Appendix 1

EAVA teaching staff member's work load and tasks

CONTENTS

1. DEFINITIONS

1.1. Contact teaching (*Standard of Higher Education (hereinafter HES) §5 section 2*) – teaching in the form of lectures, seminars, practical sessions, laboratory work, training sessions, individual instruction or consultation aimed at achieving the learning outcomes and at acquiring knowledge and skills. Contact teaching shall take place in the learning environment (e-learning incl.) where both the student and the teaching staff member are present.

1.2. Practical training (*HES §5 section 3*) – purposeful activities carried out to achieve the learning outcomes aimed at applying the acquired knowledge and skills in the working environment in the form established by the institution and under the supervision of the instructor.

1.3. Teaching staff member's pedagogical skills (teaching competence *(HES §2 section 6)* – a certain set of knowledge, skills, attitudes and traits of character needed for successful teaching and support for the learning process, which characterises the whole working situation. Teaching competence comprises planning and carrying out the teaching process, assessment and feedback, supervision and reviewing, and the work regarding teaching methods.

2. PRINCIPLES OF CALCULATING WORKLOAD

The following equations are used in calculating a teaching staff member's workload:

a) carrying out contact teaching within the volume of 1 ECTS credit equals 13 hours of work by a teaching staff member;

b) supervision of practical training within the volume of 1 ECTS credit equals 26 hours of work;

c) supervision of a graduation thesis equals 40 hours of work;

d) consultation on a graduation thesis equals 20 hours of work;

e) review of a graduation thesis equals 10 hours of work;

f) supervision of a research paper equals 30 hours of work;

g) organisation of practical training equals 26 hours of work per study group;

h) preparation of a new subject course, incl. the subject course conducted in a foreign language, equals up to four times of the volume of contact teaching in that subject;

h) in the case of preparation for recurrent teaching of a subject the workload equals the volume of contact teaching in that subject;

i) recurrent preparation of a new subject course equals the volume of contact teaching in that subject;

j) preparation of a subject course conducted in a foreign language equals up to twofold of the volume of contact teaching in that subject;

k) preparation of an e-course, in a foreign language incl., equals 30 hours of work per credit point.

3. PROFESSOR

3.1 TEACHING ACTIVITIES – the volume of up to 600 hours (hrs)

3.1.1 CONTACT TEACHING AND PRACTICAL TRAINING – the volume 150 hrs as a minimum per academic year

3.1.1.1 Carrying out contact teaching at the latest methodological and technical level, in-service training and Open Studies included.

3.1.1.2 Supervision of students' practical training.

3.1.1.3 Supervision of students theses, Master's theses incl. (up to two theses an academic year), and provision of consultations on or reviewing of theses (two theses per academic year as a minimum).

3.1.1.4 Administration of examinations and preliminary examinations, participation in theses defence panels.

 3.1.1.5 Other activities related to conducting teaching.

3.1.2 WORK ON TEACHING METHODS AND RELATED DEVELOPMENT ACTIVITIES – the volume of up to 450 hrs per academic year

3.1.2.1 Organisation of academic studies and relating development activities; bearing the responsibility for the level of teaching in their curriculum and in their own subject (subject group).

3.1.2.2 Development of subject syllabi, participation in designing and developing the curricula and programmes.

3.1.2.3 Preparation for contact teaching.

3.1.2.4 Check up and assessment of students work (current check up of work, reviewing of reports on practical training).

3.1.2.5 Creation and/or compiling of teaching/learning materials and methodological aids.

3.1.2.6 Selection of appropriate textbooks; development of laboratories.

3.1.2.7 Preparation and organisation of students' practical training.

3.1.2.8 Participation in the work of the Curriculum Council.

3.1.2.9 Application of new teaching methods, incl. the development of e-learning courses.

3.1.2.10 Other activities related to preparing for teaching and raising its standard.

3.2 DEVELOPMENT AND CREATIVE ACTIVITIES – the volume of up to 500 hrs per academic year

3.2.1 Independent applied research at the international level supporting the general goals of the Academy, and/or participation in research and its supervision.

3.2.2 Publication of the results of research and development in print, their presentation at conferences and on other fora (technologies developed, patents, etc incl.).

3.2.3 Seeking for the funding of research and development activities of the respective structural unit or the field of research (research and development grants, etc).

