



*Translation from Romanian into English*

**APPROVED**  
at the meeting of Senate of  
Nicolae Testemitanu SUMPh  
minutes no. 1/6 of 06.04.2017

**REGULATIONS**  
**on the norming of the scientific and didactic activity at**  
**Nicolae Testemitanu State University of Medicine and Pharmacy**

**I. GENERAL PROVISIONS**

1. This Regulation sets up the general principles and basic requirements for the norming of the scientific and didactic activity of the staff of Nicolae Testemitanu State University of Medicine and Pharmacy, (hereinafter **University**), in the cycles:  
I – License Studies (Optometry);  
I+II – Integrated Higher Studies (Medicine, Preventive Medicine / Public Health, Dentistry, Pharmacy);  
III – Doctoral Studies.
2. The legal framework:
  - The Education Code of the Republic of Moldova no. 152 of 17.07.2014 (Official Gazette, 24.10.2014, No. 319-324, article no: 634);
  - Labor Code of the Republic of Moldova, adopted by Law no. 154-XV of 28.03.2003;
  - Government Decision no. 381 of 13.04.2006 on the conditions of salaries of the staff in the budgetary units;
  - Government Decision no. 195 of 13.03.2013 regarding the salary conditions of the staff of the state higher education institutions with financial autonomy;
  - Regulation for organization of studies in higher education based on the National Credit Study System, approved by Order of the Minister of Education no. 1046 of 29.10. 2015;
  - Regulation on the organization of the second cycle - Master's degree studies, approved by the Government Decision no. 464 of 28 July 2015;
  - Framework for higher education (cycle I - Bachelor, cycle II - Master, integrated studies, cycle III - Doctorate), approved by the Order of the Minister of Education no. 1045 of 29.10. 2015;
  - Framework recommendations for the development of the Institutional Regulation on the organization of the assessment of the students' learning activity, approved by the Order of the Minister of Education no. 881 of 18 December 2009;
  - The Framework Regulation on the Organization and Functioning of the Management Bodies of the Higher Education Institutions of the Republic of Moldova, approved by the Order of the Minister of Education no. 10 of 14 January 2015.
3. The Regulation sets up the workload for the teaching and scientific staff of the University.
4. The University develops and approves the scheme of framing of university staff



through setting up the the number of didactic and scientific and didactic workloads by the beginning of the academic year. For the first year of studies, the specifications regarding the scientific and didactic norming will be made by 30 September of the new academic year, depending on the results of enrollment.

5. The staff of the University consists of:
  - a) **Scientific and didactic** staff: university lecturer, associate professor, university professor;
  - b) **scientific** staff: scientific researcher, senior scientific researcher, coordinating scientific researcher, principal scientific researcher;
  - c) **didactic** staff: assistant professor;
  - d) **auxiliary didactic** staff: librarian, computer scientist, laboratory technician, methodologist;
  - e) other staff: administrative and technical staff, secretary, technician, engineer-technician, as well as auxiliary and service staff.
6. The didactic, scientific and scientific and didactic functions are occupied by competition, and the number of positions and the scientific-didactic workload is set differently by the Senate, in accordance with the curricula and based on its own methodology.
7. The workload of research activity for basic staff scientists is set in accordance with the legislation in force.
8. The workload of activity of other categories of staff is determined in accordance with the Labor Code.
9. In basic staff, scientific, didactic and scientific positions, occupied or vacant, are listed in hierarchical order.
10. In relation to the activity in the University framework, the staff can be employed: full-time or cumulary.
  - 10.1. The **full-time employed person** is a person who holds a didactic / scientific / scientific and didactic function, whose basic activity is in the University and which is nominally enrolled in the establishment scheme of the institution.
  - 10.2. The **cumulary employed person** is a person with the basic activity in another organization or institution, which, outside of the program hours, performs didactic, scientific or scientific and didactic activities announced within the university (external cumulative); or the person who does not have a basic didactic / scientific / scientific and didactic function within the University, but who also performs basic didactic, scientific or scientific-didactic activities in the university (internal cumulation).
11. The cumulative employment of the didactic, scientific, didactic and scientific staff is based on the equivalence of functions as follows:
  - a) the position of scientific researcher is equivalent to the position of assistant professor and vice versa;
  - b) the position of senior scientific researcher is equivalent to the position of university lecturer and vice versa;
  - c) the position of scientific coordinating scientist is equivalent to the position of



