



UNIVERSITY OF WORLD ECONOMY AND DIPLOMACY

Teaching Load Regulation

2025/2026

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I. INTRODUCTION

The regulation and implementation of teaching workloads and professional development programs at the University of World Economy and Diplomacy are firmly grounded in the national legislative framework and the strategic development policies of the Republic of Uzbekistan. In particular, these activities are carried out in accordance with the Order of the Minister of Higher Education, Science and Innovation of the Republic of Uzbekistan “[On Approval of the Regulations for Determining the Teaching Load and Teaching-Methodological, Research, and ‘Mentor–Mentee’ Activities of Faculty Members of Higher Education Institutions](#),” which establishes the norms for faculty teaching workloads as well as their teaching-methodological, research, and mentor-mentee activities.

This regulation defines the principles and processes for the calculation, allocation, and oversight of the professional workload of academic personnel—including professors, associate professors, senior lecturers, lecturers, assistants, and other instructional staff—at the University of World Economy and Diplomacy (UWED). It further provides a framework for the systematic integration of teaching, research, methodological development, and student mentorship duties into annual individual performance plans.

The purpose of this document is to establish a clear and consistent procedure for the formulation, coordination, and approval of annual individual work plans for academic staff. It ensures that all professional responsibilities are equitably assigned, transparently documented, and regularly reviewed in alignment with UWED’s strategic objectives and accreditation standards.

Key Provisions:

1. Basis of Workload Planning

The annual individual work plan serves as the foundational document for regulating the professional activities of faculty members. Plans are developed collaboratively between the academic staff member and the respective department chair, reviewed by the relevant vice-rectors, and formally

approved by the First Vice-Rector for Academic Affairs or the dean of the school.

2. Components of the Annual Work Plan

The individual work plan shall comprehensively incorporate the following categories of activity:

- Instructional duties (teaching load)
- Methodological work and curriculum development
- Research and scholarly activities
- Mentorship within the “mentor-apprentice” system

All responsibilities must be explicitly detailed in the plan for the forthcoming academic year. Evaluation of performance at the conclusion of the year is based solely on tasks completed within that period. Adjustments may be made to include additional duties undertaken during the academic year, subject to approval.

3. Workload Allocation Criteria

Workload distribution shall be determined as follows:

- For full-time academic staff: in full accordance with the qualification requirements of their appointed position.
- For part-time and adjunct faculty: proportionally to their contracted employment rate and in compliance with the qualification standards for their role.
- For hourly-based instructors: as stipulated within this regulation and relevant university policies.

4. Monitoring and Evaluation

Implementation of the annual individual work plan is subject to continuous oversight by the department chair. Formal reviews are conducted at the end of each semester by the school/faculty dean and vice-deans. In academic units without a school/faculty structure, monitoring shall be performed by the academic department or educational-methodological office

in coordination with the respective vice-rectors.

II. PURPOSE AND SCOPE OF THE REGULATION

The primary objective of this Regulation on the Distribution and Normative Calculation of Teaching Workload is to establish equitable, open, and effective mechanisms for allocating instructional responsibilities across the academic personnel of the University of World Economy and Diplomacy (UWED).

Key aims include:

- Promoting equitable and transparent assignment of teaching duties to foster balanced workloads among faculty members;
- Establishing a standardized framework for the computation of instructional hours and the formal acknowledgment of diverse academic contributions;
- Ensuring that instructional obligations are appropriately calibrated to correspond with the individual's academic position, involvement in research endeavors, development of educational materials, and supervisory responsibilities toward students and junior colleagues;
- Facilitating continuous enhancement of faculty members' expertise in professional, scholarly, and instructional domains;
- Upholding the highest standards of educational quality through measures that prevent excessive workload burdens and secure full adherence to applicable national regulatory requirements.

This Regulation shall govern all categories of academic personnel at UWED, encompassing permanent full-time and part-time school, visiting lecturers engaged on a substitute basis (both external and internal), as well as adjunct instructors employed under hourly remuneration agreements. It is binding upon every school/faculty, department, chair, and administrative subdivision within the University that participates in the planning, delivery, or oversight of the educational process.

