



David Tvildiani Medical University

Regulation: on Academic Workload of Academic Staff at David Tvildiani Medical University

Tbilisi, 2017

Introduction

The represented Regulation determines DTMU academic staff structure, time norms of load and rules for planning and control of academic load.

The document is developed according Georgian law on “Higher Education”, Organic Law of Georgia – “Labour Code”, Georgian Law on “Medical Practice”, the order #99/N of 01 October of 2010 issued by the Minister of Education and Science of Georgia – „On Authorization Regulations of Educational Institution and Fees Approval”, the order #3/N of 05 January of 2007 issued by the Minister of Education and Science of Georgia – „On Approving the Rule for Calculation of Higher Education Programs Credits”, Regulations of the Teaching Process Organization and Management of DTMU, Regulations of DTMU residency program management.

Chapter 1: General Provisions

- 1.1. Joint criteria on academic load are determined in DMTU for correspondence of academic staff with students number and correct calculation of control figures of admission students.
- 1.2. The goal of the Regulation is improvement of educational process management, optimization of academic staff structure and academic load, determination of main types of methodical work.
- 1.3. Academic load of academic staff is determined by the university independently.
- 1.4. Calculation of academic work is conducted annually.
- 1.5. Working period for academic staff is academic year including winter and summer holydays not coinciding with usual vacation. Budget determined for all kind of academic work is 1500 hours per year. While having health problems, being in vacation or other proved circumstances academic load is carried-out by another teacher (or invited or substitute teacher) according payment on an hour basis. After returning to work till the end of academic year correction of his/her individual academic load plan is obligatory.

Chapter 2: Types of Academic Work

2.1. Following belongs to academic work:

- 2.1.1. Work in auditoriums: lectures, seminars, practical trainings (of all kinds, including role playing games, master-classes, round table, etc. including using distant technologies), working at scientific project

2.1.2. Work out of auditoriums: consultations, professional practice [educational, observation/consultation on educational, students and residents clinical practice (with report on evaluation). Educational-introducing practice, practice according individual plan, defense of report (resident)].

2.2. Control measures (mechanisms): all types of current and summative assessments (planned and expressed in syllabus and/or program): oral pass a’credit examinations, assessment of clinical skills, assessment of essay/scientific work, assessment in all other duties the student has to implement (ref. Academic course syllabus or program), assessment of portfolio, recertification in professional (field) skills, assessment in qualification examinations.

2.3 Supervising: students, PhD students and residents’ essays, scientific projects

2.4 Preparing Scientific-Academic staff (also items 1.1, 1.2): interview of PhD student candidate, taking examinations for enrollment in PhD program, scientific consultation of PhD student

2.5 Preparing listeners in continuous professional development and other types of works related to academic work.

Chapter 3: Calculation of Academic Load

3.1. When calculating, planning and registering academic load of DTMU academic staff academic (teaching) hour is equal to astronomic hour. Academic work contains student’s (as well as resident, PhD student) contact work with teacher including using electronic and distant educational technolgis. Contact work can be conducted in auditorium or out of it. Contact work in auditorium means either its traditional forms: lectures, practical training, seminars, laboratory work, etc. or using electronic and distant educational technolgis. Their use, according DTMU internal regulation (ref. document), can be with intraauditorium load replacement and without it. When replacing intra-auditorium classes xontact hours are included in teacher’s academic load. When using electronic and distant technologies for organizing and control of students’ independent work under teachers supervision academic load is planned as “control of independent work”.

3.2. Calculation of Academic Load for next academic year* is done by Education Department according academic plan. It is approved for all (program, sector, flow) academic years (except I year I and II terms for which orientation version – draft is prepared) on 1 march of current year.

*Note: for determination of the date of approval of academic load calculation and correction of their terms following must be considered:

- Admission of planned contingent of students:

- For I year (MD programs, PhD, Residency) according admission plan (budget: according admission control figures; according the contract agreed with University and current year actual admission)
- For senior students (II year and above) – by 1 February (budget and contract) condition.
- Academic load correction for first year according the results of admission of foreign students for next year (without joint national examinations, other, only contract-based) is done till 10 October of current calendar year.

3.3. Calculation of lecture hours of discipline (unified module) considered by education plan is done according flow. The term “flow” means unity of educational groups unified by same content and amount of tutor hours, total number of students up to 70 (at least 30 per flow).

When possible it is allowed to unify different program (MD, MD e-PBL) groups in one flow when planning the lecture.

