

**Order of the Minister of Higher and Secondary Specialized Education of the
Republic of Uzbekistan**

**On Approval of the Rules for Determining the Teaching Workload,
Educational-Methodological, Research, and “Mentor–Mentee” Activities of
Higher Education Institution Faculty Members**

[Registered by the Ministry of Justice of the Republic of Uzbekistan on October 8, 2018,
Registration No. 3076]

In accordance with the Law of the Republic of Uzbekistan “On Education”, as well as in accordance with the Decree of the President of the Republic of Uzbekistan No. PF-4947 of February 7, 2017, “On the Action Strategy for the Further Development of the Republic of Uzbekistan,” the Presidential Resolution No. PQ-2909 of April 20, 2017, “On Measures for the Further Development of the Higher Education System,” and the Presidential Resolution No. PQ-3775 of June 5, 2018, “On Additional Measures to Improve the Quality of Education in Higher Education Institutions and Ensure Their Active Participation in the Comprehensive Reforms Being Implemented in the Country,” and for the purpose of regulating and systematizing the individual work plans of faculty members, I hereby order:

1. The Rules for Determining the Teaching Workload, Educational-Methodological, Research, and “Mentor–Mentee” Activities of Higher Education Institution Faculty Members, attached to this Order, shall be approved.

2. The Order of the Minister of Higher and Secondary Specialized Education of the Republic of Uzbekistan No. 5-2015 of September 9, 2015, “On Approval of the Rules for Determining the Workload of Higher Education Institution Faculty Members in Teaching, Scientific-Methodological, Research, Organizational-Methodological, Spiritual-Moral, and Educational Activities” (registered under No. 2720 on October 19, 2015; *Collection of Legislative Acts of the Republic of Uzbekistan*, 2015, No. 42, Article 540) shall be deemed invalid.

3. This Order shall enter into force on the date of its official publication.

Minister: I. Madjidov

Tashkent

September 10, 2018

Order No. 20-2018

RULES

On Determining the Teaching Workload and Educational-Methodological, Research, and “Mentor–Mentee” Activities of Higher Education Institution Faculty Members

These Rules establish the procedures for determining the teaching workload and the educational-methodological, research, and “mentor–mentee” activities of faculty members of higher education institutions, in accordance with the Law of the Republic of Uzbekistan “On Education” and the Resolution of the President of the Republic of Uzbekistan No. PQ-3775 of June 5, 2018, “On Additional Measures to Improve the Quality of Education in Higher Education Institutions and Ensure Their Active Participation in the Comprehensive Reforms Being Implemented in the Country.”

These Rules shall not apply to Tashkent State University of Law, higher military and militarized educational institutions, or international and foreign higher education institutions operating in the territory of the Republic of Uzbekistan.

Chapter 1. General Provisions

1. The standardization of the work of faculty members of higher education institutions (hereinafter referred to as faculty members) shall be based on individual annual work plans prepared by each faculty member and the head of the department for each academic year and approved by the Vice-Rector for Academic Affairs (or the Dean of the Faculty) in consultation with the vice-rectors.

2. The individual annual work plan of a faculty member shall include the teaching workload as well as educational-methodological, research, and “mentor–mentee” activities. All categories of work must be fully and accurately reflected in the faculty member’s annual work plan. At the end of the academic year, only the work performed during that academic year shall be taken into account.

Additional work performed during the academic year may also be incorporated into the faculty member's annual work plan.

3. The teaching workload and educational-methodological, research, and “mentor–mentee” activities included in a faculty member’s individual work plan shall be determined as follows:

- for full-time faculty members, based on the qualification requirements established for their academic positions;
- for part-time and adjunct faculty members, in proportion to their employment rate and based on the qualification requirements established for their academic positions;
- for faculty members employed on an hourly-paid basis, the teaching workload shall be determined in accordance with these Rules.

4. The implementation of each faculty member’s annual individual work plan shall be monitored regularly by the head of the department and, at the end of each

semester, by the dean of the faculty, deputy deans, the Academic Affairs Department (or Academic-Methodological Office) in institutions without faculties, and the vice-rectors responsible for the relevant areas.

Chapter 2. Calculation of Faculty Teaching Workload

5. The volume of the teaching workload (including accompanists participating in instructional activities in the fields of culture and arts) included in the faculty member's annual individual work plan, expressed in hours, shall be calculated in accordance with the **Time Standards for Calculating the Teaching Workload of Higher Education Institution Faculty Members**, provided in **Annex 1** to these Rules, taking into account the qualification requirements for the respective academic positions.

The teaching workload assigned to faculty members according to their positions shall be approved by the Academic Council of the higher education institution upon the recommendation of the dean of the faculty (or the head of the department).

6. The number of teaching hours calculated as the teaching workload shall not serve as the basis for determining the number of staff positions or the monthly salaries of faculty members.