- associate professor and vice versa;
- d) the position of principal scientific researcher is equivalent to the position of university professor and vice versa.
12. In the conditions of the financial university autonomy, in order to cover its own academic needs, the rector may approve, for a definite period of time, the invitation of university professors of recognized value in the field from the country or abroad on a contractual basis.
13. The Rector and Vice-Rectors may cumulate scientific and teaching and scientific functions in accordance with applicable legislation and institutional regulations.

## II. NORMING OF SCIENTIFIC AND DIDACTIC AND RESEARCH ACTIVITY

14. The scientific and didactic workload consists of:
- a) auditorial **didactic activity** (direct contact with the students), carried out by:
- lectures;
  - seminars, laboratory works, practical works, design works, didactic / clinical internships and other forms approved by the Senate;
  - exam consultations;
- b) non-auditorial **didactic activity**, carried out by:
- management of internships;
  - management of sports and didactic activities;
  - management of projects or the year, license and master theses;
  - monitoring of student's self-training;
  - activities of assessment and monitoring of students' academic progress;
  - monitoring of the extra-curricular educational activities of students;
  - other activities covered by institutional regulations;
- c) **research activity, technological transfer**, carried out by:
- conducting of scientific research;
  - development of program products;
  - publication of scientific articles;
  - patenting of research results;
  - development and editing of monographs, scientific collections;
  - development of PhD / postdoctoral theses;
  - participation in scientific projects and coordination of scientific projects;
  - participation in scientific conferences,
  - other activities covered by institutional regulations;
- d) **methodological activity**, performed by:
- preparation for the course;
  - development of course materials;
  - didactic design of activities, including individual ones;
  - development of curricula;
  - development of methodological recommendations for students;
  - development of methodologies and tests for the evaluation of academic results;
  - conducting of methodological seminars;
  - other activities covered by institutional regulations.



15. Didactic activity is quantified in conventional hours within a unit of time, usually week, semester, year.
16. Within the University, the unit of time for the course, seminar, laboratory activities and practical works is **1-5 conventional hours. Conventional hour is 45 minutes.**
17. The didactic workload, made up of didactic auditorial and non-auditorial activities, may be increased or reduced for research, technological transfer, methodological transfer, based on methodology approved by the Senate.
18. The total amount of working hours in a scientific and didactic workload, performed by didactic activity in and out of study hall, research, technological, methodological transfer, is 35 astronomical hours per week, which is 1470 astronomical hours in 10 months of work (one month - about 4.2 weeks).
19. The Senate establishes the actual scientific and didactic workloads, according to the study program, the weight of the fundamental disciplines, of the specialty, the formation of the general competences, the socio-humanistic orientation - compulsory, optional and free choice, the size of the study formations and the performances of the scientific and didactic or research staff, in accordance with the legislation in force.

