

(Codified with changes/additions: N07-01/48, 28.09.2023.)

Procedure for Affiliation of Academic Staff at BSU, Determination of Workload for Academic and Invited Staff, and Payment of Remuneration

Article 1: General Provisions

This rule establishes the terms for affiliating academic staff at Batumi Shota Rustaveli State University (hereinafter referred to as "University" or "BSU"), regulating the determination of workload for academic and invited staff, and the issuance of remuneration.

Educational activities at the university will adhere to BSU's personnel management policy and the regulations for hiring academic staff. Academic staff, including professors, associate professors, assistant professors, and assistants, are selected through open competitions. Additional staff may be invited in accordance with the requirements outlined in this rule.

Academic officials are required to:

- a) Fulfill the terms of their labor contracts and engage in educational and scientific research activities as per the university's requirements;
- b) Complete the mandatory workload assigned at the beginning of each academic year by the rector of BSU, within the limits specified in this rule;
- c) Provide guidance to students on educational and scientific matters, as well as inform them about national and international conferences, projects, and events;
- d) Undertake scientific research activities as outlined in this rule, taking into account their affiliation;
- e) Perform additional, hourly-paid workload as permitted by this rule and specified in the order issued by the rector of BSU.

Article 2: Terms of Affiliation for Academic Staff

1. Affiliation of academic staff with BSU is determined based on the employee's application and a written agreement between the university and the employee, established at the commencement of the employment relationship and valid for its duration.

2. The form of affiliation agreement with BSU is approved by the order of the Rector of BSU.
3. The conditions for affiliation of an academic official with BSU are:
 - a) is employed in an academic position only at BSU, has not held a scientific position at another institution, carries out educational, scientific-research activities at BSU and connects (is considered) only BSU with the results of his scientific research;
 - b) participates in the processes of community development and knowledge sharing on behalf of BSU;
 - c) is actively involved in the decision-making processes of BSU regarding educational, research and other important issues;
 - d) is actively involved in the processes of academic counseling and academic/scientific guidance of students.
4. BSU affiliate can be a person with whom a written affiliation agreement is signed and reflected in the quality management system (hereinafter - the QMS base).
5. A BSU academic official who has not signed an affiliation agreement with BSU or has terminated it, in accordance with this rule, is unaffiliated with BSU.
6. Affiliation with BSU is mandatory for BSU professor. Violation of the terms of affiliation by a BSU professor is grounds for termination of employment with him.
7. It is permissible for an academic official affiliated with BSU to:
 - a) perform half of the annual mandatory workload at BSU and at the same time hold an administrative or support position at BSU and/or in another institution, with the approval of the Rector of BSU (on the basis of the dean's substantiated submission) to perform compatible work in accordance with the procedure established by the internal regulations of BSU it will not prevent this person from performing the duties arising from the main work at BSU);
 - b) In accordance with the procedure established by the internal regulations of the BSU, with the consent received from the rector of the BSU (on the basis of a substantiated submission of the dean), without holding an academic and scientific position in another higher educational institution, to carry out educational activities in combination, no more than 90 hours per week in 6/semester, if he has full time at the BSU workload;
 - c) in accordance with the procedure established by the internal regulations of the BSU, with the consent received from the rector of the BSU (on the basis of the dean's substantiated submission), without holding an academic and scientific position in another higher educational institution, to carry out educational activities in combination, no more than 180 hours per week 12/semester, if he has half of his time in the BSU workload.
8. Cancellation of the current affiliation agreement or signing of an affiliation agreement with BSU by an unaffiliated academic official is allowed only with the consent of the rector of BSU, based on a new application submitted no later than 10 calendar days before the beginning of the semester.
9. Signing an affiliation agreement with another institution by the employee during the period of the current affiliation agreement or according to the present rule

In case of performing an hourly workload exceeding the established limit (for which the employee did not ask for the consent of the BSU), it is considered a gross violation of the terms of affiliation and the labor contract, and the employee will be subject to the proceedings provided for in the bylaws of the BSU.

