

	Institution «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	Quality Management System	
		Position regulations for calculating the average annual teaching load	Changes № _____ Date _____ Ex. _____



## QUALITY MANAGEMENT SYSTEM

### POSITION

#### REGULATION ON CALCULATING THE AVERAGE ANNUAL INCOME OF THE COMPANY TEACHING LOAD

Ekibastuz

I «Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev»	
«Regulations for calculating the average annual teaching load»	

## **Introduction**

**1 DEVELOPED BY** the Quality Management System, Standardization and Norm Control Management Service

**2 INTRODUCED BY** the Quality Management System, Standardization and Norm Control Management Service

**3 DEVELOPER:**

Diba T.V. - Head of the Department of Quality Management System, Standardization and Norm Control

**4 APPROVED AND PUT into EFFECT** by the Rector on the basis of the decision of the Academic Council of the Institute dated March 26, 2025 №8

**5 EXPERTS:**

- 1) Imangazinova D. K. - Vice-rector for Academic Affairs;
- 2) Asylova K. B.- Dean of the Faculty of Engineering and Economics;
- 3) KulbidyukL. V. - Head of the department «Educational part».

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## 1 Scope of application

This Regulation defines the time standards for types of academic work when planning and organizing the educational process, the ratio of hours between types of academic work, and the procedure for approving the average annual academic load of the teaching staff (hereinafter referred to as the teaching staff). Institution « Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev». (hereinafter referred to as EETI named after academician K. Satpayev). in the quality management system.

This Regulation is mandatory for use in all structural divisions of EETI named after Academician K. Satpayev.

## 2 Normative references

This Regulation uses references to the following regulatory documents:

- Law of the Republic of Kazakhstan dated July 27, 2007 №319-III «On Education»;
- Order of the Minister of Science and Higher Education of the Republic of Kazakhstan dated July 20, 2022 №2. On approval of state mandatory standards of higher and postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan, №595 dated October 30, 2018. On approval of Standard Rules for the activities of organizations of higher and postgraduate education;
- Order of the Minister of Education and Science of the Republic of Kazakhstan dated April 20, 2011 No. 152. On approval of the Rules for organizing the educational process on credit technology of training in organizations of higher and (or) postgraduate education;
- Charter of Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

## 3 Basic concepts and definitions

*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 institution of 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.

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#### 4 Ekibastuz Engineering and Technical Institute named after Academician K. Satpayev.

### **General provisions**

The amount of work of the teaching staff of the Institute, taking into account the need to perform all types of educational, methodological and research work resulting from the position, 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 department and approved by the vice-rector for EMW and Vice-rector for SR and IR.

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 development, career guidance work and educational work.

At the Institute, it is established and approved by the decision of the Academic Council of EETI. Satpayev average annual academic load of the teaching staff of the EETI named after Academician K. Satpayev is set for one academic year and approved in the form of the Rector's order " Average annual academic load of teaching staff (for the corresponding year)".