### **III. NORMING OF DIDACTIC AUDITORIAL ACTIVITY**

20. The departments / chairs set differently the number of hours for the annual didactic auditorial activity of each teacher, based on the number of effective didactic workloads at department / chair.
21. The didactic workload planned at departments / chairs for each teacher is coordinated by the Dean and approved by the Vice-Rector for Quality and Integration in Education.
22. The annual didactic auditorial activity (course, seminar, laboratory activities, practical papers, examinations, other forms approved by the Senate), calculated in conventional hours, shall be as follows:
  - a) **university professor** (principal scientific researcher): **200-300** conventional hours;
  - b) **associate professor** (coordinating scientific researcher): **300-400** conventional hours;
  - c) **university lecturer** (senior scientific researcher): **400 - 500** conventional hours;
  - d) **assistant professor** (Scientific Researcher): **500 - 600** conventional hours.
23. Upon the Senate's decision, in the case of teaching courses of specialization in foreign languages or using interactive, innovative teaching and assessment methods (de ex.: E-learning: MOODLE, Open Learning, Open Classroom, Problem-Based Learning etc.) in university study cycles, the activities concerned can be normed with a multiplicative additional coefficient of up to 2.
24. The didactic workload of the university professor and of the associate professor will consist, primarily, of lectures (courses). The workload of the university lecturer will include various types of auditorial teaching activity.
25. In the didactic workload of the assistant professor lectures can not be included. An exception is the assistant professor holding the scientific title.



26. Study groups are academic groups that typically contain 17-18 students in the I-II year, 15 students in the III year and 11-12 students in IV-VI year.
27. Formations of residential study groups typically contain up to 10 residents for surgical specialty, 2-10 residents for therapeutic specialty, 4-10 residents for dental specialty, up to 7 residents for pharmaceutical specialty and up to 12 residents for the profile of preventive medicine, comprising from the 1st to the 5th academic year.
28. For the hours of a foreign language teaching, of the Romanian language in the aolingve groups, as well as for the laboratory works, the academic group is divided into two subgroups of 12-15 students.
29. The course hours are planned for series of studies, the number and size of which depends on the specifics of the study program and the institutional capacity. At the Senate's decision, the lecture hours taught for series (torrents) can be normed with a multiplicative additional coefficient of up to 1.5.
30. The planning of the scientific and didactic workload shall be carried out in accordance with the recommendations of Annexes 1 to 3 to this Regulation.

#### **IV. NORMING OF DIDACTIC NON-AUDITORIAL ACTIVITY**

31. The non-auditory didactic activity is a part of the didactic workload and consists of the management of the internships, the management of the projects or the year, license and master's theses, the monitoring of the students self-activity, the assessment activities, the monitoring of the extracurricular educational activities of the students.
32. The practice internships are included in the didactic workload and are organized in accordance with the education plan, alternating with the theoretical hours or separately, in stages or continuously depending on the study program.
33. The annual didactic staff workload also includes the direct guiding of the self-training of students, implicitly, additional study of course materials, additional tutorials, organization of activities using the interactive forms; assessment of tests, control papers, reports, portfolios, case studies and other activities included in the discipline curriculum. Those hours are included in an extra time schedule at the faculty level and are part of the student's workload per week.
34. Didactic activity of the staff, including the non-auditorial one, necessarily implies the organization of current assessments of students' progress during semesters as well as final assessments during examination sessions in accordance with education plan.
35. The organization and conduct of students' assessment activities fall under the responsibility of departments / chairs, which adopt specific methodologies in this respect, are quantified in conventional hours and form part of the didactic workload of the staff.
36. As scientific advisors of license / master theses only didactic staff with scientific-didactic and honorary titles are admitted.
37. It is admitted, upon the decision of the Senate, the appointment of medical practitioners as scientific advisors of license theses.



38. The maximum limit of students / master students at one scientific advisor per one year of study is determined based on the institutional methodology approved by the Senate.

#### **V. NORMING OF METHODOLOGIC, RESEARCH, TECHNOLOGICAL TRANSFER ACTIVITIES**

39. Methodological, scientific research and technological transfer activities are mandatory components of the scientific and didactic workload.
40. It is considered a methodical activity to elaborate and publish the following types of publications: textbooks; compendia; curricula on disciplines, education plans, lectures, dictionaries; scientific and didactic articles; student guides; exercises, crests; assessment methodologies, tests, tasks for individual work, etc.
41. Within the University, research, development and innovation activities are carried out within the chairs, didactic departments, laboratories and other units of their own and / or in partnership with other institutions, economic agents or public authorities.
42. The way of organization and conduct of the scientific research in the University is regulated by the University Charter, through the institutional regulations, approved by the Senate and by other normative acts.
43. The methodological, research and technological transfer activities included in the scientific and didactic workload are quantified in conventional hours based on the methodology approved by the Senate, depending on the profile and specialization.
44. Research activities that do not comply with the research directions of the University, as well as the non-qualitative results obtained by the chair or by the Scientific Council, are not quantified.

