	<b>EPOKA UNIVERSITY</b> <b>DIRECTIVE ON THE TEACHING LOAD</b>				
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## Article 1

### Scope

The scope of this Directive is to define the criteria for the calculation of the weekly teaching load of the full-time and adjunct academic staff involved in the first, second and third study cycles at EPOKA University.

## Article 2

### Teaching load and its calculation

- The weekly teaching load of the academic staff members at EPOKA University is carried out in accordance with their employment contracts. In cases when the weekly teaching load is not defined by the respective employment contract, the weekly teaching load according to the academic as well as managing and administrative duties is as follows: Rector 6 (six), Vice-Rector 9 (nine), Dean 9 (nine), Head of Department/Base Unit 12 (twelve), Director of Center under the Rector 12 (twelve), Head of administrative unit 12 (twelve), academic staff member belonging to the “Professor” category (Prof. Dr. 16 (sixteen) and Assoc. Prof. Dr. 16 (sixteen), academic staff member belonging to the “Lecturer” category (Dr./PhD holders) 16 (sixteen), academic staff member belonging to the “Assistant Lecturer” category 18 (eighteen).
- The calculation of the weekly teaching load of the academic staff members at EPOKA University according to their activities is shown below.


Table 1: Weekly teaching load stemming from teaching activities

Activity	Teaching load (Hour)
1 hour theory	1 hour
1 hour practice (seminar and other application activities)	1 hour
1 hour laboratory	1 hour
Final Comprehensive Exam	1 hour

Table 2: Weekly teaching load stemming from supervision activities

Activity	Teaching load (Hour)
Supervision of the first cycle (Bachelor) graduation project	0.25 hour per supervised student
Supervision of the second cycle (Master's) thesis	0.50 hour per supervised student
Professional Practice	1 hour
Summer Practice and similar courses	1 hour

Drafting Unit	Controlling Unit	Approving Unit
Institutional and Legal Affairs Office	Administrative Board	Academic Senate

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Thesis Research, Term Project, Supervised Independent Study and similar courses	1 hour
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Table 3: Weekly teaching load stemming from class advising

Activity	Teaching load (Hour)
Class advising	1 hour

- c) The supervision process of the first cycle (Bachelor) graduation project and of the second cycle (Master's) thesis starts from the assignment of the supervisor until the student's graduation.
- d) The calculation and payment of the supervision of PhD dissertations is regulated by specific provisions.
- e) The calculation of the teaching load is done on a weekly basis. Make-up hours are calculated in the week they are performed.
- f) Concerning midterm and final exams, the teaching load is calculated as two hours per each exam. This teaching load is added to the overall teaching load of the respective academic staff member for that week. The students' number is not considered in the calculation.
- g) The member of the academic staff can be granted a payment for at most 10 extra course hours per week.
- h) The granting of payment for extra course hours is done only for those hours taught in person by the academic staff member.
- i) The Administrative Board of EPOKA University defines the unit payment for every extra course hour of the academic staff member who exceeds the normal teaching load.
- j) Concerning courses and thesis supervision as well as related activities conducted during the weekend, official holidays, semester holidays and paid annual leave or beyond the normal working hours, no supplementary extra course payment can be granted.

### Article 3

#### Lecture Fee Request Form and fee payment


The full-time academic staff members shall submit at the end of each month to the Department Coordinator of the respective unit the *Lecturer Fee Request Form*. Concerning adjunct academic staff members, the Department Coordinator of the respective unit shall fill out and submit at the end of each month the *Teaching Load of Adjunct Academic Staff Form*. The forms after being approved by the University Administrator are processed by the Finance Office. In case the mentioned forms are not submitted within the defined time period and not filled in accordance with the internal procedure of the university, they can not be processed.

### Article 4

#### Entrance into force

This Directive enters into force on the day of its approval by the Academic Senate of EPOKA

Drafting Unit	Controlling Unit	Approving Unit
Institutional and Legal Affairs Office	Administrative Board	Academic Senate

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University.

## Article 5

### Enforcement

The enforcement of this Directive is ensured by the Rector of EPOKA University.

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