III. THE MAIN PRINCIPLES OF THE REGULATION

The regulation is guided by a set of foundational principles that ensure consistency, quality, and institutional integrity in academic workload management:

1. Compliance with legislation

The planning, calculation, and distribution of academic workload shall be carried out in strict accordance with the legislation of the Republic of Uzbekistan, normative legal acts of the authorized state bodies in the field of higher education, and the internal regulatory documents of the University.

2. Equity and proportionality

Academic workload shall be distributed on the basis of fairness and proportionality, with due consideration given to academic position, qualification category, specialization, and approved workload norms, ensuring equal and non-discriminatory treatment of academic staff.

3. Transparency and accountability

Workload norms, allocation criteria, and procedural arrangements shall be clearly defined in official regulatory documents, approved in accordance with established procedures, and made accessible to academic staff, thereby ensuring transparency and institutional accountability.

4. Integrated nature of academic activity

Academic workload shall be determined as a unified system of professional activities, including teaching and instructional work, scientific research, methodological support, academic advising, and mentorship, as stipulated by national higher education standards and university regulations.

5. Quality assurance and educational outcomes

Workload planning and distribution shall be aimed at ensuring compliance with state educational standards, maintaining the quality of the educational process, and achieving planned learning outcomes within the framework of the University's internal quality assurance system.

6. Regulatory flexibility and special conditions

In cases provided by law, including academic leave, maternity and parental leave, assignment to administrative positions, or creative and research leave, academic workload may be adjusted in accordance with applicable legislation and internal university regulations.

7. Efficiency and rational use of resources

The allocation of academic workload shall ensure the efficient and rational use of academic staff potential and institutional resources, contributing to the stable and effective functioning of the higher education institution.

IV. CALCULATION OF PROFESSORS' TEACHING LOAD

The instructional workload assigned to faculty members within their annual individual work plans constitutes a fundamental component of their professional obligations. Its calculation is governed by the activity categories detailed in **Annex 1** of this regulation, which outlines the methodology for determining teaching load in higher education. This calculation is conducted in strict accordance with the established qualification criteria applicable to each academic position.

Approval of the instructional workload for professors and teaching staff is the responsibility of the University Academic Council, acting upon the formal recommendation submitted by the relevant school/faculty dean or department head.

It is important to note that the total number of instructional hours calculated for an individual does not form the basis for determining staffing quotas or for calculating monthly remuneration. Staffing levels are determined by the student-to-faculty ratio, as defined by institutional norms, while salaries are established in alignment with the approved university budget and prevailing regulatory frameworks governing compensation.

The delivery of lecture-based courses is generally reserved for faculty members who hold an academic title (e.g., Professor, Associate Professor) or a recognized scientific degree (e.g., Doctor of Sciences, Candidate of Sciences).

Under specific circumstances—such as an exceptionally high volume of lecture hours or a temporary shortage of qualified professorial staff—the University Academic Council may authorize instructors without such titles or degrees to deliver lectures, provided they possess a minimum of three years of documented scientific-pedagogical experience.

In compliance with the UWED Academic Regulations, effective from the 2025–2026 academic year, the standard annual teaching workload for faculty is established at 700 hours. The distribution of classroom contact hours within this total varies by academic rank and discipline:

For non-language disciplines:

- Professors: 200–250 hours
- Associate Professors: 300–350 hours
- Senior Lecturers: 360–400 hours
- Lecturers: 410–450 hours
- Assistant Lecturers/Trainees: 470–500 hours

For language disciplines:

- Professors: 360–400 hours
- Associate Professors: 550–600 hours
- Senior Lecturers: 610–650 hours
- Lecturers: 660–680 hours
- Assistant Lecturers/Trainees: 690–700 hours

Exceptions to these standard allocations may be granted by the University Council in cases involving the engagement of eminent specialists in the field, such as academicians or distinguished professors, to account for their significant non-instructional scholarly contributions.

V. DETERMINING PROFESSORS' METHODOLOGICAL, RESEARCH, AND "MENTOR-APPRENTICE" ACTIVITIES

The scope and nature of methodological, research, and mentorship ("mentor-apprentice") activities undertaken by faculty members are defined by the categories of work specified in **Annex 2** of this regulation. These

activities are not quantified in hourly terms but are assigned in alignment with the established qualification standards for each academic position.

