

Approved by the order of the Rector
of the Academy of Public
Administration under the President of
the Republic of Kazakhstan
dated 16.06 2023,
No. 466

THE POLICY OF PLANNING THE ACADEMIC LOAD OF THE TEACHING STAFF

1. This Policy promotes planning and regulates the procedure for calculating the academic annual workload of the teaching staff of the Academy of Public Administration under the President of the Republic of Kazakhstan (*hereinafter – the Academy*).
2. The provisions of this Policy apply to the work of the teaching staff of the Academy, as well as the experts involved (Appendix 3).
3. The following positions belong to the teaching staff:
 - professor;
 - associate professor;
 - senior lecturer;
 - assistant.
4. The policy is reviewed at meetings of the Academic Quality Council, the Academic Council and recommended for approval by the Rector's order.
5. The academic load of the institute/school is approved by the supervising Vice-rector in coordination with Educational Policy Center (*hereinafter – EPC*). The directors of the institutes/schools are responsible for planning and fulfilling the academic load at the institutes/schools.
6. The academic load of the teaching staff of the Academy branches is approved by the supervising Vice-rector in coordination with Professional Development Institute and the EPC.
7. The volume of the academic load of the teaching staff must correspond to the volume of the standard time of the standard load of the position (Appendix 1). The academic annual load of the teaching staff of the Academy is calculated in credits, the branches of the Academy – in hours.
8. In order to fully fulfill the academic load of the teaching staff, it can postpone classes for a good reason if there is an appropriate supporting document (sick leave, a business trip order). The transfer of classes is carried out based on a memo from the director of the institute / school indicating the date and time of the transfer and the place of classes, no later than three days before the scheduled lesson. Responsibility for the organization and conduct of postponed classes is assigned to the directorate of the institute / school, whose teacher conducts this lesson.

The transfer of classes on holidays is carried out by the EPC based on proposals from the directorate of the institute / school, approved by the order of the supervising vice-rector.

The EPC makes appropriate changes to the LMS at least 24 hours before the scheduled lesson and informs students about the current changes. When compiling syllabuses, teaching staff must consider holidays and send in advance to the directorate the schedule of classes that fall on holidays.
9. Planning of the volume of academic work is carried out in credits for semesters, one academic credit is equal to 30 academic hours for all its types. One academic hour for all types of academic work is equal to 50 minutes, at retraining courses and

seminars one academic hour is equal to 40 minutes.

10. The academic annual load of teaching staff at 1 rate is not less than 18 credits, but not more than 21 credits, while the load of an assistant of institutes / schools is not less than 5 credits of independent load (classroom), including conducting IWST, participating in the work of the AQC as a technical secretary; assisting interactive (practical) classes for professors; also, extracurricular workload, including participation in the preparation of teaching materials-syllabuses, cases, assignments, etc., work in the LMS system (Appendix 1).

The load of an assistant at the Institute of Professional Development (hereinafter referred to as the IPD) is at least 18 credits, but not more than 21 credits, taking into account at least 3 credits of independent work, including: co-teaching on the final work on retraining courses, conducting a post-training webinar (Appendix 2).

11. The academic annual load of teaching staff at the Institute of Professional Development (hereinafter – IPD) at retraining courses and advanced training seminars is calculated in accordance with Appendix 2. At the same time, the academic load of the Language Competence Development Cabinet is calculated considering 1 credit is equal to 30 academic hours and is 2 academic hours for participation in the development of the course/seminar program, at least 18 academic hours for conducting classes.

12. The academic annual load of the branch's teaching staff at 1 rate is not less than 540 academic hours (18 credits) but not more than 630 hours (21 credits) of classroom and extracurricular load. The academic annual workload in the branches of the Academy is calculated for a calendar year in accordance with Appendix 3.

13. The director of the branch is responsible for fulfilling the academic load in the branches.

14. The academic load of the staff of the Institute of Applied Research, the Competence Assessment Center is carried out within the framework of the performance of official duties and amounts to at least 1 credit.

15. Hours of advanced training seminars and retraining courses conducted based on other branches can be included in the load of the teaching staff of branches.

16. Monitoring of the academic load is carried out by the director of the institute / school and the head of Educational Policy Center.

17. Monitoring of the academic workload in the branches is carried out by the branch director in consultation with the director of the IPD and the head of the EPC.

18. Changes to the academic workload can be made at the suggestion of the institute/school, as well as the directors of the Academy's branches no more than once a half-year.