3.4. During practical trainings and seminars (MD students) the main unit is educational group with 15 students (maximum 25) at the level of basic medical sciences. As well as 8-10 students (maximum 15) at the level of Clinical Sciences. The term “subgroup” means the part of group; the group is divided for training or teaching intended for the development of clinical skills and/or other laboratory and/or scientific competencies, which is proved by structural subdivision fulfilling the load. During students’ independent work under supervision (mostly it belongs to specialization, so called clinical clerkship level) division of group to subgroups is possible and/or for specific situations fulfillment of student’s individual work (e.g. in the framework of VI year elective course).

If practical and laboratory classes are conducted with electronic and/or distant educational technologies division of group in subgroups is not done.

Lecture course is planned in the framework of specialization or electives or faculty in 25 (minimum 10 students) cases. In some cases (as well as in PhD and Residency programs) the mentioned activity is fulfilled in small number of students according Dean’s recommendation and based on Rector’s decision.

3.5. The compulsory part of academic work is active load including intra-auditorium classes, consultations, current and summative control measures.

Types of academic work and time norms determined for calculation are given below:

Table 1 - Types of academic work and time norms determined for calculation

Nº	Types of work	Tiem norm (hours)	Note
1. Intra-auditorium classes			
1.1	Giving lectures (including using distant technologies)	1 h for 1 academic hour	According schedule
1.2	Conducting seminars and practical trainings, laboratory work (including interactive ** forms)	1 h per group (subgroup) for 1 academic hour	According schedule
1.3	Role playing, seminars in the format of Journal Club, round table, formats of teaching clinical examinations, etc. (including using distant technologies)	1 h for 1 academic hour per group or each teacher	In the framework of auditorium hours devoted for discipline
2. Consultations			
2.1	Conducting consultations in group	Up to 20% of independent work	According schedule, including online rejimen
2.2	Conducting consultations for students individually	Minimum 10% of independent work load	
2.3	Observationa and supervision of students' independent work – including in purpose of consultation	Minimum 20 % of independent work	According the schedule and/or individual schedule
2.4	Observationa and supervision of residents' independent work – including in purpose of consultation	Minimum 10 % of independent work	According the schedule and/or individual schedule
2.5	Pre-examination (oral) consultations	2 h – per group	According the schedule
	Pre-attestation consultation in the progress of professional skills	2 h - per group	
	Consultation for qualification examinations	2 h - per group	
3. Control			
3.1	Current assessment (in theoretical issues): oral examination	0.5 h per each examinee	According the schedule

3.2	Current assessment (in theoretical issues): oral pass a'credit	0.3 h per each examinee	According the schedule
3.3	Current assessment in clinical skills	0.5 h per each examinee	According the schedule
3.4	Attestation of progress in professional skills	0.5 h per each examinee to each member of committee	Minimum 6 hours a day to each examinee, number of committee members minimum 5
3.5	Final qualification examinations	0.5 h per each examinee to each member of committee	Minimum 6 hours a day to each examinee, number of committee members minimum 5
3.6	Recension of summaries	0.5 h – per 1 summary	Planned by academic course
3.7	Recension of research project/work	3 h – per work	According student's individual plan
3.8	Checking and conducting other home- and control-works	0.3 h - per work	Planned in the framework of academic course
3.9	Work-book – portfolio	1 h - 1 portfolio	Planned in the framework of academic course
4. Practice			
4.1	Students' pre-diploma preparation (clerkship) work experience under supervision	3 h per work day calculated for 1 academic group	In conditions of training on clinical basis
4.2	Educational-introducing practice	6 h a day per academic group (subgroup)	subgroup 10 students
4.3	Individual practice	1 h calculated for work day	In the framework of elective course (VI year)
4.4	Defense of report on practice	0.3 h – per 1 student 0.8 h - 1 resident	
5. Supervision			
5.1	Supervision, consultation, summary, research projects recension and submission	3 h per 1 work or 1 project	Minimum 15 works per one teacher in semester
5.2	Supervision, consultation, research works (MD students, PhD students, residents) recension and submission	20 h – per 1 work	Minimum 5 works per one teacher in semester
6. Preparation of scientific-academic staff			
6.1	Supervision of PhD student during preparation of Doctoral thesis	50 h – a year per each PhD student	
6.2	Interview of PhD student candidate	0.5 h – per 1 candidate	

6.3	Examination for enrollment in PhD program	1 h – per each examinee	Content of committee minimum 5 members
7. Preparation of listeners in the framework of continuous professional development, other academic works (also all corresponding items 1.1 -1.3 of the same table are used, corresponding measures of consultations and control)			
7.1	Program Scientific Management: advanced studies (CPE)	20 h	A year
	Professional development	50 h	
7.2	Supervision, consultation, submission of qualification works of listeners	10 h – per each listener	
7.3	Other work: attending each other's classes	Up to 10 h- a year per each teacher	

**Note: forms of interactive teaching, except abovementioned, include: problem-based learning, webinar, videoconference, training, simulation, case-based training, preparation/conduction of course video-presentation, etc.

