

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL UNIVERSITY "CHERNIHIV POLYTECHNIC"

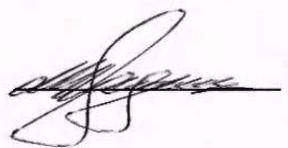
APPROVED BY
Academic council of Chernihiv
Polytechnic National University
31 August 2020, Protocol No. 6

Put into effect by Rector's Order
No. 26 as of 31 August 2020

AGREED

Chairman of the primary trade union organization of workers
National University
"Chernihiv Polytechnic" Trade Union of Education and
Science of Ukraine M..D.Kaidash

31 August 2020



NORMS

**time to perform the main types of educational, methodical,
scientific and organizational work of scientific and pedagogical workers
Chernihiv Polytechnic National University**

*(as amended in accordance with the decision of the Academic Council as of 30.11.2020, Minutes №9, and
the order*

rector № 101 dated 30.11.2020);

*(as amended in accordance with the decision of the Academic Council as of 25.01.2021, Minutes №1, and
the order*

Rector № 14 from 25.01.2021)

**Time norms for the implementation of the main types of educational,
methodological, scientific and
organizational work of scientific and pedagogical workers
Chernihiv Polytechnic National University**

Type of work	The norm of time	Note
1. Educational work		
<p>The estimated number of applicants for higher education in one academic group is 25 people (for bachelor's degree), 10 people (for a master's degree) and 5 people (for a bachelor's degree) degree of Doctor of Philosophy and for the training of foreign applicants for higher education English bachelor's, master's degree).</p> <p>A small academic group * is an academic group in which no more than:</p> <ul style="list-style-type: none"> - 12 full-time students with a bachelor's degree (for reading lectures and conducting practical (seminar) classes); - 7 full-time students with a bachelor's degree (for conducting laboratory work); - 5 full-time students with a master's degree (for lectures and conducting practical (seminar) classes); - 3 people on a full-time basis for a master's degree (for conducting laboratory work); - 3 persons for full-time and part-time education according to the educational and scientific degree Doctor of Philosophy (for lecturing and conducting practical (seminar) classes); - 2 full-time students for foreign applicants for higher education, who study in English with a bachelor 's degree, master' s degree (for lectures and conducting laboratory, practical (seminar) classes). 		
1.1. Carrying out lectures	1 year for one academic hour	The amount of hours allotted for lectures for small academic groups, calculated on the principle of direct proportionality actual quantitative composition of the academic group of applicants for higher education education relative to the conventional number 25 people **
1.2. Carrying out practical classes	1 hour for academic group for one academic hour	Of the individual disciplines that are regulated appropriate regulations are allowed division of the academic group into subgroups with taking into account the peculiarities of the study of these disciplines and life safety. The amount of hours allotted for the event practical classes for a small number academic groups, calculated by principle straight proportionality the actual quantitative composition of the academic groups of higher education seekers relatively the usual number of 25 people **. Allowed creation flows academic groups provided if general the number of applicants for higher education at conducting practical classes does not exceed 32 people

1.3. Carrying out laboratory to occupy	1 year and a half academic group for one academic hour	Distributed academically group applicants for higher education in subgroups such way to the number of applicants for higher education in subgroups was at least 10-12 people. WITH individual training disciplines, what are regulated appropriate
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Type of work	The norm of time	Note
		<p>regulations are allowed division of the academic group into subgroups with taking into account the safety of life. The amount of hours allotted for the event laboratory work for a small number academic groups, calculated by principle straight proportionality the actual quantitative composition of half academic group of applicants for higher education relative to the conventional amount of 25 persons **. Allowed creation flows academic groups provided if general the number of applicants for higher education at conducting laboratory to occupy not exceeds 20 people</p>
1.4. Carrying out seminar to occupy	1 hour for academic group for one academic hour	<p>The amount of hours allotted for the event seminars for a small number academic groups, calculated by principle straight proportionality the actual quantitative composition of the academic groups of higher education seekers relatively the usual number of 25 people **. Allowed creation flows academic groups provided if general the number of applicants for higher education at conducting seminar to occupy not exceeds 32 people.</p>

* - in accordance with the letter of the Ministry of Education and Science of Ukraine №1 / 9-496 dated 16.09.2016, work with small numbers

academic groups need individualization of work with applicants for higher education.