#### **VI. ASSESSMENT AND CONTROL OF THE FULFILLMENT OF THE DIDACTIC WORKLOAD**

45. The workload of each didactic, scientific and scientific-didactic staff (including those employed by cumulation) is recorded in the compulsory individual plan, drawn up for the entire year of study, in accordance with the department / chair activity plan.
46. The individual plan contains the following departments: didactic auditorial activity, didactic non-auditorial activity, research activity, technological transfer and methodical activity, quantified in conventional hours, as well as the deadlines for their realization.
47. The individual plans of the didactic, scientific and scientific-didactic staff are discussed at the department / chair meeting and approved by the head of the department / chair, the individual plan of the head of the department / chair is approved by the dean.
48. Modifications to the individual plan may be introduced during the year, at the need or on request of the teacher, based on the decision of the department / chair.
49. The assessment and evidence of the didactic, scientific, methodological workloads are carried out annually at the department / chair meeting and at the faculty council.
50. The 1470 hours workload for didactic and scientific-didactic staff (set out in Annex 1) is



mandatory.

51. Teaching hours can be increased without the hours for the methodical and scientific activity being fulfilled.
52. If the annual scientific-didactical workload is not fulfilled as planned according to Annex no. 1, under the conditions of the financial autonomy, the University Administration can make changes in the salary of the respective employee on the basis of the actually fulfilled workload.
53. Monitoring of the fulfillment of the scientific-didactic workload is carried out by the Didactic Department. Teachers will indicate the fulfillment of scientific-didactic workload in their annual reports.
54. The implementation of the provisions of this Regulation shall be made from the account and within the limits of the approved annual financial means.

## **VII. FINAL PROVISIONS**

55. Where appropriate, the weight of auditorial and non-auditorial didactic activities may be modified in accordance with the education plan for study programs.
56. This Regulation shall enter into force on the date of its approval by the Senate of the University.
57. Any subsequent amendments and additions to this Regulation shall enter into force upon their approval by the University Senate.



*Annex no. 1*

**Workloads for didactic and scientific-didactic staff**

| No. | Scientific-didactic position | Didactic auditorial activity * | Didactic non-auditorial activity * | Methodological activity                 | Scientific activity                       | Total |
|-----|------------------------------|--------------------------------|------------------------------------|---|---|-------|
| 1.  | University professor         | 200 – 300                      | 300-400                            | 200-250<br>250-300<br>(for researchers) | 670-770<br>720-770<br>(for researchers)   | 1470  |
|     |                              | 600                            |                                    | 870                                     |   |       |
| 2.  | Associate professor          | 300 - 400                      | 280-380                            | 250-330<br>280-330<br>(for researchers) | 540- 680<br>630-680<br>(for researchers)  | 1470  |
|     |                              | 680                            |                                    | 790                                     |   |       |
| 3.  | Lecturer                     | 400 – 500                      | 220-320                            | 310-360<br>310-360<br>(for researchers) | 440-620<br>570-620<br>(for researchers)   | 1470  |
|     |                              | 720                            |                                    | 750                                     |   |       |
| 4.  | Assistant professor          | 500 – 600                      | 150-250                            | 340-390<br>340-390<br>(for researchers) | 380-567<br>517 – 567<br>(for researchers) | 1470  |
|     |                              | 750                            |                                    | 720                                     |   |       |

\* Note: the workload for didactic activity is calculated in conventional hours of 45 minutes, the workload for scientific-methodological activity in astronomical hours of 60 minutes.