**Standards of academic load of teaching staff
of institutes/ schools**

№	Activity	Time rate	Note
1.	Teaching in master's and doctoral studies	<p>Professor: at least two disciplines of active load</p> <p>Associate professor and senior lecturer: at least three disciplines of active load</p> <p>Assistant: at least 5 credits of independent workload (classroom), including conducting IWST, participating in the work of the AQC as a technical secretary; assisting interactive (practical) classes for professors; also, extracurricular workload, including participation in the preparation of teaching materials- syllabuses, cases, assignments, etc., work in LMS.</p>	
2.	Management of master's projects	1 work = 1 credit per academic year	
3.	Management of doctoral dissertations	1 work = 1.5 credits per academic year	
4.	Participation of teaching staff in the work of the State Attestation Commission as a member of the commission	1 work = 0.2 credits	No more than 12 works per day
5.	Participation in the work of the State Attestation Commission of the Final Attestation of undergraduates as a technical secretary	1 work = 0.2 credits	No more than 12 works per day
6.	Teaching at the Institute of Professional Development and	at least 1 credit	

	branches of the Academy		
7.	Coordination of the master's educational program (no more than 25 students), including coordination of the practice/internship of undergraduates, supervision of training on the Coursera platform.	1 master's student = 0.2 credits	Coordination of the EP involves, together with undergraduates, the development, formation and coordination of an individual educational trajectory of students, providing support to students in completing individual plans, preparing internship/internship programs, coordinating internship/internship with LMS, assisting the management of the institute/school in developing the EP, assisting teaching staff in developing syllabuses of disciplines, considering the expected results EP, coordinating the workload of students within the disciplines of EP.
8.	Coordination of the doctoral educational program (no more than 12 students), including coordination of the practice / internship of doctoral students, supervision of training on the Coursera platform.	1 doctoral student = 0.3 credit	Coordination of the EP involves, together with doctoral students, the development, formation and coordination of an individual educational trajectory of students, providing support to students in completing individual plans, preparing internship/internship programs, coordinating internship/internship with LMS, assisting the management of the institute / school in developing the EP, assisting teaching staff in developing syllabuses of disciplines, taking into account the expected results EP, coordinating the workload of students within the disciplines of EP.

**Standards of academic load of teaching staff
of Institute of professional
development**

No	Activity	Time rate	Note
Professor, Associate Professor, senior lecturer of institutes, schools, Language Competence Development Cabinet (hereinafter - LCDC)			
Advanced training seminars – 1 credit:			
1.	Interactive discussions and classes (practical classes with work in project groups, presentations, case solving, etc.)	21-24 ac.h.	Participation in the protection of projects as a member of the commission in case of a shortage of hours for 1 credit. For the LCDC, participation in the development of the seminar program is 2 academic hours, conducting classes for at least 18 academic hours.
2.	Development of the seminar program	6-9 ac.h.	
Retraining courses for civil servants appointed to a managerial position for the first time – 1 credit:			
1.	Interactive discussions and classes (practical classes with work in project groups, presentations, case solving, etc.)	21-24 ac.h.	Participation in the protection of projects as a member of the commission in case of a shortage of hours for 1 credit. For LCDC, participation in the development of the course program is 2 academic hours, conducting classes for at least 18 academic hours.
2.	Development of the content of the course discipline	6-9 ac.h.	
Retraining courses for civil servants who entered the civil service for the first time – 1 credit:			
1.	Retraining courses for civil servants who entered the civil service for the first time – 1 credit	21-24 ac.h.	Participation in the protection of projects as a member of the commission in case of a shortage of hours for 1 credit. For LCDC, participation in the development of the course program is 2 academic hours, conducting classes for at least 18 academic hours.
2.	Development of the content of the course discipline	6-9 ac.h.	
Retraining courses for civil servants who have entered the civil service for the first time in a			

combined (full-time and distance) form of education:

1.	The work of the teacher by e-mail	Remote stage	1 credit = 4 courses per year in each discipline
2.	Checking distance learning assignments	Remote stage	

Assistant IDP**Extracurricular load**

1.	Development of the curriculum of retraining courses (for each direction separately):	40 ac.h.	- for first-time applicants to the civil service; - for those appointed to a managerial position for the first time.
2.	Development of technical specifications for advanced training seminars (for each direction separately)	40 ac.h.	Overview of all seminars: - budget program 013; - budget program 002; - seminars in a remote format.
3.	Development of professional development seminar programs	8 ac.h.	
4.	Development of a schedule of retraining courses	8 ac.h.	
5.	Advising branches on the programs of professional development seminars (for each program – verification, recommendations for improvement)	2 ac.h.	

Classroom load

6.	co-teaching on final work in retraining courses: - for first-time applicants to the civil service; - for those appointed to a managerial position for the first time.	6 ac.h.	
7.	Conducting a post-training webinar	2 ac.h.	

Standards of academic load in the branches of the Academy

No	Activity	Time rate	Note
Classroom load (360-420 ac.hours)			
1	Professional development seminars	At least 100 ac.h.	
2	Retraining courses for civil servants, including consultation of final works (co-teaching on final work)	At least 100 ac.h.	
3	Participation in the work of the commission for the protection of final works	At least 2 ac.h. for one meeting of the commission	to each member of the commission
Extracurricular load (120-180 ac.hours)			
4	Development of professional development seminar programs	1 program = 8 ac.h.	branch
5	Development of the content of the discipline retraining courses	1 course = 8 ac.h.	branch
6	Program development and implementation Development Day on a specific topic	1 theme =8 ac.h.	branch
7	Verification and post-monitoring of projects	1 project =2 hours	with the subsequent implementation and implementation of the project
8	Management of master's projects and doctoral dissertations	1 job = 1 credit per academic year	
		1 job = 1.5 credits per academic year	