** - applicant for higher education, studying in a small academic group, receives the full amount of classroom hours in accordance with the individual curriculum and work curriculum of the discipline.

<p>1.5. Consultations with academic disciplines</p>	<p>From the volume study time, allotted to independent study training discipline on academic group: - 3.5 percent for full-time teaching; - up to 7 percent for correspondence form teaching</p>	<p>Calculated for the principle of direct proportionality of the actual quantitative composition academic group of applicants higher education relatively conventional quantity 25 people. the total number of classroom hours and hours on conducting consultations for distance learning is not must exceed 12% of total training time allotted for study academic discipline on academic group (at curriculum development and load distribution recommended correlation: 10% - classroom hours, 2% - hours for holding consultations)</p>
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1.6. Conducting examinations consultations	- semester exam - 2 academic hours to an academic group; - certification examination (complex, specialty) - 2 academic hours to the academic group	
1.7. Checking and accepting controls works, abstracts, which are provided curriculum and are performed under time of independent work	0.15 years per one work	The work checked and accepted the by one NPP
1.8. Management and acceptance (protection) of individual tasks, provided by the curriculum ***:		
-settlement, graphic and calculation and graphic works	0.30 years per one work (0.8 hours per graphic work for specialties 022 "Design" and 191 "Architecture and urban planning ")	Number of commission members - no more than three people
- course papers	1.8 years per course work, including 0.2 hours each commission members on conducting defence	Number of commission members - no more than three people
- course projects	2.4 years on course project, y including 0.2 hours to each member commission for holding protection	Number of commission members - no more than three people
*** - not less than 50% of the amount of hours provided for guidance and reception (defense) individual tasks should be set aside for consultation and reflected in NPP consultation schedule		
1.9. Conducting semester tests	0.2 hours per person applicant higher education	When conducting undifferentiated offset from the discipline "Physical education "- 2 hours on academic group
1.10. Conducting semester exams	0.3 hours per person	
1.11. Practice guide:		
- management of all types of practice graduates of full-time higher education teaching	1.5 years on higher applicant education for the entire period practices	Norm of time for evaluation applicants for higher education for the results of the passage practice is established graduating department in

- field management, forestry taxation, geodetic practice graduates of full-time higher education teaching	1.5 years on higher applicant education for 1 week	within the hours allotted to guide practice in in general.
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- practice guide on last year (undergraduate, production, technological, etc.) applicants for higher education by correspondence teaching		1 year of the applicant higher education for the whole period of practice	
1.12. Carrying out certification of applicants higher education (attestation exams and (or) protection of qualification works)		0.50 hours per person higher applicant education head and to each member examination commission	No more than six hours on day. Number of commission members - not more than four people (together with the head examination commission (EC))
1.13. Guidance, consulting and reviewing qualification works:			Including for counseling sections, general management, norm control and inspection compliance work applicants for higher education academic integrity. By one head is fixed to 8
Degree "Bachelor"		8,5 годин на одного здобувача вищої освіти	qualification works of OS "Bachelor" and up to 5 qualification works of OS "Master". Not less than 50% of the amount of hours provided for management, counseling and qualification review works should be assigned to conducting consultations head of the qualification work and display in gmail NPP consultation schedule.
Degree "Master" (educational and professional program):	Areas of knowledge: 12-15, 17-20, 27	14 hours for one higher applicant education	
	Areas of knowledge: 02, 05, 07, 08, 10, 22, 23, 24, 26, 28	10 hours for one higher applicant education	
OS "Master" (educational and scientific program)	Areas of knowledge: 12-15, 17-20, 27	19 hours for one higher education seeker	
	Areas of knowledge: 02, 05, 07, 08, 10, 22, 23, 24, 26, 28	15 hours for one higher education seeker	
1.14. Postgraduate Management *		5 hours a month	No more than 50 hours per year for a graduate student
1.15. Scientific consulting doctoral students *		5 hours a month	No more than 50 hours per year of the doctoral student

* The supervisor, who is a doctor of sciences, can carry out simultaneous scientific management (consulting), no more than three applicants for degrees, including those obtaining the degree of Doctor of Sciences.