Article 3. Work (academic) workload of academic staff

1. The mandatory work (academic) workload of an academic official is determined by his affiliation with the BSU and the position held by the employee in the BSU and/or other institution/work load, to which he received approval in compliance with the requirements of the present rule and bylaws.
2. The mandatory annual workload of academic staff (including in the case of electronic (distance) learning format) includes lecture/group work (seminar)/laboratory/curation workload (hereinafter - "auditory workload" or "contact hours") and the present Other, non-auditory workload determined by the rule.
3. A component of the mandatory classroom workload can be workload (lecture/group work (seminar)/laboratory/curation/practice):
 - a) Bachelor's/Teacher's training on integrated Bachelor's-Master's/Medical academic higher educational programs;
 - b) on master's programs, if their number in the group of students is 10 or more;
 - c) Master's and/or doctoral programs, if their number in the group of students is less than 10 (hereinafter - "minority group"). In this case, this work should not exceed 60 hours in the annual mandatory pedagogical load, except for the exception established by the Academic Council (which will be caused by the needs of the program, when it is impossible to invite other personnel);
 - d) Field/educational/professional/school (pedagogical) practice - for filling up to the limit of the work load established by the present rule of the affiliated academic staff with an academic load of category A1, in the amount of no more than 10-15% of the annual work load (only on the basis of the documented service card of the dean of the relevant faculty) .
4. The constituent component of the academic load performed by hourly payment method in BSU can be:
 - a) lecture, group work (seminar), curation, laboratory work - at all three levels of education;
 - b) field/educational/professional/school (pedagogical) practice – the number of hours is determined in accordance with the curricula of educational programs;
 - c) supervision of a bachelor's thesis - one thesis - 10 hours;
 - d) supervision of master's thesis (from the second year of teaching) - one thesis - 20 hours;
 - e) Seminar in field/seminar in subfield - 10 credits, per student - 10 hour, in case of 5 credits, for 1 student - 5 hours;
 - f) Supervision of a doctoral student - during 6 (six) semesters of study - 100 hours (20 hours are compensated at the end of the first academic year, 20 hours at the end of each semester from the second academic year; in case of the presence of a co-supervisor, the semester load is distributed proportionally).
5. The academic activity of the academic staff, in addition to the classroom workload determined in accordance with this rule and the hourly paid non-academic workload, includes other activities/non-academic workload, including:
 - a) preparation for the lecture;
 - b) preparation for practical/laboratory studies/group work/curation;

- c) Academic counseling of students (mandatory) - "A1" and by staff with workload of category "A2" - at least 4 hours per academic week, and by staff with workload of categories "B1", "B2", "B3" and "C" - at least 2 hours per academic week;
- d) production of the electronic system of the students' educational process within the scope of competence, as well as the use of the appropriate educational platform according to the rules and recommendations for the implementation of electronic education;
- e) assessment of student's knowledge (current, intermediate, final/final); f) drawing up a test or preparing exam issues and questions;
- g) educational program management;
- h) supervision of the student's scientific work;
- i) translation of educational literature (manual) or scientific literature; j) making a report at a scientific seminar;
- k) preparing a scientific article; m) preparation of the conference topic;
- n) coordinator of the quality assurance service in the branch department;
- n) preparing a public or open lecture;
- p) membership of the representative council/academic council; j) Compilation/completion of the syllabus of the training component;
- r) preparation of educational program; s) participation in the examination process;
- t) other activity related to educational and scientific process.