The specific allocation and approval of duties in these domains are determined based on institutional needs and professional priorities. Upon recommendation from the school/faculty dean or relevant department head, the final approval of such responsibilities rests with the University Academic Council, ensuring consistency with position-specific qualification frameworks.

VI. CONCLUSION

This Teaching Load Regulation establishes an integrated system to govern the equitable, transparent, and effective assignment of instructional responsibilities to all academic personnel at the University of World Economy and Diplomacy. Through the articulation of foundational principles, operational procedures, and clear parameters for workload distribution, the regulation guarantees that instructional activities are consistently aligned with institutional objectives, national benchmarks for higher education, and the ongoing professional advancement of faculty members.

Adherence to this regulatory framework is designed to sustain educational quality, mitigate disproportionate work demands, and promote an optimal balance among instructional, research, and administrative functions. Furthermore, it introduces clear mechanisms of accountability and transparency in the oversight of academic duties, thereby supporting the enhancement of the university's scholarly climate.

This regulation functions as the primary reference document for deans, department chairs, and academic staff in the processes of workload planning, assignment, and evaluation. It will undergo regular formal review to ensure its continued applicability, operational efficacy, and conformity with advancing educational norms and accreditation requirements.

Annex 1.

Teaching Load of Professor Raimova Gulnora Mirvaliena from the Department of Systematic Analysis and Mathematical Modeling for the 2025-2026 Academic Year

| Course Name, Faculty, Group (Number of Students) | Lecture | Practical Class | Interim Assessments | Written Work (Final Assessment) | Consultation | Course Work | Supervision of Graduation Qualification | Supervision of Master's Dissertation | Supervision of a Research | Supervision of Internship | Participation in the State | Delivering an Open Lecture and Masterclass | Total (hours) | Total Rating Score | |
|--|------------------------|-----------------|---------------------|---------------------------------|--------------|-------------|---|--------------------------------------|---------------------------|---------------------------|----------------------------|--|---------------|--------------------|--|
| | I. ACADEMIC ACTIVITIES | | | | | | | | | | | | | | |
| Fall Semester | | | | | | | | | | | | | | | |
| Econometrics: 3rd Year, IER | 60 | 0 | 25,3 | 12,6 | 4 | | | | | | | 10 | 111,9 | | |
| Big Data Analysis in Economics: 4th Year, IER | 60 | 0 | 22 | 11 | 4 | | | | | | | 10 | 107,0 | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Total: | Plan | 120 | 0 | 47,3 | 23,6 | 8 | | | | | | 20 | 218,9 | | |
| | Actual | | | | | | | | | | | | | | |
| Spring Semester | | | | | | | | | | | | | | | |
| Probability and Statistics (Uzbek): 2nd Year, IER | 60 | 0 | 22,6 | 11,3 | 4 | | | | | | | 10 | 107,9 | | |
| Probability and Statistics (Russian): 2nd Year, IER | 60 | 0 | 25,9 | 12,9 | 4 | | | | | | | 10 | 112,8 | | |
| Supervision of GQW (Graduation Qualification) | | | | | | 6 | | | | | | | 150 | | |
| Internship for GQW (Graduation Qualification) | | | | | | | 6 | | | | | | 74,1 | | |
| Qualification Internship: 3rd Year, IER | | | | | | | | 6 | | | | | 28,8 | | |
| Supervision of MD (Master's Dissertation) (35*TS) | | | | | | | | 3 | | | | | 105 | | |
| Participation in the Defense of GQW (Graduation Scientific-Pedagogical Practice (10*TS)) | | | | | | | | 3 | | 2,4 | | | 2,4 | | |
| Participation in the Defense of MD (Master's) | | | | | | | | 3 | | 30 | | | 30 | | |
| Total: | Plan | 120 | 0 | 48,5 | 24,2 | 8,0 | | | | | | 34,8 | 20 | 613,4 | |
| | Actual | | | | | | | | | | | | | | |
| Total for the Academic | Plan | 240 | 0 | 95,8 | 47,8 | 16 | | | | | | 35 | 40 | 832,3 | |
| | Actual | | | | | | | | | | | | | | |