3.2.4 Participation in joint cooperation and development programmes.

3.2.5 Organisational steps taken to further the material base necessary for development.

3.2.6 Reviewing of scientific research articles.

3.2.7 Dissemination of the results of research and development activities through practical consultations and contracts.

3.2.8 Ensuring the preparation of new academic staff in their own field to fill in specialist academic positions in the future.

3.2.9 Participation in the development of new curricula and programmes.

3.2.10 Participation in the work of academic and administrative bodies and committees and in expert evaluation teams outside of the Academy.

3.2.11 Organisation of scientific and specialist conferences.

3.2.12 Other activities related to research and/or development having been agreed upon in the employment contract or individual job description.

3.3 PROFESSIONAL DEVELOPMENTAND DEVELOPMENT OF ORGANISATION – the volume of up to 500 hrs per academic year

3.3.1 Performing the tasks related to the management of the academic structural unit.

3.3.2 Drawing up the budget of the academic structural unit and bearing the responsibility for fulfilling it.

3.3.3 Professional development (first and foremost the development of the skills and knowledge necessary for teaching and development, teaching competences incl.)

3.3.4 Popularisation of one's speciality (field of speciality) and the Academy.

3.3.5 Participation in the work of the Academy Council and other collegiate advisory and decision-making bodies.

3.3.6 Participation in the development of legal acts.

3.3.7 Support for the students' admission process.

3.3.8 Other activities supporting the goals of the Academy agreed upon in the employment contract or individual job description.

4. SENIOR LECTURER

4.1 TEACHING ACTIVITIES – the volume of up to 800 hrs per academic year

4.1.1 CONTACT TEACHING AND PRACTICAL TRAINING – the volume of up to 250 hrs/ac.y

4.1.1.1 Carrying out contact teaching at the latest methodological and technical level, in-service training courses and Open Studies included.

4.1.1.2 Supervision of students' practical training.

4.1.1.3 Supervision of students theses, Master's theses incl. (up to two theses an academic year), and provision of consultations on or reviewing of the theses (two theses an academic year as a minimum).

4.1.1.4 Administration of examinations and preliminary examinations, participation in theses defence panels.

4.1.1.5 Other activities related to conducting teaching.

4.1.2 WORK ON TEACHING METHODS AND RELATED DEVELOPMENT ACTIVITIES – the volume of up to 550 hrs/ac.y

4.1.2.1 Preparation for contact teaching.

4.1.2.2 Check up and assessment of students' work (current check up, reviewing of records on practical training).

4.1.2.3 Creation and/or compiling of teaching and learning materials and methodological aids.

4.1.2.4 Selection of appropriate textbooks; development of laboratories.

4.1.2.5 Preparation and organisation of students' practical training.

4.1.2.6 Development of subject syllabi, participation in drawing up and developing programmes and curricula.

4.1.2.7 Participation in the work of the Curriculum Council.

4.1.2.8 Application of new teaching methods, incl. the development of e-learning courses.

4.1.2.9 Other activities related to preparing for teaching and raising its standard.

4.2 DEVELOPMENT AND CREATIVE ACTIVITIES – the volume of up to 400 hrs/ac.y

4.2.1 Independent applied research or participation in research supporting the goals of the Academy under the supervision of the professor in coordination with the head of the respective structural unit or the leader of the respective research field.

4.2.2 Publication of the results of research and development in print, their presentation at conferences and on other fora (technologies developed, patents, etc incl.).

4.2.3 Seeking for the funding of research and development activities of the respective structural unit or the field of research (research and development grants, contracts, etc).

4.2.4 Participation in cooperation and development projects.

4.2.5 Reviewing of scientific articles.

4.2.6 Dissemination of the results of research and development through practical consultations and contracts.

4.2.7 Participation in preparing new academic staff of their field for filling specialist academic positions in the future.

4.2.8 Participation in the development of the material base for research and development.

4.2.9 Participation in the development of new curricula and programmes.

4.2.10 Participation in academic and administrative bodies and boards and in expert evaluation teams outside of the Academy.

4.2.11 Organisation of scientific and specialist conferences.

4.2.12 Other activities related to research and/or development as agreed upon in the employment contract or individual job description.

4.3 PROFESSIONAL DEVELOPMENT AND DEVELOPMENT OF ORGANISATION – the volume of up to 400 hrs/ac.y

4.3.1 Fulfilling the tasks related to the management of the respective academic unit.

4.3.2 Professional development (first and foremost developing the skills and knowledge necessary for teaching and development activities, teaching competence incl.).