Article 4. Academic staff work (academic) workload categories

1. Taking into account the affiliation with BSU, an academic official of BSU may have a labor (academic) load of category "A1", "A2", "B1", "B2", "B3" or "C".
2. "A1" category workload is assigned to an academic official affiliated with BSU, who is employed only by BSU and/or other
In an institution (psychological clinic, medical, judicial or general educational institution), where the clinical component/practice determined by the BSU educational program is carried out. (Change - N07-01/48; 28.09.2023)
3. Category "A2" workload is determined for an academic official affiliated with BSU, who also carries out educational activities in other USD (no more than 6 academic hours per academic week/maximum 90 academic hours per semester), without holding an academic position, if this does not prevent him by performing the main work in BSU.
4. The work load of the "A1" and "A2" categories of academic staff is: a) for the professor - 300 hours;
b) associate professor - 350 hours; c) assistant professor - 360 hours;
d) assistant - 390 hours;
e) Management of the branch department - 30 hours (included in the work load provided by subparagraphs "a-d" of this paragraph).
5. The work (academic) load of category "B1" is determined for an academic official affiliated with BSU, who at the same time holds an administrative, scientific or support position of BSU.
6. The work (academic) load of the "B2" category is determined for an academic official affiliated with BSU, who also carries out educational activities in other USD (no more than 12 academic hours per academic week/maximum 180 academic hours per semester), without holding an academic position, if It does not prevent him from performing the main work at BSU.
7. The academic load of category "B3" is determined for an academic official affiliated with BSU, who at the same time holds an administrative or support position of another institution, if this does not prevent him from performing the main work at BSU.

8. The mandatory work (academic) workload of the "B1", "B2" and "B3" categories is 50% of the mandatory workload of the "A1" and "A2" categories.
9. The academic load of the "C" category is determined by an academic official not affiliated with BSU, namely:
- a) professor - 150 hours;
 - b) associate professor - 175 hours; c) assistant professor - 180 hours;
 - d) Assistant - 195 hours.
10. By the order of the rector issued on the basis of the service card of the faculty, it is possible to reduce the mandatory work load of the affiliated academic official of BSU:
- a) in accordance with the reduced annual workload (up to 30 hours) for the head of the branch department defined by this rule - if the employee heads the educational structural unit (department/center) based on the relevant faculty of BSU within the framework of the international grant agreement and completes an hourly classroom workload;
 - b) 50 hours - if the employee is elected as a true member/academician of the National Academy of Sciences of Georgia (generally recognized figure who has made a great contribution to the development of science and/or culture of Georgia).
11. The academic workload category of an academic official is determined by taking into account the affiliation agreement concluded with the employee, annually, in the relevant module of the BSU portal (in the electronic workload system) by the employee and with the consent of the university in accordance with the said workload category.
12. Taking into account the present rule and the requirements of BSU bylaws, it is allowed to change the category of academic workload, which is reflected in the order of the rector of BSU on determining the work (academic) workload of trained academic staff annually (semesterly). Changes can be made in the current semester, if it does not harm the educational process and the rights of other employees and does not violate the requirements of this rule.
13. If the affiliation of an academic official is changed one month after the beginning of the semester, the academic load category will be changed from the next semester (an exception can be made by order of the rector of BSU, depending on the interests of the educational process).
14. In the case of a change in the academic workload category of an academic official, the mandatory academic (work) workload of the corresponding academic year/semester is determined based on the working hours proportionally distributed over the academic weeks of the next period.

Article 5. Distribution of hours (workload) to be performed on the programs

1. Hours to be completed in higher education programs, as academic (mandatory) workload and hourly paid work, will be determined first for BSU affiliated academic staff and then for unaffiliated academic staff, according to their qualification/academic degree and study courses specified in the competitive application/questionnaire.
2. In order to perform the remaining hours after determining the workload of BSU academic staff, the following may be invited:
- a) Persons with 3 years of work experience and relevant qualification/competence in BSU in the relevant field: teacher, senior teacher (a person with a doctorate or equivalent academic degree) or a specialist (a qualified person in the relevant field, with more than 5 years of practical experience);
 - b) depending on the needs of the educational process, without competition, a specialist recognized in Georgia and/or abroad;
 - c) BSU emeritus, on the basis of the faculty dean's service card, without competition, only at the second and third level of higher education, in accordance with the BSU charter (without remuneration).

3. Representatives of BSU academic staff may, in compliance with labor legislation, on the basis of an employment contract, on the basis of an hourly wage, as teachers of professional education, perform work on professional educational programs of BSU (in accordance with the procedure for hiring staff of professional educational programs of BSU approved by the order of the rector of the university).

