	EPOKA UNIVERSITY				
	DIRECTIVE ON THE TEACHING LOAD				
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Art. 1 Scope

The scope of this directive is to define the criteria for the calculation of the teaching load of the full-time and part-time academic staff involved in the first, second and third study cycles at Epoka University.


Art 2. Teaching load and its calculation

- a) The teaching load of the academic staff members at Epoka University is carried out in accordance with their labor contracts. In cases when the teaching load is not defined by the respective contract, the teaching load according to the academic and administrative duties is as follows: Rector 6 (six), Vice-Rector 9 (nine), Dean 9 (nine), Head of Department 12 (twelve), Prof. Dr. 16 (sixteen), Assoc.Prof. Dr. 16 (sixteen), Dr. 16 (sixteen), Assistant Lecturers 20 (twenty).
- b) The calculation of the teaching load of the academic staff members at Epoka University according to their activities is shown below.

Activity	Teaching load (Hour)
1hour theory	1
1 hour seminar and application	1
1 hour class advising	1

- c) The number of first cycle graduation projects and second cycle (Master's) theses supervised by academic staff members at Epoka University according to the academic and administrative duties is as follows: Rector 2 (two), Vice-Rector 4 (four), Dean 4 (four), Head of Department 6 (six), Prof. Dr. 8 (eight), Assoc.Prof. Dr. 8 (eight), Dr. 8 (eight), Assistant Lecturers 10 (ten).
- d) The supervising process starts from the assignment of the supervisor until the students' graduation. The supervisor can not be granted supervising payment during the annual leave.
- e) The supervision of first cycle graduation projects and second cycle (Master's) theses is not calculated as a teaching load.
- f) The calculation and payment of the supervision of the PhD dissertations is regulated by specific provisions.
- g) The calculation of the etaching load is done on a weekly basis and the make-up hours are calculated in the week they are performed.
- h) Concerning midterm and final exams, the course's credits are calculated as teaching load. This teaching load is added to the overall teaching load of the respective academic staff member for that week. The students' number is not considered in the calculation.
- i) Concerning the calculation of the teaching load and of the payment of extra hours, for the non-theoretical activities the weekly 10 hours part of the said overall load is taken into consideration.
- j) The member of the academic staff can be granted a payment for at most 10 extra course hours per week and the supervision of at most five extra graduation projects/theses per semester.
- k) The granting of payment for extra course hours is done only for those hours lectured in person by the academic staff member.
- l) The Higher Board defines the unit payment for every extra course credit of the academic staff member that surpasses the normal teaching load.
- m) The Higher Board defines the unit payment for every extra first cycle graduation project or second cycle (Master's) thesis supervised by the academic staff that surpasses the normal number of first cycle graduation projects or second cycle (Master's) theses. The related

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payment is carried out upon the successful completion of the first cycle graduation project or second cycle (Master's) thesis. Students who are supervised by academic staff members are ranked in a descending order starting from the Master of Science study program according to the level of their study program and their Cumulative Grade Point Average. The assignment of supervisors is done by the decision of the Faculty Administrative Board.

- n) Concerning courses and thesis supervising as well as related activities conducted during the weekend, official holidays, semester holidays and summer holidays or beyond the normal working hours, no supplementary extra course payment can be granted.

Art 3. Lecture Fee Request Form and fee payment

The full-time and part-time academic staff member shall submit at the end of each month to the head of the respective unit respectively the Extra Course Payment Request Form and the Part-time Academic Staff Course Payment Request Form. The forms approved by the Rectorate are processed by the Finance Office. Forms not submitted within the defined time period and not filled in according to the procedure can not be processed.

Art 4. Entrance into force

This directive enters into force in the day of its approval by the Higher Board.

Art. 5. Enforcement

The enforcement of this directive is ensured by the Rector of Epoka University.

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