The number of staff positions shall be determined based on the ratio of faculty members to students, while monthly salaries shall be determined in accordance with the approved budget estimates and relevant regulatory legal acts.

7. In order to encourage scientific-methodological and research activities conducted in accordance with the Regulation on the Procedure for Granting Creative Leave approved by Resolution No. 758 of the Cabinet of Ministers of the Republic of Uzbekistan dated November 14, 2024, as well as other regulatory legal acts, the teaching workload of faculty members may be adjusted by decision of the Academic Council of the higher education institution upon the recommendation of the department meeting.

In such cases, the corresponding portion of the teaching workload shall be redistributed among other faculty members of the department as an additional workload.

8. Lectures shall be delivered by faculty members holding academic titles or academic degrees.

Where necessary (for example, when the volume of lectures is high or there are insufficient professors, associate professors, or senior lecturers), a lecturer with at least three years of academic and pedagogical experience but without an academic title or academic degree may, by decision of the Academic Council of the higher education institution, be authorized to deliver up to **250 hours** of lectures during one academic year.

It is recommended that the total number of instructional hours (lectures, practical/tutorial classes, seminars, and laboratory classes) assigned to a faculty member should not be less than **400 hours**. Where leading specialists in the field (academicians and professors) are engaged by the department, the Academic Council may approve changes to this minimum teaching load.

Chapter 3. Determination of Educational-Methodological, Research, and “Mentor–Mentee” Activities

9. Educational-methodological, research, and “mentor–mentee” activities for which no hourly workload is calculated shall be determined based on the **Types of Educational-Methodological, Research, and “Mentor–Mentee” Activities of Higher Education Institution Faculty Members**, provided in **Annex 2** to these Rules, and in accordance with the qualification requirements for faculty positions.

10. The scope of educational-methodological, research, and “mentor–mentee” activities shall be approved by the Academic Council of the higher education institution upon the recommendation of the dean of the faculty (or the head of the department), taking into account the necessity of performing such activities and the qualification requirements for faculty positions.

11. With the aim of continuously improving the scientific, pedagogical, and creative competence of faculty members; developing students’ deep theoretical knowledge and practical professional skills; fostering interest in science; instilling national and universal values; and preparing highly qualified specialists, the head of the department shall assign specific tasks relating to educational-methodological, research, and “mentor–mentee” activities and shall organize teaching using advanced pedagogical methods, computer technologies, and modern educational materials.

Chapter 4. Final Provision

12. These Rules have been agreed upon with the following bodies:

- Ministry of Finance of the Republic of Uzbekistan;
- Ministry of Economy;
- Ministry of Health;
- Ministry of Public Education;
- Ministry of Foreign Affairs;
- Ministry for the Development of Information Technologies and Communications;
- Ministry of Culture;
- Ministry of Physical Culture and Sports;
- Ministry of Construction;
- State Inspectorate for Supervision of Quality in Education;
- State Tax Committee;
- State Committee for Highways;
- Academy of Arts of Uzbekistan;
- Joint-Stock Company “Uzbekistan Railways”;
- State Enterprise Navoi Mining and Metallurgical Combine.

Appendix #1
to the Regulations on Determining the Teaching-
Methodological, Scientific Research, and "Mentor–
Mentee" Activities of Higher Education Institution
Faculty Members

**Time norms for calculating the teaching workload of faculty members at
higher education institutions**

No.	Type of Work	Time Allocation	Verification of Completion
1	Conducting classes (lectures, practical classes, seminars, individual lessons, laboratory classes)	1 hour per academic hour	Classes are conducted according to the curriculum for one academic hour (45 minutes) or two consecutive academic hours (80 minutes). Normally: • Practical and seminar classes: academic groups of up to 25 students . • Lectures: combined academic groups (streams) of up to 100 students ; in medical HEIs, groups assigned to clinical departments. • Laboratory classes, foreign (Russian) language instruction, descriptive geometry and engineering graphics practical classes, pre-clinical, biomedical and hygiene subjects in medical HEIs, and teaching non-philological subjects in a foreign language: 12–15 students per group. • Individual instruction in culture, arts and sports: 1–10 students ; ensemble classes: 2–12 students . • Clinical disciplines in medical HEIs: 5–10 students per group. Conducted classes are recorded in the academic journal (or teaching journal for medical HEIs).
2	Conducting review lectures and consultations for State Final Certification	6 hours per subject (per stream)	Recorded in the State Final Certification schedule.