4. The invitation of personnel to perform hourly work is carried out according to the rules of open competition, taking into account the work/qualification in the relevant direction and, if necessary, on the basis of conducting and evaluating an open lecture (relevant classroom training). The terms of the competition, the conditions of the competition, the documents to be presented and the composition of the competition commission are determined by the order of the rector issued on the basis of the submission of the dean of the relevant faculty, which should be posted on the BSU website. In the dean's submission, information about the hourly work to be performed is indicated (name of vacant study courses, number of hours to be held and time of holding - semester).

5. Regarding the results of the open competition held in accordance with this rule, the faculty dean's service card (attached competition commission minutes, competition announcements and contestant documentation) will be submitted to the rector of BSU, and according to the rector's resolution, it will be handed over to:

a) the structural unit responsible for human resources management - to sign an employment contract;

b) Department of educational process - for registration in the relevant electronic system of BSU;

c) To the field department of the relevant faculty - the winner of the competition, to be invited to prepare the work load project. The preparation of the BSU rector's order on the determination of the project and the subsequent hourly workload is carried out in accordance with the procedure specified in this article.

6. In the case of additional hours to be completed during the educational process (creating/dividing classroom groups on educational courses and the so-called "taking the course" / registering the credits owed) must be invited by the academic position implementing the relevant training course and/or invited person (without competition and with their consent). If necessary, it is permissible to distribute the mentioned hours to other academic and/or visiting staff of the department.

7. Rector's order on work (academic) workload is issued before the beginning of the academic year. If necessary, taking into account the results of the academic and administrative registration of students, changes may be made in the work (academic) workloads of the staff, at the relevant level of education, no more than 3 (three) weeks after the beginning of the academic semester, except in exceptional cases (illness of academic/guest staff, termination/suspension of employment) , students change in quantity and other objective circumstances). In such a case, the order of the rector of BSU should be issued no later than one week after the occurrence of a specific exceptional case.

Article 6. Formation of workload of academic and visiting staff

1. The working electronic version of the academic staff's annual (academic year) academic (work) load project is prepared by the field department of the relevant faculty, in coordination with the dean of the faculty.

2. Before preparing the electronic version of the academic staff's annual (academic) workload project, the employee is obliged to record information about employment at BSU or another institution in the relevant module of the BSU portal (in the electronic workload system):

- a) Administrative, scientific or support position held at BSU;
- b) academic, scientific, administrative or support position held in another institution (including on the basis of a short-term employment contract);
- c) educational activities to be carried out in other higher education institutions (indicating the amount of academic hours to be completed during the academic year) and/or scientific activities and obligations;
- d) Number of academic hours to be completed within the professional educational program of BSU.

3. In accordance with paragraphs 1 and 2 of this article, in the relevant module of the BSU portal, the annual work (academic) workload category of the employee is formed (initial version), which the employee must familiarize himself with and give his consent electronically or state his opinion in the comment field. About adjusting the load project. According to the employee's comment, the issue will be discussed at the next meeting of the branch department, and according to the decision made, the project of the employee's workload is adjusted or remains unchanged.

4. The employee repeatedly familiarizes himself with the draft of the workload, agrees electronically or expresses his opinion again in the comment field. In case of the same or a new claim of the employee, a commission is formed by order of the dean of the faculty, based on the decision of which the work (academic) load of the employee is finally formed.

5. The dean of the faculty electronically confirms the work (academic) workload category of the employee determined in accordance with paragraphs 1-4 of this article and/or, if necessary, makes an appropriate justified comment. The said activity of the dean of the faculty is considered as consent/refusal to perform work by BSU academic staff in another institution, according to the present rule and the requirements of the bylaws.

6. In the event of a rejection by the dean of the faculty in accordance with paragraph 5 of this article, the academic staff of BSU to perform work at another institution, the commission formed by the order of the rector, consisting of the dean of the faculty, the head of the branch department, the quality assurance service, together with the employee, no later than 3 working days. The question of the formation of the employee's workload is discussed and finally reflected in the electronic system by the branch department.

7. After uploading the employee's workload in the electronic system in the final form, the academic official is obliged to fill out the workload category application in accordance with the form approved by the rector's order and submit it to the structural unit responsible for human resources management in a printed and signed form.