*Annex no. 2*

*Modified minutes of the Senate session*

*Nicolae Testemitanu SUMPh no. 10/4 of 29.08.2018*

**The norms for calculating the volume of auditorial and non-auditorial didactic activities**

| No.                        | Type of didactic activity  | Workload   | Note   |
|----------------------------|--|--|--|
| <b>AUDITORIAL ACTIVITY</b> |  |  |  |
| 1.                         | Courses (lectures),  | 1,25 hours for an academic hour  | At the Senate's decision, the lecture hours taught for series of studies are normed with a multiplier of up to 1.25. |
| 2.                         | laboratory works, practical works, seminars  | Coefficient 1 for an academic hour   | For a group according to the number of hours provided in the education plan  |
| 3.                         | Courses taught in international languages (except for the teaching of that language) or using interactive, innovative teaching and assessment methods (for ex: <i>E-learning/MOODLE, Open Learning, Open Classroom, Problem-Based Learning</i> etc.) | with a multiplicative additional coefficient of up to 1.75   |  |
| 4.                         | Consultations for: Promotion Exams and credit-tests  | 1 conventional hour for an academic group in the discipline  | Before the exam  |
| 5.                         | Promotional examinations for each study program (computer assisted assessment in UIMS)   | <ul style="list-style-type: none"><li>• 15 hours - the number of students <math>\leq</math> 30;</li><li>• 30 hours - the number of students 31-100;</li><li>• 45 hours - the number of students <math>\geq</math> 100;</li></ul> | According to education plan  |
| 6.                         | Promotional examinations for each study program (form of assessment - test and oral interview)   | <ul style="list-style-type: none"><li>• 30 hours for an exam;</li><li>• if the number of students <math>\geq</math> 30 additionally is attributed:<br/><b>0.1 hours x no. students;</b></li></ul>                                | According to education plan  |
| 7.                         | Credit-tests   | <ul style="list-style-type: none"><li>• 15 hours - the number of students <math>\leq</math> 30;</li><li>• 30 hours - the number of students 31-100;</li></ul>  | According to education plan  |



| No.                            | Type of didactic activity  | Workload  | Note                        |
|--------------------------------|--|---|-----------------------------|
|                                |  | <ul style="list-style-type: none"> <li>• 45 hours - the number of students <math>\geq</math> 100;</li> </ul>  |                             |
| 8.                             | Graduation examination   | 50 hours for the chairman and 30 hours for CEA members  |                             |
| 9.                             | Master examination   | 50 hours for the chairman and 30 hours for CEA members  |                             |
| <b>NON-AUDITORIAL ACTIVITY</b> |  |   |                             |
| 10.                            | Clinical observation sheet   | 0.3 hours per student   | For clinical chairs         |
| 11.                            | License Thesis scientific advisory   | 30 hours to advisor for each student  |                             |
| 12.                            | Advisory, coordination and defense of master theses  | 30 hours to advisor for each master student   |                             |
|                                | Review of master thesis by specialists in the field, including practitioners (reviewed at the department's decision)                                   | 10 hours – for a thesis   |                             |
| 13.                            | Coordination of internships with assessment of reports and examination of acquired knowledge<br>- initiation and didactic;<br>- -license;              | - Conform programelor de studii pentru fiecare an de studii   |                             |
| 14.                            | Teacher guidance for individual student activity (individual consultations, verification of individual work, reports and projects, case studies, etc.) | <ul style="list-style-type: none"> <li>• 0.25 hours for 1 student at the disciplines quantified with 1-2 NCSS credits for one semester;</li> <li>• 0.30 hours per 1 student for the disciplines quantified with 3-5 NCSS credits for one semester;</li> <li>• 0.35 hours for 1 student in the disciplines quantified with <math>\geq</math> 6 NCSS credits for one semester;</li> </ul> | According to education plan |
| 15.                            | Activity as Head of Studies<br>- Students;<br>- residents;<br>- trainees;  | <ul style="list-style-type: none"> <li>- 100 hours</li> <li>- up to 100 hours depending on the number of hours</li> <li>- up to 100 hours depending on the number of hours</li> </ul>   |                             |



