

	Ministry of Education and Science of the Republic of Kazakhstan	Quality management system	QMS-DP-8.5-02-2022
	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	«The position on the calculation of the average annual load»	Changes № _____ Date _____ Ex. _____

APPROVED:

Rector of EETI named after academician K. I. Satpayev

 D. M. Sivaraksha

«31» August 2022



QUALITY MANAGEMENT SYSTEM

POSITION

THE POSITION ON THE CALCULATION OF THE AVERAGE ANNUAL LOAD

QMS-DP -6.2.2-01-2022

Ekibastuz

Introduction

1 DEVELOPED About management system quality management system, standardization and standard control

2 ENTERED About the management service quality management system, standardization and standard control

3 DEVELOPER: N. Y. Kolesnichenko -Head of the Quality Management System, Standardization and Norm Control Management Service

4 APPROVED About AND ENTERED About GO INTO ACTION By the Rector on the basis of the decision of the Academic Council of the Institute of "24" April 2019, 19 № 9

5 EXPERTS:

- 1) Tursunov M. Zh. – Vice-rector for educational and methodical work;
- 2) Sivaraksha D. M. - Dean of the Faculty of Engineering and Economics;
- 3) Kadyrbekova K. K.-Head of the department "Educational part, archive".

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У «Екибастузский инженерно-технический институт имени академика К. Сатпаева»	
«Положение по расчету среднегодовой педагогической нагрузке»	СМК-П-6.2.2-01-2019

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Technology named after academician K.
Satpayeva,
2019

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1 Scope of application

PresentПоложение определяетThe regulation settime limits for types of academic work in the planning and organization of the educational process, the ratio of hours between types of academic work, and the procedure for approving the average annual academic workload and teaching staff (hereinafter referred to as the "average annual workload").Teachingstaff) Institution "Ekibastuz Institute of Engineering and Technology named after Academician K. V. Abramovich. SatpayevUniversity" (hereinafter referred to as the UEI named after Academician K. S. Satpayev). Satpayev) in the quality management system.

PresentTheapplication must к применению be applied in all structural divisionsях of the УИТС. Satpayev.

2 Regulatory references

At presentm ПоложениReferences to the following regulatory documents are provided and used:

- Law of the Republic of Kazakhstan dated July 27, 2007 No. 319-III "On Education";
- State mandatory standard of higher education of the Republic of Kazakhstan. Approved by Resolution of the Government of the Republic of Kazakhstan No. 604 dated October 31, 2018;
- ТиповыеStandard rulesfor the activities of educational organizations of the corresponding types, approved by Order No. 595 of the Minister of Education and Science of the Republic of Kazakhstan dated 30 October308, 2018595;
- Rules of organization of the educational process on credit technology of training, approved by Order No. 152 of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011;20 апреля 2011 года № 152;
- Regulation Ekibastuz инженерно-технического Institute of Engineering and Technology named after Academician K. V. Abramovich.Satpayev.

3 Basic concepts and definitions

норма The time norm is the amount of working time that an employee must spend to complete a particular job.

teaching staff – a set of employees of an educational institutionof higher education who are involved in educational and pedagogical work.

An academic year is a traditional annual academic cycle of an educational institution, consisting of periods of classes, exams, and vacations.

4 General provisions

The amount of work of the Institute's teaching staff, taking into account the need to perform all types of educational, teaching-methodical and research work resulting from the position held, the curriculum and plans for research and educational work, is set within a six-hour working day with a six-day working week. At the same time, the annual workload of teachers is determined on the basis of the average annual teaching load of teaching staff in the institute, calculated depending on the approved staff of teaching staff and the annual volume of academic work of the institute as a whole.

The planned types of teaching staff work include academic work, educational and methodical work, scientific and methodical work, research work, professional development, career guidance work and educational work.

The main document defining the work of each teacher is an individual work plan drawn up for the academic year in accordance with the assignment of the academic load and individual plans for the types of work.

Individual plans of full-time teachers, according to their position, are drawn up separately, considered at a meeting of the departments of the faculty and approved by the dean of the faculty.

During the academic year, changes can be made to individual plans based on the department's decision. At the end of the semester and academic year, the actual completion of all types of work is noted in the individual plan.

Norm of working time – the length of working time that the parties to the employment contract must observe.

The standard of working time for a teacher at the salary rate includes: academic work, educational and methodical work, scientific and methodical work, research work, professional qualification improvement, career guidance work and educational work.

Admission to the Institute is established and confirmed by the decision of the Academic Council of the EITI named after Academician K. Satpayev average academic load of the academic staff of the Institute of Applied Mathematics and Technology named after Academician K. Satpayev is set for one academic year and approved in the form of a Rector's award "Average annual academic load of teaching staff (for the corresponding year)".

LIST for registering changes, additions, and revisions to a document

№ Change no.-нения	Date of making changes, additions, and conducting the audit	Sheet numbers	Document on the basis of which changes were made, an audit was carried out	Summary of the change	Signature of the person who made the change
1	2	3	4	5	6