8. The performance of the activity mentioned in paragraph 7 of this article by the academic official is coordinated by the relevant branch department, while the monitoring is carried out by the dean of the faculty. The mentioned structural units/officials, within the scope of their competence and in compliance with the requirements of the BSU by-laws, respond immediately so that the employee's failure to fill out (and/or impossibility) the workload category application does not lead to a delay in the issuance of the BSU rector's order on the workload of the academic staff of the faculty or / and disruption of the educational process.

9. After uploading the initial version of the workload of the invited staff in the electronic system in the final form, he is obliged to sign the labor contract in accordance with the form approved by the rector's order and submit it in a signed, material form to the structural unit responsible for human resources management (along with the documentation to be placed in the personal file). The performance of this activity by the invited personnel is coordinated by the relevant field department and monitored by the dean of the faculty. The mentioned structural units/officials, within the scope of their competence and in compliance with the requirements of the BSU internal regulations, react immediately so that the non-signing of the employment contract by

the invited personnel (or/or failure to present other documentation for the formation of personal files) does not lead to the order of the Rector of the BSU on the workload of the faculty. Delay in publication and/or disruption of the learning process.

10. Confirmation of the affiliation agreement (workload category agreement) by the academic staff, and the signing of the employment contract by the invited staff in the electronic system is carried out by the structural unit responsible for human resources management.

11. In accordance with the project reflected in the electronic system, the department of the educational process prepares the draft order of the Rector on the workload of the faculty as an academic staff (indicating affiliation, academic workload category, academic year (semesters), workload components determined by this rule and workplace, faculty, training courses), Also invited staff about the work load of the Rector the draft of the order (indicating the academic year (semesters), workload components determined by this rule, workplace, faculty, study course).

12. In case of making changes in the workload of the staff at the initiative of the faculty, the procedures provided for in this article shall be used.

13. The Department of Educational Process of BSU provides a reflection of the workload of academic and guest staff of BSU in the QMS database, the data of which takes into account the need to change the workload of the staff, as well as for the formation of the general network of workload in BSU and/or other institutions.

14. After the approval of the workload category determined in accordance with this rule, based on the verification of the data, the department of the educational process is authorized, with the involvement of the employee and the faculty administration, to organize the formation of the change in the workload of the employee in the electronic system and after that the order of the rector of BSU on the change in workload, as well as the necessary In this case, to present/prepare a service card/legal act draft regarding the correction of the amount of labor remuneration already given to the employee.

Article 7. Workload and remuneration of academic and invited staff

1. The remuneration of the academic staff under the conditions of the mandatory pedagogical workload provided for in this rule shall be issued:

- a) For a person with a teaching load of the "A1" and "A2" category - in the full amount of the corresponding academic official salary stipulated by the staff schedule;
- b) for a person with a teaching load of the "B1", "B2" and "B3" categories - half of the corresponding academic official salary stipulated in the staff schedule;
- c) For a person with a teaching load of the "c" category - half of the corresponding academic official salary stipulated by the staff schedule.

2. It is permissible for one person to supervise 8 bachelor's/master's/doctoral theses at the same time during the academic year, including: no more than

Supervision of 2 doctoral and no more than 3 master's theses or supervision of no more than 5 master's theses at the same time (a doctoral student or a master's student whose student status is suspended will not be counted in the number determined by this point).

3. The hourly workload at BSU can be performed on BSU professional and/or higher educational programs/professional training-retraining programs/short-term educational programs and, accordingly, receive additional labor compensation in the amount determined by the order of the head of the BSU administration:

- a) A person with a workload of category "A1" - no more than 180 classroom hours during the academic year (except for educational programs (no more than 50 hours of planned

training/practice, hours of supervision of bachelor's, master's and doctoral thesis or hours to be completed within the framework of outstanding credits);

b) A person with a workload of category "B1" - no more than 15 classroom hours during the academic year (except for no more than 50 hours of training/business practice provided by educational programs, hours of supervision of bachelor's, master's and doctoral theses or hours to be performed within the framework of outstanding credits), if the aforementioned is caused "B1" category with the need to fill up to the maximum number of workload hours (if this leads to an artificial division of the training course); c) Persons with a workload of category B3 and "C" - no more than 120 classroom hours during the academic year (except for no more than 50 hours of training/business practice provided by educational programs, hours of supervision of bachelor's, master's and doctoral theses or hours to be completed within the framework of outstanding credits).