*Annex no. 3*

**Normativele de calculare a volumului activităților metodice, de cercetare și transfer tehnologic**

| No. | Training – methodological and scientific activities  | Workload   | Note  |
|-----|--|--|---|
| 1.  | Preparing for courses, practical lessons, seminars and laboratory work   | a) for persons holding a course of up to 5 years:<br>- Lectures - 2 hours for one hour, but no more than 150 hours per year<br>- practical lessons (seminars), laboratory work - 1 hour for one hour<br>b) for persons holding a course of more than 5 years:<br>- lectures - 1.5 hours for one hour, but no more than 100 hours per year<br>- practical lessons (seminars), laboratory work - 1 hour for one hour |   |
| 2.  | Development of methodical works (lectures, trouble-shooting guides, didactic-methodical works)   | For each author's sheet:<br>- up to 60 hours for the manual, compendium, notes / course support,<br>- up to 40 hours for guides and trouble-shooting guides  |   |
| 3.  | Development of a course of teaching materials (posters, diagrams, diafilms, film fragments, video etc.)  | - up to 50 hours (at the chair's discretion)   |   |
| 4.  | Development of interactive digital courses or courses using interactive, innovative teaching and assessment methods (for ex.: <i>E-learning/ MOODLE, Open Learning, Open Classroom, Problem-Based Learning</i> etc.) | - up to 30 hours for a study credit  |   |
| 5.  | Development:<br>- educational plans<br>- disciplinary curricula  | - up to 50 hours for a plan;<br>- up to 50 hours for a curriculum;   |   |
| 6.  | Review of course materials, didactic-methodical works, including editing   | for each author's sheet:<br>- 8 hours for the lecture compendium (s)<br>- 6 hours for trouble-shooting guides, didactic-methodical works   | Author's sheet is the editorial unit equal to 40000 typographic signs, including spaces between them, or 3000 cm <sup>2</sup> of drawing. |
| 7.  | Development and installation of a new laboratory work or modernization of a work in action   | - 100 hours for a research work;<br>- 40 hours for a training work   |   |
| 8.  | Preparation of sample for the promotion exam   | - 6 hours for a written test version;<br>- up to 20 hours for a set in the oral test   |   |
| 9.  | Development of tests for admissions to studies, for current assessments in a discipline.   | - up to 30 hours for 100 tests   |   |
| 10. | Sample of tests for the license exam   | - 50 hours for an oral test set  |   |



| No. | Training – methodological and scientific activities   | Workload   | Note |
|-----|---|--|------|
|     |   | - - 20 hours for a written test  |      |
| 11. | Books, monographs, chapters in common monographs, specialized papers published at publishing houses abroad (with ISBN)                            | - up to 150 hours / author's sheet   |      |
|     | Books, monographs, chapters in common monographs, specialized journals published at recognized national publishers (with ISBN)                    | - up to 100 hours / author's sheet   |      |
|     | Articles, studies published in national scientific journals and collections   | - up to 50 hours per author  |      |
|     | Articles, studies published in international scientific journals and collections  | - up to 70 hours the author's sheet<br>- - up to 120 hours / author (with impact)  |      |
|     | Advanced technology developed and documented (implementing act)   | - up to 150 hours  |      |
| 12. | Writing and revision of textbooks, didactic materials, scientific articles and papers   | - up to 40 hours for an author's sheet   |      |
|     | Development of national clinical protocols, scientific-practical recommendations applied in ministries, local public authorities, etc..           | - up to 70 hours the author's sheet  |      |
|     | Obtaining the title of doctor / PhD   | - up to 100 and 200 hours, respectively  |      |
|     | Patenting of research results at national level   | - up to 80 hours / author (impact)<br>- up to 120 hours / per patent<br>- up to 30-40 hours for other intellectual property objects              |      |
|     | Patenting of research results at international level  | - up to 120 hours / author (impact)  |      |
| 13. | Mangement of student science societies, construction offices, circles, studios, etc.  | - by decision of the faculty council according to the number of participants up to 150 hours per year  |      |
| 14. | Activity in editorial boards of scientific journals (unpaid) in the country   | - up to 50 hours per year  |      |
| 15. | Activity in editorial boards of scientific journals ((unpaid) from abroad   | - up to 70 hours per year  |      |
| 16. | Activity in editorial boards of scientific journals ((unpaid) with impact factor  | - up to 100 hours per year   |      |
| 17. | The activity within the expert commissions of the NCAA, the councils and commissions of experts of the ministries, the Government, the Parliament | - up to 100 hours per year   |      |
| 18. | Activity in scientific bodies, associations, societies, etc.  | - up to 70 hours per year  |      |
| 19. | Participation with communications which theses / abstracts have been published in national / international symposium, scientific conferences      | - 30 hours for participation in your home town<br>- 60 hours for participation in another location<br>- up to 150 hours for participation abroad |      |
| 20. | Participation with elaborations at fairs, national / international exhibitions  | - 60 hours for participation in another locality in the country;   |      |