A supervisor who has the degree of Candidate of Sciences (Doctor of Philosophy) may exercise simultaneous scientific supervision of work on dissertations of no more than two applicants for scientific degree of Doctor of Philosophy.

(Paragraphs 1.14 and 1.15 of the Rules of Time, as amended in accordance with the decision of the Academic Council as of 30.11.2020, protocol №9, and by order of the rector № 101 as of 30.11.2020)

<p>1.16. Conducting a training session (lecture, training, meeting, excursion, etc.) as part of the adaptation course "School</p>	<p>1 year on academic group (group flow) for one academic hour</p>	<p>The total amount of academic hours for the academic group (flow of groups) is determined appropriate working program adaptive course "School freshman ", which is developed in accordance with "Position about adaptation course "School freshman » for applicants for higher education the first year teaching educational degree</p>
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		<i>Bachelor in National University "Chernihiv Polytechnic ".</i>
<i>(Supplemented by paragraph 1.16 of the Rules of Time in accordance with the decision of the Academic Council as of 25.01.2021, protocol №1, and the order of the rector № 14 as of 25.01.2021)</i>		
2. Methodical work		
2.1. Preparation		To all authors in fact implementation
2.1.1. Textbook, training manual	150 hours / printing. arch.	
2.1.2. Lecture notes	50 hours / printing. arch.	
2.1.3. Methodical materials to:		
- practical, seminar, laboratory classes;	25 hours / printing. arch.	
qualification work, course work work (project) settlement-graphic work	50 hours / printing. arch.	
-independent work of higher applicants education, control measures	50 hours / printing. arch.	
- conducting practices	30 hours / printing. arch.	
2.2. Development::		To all authors in fact implementation
2.2.1. Educational program (junior bachelor / bachelor / master)	50/100/60 hours on program	
2.2.2. Curriculum (junior bachelor / bachelor / master)	25/50/30 hours on plan	
2.2.3. Curriculum work program discipline	up to 15 hours on program	
2.2.4. Examination tickets (tasks for the current, intermediate and semester control of knowledge)	0.5 hours for 1 task	
2.2.5. Rector's packages control works (RKR), complex qualification tasks (KKZ) to attestation exam and entrance exams for studying for OS "Master"	up to 2 hours on 1 RCR, KKZ	
2.2.6. Tasks for the individual works (course design, RGR) up to 0.5 hours on task	до 0,5 годин на завдання	
2.2.7. Development and preparation of new ones laboratory bench and other works up to 30 hours per 1 work	до 30 годин на 1 роботу	

<p>2.2.8. Development and implementation of new ones visual aids: presentations, posters, slides, videos fragments, diagrams, charts, etc. up to 1 year on 1 visual unit funds</p>	<p>до 1 години на 1 одиницю наочних засобів</p>
<p>2.2.9. Development of educational web resource discipline in electronic base educational and methodical software Moodle</p>	<p>up to 50% of the total volume of hours on academic discipline (up to 100% - at teaching discipline in English)</p>
<p>2.2.10. Current maintenance of the web resource academic discipline in electronic base educational and methodical Moodle software</p>	<p>up to 25% of the total volume of hours on academic discipline (up to 50% - at teaching)</p>

	discipline in English)	
2.3. Development and implementation application software for the discipline up to 100 years on 1 discipline	up to 100 years on 1 discipline	
2.4. Processing of educational and methodical materials	up to 30% of the standard for a new development	
2.5. Preparation for classroom classes with new discipline / taught	up to 3 years of the academy. hour / up to 0.5 hours on 1 academician. an hour	
3. Scientific work		
3.1. Execution of planned scientific researches with the reporting in such forms:		
- dissertation of the doctor sciences / doctor of philosophy;	up to 300/150 on 1 year	No more than 3 years
No more than 3 years - scientific and technical report according to DSTU 3008-2015;	up to 40 years per 1 print. arch.	To all authors in fact implementation
- monograph;	up to 300 years for a year	
- - scientific article in publications that are included in the SCOPUS database (Web of Science) /, in professional publications of Ukraine Category Used / other editions	100/80/50/30 hours on all authors	
- application for the issuance of security guards documents (patent for invention, on utility model, copyright certificate etc)	up to 50 years on an application	
-abstracts of reports at conferences, symposia, seminars	up to 15 years of thesis	
3.2. Organization and conduct of scientific competitions, conferences, symposia, seminars, international competitions / all-Ukrainian / regional / university	to 175/150/100/50 hours for all members organizing committee for 1 event	
3.3. Reviewing monographs, textbooks, manuals, dictionaries, reference books, dissertations, abstracts, scientific articles, research projects, etc	up to 10 years on 1 друк.арк	To all authors in fact implementation