(Change - N07-01/48; 28.09.2023)

d) An assistant/administrative official of BSU who does not hold an academic position of BSU - no more than 120 classroom hours during the academic year, and a scientific official of BSU who does not hold an academic position of BSU - no more than 180 during the academic year of classroom hours (except for no more than 50 hours of training/industrial practice provided by educational programs, hours of supervision of bachelor's, master's and doctoral theses or hours to be completed within the framework of outstanding credits). (Change - N07-01/48; 28.09.2023)

e) in case of guest teacher/senior teacher/specialist -No more than 360 classroom hours per semester.

4. The limitation on the additional hourly workload established by this article also applies to the academic and invited staff implementing English-language educational programs of BSU, except for the exception established by the Academic Council (which will be caused due to the needs of the program, when it is impossible to invite other staff).

5. It is allowed for BSU academic and visiting staff to complete short-term training courses at BSU (including for staff or within the scope of the activity to be performed within the 3rd mission of the university) by exceeding the threshold amount determined by this rule (if it is completed mainly on weekends and/or the employee's during free time from main work/non-working hours). (Addendum - N07-01/48; 28.09.2023)

Article 8. The rule of hourly labor remuneration

1. The hourly work performed at the higher educational programs of BSU is compensated according to the procedure provided for in this rule, in accordance with the amount of hourly compensation (rates) approved by the order of the head of the administration of BSU.

2. The employee fills out the hourly wage request application (hereinafter - the wage application) electronically, through a special module on the BSU portal, no earlier than 1 month after the completion of work and no later than 1 week after the end of the academic year.

3. The employee's "remuneration application" form is integrated into the electronic system and the persons authorized to confirm it are: 1. Head of the branch department of the relevant faculty; 2. Dean of the relevant faculty; 3. Structural unit responsible for human resources management of the university; 4. Department of educational process. The mentioned structural units/officials are authorized

"Defect" the "remuneration application", which is the basis for its correction.

4. After the confirmation of the employee's compensation application by all employees in the electronic system, the department of educational process prepares the order of the head of the administration on compensation of labor, following the requirements of the BSU procedure instruction, based on the visas of the relevant structural units of the BSU.

5. In the event that the employee does not submit the compensation application within the

period specified in this article, the educational process department fills out the corresponding compensation application instead of the employee in the electronic system and after confirming the structural units, prepares the order of the head of the BSU administration, no later than 1 month after the end of the academic year.

Article 9. Educational/clinical component and number of students in groups

1. Taking into account the results of academic registration of students, groups of students are formed with the following types and numbers:

- a) at the lecture - 60 students;
- b) group work (seminar) and different types of practice (educational practice/field practice/professional practice) - no more than 30 students, and school (pedagogical) practice - no more than 15 students;
- c) laboratory work of foreign language study courses in natural, experimental, computer, technical sciences - 18 students;
- d) on studies (curation) in the clinical disciplines of health care/psychology specialties - in accordance with the sectoral indicator (standard) of the relevant higher education;
- e) on an additional specialty/teacher training educational program, in an optional course/module - no less than 20 students, except for the additional/optional specialties of the educational programs, for which, based on the specific need, an exception will be allowed by the resolution of the Academic Council.
- f) In an optional study course/module: at undergraduate/teacher training integrated bachelor-master's/medical academic higher educational programs - at least 20 students, and at master's programs - at least 5 students.

2. The specified number of students in groups can be increased and/or decreased once (in the corresponding semester or academic year), based on the decision of the Academic Council, based on the substantiated service card of the dean of the relevant faculty/head of the quality assurance service, regarding the admission of an exception due to the need for a specific study course/program.