4.3.3 Popularisation of one's speciality (professional field) and the Academy.

4.3.4 Participation in the work of the Academy Council and other collegiate advisory and decision-making bodies and boards.

4.3.5 Participation in drawing up legislative acts.

4.3.6 Support to the students admission process.

4.3.7 Other activities supporting the goals of the Academy as agreed upon in the employment contract or individual job description.

5. LECTURER

5.1. TEACHING ACTIVITIES – the volume of up to 960 hrs/ac.y

5.1.1 CONTACT TEACHING AND PRACTICAL TRAINING – the volume of up to 300 hrs/ac.y

5.1.1.1 Carrying out contact teaching at the latest methodological and technical level, continuing education courses and Open Studies included.

5.1.1.2 Supervision of students' practical training.

5.1.1.3 Supervision of students' theses (a minimum of two theses per academic year), and provision of consultations on or reviewing of the theses (a minimum of two theses an academic year).

5.1.1.4 Administration of examinations and preliminary examinations; participation in the work of defence panels.

5.1.1.5 Other activities related to conducting teaching.

5.1.2 WORK ON TEACHING METHODS AND RELATED DEVELOPMENT ACTIVITIES – the volume of up to 660 hrs/ac.y

5.1.2.1 Preparation for contact teaching.

5.1.2.2. Check up and assessment of students work (current check up of work, reviewing of reports on practical training).

5.1.2.3 Creation and/or compiling of teaching/learning materials and methodological aids.

5.1.2.4 Selection of appropriate textbooks; development of laboratories.

5.1.2.5 Preparation and organisation of students' practical training.

5.1.2.6 Development of subject syllabi, participation in designing and developing programmes and curricula.

5.1.2.7 Participation in the work of the Curriculum Council.

5.1.2.8 Introduction of new teaching methods, development of e-learning courses included.

5.1.2.9 Other activities related to preparing for teaching and raising its standard.

5.2 DEVELOPMENT AND CREATIVE ACTIVITIES – the volume of up to 240 hrs/ac.y

5.2.1 Participation in applied research supporting the Academy goals, or participation in projects performing the tasks under the supervision of a professor, senior lecturer or lecturer, with the approval of the head of the respective structural unit or the head of the field of research.

5.2.2 Publication of the results of research and development in print, presentations at

conferences and at other fora (technologies developed, patents, etc incl.).

5.2.3 Participation in the development of the material base for research and development activities.

5.2.4 Participation in the development of new curricula and programmes.

5.2.5 Participation in academic and administrative bodies and boards and in expert evaluation teams outside of the Academy.

5.2.6 Other activities related to research and/or development as agreed upon in the employment contract or individual job description.

5.3 PROFESSIONAL DEVELOPEMNT AND DEVELOPMENT OF ORGANISATION – the volume of up to 400 hrs/ac.y

5.3.1 Fulfilling the tasks related to the management of the respective academic structural unit.

5.3.2 Professional development (first and foremost developing the skills and knowledge necessary for teaching and development activities, teaching competences incl.).

5.3.3 Popularisation of one's speciality (professional field) and the Academy.

5.3.4 Participation in the work of the Academy Council and in other collegiate advisory and decision-making bodies and committees.

5.3.5 Participation in drawing up legal acts.

5.3.6 Participation in seminars and conferences.

5.3.7 Support for the students' admission process.

5.3.8 Other activities supporting the goals of the Academy, administrative work incl., as agreed upon in employment contract or individual job description.

6. ASSISTANT

6.1 TEACHING ACTIVITIES – the volume of up to 1040 hrs/ac.y

6.1.1 CONTACT TEACHING AND PRACTICAL TRAINING – the volume of up to 350 hrs/ac.y

6.1.1.1 Carrying out contact teaching at the latest methodological and technical level, continuing education courses and Open Studies included.

6.1.1.2 Supervision of students' practical training.

6.1.1.3 Supervision (a minimum of one thesis an academic year), and provision of consultations on or reviewing of students' theses (a minimum of one thesis an academic year).

6.1.1.4 Administration of examinations and preliminary examinations.

6.1.1.5 Other teaching related activities.

6.1.2 WORK ON TEACHING METHODS AND RELATED DEVELOPMENT ACTIVITIES – the volume of up to 690 hrs/ac.y

6.1.2.1 Preparation for contact teaching.

6.1.2.2 Creation and/or compiling of teaching/learning materials and methodological aids.

6.1.2.3 Selection of appropriate textbooks; development of laboratories.

6.1.2.4 Check up and assessment of students' work (current check up of work, reviewing of reports on practical training).