Chapter 4: Academic methodical, scientific-research and organizational-methodic work (types and norms)

All types of academic work must be provided with necessary materials and scientific-research and organizational-methodic work of DTMU teachers. Norms of these types of work are given in table 2.

Table 2. Time norms for calculation of academic-methodic, scientific-research and organizational-methodic work

Nº	Name of work	Time norm (in hours)	Note
1. Academic-methodic work			
1.1	Preparation of lectures: For MD programs	2 h – per 1 academic hour	
	For PhD program	3 h – per 1 academic hour	
	For new academic course	4 h – per 1 academic hour	

	For continuous professional development course and residency course	3 h – per 1 academic hour	Department giving such course/for teachers
1.2	Preparation: For seminars and practical trainings in different disciplines	1 h – per 1 academic hour	
	For scientific-research seminar in MD programs	2 h – per 1 academic hour	
	For seminars and practical trainings in PhD program	4 h – per 1 academic hour	
	Practical training in continuous professional development and residency programs	2 h – per 1 academic hour	Department giving such course/for teachers
1.3	Preparation: Methodical development of laboratory, practical and seminar classes for new academic or revised course	1 h – for each new name hour	
	Processing of laboratory, practical and seminar classes according late achievements of science (ME)	0.5 h - for each new name hour	
1.4	Development of project (research) work topics for students' independent work	Up to 4 hours per 1 work	
1.5	Adaptation, development of new education cases (for PBL teaching) at university+for publication/use	In the format of MD e-PBL 1 case 60 h. Other formats 6 h – per 1 case	
1.6	Preparation of academic-methodic materials for continuous professional development and residency course (including active and interactive forms of scenario)	30 h – per 1 printed page	Ref. note **
1.7	Development of preparation program for academic-research staff	25 h per pass (credit) 1 unit	
1.8	Preparing bank of test questions in academic disciplines	10 h per 1 pass unit	
1.9	Preparing (in discipline) material (e.g. case) for assessment fund	5 h per 1 pass unit	

1.10	Preparation of material for assessment fund (qualification attestation)	50 h	
1.11	Preparation of academic materials (guiding)	50 h per 1 printed page	
1.12	Recension of text-books, academic-methodical, other materials (without additional payment)	3 h per 1 printed page	
1.13	Preparation of scenario and shooting academic video-movie	Up to 100 h	
1.14	Works related to using informational and program maintaining for academic programs: <ul style="list-style-type: none"> - development and implementation of information-communication technologies in academic process - development and use of multimedia technologies in academic process 	70 h per year 100 h per year	
1.15	Qualification upgrade: Learning new academic-methodical materials	25 h – per year (or according earned credits)	
	Program retraining, obtaining additional qualification	30 h – per year (or according earned credits)	
	Obtaining advance experience in medical education	30 h – per year (or according earned credits)	
1.16	Attendance the lectures of course heads/other teachers with further discussion	20 h per year	
1.17	Annual updating/revision of course program in the framework of specialty (and/or program)	20 h	
1.18	Revision of reciprocal learning organized by student-tutors	10-20 h	
1.19	Eddition of materials prepared	10 h per 1 printed	

	by students (targeted for peer-teaching, patient education, etc.)	page	
1.20	Supporting preparation of scientific sessions organized by SYSSA	3-4 h – per scientific session 1 hour	
2. Scientific-research work			
2.1	Scientific research in the framework of university topic	60 h – per 1 printed page	
2.2	Preparing monograph for publication	90 h – per 1 printed paper	
2.3	Preparation of article for publication in scientific magazine	60 h – per 1 printed page	
2.4	Delivering report on conferences, symposiums and/or publication	30 h – per 1 printed page	
2.5	Supervision of student’s scientific-research work for preparation of delivering report on conference	3 h – per 1 work	
	Supervision of scientific society	30 h	
2.6	Recension and expertise of scientific-research works (including thesis)	3 h per one printed page	Maximum 30 h per 1 work
2.7	Working in editorial board of scientific magazines	30 h per year	
2.8	Participation in Dissertation Council (defense council)	10 h – per 1 defense	
2.9	Implementation of planned thesis by teacher-PhD student (in planned terms)	300 h	
2.10	Being a member of experimental commission for elections of professors-teachers	25-30 h	
2.11	Working at grant application: Development of technical problem around the topic	40-60 h	
	Development of scientific-research (and/or for development project) project	80-160 h	
	Processing and representing grant in application format	80 h	

