



The document is approved

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LTD European University

Methodology of determining the number of academic and invited staff

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General Provisions

1. The present methodology for determining the number of academic and invited staff is used for the purpose of establishing the number of academic and invited staff required for implementation of the educational programs of the European University.
2. Determining the number of academic and invited staff required for the implementation of educational programs at the European University is conducted with the direct involvement of the faculties, in particular, the deans of the faculty and the heads of the program.

Mechanism of determining the number of academic and invited staff

1. The following is taken into consideration while determining the number of academic and invited personnel:
 - A) Number of students enrolled at an educational program;
 - B) Maximum number of students admitted to a group within the educational programs of the European University;
 - C) The number of hours of lectures and practice per week in the mandatory learning courses of the specialty, within the framework of educational programs;
 - D) Maximum number of hours to be implemented allowed for academic staff;
 - E) Target benchmarks (minimum percentage requirements and maximum admissions) for academic and invited staff at the European University.

Target benchmarks for determining the number of academic, affiliated academic and invited staff

1. Target benchmarks for determining the number of academic, invited and affiliate academic staff are:
 - A) Minimum 60% of the hours of the mandatory specialty learning courses within the educational programs (at all levels) must be delivered by the academic staff and, consequently, a maximum of 40% by the invited staff (unless the specifics of the program (e.g. Information Technologies educational program and clinical courses of the Certified MD educational program- required a different ratio). In this case, academic staff ration shall not be less than 40%.
 - B) At least one affiliate professor in the field shall be involved in the implementation of the educational program (at all levels), and at least 1 affiliate professor, and, according to the various

areas existing within the program (e.g. Finances, Marketing, Management, Accounting, etc. in the Business Administration Education Program).- at least 1 affiliate professor / associate professor / assistant professor. And at least one affiliate professor in each study module at the Faculty of Medicine.¹

C) After providing the program with the minimum admissible number of academic staff, it is possible to involve the invited staff of the University in implementation of the program. It is not permissible that the program is implemented only with the use of academic staff, accordingly, it is mandatory to involve invited specialists in the implementation of the program.

Maximum number of students admitted to educational courses and maximum number of academic hours to be conducted by academic staff

1. The specifics of the educational courses are taken into consideration when determining the maximum number of students admitted to the courses within the educational program.

At the European University within the framework of educational programs the following is permissible:

A) Maximum number of students in a group in educational courses: On the theoretical part of the training courses - maximum 75 students; On the practical part of the training courses - a maximum of 25 students. At the Faculty of Medicine: I, II, III academic year, for the theoretical part of the basic training courses - maximum 150 students, for the practical part - maximum 22 students; IV, V, VI academic year, for the theoretical part of clinical training courses - maximum 150 students, for the practical part - maximum 11 students; During practical work in the simulation center - maximum 11 students; Problem-Based Learning (PBL) - Maximum 7 students; Case-Based Learning (CBL) - Maximum 7 students; Bedside teaching - maximum 5 students;

B) in case of foreign language courses, the maximum number of students in a group - 22 students;

C) in case of training courses, where laboratory training is required, the maximum number of students in a group - 22 students;

2. Semester training load of academic staff:

- Professor - maximum 270 hours per semester (average 18 academic hours per week);

- Associate Professor - maximum 315 hours per semester (average 21 academic hours per week);

¹ According to the University Strategic Plan for 2025, 90% of the academic staff should be affiliated academic staff of the University.

- Assistant Professor - a maximum of 360 hours per semester (average of 24 academic hours per week);
- Assistant - a maximum of 360 hours per semester (average of 24 academic hours per week (practical / group work hours, etc.)

Calculation of the number of academic and invited staff for educational programs

1. Taking into consideration the above assumptions, the minimum / maximum permissible number of academic and invited staff for the educational program is calculated as follows:

The minimum permissible number of academic staff

$$\frac{\left[L \left(\frac{X_{st}}{L_{st}} / Y \right) + P \left(\frac{X_{st}}{P_{st}} / Y \right) \right] * 0.6}{H_{ac}}$$

Where,

L - number of lecture hours to be conducted per week within the mandatory specialization courses in the odd/ even semesters of the educational program ²

P – number of hours of the practical classes to be conducted per week within the mandatory specialization courses in the odd/ even semesters of the educational program ³

X_{st} – Number of students enrolled in the educational program (with active status)

L_{st} – Maximum number of students allowed for the theoretical part of the training courses

P_{st} - Maximum number of students allowed for the practical part of the training courses

H_{ac} - Maximum average number of hours adisiible per week for academic staff⁴

Y - Number of academic years of the educational program

² number of lecture hours to be conducted per week within the mandatory specialization courses are calculated separately in the odd/ even semesters of the educational program, and from the numbers received we take the largest.

³ Number of hours of practical classes to be conducted per week within the mandatory specialization courses are calculated separately in the odd/ even semesters of the educational program, and from the numbers received we take the largest.

⁴ Arithmetic mean of the number of hours permissible per week for academic staff in subpoint 4.2 of the present document.

Note:

1. Ratios in the formula $\left(\frac{X_{st}}{L_{st}}\right)$ and $\left(\frac{X_{st}}{P_{st}}\right)$ are always rounded surplus (e.g. if in result of the ratio is received 1.1, the result is rounded to 2). The ratio of the result obtained by the ratio to the number of years of study at the educational program is also rounded surplus.
2. Ratios $\left(\frac{X_{st}}{L_{st}}\right)$ and $\left(\frac{X_{st}}{P_{st}}\right)$ is divided into the number of years of study at the educational program, to calculate the average number of groups per course, and to calculate the total number of lecture and practical hours per week, the number of lecture and practical hours per week in the odd / even semesters of the educational program within the compulsory specialty training courses is multiplied by the average number of groups in one course.