APPROVED

Acting Chair of the Management Board – Rector of Karaganda Buketov National Research University Non-profit Joint-Stock Company

_____ M.M. Umurkulova

"__" _____ 2026

Regulations
on Time Standards for Planning the Teaching Workload of Academic Staff of Karaganda Buketov National Research University Non-profit Joint-Stock Company

(as amended on 23 October 2026, Academic Council Minutes No. 4)

1. These Regulations establish the time standards used when planning the teaching workload of the academic staff (hereinafter, the academic staff) of the departments of Karaganda Buketov National Research University.

2. The teaching workload of academic staff shall be set individually by the head of department, depending on the staffing schedule, qualifications, and profile of the department.

3. The classroom workload of academic staff by position shall be determined in accordance with the Professional Qualification Standard for Academic Staff of Karaganda Buketov National Research University Non-profit Joint-Stock Company.

4. The ratio of classroom to extracurricular workload shall be determined independently by the head of department, taking into account the approved staffing schedule, the department's average teaching workload, the department profile (graduating or university-wide), instructors' qualifications, and the positions held by academic staff.

5. Teaching work with students shall be paid on an hourly basis, subject to an approved timetable/schedule, in the following cases:

– repeat study of courses;

– elimination of academic differences in curricula upon reinstatement or transfer;

– completion of prerequisite courses upon admission to master's or doctoral programmes.

6. The calculation of the teaching workload of academic staff shall take into account the following time standards by type of work:

No.	Types of Work	Time Standards in Hours	Note
6.1	Conducting lectures	One academic hour (50 minutes) is equal to one clock hour	Calculated per academic cohort (100–150 students)
6.2	Conducting practical, seminar, and laboratory classes and SIWGI	One academic hour (50 minutes) is equal to one clock hour	
	Conducting SIWGI in bachelor's, master's, and doctoral programmes	Plan 5 hours of SIWGI regardless of the number of credits assigned to the course	An SIWGI cohort shall comprise 60 students
	Providing mentorship	100 hours	For an Honoured Professor of the Department
	Conducting research	300 hours	For a Research Professor of the Department
6.3	Administering examinations and midterm assessment	Testing – in accordance with the number of hours allocated to interim assessment in the working curriculum	Calculated per course
		Oral/written format – 0.2 hours	Calculated per student
6.4	Supervising a course paper/project	Within the hours or credits allocated to completion of the course	Consultations on course papers (projects) shall be conducted within SIWGI hours
6.5	Assessing the defence of course papers	0.2 hours	Calculated per student
6.6	Supervising professional placements and assessing reports	One hour per week per student	For supervision of students' psychological and pedagogical placement, 0.5 hours per student shall be allocated to the Department of Pedagogy and Primary Education Methodology and 0.5 hours to the Department of Psychology. For supervision of teaching placements for master's and doctoral students, 0.5

No.	Types of Work	Time Standards in Hours	Note
			hours per student shall be allocated to the graduating department, 0.25 hours to the Department of Psychology, and 0.25 hours to the Department of Pedagogy and Primary Education Methodology.
6.7	Supervising students' diploma theses	23 hours per year	It is recommended that one supervisor oversee no more than 10 final-year students
	Supervising students'/master's students' graduation projects	10 hours per year	It is recommended that one supervisor oversee no more than 15 projects
	Supervising master's theses	25 hours per year, including 5 hours for an international consultant	Calculated per non-graduating master's student
		45 hours per year, including 10 hours for an international consultant	Calculated per graduating master's student
	Supervising doctoral dissertations by University academic consultants	- Year 1: 56 hours, including 10 hours for an international consultant; Year 2: 108 hours, including 20 hours for an international consultant; Year 3: 112 hours, including 20 hours for an international consultant. - -	It is recommended that one supervisor oversee no more than 4 doctoral students
	Conducting standards compliance checks of students' and master's students' graduation works/projects	1 hour	Calculated per graduation work/project
6.8	Reviewing diploma theses/projects	2 hours	Calculated per work/project

No.	Types of Work	Time Standards in Hours	Note
	Reviewing master's theses/projects	4 hours	Calculated per thesis/project
6.9	Participating in an attestation committee		Calculated per examinee
	- during the defence of a diploma thesis/project or master's thesis/project	0.5 hours	Calculated for each member of the attestation committee, including the chair
	- during comprehensive student testing	3 hours per student cohort	Planned for each committee member per cohort
6.10	Participating in the summer semester; completion of prerequisites	For clearing academic debts and completing prerequisites – 30% of the total classroom hours for the course in the EP curriculum (excluding SIWGI)	

Note: if an academic group contains 1–2 master's or doctoral students, 30% of the classroom hours shall be planned.

7. These Regulations may be amended at the initiative of the Department for Academic Affairs after coordination with the Member of the Management Board for Academic Affairs – Vice-Rector. The amended Regulations shall be approved by the Chair of the Management Board – Rector of the University.