Article 10. Mandatory scientific-research activities of academic staff

1. The mandatory scientific-research activities of academic staff, except assistants, are:

1.1. Including the 2024-2025 academic year:

1.1.1. For the professor:

- a) Within the last 5 years, he has published a scientific paper in a scientific journal indexed in the Web of Science or Scopus or ERIH PLUS (in the humanitarian and social direction) international database or a monograph indexed in the Google Scholar international database or a monograph in the humanitarian field in the direction of Georgian studies (in which Google Scholar or ERIH PLUS is cited) article/articles of the author/authors published in a scientific journal indexed in the international database) or has an invention/patent registered in national patent organizations;
- b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science or Scopus or Google Scholar or ERIH PLUS (in the humanitarian and social direction) international databases;
- c) is the head/executor of a scientific grant project submitted for financing with a high rating (80% and more);
- d) annually participates in other university activities (organization of scientific events; involvement of students in scientific projects; supervision of bachelor's theses; supervision of master's theses; supervision of doctoral theses; conducting of scientific seminars; participation in student scientific conferences; membership of the editorial board of scientific publications; reviewing/editing monographs; master's thesis peer review; doctoral thesis review; scientific paper

review; expert services; involvement in international grant projects; other activities).

1.1.2. For associate professor:

a) has published a scientific paper in a scientific journal indexed in the Google Scholar international database within the last 5 years;
b) has participated in an international or national scientific event; c) annually participates in other university activities (organization of scientific events; involvement of students in scientific projects; supervision of bachelor's theses; supervision of master's theses; supervision of doctoral theses; conducting of scientific seminars; Involvement of students in scientific conferences; membership of the editorial board of scientific publications; reviewing/editing monographs; Master thesis review; Doctoral thesis review; reviewing a scientific paper; expert services; involvement in international grant projects; other activity).

1.1.3. For assistant professor:

a) has published a scientific paper in a scientific journal indexed in the Google Scholar international database within the last 5 years;
b) has participated in an international or national scientific event;

1.2. From the 2025-2026 academic year:

1.2.1. For the professor:

a) In the last 5 years, a scientific paper with an impact factor (The Clarivate Analytics Impact Factor) or Q1/Q2 has been published in a scientific journal indexed in the Web of Science or Scopus international database or a scientific paper in the humanitarian field indexed in the Web of Science or Scopus international database or a monograph indexed in a scientific journal or in the Web of Science or Scopus international database or a monograph in the humanitarian field in the direction of Georgian studies (in which the article/articles of the author/authors published in a scientific journal indexed in the Web of Science or Scopus international database are cited) or has an invention/patent registered in international patent organizations;
b) in the last 5 years, has participated in a scientific event, whose abstracts/publications are indexed in Web of Science or Scopus or ERIH PLUS (in humanitarian and social direction) international databases;
c) in the last 5 years, is the head/main executor of a funded scientific grant project or is a consultant of a funded master's/doctoral scientific grant project;
d) annually participates in other university activities (organization of scientific events; involvement of students in scientific projects; supervision of bachelor's theses; supervision of master's theses; supervision of doctoral theses; conducting of scientific seminars; participation in student scientific conferences; membership of the editorial board of scientific publications; reviewing/editing monographs; master's thesis peer review; doctoral thesis review; scientific paper review; expert services; involvement in international grant projects; other activities).

1.2.2. For associate professor:

a) published in the last 5 years a scientific work published in a scientific journal indexed in the Web of Science or Scopus or ERIH PLUS (in the humanitarian and social direction) international database or a monograph indexed in the Google Scholar international database or a monograph in the humanitarian field in the direction of Georgian studies (which is cited by Google Scholar or ERIH PLUS in the scientific journal indexed in the international database published author/authors' article/articles) or has an invention/patent registered in national patent organizations;
b) has participated in a scientific event whose abstracts/publications are indexed in Web of Science

or Scopus or Google Scholar or ERIH PLUS (in the humanitarian and social direction) international databases; c) is the head/executor of a scientific grant project submitted for financing with a high rating (80% and more);

d) annually participates in other university activities (organization of scientific events; involvement of students in scientific projects; supervision of bachelor's theses; supervision of master's theses; supervision of doctoral theses; conducting of scientific seminars; participation in student scientific conferences; membership of the editorial board of scientific publications; reviewing/editing monographs; master's thesis peer review; doctoral thesis review; scientific paper review; expert services; involvement in international grant projects; other activities).

