterprise and the main position

**Recommended ratio of classroom and non-audit work of the teacher
(except for service departments and external part-time employees)**

SST	Classroom work, at least (%)
Doctor of Science, Professor	10
Doctor of Science, Associate Professor	15
PhD, Professor	20
PhD/PhD/PhD in Profile, Associate Professor/Associate Professor	25
PhD/PhD/PhD, Senior Lecturer	30
Master, Senior Lecturer	35
Senior Lecturer	40
Teacher	50

Note:

1. Annual time balance excluding vacation period (5-day work week 36 hours including holidays) for the 2024-2025 school year = 1,512 hours;
2. Training load 1rate = 660 hours;
3. It is necessary to indicate in the note of the staff schedule of the department employees who are hired instead of employees on maternity leave;
4. Undergraduate students (with a bachelor's degree) cannot conduct training sessions;
5. It is allowed to distribute the additional load of 0.25 rate instead of employees on maternity leave (employees of retirement age are allocated hours in exceptional cases);
6. Staffing and load distribution should be discussed at meetings of the department;
8. Distribution of hours in excess of the specified load is not allowed:

Bet size	Training load, hours (from, to)	
1,0	660	700
0,75	495	525

0,5	330	350
0,25	165	175

Approved by the Academic Council of the Saken Seifullin Kazakh Agrotechnical Research University, Protocol 13, dated April 25, 2024