3.4. Management of scientific work of higher education applicants:		
- for participation in competitions student scientific works international / all-Ukrainian / university;	up to 60/40/20 on year	
- with the preparation of a scientific article / with report at the conference;	- up to 25 years to the article / up to 10 years on the report	
- members of the scientific circle;	2 hours a week	
3.5. Participation in scientific exhibitions: international / all-Ukrainian / regional		
3.6. Participation in scientific exhibitions: international / all-Ukrainian / regional	up to 75/50/25 hours	For each exhibit at all authors
3.7. Preparation of materials (requests) on financing of research, projects, receipts grants	up to 100 years per 1 print. request sheet	To all authors
4. Organizational work		

4.1. Participation in the work:		
- sectors of the scientific and methodical council MES of Ukraine, scientific and methodological commissions (subcommissions), scientific and methodological councils, commissions of other ministries	up to 200 hours a year	
- industry expert National Security Agency quality of higher education	up to 150 hours a year	
- work as an accreditation expert educational programs National higher quality assurance agencies education	up to 100 hours a year	
4.2. Work in		
- Academic Council of the University as Chairman / secretary / board member;	up to 100/50/20 a year	
- specialized scientific councils with defense of dissertations as chairman / deputy / secretary / board member;	Up to 30/15/20/5 on defense of 1 dissertation	
- scientific and technical, methodical	up to 20 hours a year;	
- competition commissions, jury of competitions;	up to 20 hours on 1 competition, olympiad	
- examination commission (EC secretary)	0,5 годин на 1 здобувач вищої освіти	
4.3. Participation in meetings and methodical seminars of the department	up to 30 hours a year	
4.4. Acting Deputy head of the department at public ambush	up to 250 hours per year	
4.5. Work on the publication of scientific and methodical collections (editing, training) on a voluntary basis	up to 150 hours per year	To all authors in fact implementation
4.6. Management of applicants higher education on debt liquidation and to work out the missed ones laboratory, practical and seminars	up to 10 hours per semester on debtors academic group at 1 discipline	

4.7. Participation in the preparation and conduct student competitions	up to 80 hours a year	To all authors in fact implementation
4.8. Participation in the preparation and conduct sports competitions	up to 5 years for competitions	
4.9. Sectional work on selected species sports	up to 2 hours on one training	
4.10. Participation in educational work in student body, performance duties of curators of academic groups	10 hours a year for 1 applicant higher 1st year education 4 hours a year for 1 applicant higher education of senior courses	
4.11. Acting Deputy Dean of the Faculty (Director of the Institute, CPZN) on a voluntary basis up to 350 hours per year	up to 350 hours per year	
4.12. Registration of organizational and reporting documentation of scientific pedagogical worker (schedules, journals, plans, reports, etc.)	up to 25 hours a year	For all documents

4.13. Preparing a license or accreditation case specialty as working group leader / group member	100/50 hours on case	The number of group members is not more than 3
4.14. Organization, creation and maintenance of websites, pages in social networks of the university, department (another structural university unit)	up to 100 hours per year	For all performers
4.15. Mutual attendance of classes teachers and control visits classes by the head of the department	1 year / 1 year occupation	For each visitor
4.16 Professional development work (internship), study and implementation advanced experience organizations educational process, etc.	up to 120 hours a year	1 time in 5 years
4.17. Conducting an intermediate (modular) control of applicants' knowledge higher education	0.1 hour per person applicant higher education	For each intermediate (modular) knowledge control provided by the working curriculum discipline
4.18. Participation in career guidance work	up to 250 hours a year	By decision of the reception university commission
4.19. Individual work with applicants for higher education small groups	1 year for one academic an hour individual work	