Страница 1

| II. EDUCATIONAL AND METHODOLOGICAL WORK | | | | | | | | | | | | | |
|---|--|--------------------------|--------|-------------|----------|--------|----------|-----------------------------|----|---------------------|--|--|--|
| № | Completed Works | Deadline | | Work Volume | | | | Extra Work Outside the Plan | | Total Rating Points | | | |
| | | Plan | Actual | Plan | | Actual | | | | | | | |
| | | | | o.t. | in hours | o.t. | in hours | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | |
| 1 | Developing course syllabi for BDAE (Big Data Analysis in Economics) and Econometrics | August 2025 | | | 60 | | | | | | | | |
| 2 | Preparing control questions and assignments for interim and final assessments for BDAE | September –December 2025 | | | 50 | | | | | | | | |
| 3 | Preparing presentation slides and handout materials for BDAE | September –December 2025 | | | 50 | | | | | | | | |
| 4 | Preparing handout materials for Probability and Statistics lessons | January – May 2026 | | | 50 | | | | | | | | |
| 5 | Preparing control questions and assignments for interim and final assessments for Probability and Statistics | January – May 2026 | | | 50 | | | | | | | | |
| 6 | Preparing presentation slides and handout materials for Econometrics | January – May 2026 | | | 50 | | | | | | | | |
| 7 | Preparing control questions and assignments for interim and final assessments for Econometrics | January – May 2026 | | | 50 | | | | | | | | |
| Total: | | | | | 360 | | | | | | | | |

Страница 1

| III. SCIENTIFIC AND RESEARCH WORK | | | | | | | | | | | | | |
|-----------------------------------|---|-----------------------------|--------|-------------|----------|--------|----------|-----------------------------|----|---------------------|--|--|--|
| № | Completed Works | Deadline | | Work Volume | | | | Extra Work Outside the Plan | | Total Rating Points | | | |
| | | Plan | Actual | Plan | | Actual | | | | | | | |
| | | | | o.t. | in hours | o.t. | in hours | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | |
| 1 | Preparing and publishing articles in national scientific journals (2) | November 2025, May 2026 | | | 80 | | | | | | | | |
| 3 | Preparing and publishing theses for national scientific-practical conferences (2) | December 2025, April 2026 | | | 60 | | | | | | | | |
| 4 | Preparing and publishing theses for international scientific-practical | January 2026 | | | 50 | | | | | | | | |
| 5 | Preparing and publishing articles in international scientific journals (2) | January 2026 and March 2026 | | | 100 | | | | | | | | |
| 6 | Developing computer software and obtaining copyright certificate | March 2026 | | | 40 | | | | | | | | |
| TOTAL: | | | | | 330 | | | | | | | | |

IV. ORGANIZATIONAL AND METHODOLOGICAL WORK

V. SPIRITUAL, EDUCATIONAL AND UPBRINGING WORKS

| № | Completed Works | Deadline | | Venue | Work Volume | | Extra Work Outside the Plan | Total Rating Points |
|---|---|-------------------------|--------|-------|-------------|--------|-----------------------------|---------------------|
| | | Plan | Actual | | Plan | Actual | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Establishing systematic and clear conversations with students (during duty at the department, during duty at the student residence) | 2024-2025 academic year | | UWED | 20 | | | |
| 2 | Organizing meetings with leading scientists | January-June | | UWED | 40 | | | |
| | | | | | | | | |
| | TOTAL: | | | | 60 | | | |

TEACHER'S RATING POINTS ACCUMULATED DURING THE ACADEMIC YEAR

| Type of activity | Academic activities | Educational and methodological | Scientific and research work | Organizational and methodological work | Spiritual, Educational, and Upbringing | Total |
|--|---------------------|--------------------------------|------------------------------|--|--|--------|
| Rating points | 832,3 | 360 | 330 | 90 | 60 | 1672,3 |
| Plan | | | | | | |
| Actual | | | | | | |
| Additional | | | | | | |
| Fine | | | | | | |
| Total | | | | | | |
| Conclusion of the department meeting: | | | | | | |
| Decision of the School Academic Council: | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Teacher | | | | | | |
| Head of Department | | | | | | |
| Dean of School | | | | | | |

Annex 2.