| No. | Training – methodological and scientific activities   | Workload   | Note |
|-----|---|--|------|
|     |   | - up to 150 hours for participation abroad   |      |
| 21. | Organization of conferences, symposiums, congresses, organized in the specialty field or in related fields  | - 60 hours for a National event:<br>- 40 hours chairman / co-chairman;<br>- 30 hours member of the organizing committee;<br>- 30 hours member of the Scientific Committee;<br>- National with international participation:<br>- 50 hours chairman / co-chairman;<br>- 40 hours member of the organizing committee;<br>- 40 hours member of the scientific committee;<br>- International:<br>- 60 hours chairman / co-chairman;<br>- 50 hours member of the organizing committee;<br>- 50 hours member of the scientific committee; |      |
| 22. | Approval of draft normative acts, Government decisions, line ministries, etc.   | - up to 100 hours per notice   |      |
| 23. | Establishment, arrangement and modernization of laboratories, centers of excellence (research), university museums, cultural centers etc..  | - up to 100 hours per year   |      |
| 24. | Organization of academic exchanges between different universities in the country and abroad   | - up to 60 hours per year  |      |
| 25. | Participation in career guidance regarding the admission to study   | - up to 50 hours per year  |      |
| 26. | Participation in the meetings of the chair, the faculty council, the Scientific Council, the Senate   | - t the chair meetings - 20 hours a year,<br>- of the faculty council - 30 hours per year,<br>- the Scientific Council of the Consortium - 40 hours per year<br>- of the Senate - 40 hours a year,<br>- of the Council of the Doctoral School - 40 hours per year,<br>- of the board of directors - 40 hours per year<br>- of the Strategic Council - 40 hours per year  |      |
| 27. | Activity in Scientific-Methodological Councils, Specialized Scientific Councils, Expert Boards, Attestation Committees, Accreditation Committees, Quality Management System Manager | - up to 70 hours per year<br>- - up to 100 hours per year of responsible quality<br>- - up to 30 hours per ad hoc meeting  |      |
| 28. | The activity of conducting research projects obtained through funded competitions (unpaid)  | - national - 70 hours per year (proportional to the period in months)<br>- international 120 hours per year  |      |
| 29. | Promotion of sports celebrations, shows   | - up to 60 hours per year  |      |



| <b>No.</b> | <b>Training – methodological and scientific activities</b>            | <b>Workload</b>                       | <b>Note</b> |
|------------|---|---------------------------------------|-------------|
|            | and sports demonstrations   |                                       |             |
| 30.        | Promotion of science through articles, books, radio or TV shows, etc. | - up to 30 hours a year               |             |
| 31.        | Organization and conducting of sports competitions                    | - up to 70 hours a year               |             |
| 32.        | Activity as a tutor of the academic group                             | - up to 50 hours a year               |             |
| 33.        | Adaptation of creative works to didactic-artistic needs               | - 25 hours for 1 work                 |             |
| 34.        | Other educational activities  | - 6-8 hours for each planned activity |             |