

REGULATIONS

for the calculation, distribution, and approval of the teaching load of JAIU faculty (taking into account eBilim)

Status: JAIU QMS document (QMS-20-XY)

Approval: Order of the Rector of JAIU No. ___ dated ..20__

Location: JAIU website (Regulatory Documents/QMS) and eBilim (Regulatory Documents/QMS)

1. General Provisions

1.1. These Regulations establish the procedure for calculating, distributing, coordinating, approving, and adjusting the teaching load of the academic staff of JAIU, as well as the rules for recording the load in eBilim.

1.2. These Regulations are binding on departments, academic units, the Dean's Office, the Vice Rector for Academic Affairs, and other units involved in planning the educational process.

2. Terms and Composition of the Workload

2.1. The teaching load includes the types of work specified in JAIU's local regulations: lectures, practical/laboratory classes, consultations, exams/tests, supervision of practical training, and other types of academic work (in accordance with established time standards).

2.2. Time standards and calculation rules are established by a separate administrative document (rector's order) and are mandatory for application.

3. Input data for calculating the workload

3.1. The workload is calculated based on:

- a) approved educational programs and curricula;
- b) approved course outlines (parameters of class hours, types of classes, forms of assessment);
- c) the academic calendar and exam schedule;
- d) the approved student body (groups/cohorts, languages of instruction, forms of instruction);
- e) data on the distribution of courses and faculty assignments (department);
- f) data on classroom capacity—if necessary, linked to the schedule (dean's office).

3.2. The source of RUP parameters for calculation is eBilim (after UIO entry) or the approved RUPs prior to entry.

4. Procedure for workload distribution within the department

4.1. The department distributes the workload among faculty members, taking into account:

- the instructor's qualifications and specialization;
- the even distribution of the workload across semesters and weeks;
- program requirements (language of instruction, clinical/practical components, OSCE/OSPE—if necessary);
- compliance with staffing standards and restrictions on holding multiple positions.

4.2. The department's decision is documented:

- a) **the minutes of the department meeting;**
- b) **a table of faculty workload distribution** (in the prescribed form).

4.3. The department's package is submitted to the Academic Affairs Office within the established deadlines.

5. Verification of consistency and approval

- 5.1. **The Academic Affairs Office** verifies the consistency of the workload:
- compliance with the RUP and student enrollment;
 - absence of duplicate or missing class hours;
 - correctness of the calculation based on time standards;
 - alignment with schedules and fundamental feasibility according to the timetable.

5.2. Based on the results of the review, the Academic Affairs Office compiles summary reports by department and submits them to **the Vice Rector for Academic Affairs** for approval.

5.3. **The Vice Rector for Academic Affairs** reviews the materials and approves the course load (if necessary, with instructions for adjustments).

6. Approval of Teaching Load

6.1. The teaching load for faculty members for the academic year/semester is approved by **the Rector of JAIU**(by order/decreed—in accordance with established procedures).

6.2. Once approved, the workload serves as the basis for scheduling and monitoring compliance.

7. Reflection of the workload in eBilim and individual plans

7.1. Once the workload is approved, it is recorded in eBilim (or in the relevant JAIU accounting system):

- Departmental officials enter the individual workload parameters for faculty members;
- The Academic Affairs Office verifies the accuracy of the entry and its consistency with the schedule/RUP.

7.2. Individual plans/individual teaching loads for faculty members are formed based on the approved teaching load and are used for reporting at the end of the period.

8. Adjustments to the workload during the academic year

8.1. Adjustments are permitted if there are valid grounds: changes in student enrollment, changes to the RUP/schedules, long-term replacement of a faculty member, or changes in class conditions.

8.2. The initiator (department/dean's office) submits a memo to the Academic Affairs Office with justification and calculations.

8.3. **Key rule:** The Academic Affairs Office confirms that the changes can be correctly recorded in eBilim; **without confirmation from the Academic Affairs Office, changes are not entered into the system.**

8.4. The adjustment is subject to approval by the Vice Rector for Academic Affairs and, if necessary, by the Rector (if it affects approved workload indicators).

9. Monitoring of Workload Compliance

9.1. Monitoring of workload fulfillment is carried out by: department chairs, the Academic Affairs Office, and the Vice Rector for Academic Affairs—within the scope of their respective responsibilities.

9.2. At the end of the period, a report on the fulfillment of individual plans/workloads of the teaching staff is prepared in the established format.

10. Final Provisions

10.1. These Regulations shall enter into force by order of the Rector.

10.2. Heads of departments and officials are responsible for compliance with these Regulations within the scope of their authority.

10.3. Oversight of the implementation of these Regulations is entrusted to the Vice Rector for Academic Affairs and the Academic Affairs Office.

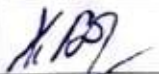
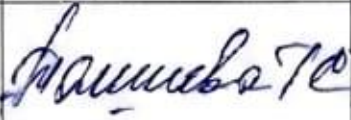







CHANGE LOG

Change No.	Basis for Amendment	Pages	Summary of the amendment	Revision	Signature	Date
1						
2						
3						

Edition: 1.000

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APPROVAL SHEET

№	Position / Role	Full Name	Signature	Date
1	Developed by	Kanetova D.E.		29.12.25
2	Approved: head of the responsible department			29.12.25
3	Approved: Head of the Educational and Informational Department	Kanetova D.E.		29.12.25
4	Approved: leading specialist for quality	Kalmuratova A.		29.12.25
4	Approved: head of the legal affairs and human resources department / lawyer	Sydykova B.J.		29.12.25
5	Approved: vice-rector for academic affairs	Sadyrova N.A.		29.12.25
6	Approved: vice-rector for science, SR and GE	Asilova Z.A.		29.12.25
7	Endorsed / considered in the established manner	JASU Scientific Council		29.12.25.