Time Standards for Calculating the Teaching Workload of UWED Professors and Instructors

| No. | Types of Work | Time Standards for Calculating Teaching Workload | Verification of Completed Work |
|-----|---|--|---|
| 1. | Conducting educational sessions (lectures, practical classes, seminars, individual and laboratory classes). | For one academic hour of teaching — 1 hour. | <p>Educational sessions are conducted according to the curriculum as uninterrupted two academic hours (80 minutes). In this case:</p> <p>Practical and seminar classes are usually held in academic groups of up to 30 students.</p> <p>Lecture sessions are usually conducted in combined academic groups of 50–200 students (streams).</p> <p>Teaching foreign languages, Russian, Uzbek, and a second foreign language is conducted in small groups of up to 18 students.</p> <p>The completion of educational sessions is recorded in an electronic system.</p> |
| 2. | Conducting assessments stipulated in the curriculum, checking students' work, providing consultations, and holding midterm and final evaluations. | For midterm assessments — 0.6 hours per student; For final assessments — 0.3 hours per student; For consultations — 2 hours per stream. | <p>Midterm and final assessments are reflected in the relevant schedules. Written work results are stored for 6 months after publication. The assessment schedule (timeline) is reflected in the syllabus and announced to students by the professor at the beginning of the semester.</p> <p>These time norms also apply to repeated courses (trimesters).</p> |
| 3. | Supervising undergraduate students' internships, checking and evaluating reports. | Supervising an undergraduate internship — 6 hours per workday for one academic group. | <p>The workload hours of the professor for this type of work should not exceed 20% of their total teaching load.</p> <p>The completion of these tasks is determined based on the UWED order on internships, the student's</p> |

| | | | |
|----|---|--|--|
| | | | internship diary, and relevant records of grades for the internship. |
| 4. | Supervising undergraduate students' graduation qualification work (diploma project/thesis) and writing evaluations. | Supervising an undergraduate graduation qualification work (diploma project/thesis) — 25 hours per student per academic year. | Each professor can be assigned up to 12 students for graduation qualification work (diploma project/thesis) per academic year. The fact that a professor supervised a graduation qualification work (diploma project/thesis) and wrote evaluations is confirmed by the UWED order, the written evaluation, and the submission of the work for defense. |
| 5. | Participating in the final state attestation commission for the defense of students' graduation qualification work (diploma project/thesis) or master's dissertation. | Participation in the final state attestation commission: For one diploma project/thesis — 0.4 hours. For one master's dissertation — 0.8 hours; Daily teaching workload for a professor should not normally exceed 8 hours. | Participation in the final state attestation commission is determined based on the UWED order and the records of the defense results. The total hours are credited to each member participating in the final state attestation commission. If the composition of the final state attestation commission could not be determined in advance, the members are paid hourly after the commission completes its work. Hourly work of this type is not included in the professor's annual personal work plan. |
| 6. | Supervising master's students' dissertations and scientific research (scientific advising). | Supervising a master's student's dissertation and research (scientific advising) — 35 hours per student per academic year. | A professor or doctor of science can supervise up to 10 master's students, while an associate professor, candidate of science, or practitioner-specialist can supervise up to 7 students for master's dissertations and internships (scientific advising). The completion of this work is confirmed by the UWED order, the student's calendar work plan, and the submission of the master's dissertation for defense. |
| 7. | Preparing and delivering open, problem-based, integrated lectures and master classes. | Preparing and delivering a two-academic-hour open lecture or master class — 5 hours. | Open lectures, problem-based lectures, and master classes are confirmed based on the relevant plans and supporting documents of their implementation. |
| 8. | Supervising the scientific-pedagogical internship of master's students. | Supervising the scientific-pedagogical internship of a master's student — 10 hours per student per academic year. | A professor or doctor of science can supervise up to 10 master's students, and an associate professor, candidate of science, or practitioner-specialist can supervise up to 7 students for scientific- |

| | | | |
|--|--|--|--|
| | | | pedagogical internships. This activity is confirmed by the University order, the student's internship diary, and assessment records. |
|--|--|--|--|