6.1.2.5 Preparation and organisation of students' practical training.

6.1.2.6 Development of the syllabi, participation the development of programmes and curricula.

6.1.2.7 Application of new teaching methods, development of e-learning courses included.

6.1.2.8 Other activities related to preparing for teaching and raising its standard.

6.2 DEVELOPMENT AND CREATIVE ACTIVITIES – the volume of up to 160 hrs/ac.y

6.2.1 Participation in applied research supporting the Academy goals, or participation in projects performing the tasks under the supervision of a professor, senior lecturer or lecturer, with the approval of the head of the respective structural unit or the head of the field of research.

6.2.2 Publication of the results of research and development in print, presentations at conferences and at other fora (technologies developed, patents, etc incl.).

6.2.3 Participation in the development of the material base for research and development activities.

6.2.4 Participation in the development of new curricula and programmes.

6.2.5 Other activities related to research and development agreed upon in employment contract or individual job description.

6.3 PROFESSIONAL DEVELOPMENT ADN DEVELOPMENT OF ORGANISATION – the volume of up to 400 hrs/ac.y

6.3.1 Professional development (first and foremost developing the skills and knowledge necessary for teaching and development activities, teaching competences incl.).

6.3.2 Popularization of one's speciality (professional field) and the Academy.

6.3.3 Participation in the work of the Academy Council and in other collegiate advisory and decision-making bodies and committees.

6.3.4 Participation in the work of academic and administrative bodies and boards and in expert teams outside of the Academy.

6.3.5 Participation in drawing up legal acts.

6.3.6 Support for the students admission process.

6.3.7 Other activities supporting the goals of the Academy, administrative work incl., as agreed upon in the employment contract or individual job description.

7. INSTRUCTOR

7.1 TEACHING AND RELATED ACTIVITIES – the volume of up to 1120 hrs/ac.y

7.1.1 CONTACT TEACHING AND PRACTICAL TRAINING – the volume of up to 550 hrs/ac.y

7.1.1.1 Carrying out contact teaching in the form of training sessions and practices, or other forms of teaching of practical nature at the latest methodological and technical level, in-service training and Open Studies included.

7.1.1.2 Supervision of students' practical training.

7.1.1.3 Supervision of students theses (a minimum of one thesis an academic year), and provision of consultations on or reviewing of theses (a minimum of one thesis an academic year).

7.1.1.4 Administration of examinations and preliminary examinations.

7.1.1.5 Other activities related to conducting teaching.

7.1.2 WORK ON TEACHING METHODS AND RELATED DEVELOPMENT ACTIVITIES – the volume of up to 570 hrs/ac.y

7.1.2.1 Preparation for contact teaching.

7.1.2.2 Preparation and organisation of students' practical training.

7.1.2.3 Creation and/or compiling of teaching/learning materials and methodological aids.

7.1.2.4 Selection of appropriate textbooks; participation in the development of laboratories.

7.1.2.5 Development and perfecting of the subject syllabus.

7.1.2.6 Application of new teaching methods, development of e-learning courses included.

7.1.2.7 Other activities related to preparing for teaching and raising its standard.

7.2 DEVELOPMENT AND CREATIVE ACTIVITIES – the volume of up to 160 hrs/ac.y

7.2.1 Participation in applied research supporting the Academy goals, or participation in projects performing the tasks under the supervision of a professor, senior lecturer or lecturer, with the approval of the head of the respective structural unit or the head of the field of research.

7.2.2 Participation in the development of the material base necessary for research and development.

7.2.3 Other activities related to research and/or development as agreed upon in the employment contract or individual job description.

7.3 PROFESSIONAL DEVELOPMENT AND DEVELOPMENT OF ORGANISATION – the volume of up to 320 hrs/ac.y

7.3.1 Professional development (first and foremost developing the skills and knowledge necessary for teaching and development activities, teaching competences incl.).

7.3.2 Popularization of one's speciality (professional field) and the Academy.

7.3.3 Participation in the work of the Academy Council and in other collegiate advisory and decision-making bodies and boards.

7.3.4 Participation in the work of academic and administrative bodies and boards and in expert teams outside of the Academy.

7.3.5 Participation in the development of legal acts.

7.3.6 Support for the students admission process.

7.3.7 Other activities supporting the goals of the Academy, administrative work incl., as agreed upon in the employment contract or individual job description