1.2.3. For assistant professor

a) has published a scientific paper in a scientific journal indexed in the Google Scholar international database within the last 5 years

b) has participated in an international or national scientific event; c) annually participates in other university activities (organization of scientific events; involvement of students in scientific projects; supervision of bachelor's theses; supervision of master's theses; supervision of doctoral theses; conducting of scientific seminars; participation in student scientific conferences; membership of the editorial board of scientific publications; reviewing/editing monographs; master's thesis peer review; doctoral thesis review; scientific paper review; expert services; involvement in international grant projects; other activities).

Article 11. Transitional Provisions

1. This rule enters into force upon its approval by the representative council, taking into account the other conditions mentioned in this article regarding the entry into force of certain provisions of the rule

2. The requirement of Clause 6 of Article 2 of this rule (mandatory condition for BSU professor to be affiliated with BSU) shall apply to:

a) Before the entry into force of this rule, it is allowed for professors with an employment contract with BSU to engage in academic activities at another institution during the 2023-2024 academic year, although their workload must correspond to the permissible limit of workload defined by this rule. For the implementation of this rule, it is not allowed for the affiliated BSU professor to cancel the affiliation. b) BSU professors employed after the entry into force of this rule (from the 2023-24 academic year);

3. The requirements of subparagraphs "b" and "c" of Article 2, Clause 7 of this rule, as well as Article 4, Clauses 3 and 6, after the entry into force of this rule (from the 2023-24 school year) employed In the part of assistant professor and assistant, it will be implemented from the 2024-2025 academic year.

4. After the entry into force of this rule (from the 2023-24 academic year), assistant professors and assistants affiliated with BSU, employed in the period of the 2023-2024 academic year, are entitled to other To carry out educational activities by combining in a higher educational institution, to perform no more than 90 hours per week 6/semester (if he has a full workload at BSU), if he has a full workload at BSU or to perform no more than 180 hours per week 12/semester, if he has half a workload at BSU workload. Based on the above, for affiliated assistant professors and assistants in the period of the 2023-2024 academic year, instead of those indicated in clauses 3 and 6 of Article 4 of the present rule

"A2" and "B2" working (academic) workload conditions, the following conditions/requirements are valid:

a) category "A2" work (academic) load can be determined for an academic official affiliated with BSU, who carries out educational activities in another USD (no more than 6 academic hours per

academic week/maximum 90 academic hours per semester), if this does not interfere with his to perform the main work in BSU;

b) "B2" category work (academic) load can be determined for an academic official affiliated with BSU, who carries out educational activities in another USD (no more than 12 academic hours per academic week/maximum 180 academic hours per semester), if this does not interfere with his by performing the main work in BSU.

6. For academic personnel with a valid labor contract (associate professor, assistant professor, assistant) before the entry into force of this rule, it is allowed to engage in academic activities at another institution, including holding a scientific/academic position (affiliated or unaffiliated), although his/her The work load must correspond to the permissible maximum amount of hourly load determined by this rule.

7. The procedure provided for in Article 6 of the present rule regarding the formation of the work (academic) workload of the staff should be fully implemented from the 2024-2025 academic year, and for the 2023-2024 academic year, the formation of the annual (school year) work (academic) workload of the staff should be carried out on the BSU portal. Through the "Load" module, through the following procedures:

a) formation of a project on making changes in the individual work load/load of the employee by the branch department of the relevant faculty, in agreement with the dean of the faculty;

b) preliminary, electronic confirmation of the individual workload project by the employee;

c) presentation of the service card of the dean of the faculty regarding the workload of the faculty staff regarding the project (according to the sectoral departments);

d) preparation of the BSU rector's order on the labor (academic) workload of the staff/changes in the workload by the educational process department/ (in agreement with the business administration service (chancellery) and with the visas of the relevant structural units/administrative staff of the BSU).

8. In order to comply with the present rule, an order of the Rector of BSU was issued regarding organizational measures for determining the affiliation and workload categories of the personnel from the 2023-2024 academic year including the 2022-23 academic year.