



*European  
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University*

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Approved by: .....  
President of EPU Prof. Giuseppe Saccone, Ph.D.

## **RULES**

### **ON THE TEACHING AND/OR RESEARCH LOAD IN THE EUROPEAN POLYTECHNICAL UNIVERSITY**

**2016**

[www.epu.bg](http://www.epu.bg)

**Article 1.** These Rules set out the rating and supervision of teaching and research load (academic activities) of the academic staff in the European Polytechnical University (hereinafter referred to as “the University”).

**Article 2.** (1) The academic staff of the University employed under employment agreements is classified in two groups:

1. Lecturers appointed under article 48 of the Higher Education Act (HEA), respectively under article 15 of the Development of the Academic Staff Act (DASA);

2. Researchers appointed under article 53 of the Higher Education Act.

(2) The members of the academic staff may be employed under main employment agreement (MEA) (§ 4e of HEA) or under additional employment agreement (AEA) under the Labour Code.

**Article 3.** (1) The minimum annual obligatory load of academic activities is as follows:

	Academic degree and/or managing office in the University under MEA	Minimum annual obligatory load of academic activities in hours			
		Under MEA		Under AEA	
		Lecturer	Researcher	Lecturer	Researcher
	Rector	80	-	-	-
	Vice-rectors	110	-	-	-
	Chairman of Academic Council	110	-	-	-
	Academic standard leader	170	-	-	-
	Head of department/ chair	190	-	-	-
	Habilitated individual	360	360	180	180
	Non-habilitated individual	360	360	180	180

(2) The difference between the rate for habilitated lecturer and the rate for academic leader at different levels in the University under the table of paragraph 1 is covered by means of:

1. The liabilities borne by the leader at the respective level;

2. The obligations of the academic leader under the Rules on the structure and operation of EPU, the academic standards of disciplines, the Rules on the terms and conditions for obtaining academic degrees in the University and the development of the academic staff, the System for education quality assessment and maintenance, the Rules on the teaching and research load, the Rules on the organisation of study process, the individual plans of lecturers, the Rules on conducting examinations and assessment of students, the Rules on the planning and issue of teaching literature and electronic teaching materials, the functional and job descriptions, etc., as well as non-regulated managing activities.

(3) The minimum annual obligatory load of academic activities of the individuals under article 2 rated under article 3 of these Rules, is a condition for payment of their contractual remuneration and affects its amount.



**Article 4.** (1) The actual annual load of academic activities of the members of the academic staff is formed on the basis of **principal and supplementary** activities.

(2) **The principal academic activities of lecturers** under article 2, paragraph 1, item 1 comprise the education of bachelors, masters and PhD students and the related additional teaching and methodological, didactic and management activities.

(3) **The principal academic activities of the individuals under article 2, paragraph 1, item 2** comprise research and/or applied activities.

(4) The education of bachelors, masters, PhD and post-graduate students is considered supplementary non-obligatory academic activity for the individuals under article 2, paragraph 1, item 2.

**Article 5.** (1) Teaching activities comprise lectures (in number of academic hours equated to exercises with 1:2 ratio), seminar and laboratory exercises, computer exercises, field practical classes, advising a course project, course paper work and advising a graduate, advising a PhD student and conducting examinations.

(2) Teaching activities may not be less than 60% of the minimum annual obligatory load under article 3, paragraph 1, including for academic leaders. The maximum number of lecture courses for each lecturer is three.

(3) The research and/or applied activities are obligatory for the lecturers under article 2, paragraph 1, item 1 and comprise not less than 30% of their obligatory annual load.

**Article 6.** (1) The following loads, which are recognised for the lecturer under these Rules apply:

	Type of classes	Recognised academic hours	
		Recognised hours <i>Y</i>	Comment
1	Lectures X hours	$Y = 2X$	Doubling the hours
2	Exercises X hours	$Y = X$	
3	Course project	$Y = n \cdot 2,0$	Where <i>n</i> is the number of students advised by the lecturer
4	Course paper work (assignments)	$Y = n \cdot 0,5$	Where <i>n</i> is the number of students advised by the lecturer
5	Advising graduates	$Y = n \cdot 7$	Where <i>n</i> is the number of students advised by the lecturer
6	Advising practices outside the University	$Y = n \cdot 0.1$	But not more than 10 hours
7	Advising PhD students	$Y = n \cdot 30$	Where <i>n</i> is the number of PhD students advised by the lecturer



8	Examinations and ongoing marks	$Y = n \cdot 0,1$	Where $n$ is the number of students examined by the lecturer
9	Participation in state board of examiners	$Y = n \cdot 0,2$	Where $n$ is the number of examined graduates
10	Participation in examination of PhD students	$Y = n \cdot 1$	Where $n$ is the number of examined PhD students
11	Translation of University materials into English upon assignment of the rector or the president	$Y = n \cdot 0,2$	Where $n$ is the number of translated pages

(2) Lecturers are obliged to conduct all hours as set in the curriculum, including with supplementary classes to compensate the ones missed due to various reasons.

(3) In exceptional cases, if not possible to fulfil the load under article 5, paragraph 3, the rector, in coordination with the president, may define individual minimum admissible load.

**Article 7.** (1) The following are recognised as results from research activities considered lecturers' academic load if presented on behalf of the European Polytechnical University:

1. Scientific article published in a magazine with impact factor – up to 30 hours;
2. Scientific article published in reference magazine – up to 25 hours;
3. Scientific article published in scientific magazine (other than those under item 1 and item 2) – up to 20 hours;
4. Plenary scientific report at scientific forum abroad – up to 20 hours;
5. Scientific report – poster in another country – 15 hours;
6. Scientific report at a scientific forum in Bulgaria – 5 hours.

(2) For work on scientific projects:

1. For management of international scientific project – up to 80 hours;
2. For participation in international scientific project – up to 40 hours;
3. For management of national scientific project – up to 60 hours;
4. For participation in national scientific project – up to 30 hours.

(3) Part of the result in hours under the preceding paragraph 1 and 2 is allocated to each co-author (participant), depending on their contribution.

**Article 8.** (1) The actual academic load of the lecturer/ researcher under article 6 and article 7 may exceed the rate under article 3 and is recognised under article 8, paragraph 2, however if the excess is not more than half rate.

(2) The annual load is taken in consideration upon fixing the individual remuneration of the lecturer pursuant to the *Ordinance on the formation of salary of the academic staff*.

**Article 9.** (1) Researchers have load equal in hours to that of habilitated and non-habilitated lecturers, however such load is formed within two components.



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(2) The first component is under article 7.

(3) The second component is formed depending on the revenue gained by EPU under contracts with their involvement and is defined in accordance with their contribution pursuant to the *Ordinance on the formation of salary of the academic staff*.

**Article 10.** The implementation of these Rules is supervised by the vice-rector in charge of the study process and by the Education Technology Office.

These Rules are adopted by the Academic Council on 06.02.2012. The Rules are amended and supplemented by decision of AC of EPU on 3.11.2016.