2.12	Working with international collaborators in international scientific (and/or oriented to development) projects	100 h	
3. Organizational-methodic work			
3.1	Working in different councils (faculty) and/or university (scientific council, methodic council, various committees (e.g. assessment) membership	30-60 h	Is calculated from corresponding councils/committees
3.2	Working in Quality self-assessment group	60-100 h	Is calculated according quality self-assessment plan
3.3	Participation in events organized by university and/or faculty and/or students	1 event 2-5 h	
3.4	ISE conference organization-methodic supervision:	50 h – a year (1 conference)	
	Membership of organization committee		
	Working in scientific group	40 h – a year	
	Working in technical group	70 h – a year	
3.5	Membership of professional society and active participation: Participation in workshops trainings, other professional and events generally useful for society (without payment)	10 h - 40	Is approved by representing corresponding materials to included persons
	Participation in preparation of conferences organized by professional society (without payment)	20 h - 60	Is approved by representing corresponding materials to included persons
	Participation in activities aimed for field development by professional society (without payment)	40 h - 80	Is approved by representing corresponding materials to included persons
4. Medical Activity (for clinician teachers)			
4.1	Field professor: organizing timely examination and treatment of patients, ward rounds, consultation, operations (of surgical profile); organize scientific-research conferences for hospital staff on the issues of	≈ 375 h per year	

	diagnostics, treatment and prevention of disorders		
4.2	Associate professor: organizing timely examination and treatment of patients, word rounds, consultation, operations (of surgical profile); organize scientific-research conferences for hospital staff on the issues of diagnostics, treatment and prevention of disorders	≈ 375 h per year	
4.3	Assistant-professor: Except pedagogical, academic-methodic, scientific work they carry-out medical activity in relevant field (specialty)	≈ 750 h per year	

Chapter V: Academic load of DTMU teachers

5.1. In DTMU academic load for regular staff in educational programs of higher educational level is determined in differentiated way according positions of Professors and teachers' staff maximum 900 hours (and minimum 200 hours) during academic year (in the framework of official salary).

5.2. Following academic load*** is determined for DTMU professors and teachers' staff (teaching staff) :

Professor	300-650 hours
Associate professor	400-750 hours
Assistant professor	500-850 hours
Assistant	200-350 hours
The head of department	300-600 hours (prof.) 480-700 hours (assoc. prof.)

***Note: ref. Chapter VII of represented document, paragraph 5: (i)+(ii)+(iii) – total academic load, in the list of versions corresponds to right side in each column.

i – corresponds to the left side of the column.

Concrete volume of academic load according individual plan of the teacher is determined considering occupied position (responsibilities) considered by contract of employment including individual work with students, scientific research and other pedagogical work considered by labour responsibilities and/or individual plan, methodic, preparation, organizational, diagnostic, monitoring, other types conducted with students; as well as work with PhD students, residents in the framework of continuous education (ref. As well table 1).

In some cases academic load of specific teacher might be determined by academic (faculty) council of the University according Vice-Rectors's suggestion under the minimum determined above for those representatioves of teaching staff who carry-out additional organizational-methodic activity (or will be tasked) in the interests of The University.

Chapter VI: Academic-methodic, scientific, organizational work of DTMU teachers: Mechanisms of individual planning and control of teachers

6.1. General provisions

This part of document is devoted to developpment of individual plan; recommended amount of hours has framework (orientation) character. Specific figures are determined based on teaher's self-assessment and in case of the head of educational structural subdivision - it is approved by the Vice-Rector in education field.

Special attention during development of individual plan should be paid to measure of complete control. As a rule, these are acadmic, methodic and scientific documentation. In the text below abovementioned documentation is goven in relation with "control" (after that).

6.2. Academic-methiodic work

6.2.1. Preparation for lectures: 2 h 1 h per lecture.

Control: discipline/course program, working materials (notes, etc.), exam papers. Working materials for example: note must contain: rubrucation of lectures, main definitions, drawings, graphs, etc., materials to be handed out to students. E-version should be kept in structural uint and education department.

6.2.2. Preparation of practical and laboratory classes: 1 h per 1 academic h.

Control: methodic and academic materials: program of classes; tasks for students; current and previous academic year calculations, graphs, control and other materials made by students.

