

APPROVED

**Scientific Council of the Educational
Complex of the Police of the RA on
11.02.2015 at Meeting N2**

**Chairman of the Scientific Council of
the Educational Complex of the Police
of the RA, lieutenant general of the
police**

HOVH. VARYAN

<< >> _____ 2015

PROCEDURE

ON NORMING AND ORGANIZING THE WORK OF ACADEMIC STAFF OF THE EDUCATION COMPLEX OF THE POLICE OF THE RA

1. This procedure regulates the norming and organization of the work of the academic staff of the Educational Complex of the Police of the RA.

2. The teaching workload of the academic staff of the chair / branch / of the Educational Complex should be 450-900 hours per year, which should include at least 150 hours of lectures, seminars, practical, laboratory classes, exams and tests. The teaching workload of a teaching assistant should be 250-900 hours a year. In case of the need to allocate more than 900 hours and less than 450 hours (less than 250 hours for a teaching assistant) the head of the department must apply to the Head of the Educational Complex with a report with appropriate justification and get his permission.

(The 2nd clause changed by the decision of the Scientific Council on 15.09.2016, Protocol No. 4)

2.1. The Head (deputy) of the Faculty must have a teaching workload that must include at least 32 hours of teaching per academic year.

(Clause 2.1 was amended by the decision of the Scientific Council dated 17.07.2019, Protocol No. 8)

3. The chair differentiates the teaching workload of the academic staff, depending on the position held, and the requirements defined by clause 2 of this procedure. The preferred maximum amounts of the teaching workloadload of the academic staff of the chair are the following:

- Chairholder (Deputy Chairholder) - up to 600 hours per year,
- Professor - up to 650 hours per year,
- Associate Professor - up to 800 hours per year,
- Senior Lecturer and Lecturer - up to 900 hours per year,
- Teaching assistant - up to 600 hours per year.

**(Clause 3 was amended by the decision of the Scientific Council dated 15.09.2016,
Protocol No. 4)**

4. In order to regulate the teaching workload of the academic staff of the chairs of the Educational Complex, the chair plans and calculates the individual annual amount of working hours, which includes the implementation of academic, methodological, scientific and research activities planned in the operational responsibilities of the academic staff.

5. Annual planning of the working hours of the academic staff of the Educational Complex is carried out in accordance with the planning and accounting norms for the main duties (Template N 1).

6. During the planning of the activities of the chair for the academic year, the Chairholder determines the academic, methodological, scientific, research and other types of work, which are subject to mandatory implementation by the academic staff of the chair, ensuring the equal distribution of that work among the academic staff.

7. The main document determining the annual amount of the working hours of the academic staff of the chair is the individual work plan, which is developed for the academic year based on the operational responsibilities and the requirements for the plans of the Educational Complex. The individual work plan should reflect all types of work, their volumes (in hours) and dates. Individual work plans are discussed at the chair meeting and approved by the Chairholder. Changes and amendments can be made in them during the year by the decision of the chair.

8. The chair calculates the volume of the academic workload of the next academic year (according to the semesters) and submits it to the Department of Organization and Control of the Educational Process before the beginning of the semester to check it.

9. The volume of work by the academic staff is done in the relevant section of the individual work plan, based on the actual time spent, in accordance with the norms provided for in this procedure.

10. The chairs / branches / submit a reference on the fulfillment of the academic workload by the academic staff at least once a semester to the Department of Organization and Control of the Educational Process.

11. At the end of the academic year, the chairs prepare a report on the annual academic workload by the academic staff according to the types of work, and submit it to the Department of Organization and Control of the Educational Process.

12. The chairs coordinate the correct planning of the work of the academic staff, the registration of the volume of work, as well as the timely quality performance of the work, taking into account the results of the semester (year), in the following directions:

1) regarding the performance of educational and academic work by the Department of Organization and Control of the Educational Process;

2) regarding the performance of scientific and research activities by the Department of Scientific Works.

PLANNING AND ACCOUNTING NORMS

FOR THE TIME SPENT ON ACADEMIC EDUCATIONAL-METHODOLOGICAL, SCIENTIFIC AND RESEARCH WORK BY THE ACADEMIC STAFF OF THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA

1. PLANNING AND ACCOUNTING NORMS FOR THE TIME SPENT FOR ACADEMIC WORK

NN	Types of academic work	Norms (hours) of the time to calculate the workload					Notes
		To the group	To the academic group (platoon)	To the student, applicant, PhD student, հայցորդին, trainee, intern	To graduate work, written assignments, master's thesis and abstracts	To the lecturer	
1	2	3	4	5	6	7	8
1.1.	Teaching in auditoriums including games and military exercises, and practical training	1 hour for 1 academic hour	1 hour for 1 academic hour			According to the schedule	
1.1.1.	Field (chair, education field)' according to the course					According to the schedule	No more than 3 lecturers
1.1.2.	complex' inter-field					According to the schedule	No more than 5 lecturers
1.2.	Consultations before the exams		2 hours				
1.3.	Supervising the practice					3 hours per working day	
1.3.1.	Checking the practice report and the practice defence			1/3 hour			
1.4.	Supervising course work including consultations, reviews and the defense				2 hours		
1.5.	Supervising graduate work				30 hours		8 students per supervisor
1.6.	Supervising master's thesis				60 hours		5 students per supervisor
1.7.	Checking practical, laboratory, calculatory work and practice			Up to 1 hour per semester of 1/2 hour per quarter			
1.8.	Checking the test				1/3 hour' for every 2 hours of the test, and 2/3 hour to check the		For tests planned in the study plan

					homework		
1.9.	Reviewing the abstract				2 hours		
1.10.	Reviewing a graduate work				4 hours		
1.10.1.	Reviewing a master's thesis				6 hours		
1.11.	Testing knowledge						
1.11.1.	Test (current testing)			1/3 hour			
1.11.2.	Exams (admission, per semester and state) defense of graduate work, checking current (midterm) exams and written work	4 hours for a written exam	2 hours for a written exam	1/3 hour' for admission and semester and 2/3 hour for state exams and defense of bachelor's thesis	1/3 hour for checking a written exam	No less than 6 hours for each member of state attestation committee	2 lecturers are present at oral exams. The state attestation committee should comprise of no more than 5 lecturers.
1	2	3	4	5	6	7	8
1.12.	Supervising a PhD student					50 hours annually	Professor and Doctor of Sciences can have up to 5 PhD students, associate professors and PhD holders can have up to 3 PhD students
1.13.	Supervising a candidate (haytsvor)					Up to 25 hours annually	For the duration of no more than 5 years

(The table was changed by the decision of the Scientific Council on 15.09.2016, Protocol No. 4, changed and amended by the decision of the Scientific Council on 03.10.2018, Protocol N 6, changed and amended by the decision of the Scientific Council on 23.12.2019)

2. NORMS OF ACCOUNTING AND PLANNING THE TIME SPENT ON EDUCATIONAL-METHODOLOGICAL ACTIVITIES

NN	Type of educational-methodological activities	Time norms (hour)					Notes
		One plan, program, scheme, stand,	For a course with one hundred	One hour teaching, one hour	One printed page	To one member of the committ	

		model, poster, script, assignment options	hours	work		ee of an educatio nal field, chair	
1	2	3	4	5	6	7	8
2.1.	Developing a thematic plan of the teaching of the courses						
2.1.1.	Developing a new plan		Up to 18 hours				
2.1.2.	Updating the existing plan		Up to 6 hours				
2.2.	Developing the syllabus of a course						
2.2.1.	Developing a sample of the course syllabus		Up to 60 hours				
2.2.2	Updating a syllabus .		Up to 20 hours				
1	2	3	4	5	6	7	8
2.2.3	Developing a working study plan .		Up to 30 hours				In accordance with education programs
2.3.	Developing methodological instructions for a course for part-time students						In accordance with education programs
2.3.1.	Developing new methodological instructions		Up to 40 hours				
2.3.2	Updating existing methodological instructions .		No more				

			than 30 hours				
2.4.	Developing lecture conspectus or thesis, including the selection of didactic materials						Once a year
2.4.1.	For a new topic			Up to 9 hours			
2.4.2.	For an existing topic			3 hours			
2.5.	Developing lecture thesis or text and its preparation for publication						
2.5.1.	For a new course (topic)			2 hours			
2.5.2.	For an existing course (topic)			One hour			
2.6.	Developing a fond lecture			Up to 24 hours			On the decision of the chair, educational field
2.7.	Updating a fond lecture			Up to 12 hours			On the decision of the chair, educational field
2.8.	Developing educational-methodological materials: games, trainings, practical activities (plans and methodological elaborations)						
2.8.1.	On a course of a field (chair, education field (education discipline))			Up to 6 hours per lecturer			No more than 3 lecturers
2.8.2.	Inter-disciplinary, complex			Up to 10			No more than

.				hours per lecturer			5 lecturers
2.9.	Updating educational-methodological materials: games, trainings, practical activities (plans and methodological elaborations)						
2.9.1	On a course of a field (chair, education field (education discipline))			Up to 2 hours per lecturer			No more than 3 lecturers
2.9.2	Inter-disciplinary, complex			Up to 3 hours per lecturer			No more than 5 lecturers
2.10.	Work on group work						Once a year
2.10.1.	Developing educational-methodological materials: seminar, for practical and laboratory training (plans, methodological instructions)						
2.10.1.1	For a new course		Up to 18 hours				
2.10.1.2	For an existing course		Up to 4 hours				
2.10.2.	Developing test assignments for full-time students Developing topics of assignments for part-time students	Up to 2 hours Up to 12 hours					
2.11.	Abstracts and Coursework (of a project)						
2.11.1	Developing topics	Up to 6 hours					