Preparation of other corresponding classes (ref. table 2) are controlled as well with determined methodic materials, other worked materials.

6.2.3. Adaptation of new academic and revised course/module, making cases, making project topics, etc. (ref. table 2) are controlled, approved – with prepared materials.

6.2.4. Development of programs – control, developed and evaluated program.

6.2.5. Development of materials for assessment fund – *control:* developed materials.

6.2.6. Revision of text-books, education video-movies – *control:* with corresponding presentation.

6.2.7. Qualification upgrade of teachers – according actually spent time. *Control:* training, certificates of qualification upgrade, protocols of attending lectures/discussion; other corresponding evidences.

6.3. Scientific work

6.3.1. Publication of text-books and additional text-books prepared to be published. *Control:* published text-books (or manuscripts for interim report).

6.3.2. Writing scientific articles and preparation for publication; *Control:* published articles.

6.3.3. Recension and expertise of scientific materials: actually spent time is allowed as well, because it is impossible to plan such kind of work in advance, as a rule; it is recommended to consider changes in individual plan with task (by structure/department head, academic council, ec.) on the expense of reducing other sections of plan.

6.3.4. Work on Scientific-research project (with planned or initiated themes).

Control: all kind of scientific publications, reports and including thesis.

6.3.5. Scientific supervision of students – *control:* prepared presentations/publications.

6.3.6. Scientific supervision of PhD students – *Control:* Notification of Doctoral Committee (according preparation of PhD student/individual plan).

6.3.7. Working in editorial board of magazines, Dissertation Council, etc. (ref. table 2 II chapter).

Control: according corresponding actual materials.

6.4. Organizational-methodic work

6.4.1. Considering the load indicated in III chapter of table 2 is carried out in conditions of conducted work without extra payment. *Control:* (i) approved plans and documents; (ii) for work in councils and committees – *Control:* decrees, orders, protocols proving corresponding participation, attendance protocols.

6.4.2. The membership of professional society and active participation (without extra-payment). *Control:* by presenting materials on participation.

6.5. Medical Activity (For Clinician teachers)

6.5.1. *Control*: approved basing on signature of partner clinic heads.

Chapter VII: Planning and Control of Academic Load at DTMU

7.1. The teacher is responsible to represent documentation of all abovementioned works.

7.2. Department Head (and/or the head of field, educational unit) is responsible for implementation of academic load.

7.3. Terms for representation of reports on conducted individual plan and planned academic activity are 30 June – 30 July.

7.4. The person responsible for academic programs conducts optional control on implementation of academic load by teaching staff till 20-30 July.

7.5. During planning following orientation frameworks are considered: ****

- (i) About 30% is devoted to intra-auditorium studies
- (ii) About 15% is devoted to extra-auditorium academic classes
- (iii) About 5% is devoted to SIWT *****
- (iv) About 50% is devoted to academic-methodic, scientific-research and organizational work.

**** Note: SIWT – Students' independent work carried out by the order of Teacher, methodic supervision and immediate participation [for example: [ბავ: preparation of student for lecture (for conduction of lecture-seminar fragments, in the format of patient presentation, etc. ref.appendix)]

*****Note: Academic work of teachers with students coming out of re-study of discipline, recovery of missed classes and eradication of academic differences and other objectives. Payment on an hour basis (when approved schedule exists).

7.6. In case of overfulfillment or if planned academic load is not carried out corresponding comments are fixed in individual plan of staff academic work.

7.7. Term for keeping individual plans is 5 years.

7.8. Correction of teacher's individual work plan is done at longterm illness or business trip as well as when obligation arises.

7.9. During assessment or payment on an hour basis implementation of extra load is expressed in other (separate/additional) individual plan by the staff.

7. 10. Increase of academic load over 1.5 section is possible after agreement with Vice-Rector in education but it has to be maximum 300 hours of academic load per year.

7. 11. Calculation and planning of academic work according academic disciplines are done by education departemnt according following documents: State educational standard, etc. according program academic plan, academic schedule and staff categories, the order on disciplines/courses joined with field-(department), basing on information about students' contingent during regular academic year; on information about students' number in groups; union of groups in flows for lectures, data on necessity of division of groups in subgroups (in the framework of some courses), basing on control figures for next year admission and represented document.

7. 12. The number of full-time equivalent depends on the volume of academic work, is determined by determined time norms and considering existing students' contingent

7. 13. Basis for increasing (reduction) of total teaching staff number is increase (reduction) of students' contingent number.