2.11.	Developing methodological instructions for 2 an abstract	12 hours					
	for a coursework (of a project)	30 hours					
1	2	3	4	5	6	7	8
2.12.	Bachelor's thesis (project)						
2.12.	Developing topics	12 hours					
2.12.	Developing methodological instructions for 2. a bachelor's thesis				Up to 30 hours		
2.13.	Developing a program for practice or internship	Up to 30 hours					
2.14.	Preparation for the state exams, exams with stages, course and semester exams and tests						
2.14.	Developing materials for the tests 1.	Up to 6 hours					
2.14.	Developing exam tickets for semester 2. exams, course exam and exams with stages	Developing the new one: up to 12 hours, updating: up to 4 hours					
2.14.	Choosing a problem for an exam ticket 3.	1/3 hour					
2.14.	Developing exam tickets for state exams 4.	Developing a new one: up to 18 hours updating:					

		up to 6 hours					
2.15.	Developing materials for admission exams and developing exam tickets for interviews	Up to 18 hours					
	Developing dictation texts	Up to 6 hours					
2.16.	Developing didactic materials						
2.16. 1.	Models of study cases	Up to 60 hours					
2.16. 2.	Slides, schemes, etc.	Up to 2 hours					
2.17.	Developing a software development problem					Up to 60 hours	
2.18.	Developing a script for an educational film of video	Up to 18 hours					10 minutes for presentation
2.19.	Observational visit for a study training and its discussion					3 hours for each visit	
2.20.	Peer-visits of classes					2/5 hour	
2.21.	Participation in instructional-methodical, demonstration, open and experimental classes			One hour			
2.22.	Supervising methodological section of a chair					Up to 90 hours per year	Chairman of methodological section
2.23.	Supervising pedagogical master's school					Up to 60 hours	

						per year	
2.24.	Participation in the activities of methodological council					Up to 60 hours per year	
2.25.	Participation in the sessions of the chair, the education field (education discipline) and in the work of educational-methodological meetings			One hour			No more than 6 hours per day

3. NORMS OF ACCOUNTING AND PLANNING THE TIME SPENT ON SCIENTIFIC-RESEARCH ACTIVITIES

NN	Research activity	Time norms (hour)				Notes
		One authentic page	One day of a business trip for a conference, consultation, seminar, and work	Member of a chair, council, participant of a training-game, member of student scientific council, supervisor of a group	Development of an entire topic, scientific supervision (for a year)	
1	2	3	4	5	6	7
3.1.	Doing scientific-research work (except for textbooks, educational-methodological handbooks and work related to the preparation for the lecture)					
3.1.1.	According to the plan of the chair				Up to 150 hours per year	
3.1.2.	According to the plan of the HEI				Up to 300 hours per year	
3.1.3.	According to the Police department				Up to 450 hours per year	
3.2.	Developing textbooks, study handbooks, lecture notes including their preparation for publication					Actual time spent is taken into account

3.2.1.	Developing new textbooks and monographies	Up to 100 hours				
3.2.2.	Republishing a textbook	Up to 50 hours				
3.2.3.	Developing a new study handbook, lecture notes, practice and informative materials	Up to 80 hours				
3.2.4.	Republishing a study handbook, lecture notes, practice and informative materials	Up to 45 hours				
3.2.5.	Preparation of lecture notes for publication	Up to 50 hours				
3.2.6.	Republication of lecture notes	Up to 25 hours				
3.3.	Developing scientific articles, reports, programs for scientific conferences and seminars	Up to 70 hours				
3.4.	Editing education programs, textbooks, study handbooks, lecture notes, monographies, and other scientific work	Up to 6 hours				
3.5.	Academic trip, attestation		Up to 6 hours per day			Actual time spent is taken into account
3.6.	Participation in the councils of an educational institution, in dissertation and other councils			Up to 40 hours per year		Actual time spent is taken into account
1	2	3	4	5	6	7
3.7.	Supervising students' scientific group			Up to 60 hours per year		On the condition to implement the plan
3.8.	Supervising students' scientific-research activities by the submission of a scientific article, report or abstract by the student			Up to 15 hours		
3.9.	Developing a dissertation research approved by the council of an educational					

	institution					
3.9.1.	PhD				Up to 200 hours per year	No more than 4 years
3.9.2.	Doctoral				Up to 400 hours per year	No more than 5 years
3.10.	Other types of scientific- research activities			Up to 50 hours per year		