3	Supervising course papers and course projects; consultations	2 hours per course paper; 3 hours per course project	Normally one instructor supervises up to 50 students (1–2 academic groups) per semester. In medical HEIs, according to the curriculum.
4	Conducting course paper/project defenses	0.4 hours per course paper defense; 0.6 hours per course project defense	Daily workload must not exceed 8 hours . At least 2 instructors participate. Total hours are divided equally among participants. Participation is recorded in official reports.
5	Conducting State Final Certification	Written exam: 3 hours per academic group . Oral exam: 0.2 hours per student . Creative work: 0.3 hours per student . Checking written/creative work: 0.2 hours per paper . Test: 1 hour per academic group . Medical HEIs (integrated pre-clinical and bedside clinical exam): 0.5 hours per student .	The chair of the commission receives an additional 20% above a commission member's workload. Daily workload is limited to 8 hours . Workload distribution depends on exam type. Participation is confirmed by official orders and examination records. If commission membership cannot be determined in advance, payment is made on an hourly basis after completion and is not included in the annual workload plan.
6	Checking assignments, calculation and graphical assignments, consultations, reviews; in medical HEIs, checking case histories and expert reports	0.3 hours per assignment (maximum 1 hour per subject) . Case history/expert report: 0.5 hours each .	One instructor may be assigned up to 3 academic groups by department decision. Medical case histories are retained for one year. Completion is recorded in student assessment journals.
7	Midterm and final assessments; accepting make-up examinations	Midterm: 0.2 hours per student . Final assessment: 0.3 hours per student . Make-up exam: 0.3 hours per student , maximum 20 hours per semester per instructor.	Maximum 2 midterms per subject each semester. No midterm for certain low-contact-hour courses outside the modular system. Assessment schedules are published at the semester's beginning. Written work is retained for 6 months . Make-up exams are recorded in journals or reports.
8	Supervising undergraduate internships; checking reports and grading	Professional internship: 0.5 hours per student per working day . Training internship: 6 hours per	Internship supervision workload may not exceed 20% of the instructor's teaching workload. Verified

		academic group per day. Industrial/pedagogical internship (within institution's locality): 3 hours per group per day. Outside locality: 6 hours per group per day. Individual internship: 2 hours per student for the entire internship.	by institutional orders, internship diaries, and grading records.
9	Supervising undergraduate graduation theses (diploma projects/theses) and writing evaluations	25 hours per student per academic year; 30 hours for technical disciplines.	Maximum 7 students per instructor annually. Verified by institutional order, written evaluation, and submission for defense.
10	Participation in State Final Certification Commission for defending graduation theses and master's dissertations	Graduation thesis/project: 0.4 hours each. Master's dissertation: 0.8 hours each.	Daily workload normally limited to 8 hours. All participating commission members receive the allocated hours. Maximum per session: 8 undergraduate theses or 4 master's dissertations. Hourly payment applies when commission membership is determined after completion.
11	Supervising master's students' scientific-pedagogical activities and internships; clinical residents in medical HEIs	50 hours per student/resident per academic year	Professors/doctors of science may supervise up to 5 students ; associate professors, PhD holders and specialists up to 3 students. Up to 4 clinical residents may be supervised. Verified through work plans, internship documentation, and assessment records.
12	Supervising master's dissertations and research (scientific advising)	50 hours per student per academic year	Supervision limits are the same as above. Verified by institutional order, work plan, and dissertation submission.
13	Participation in admission examinations (creative/professional, master's, clinical residency, PhD selection, qualification exams)	Written exam: 3 hours per applicant group. Oral exam: 0.3 hours per applicant. Test: 1 hour per applicant group. Checking written/creative work: 0.3 hours per paper.	Daily workload limited to 8 hours. Written examination hours are divided equally among commission members. Oral/test examination hours are assigned to each commission member. Participation is confirmed by official orders and examination records. Hourly

			payment applies if commission membership is determined after completion.
14	Scientific advising of doctoral students and independent researchers	Doctoral student: 100 hours per academic year. Independent researcher: 50 hours per academic year.	Professors, Doctors of Science, Candidates of Science, and Associate Professors may supervise up to 3 doctoral students/independent researchers at their institution. Verified by institutional orders and completion of individual work plans.
15	Preparing and delivering open lectures, problem-based lectures, integrated lectures, and master classes	Open lecture/master class: 5 hours per academic hour. Maximum annual workload for open/problem-based/integrated lectures: 30 hours. Master classes: • Institutional level: 30 hours/year. • National level: 40 hours/year. • International level: 60 hours/year.	Verified through institutional plans and supporting documentation.
16	Participation in retraining and professional development courses	36 hours per week during the training period	Verified by a certificate of completion.
17	Reviewing correspondence (distance-learning) students' control assignments	0.75 hours per assignment review. 0.25 hours for discussion of each assignment. Maximum 1.5 hours per subject per semester.	Assignment schedules are announced to students at the beginning of the semester.

Annex #2
to the Rules on Determining the Teaching-
Methodological, Scientific Research, and
Mentor–Mentee Work of Faculty Members
of Higher Education Institutions.

Types of educational-methodological, scientific research, and mentor–mentee activities of higher education institution faculty members

No.	Types of Work	Mechanism for Implementing the Work Type	Determination of Completion of Work
I. Educational and Methodological Work			
1	Development, writing, and publication of new lecture texts, exercise (problem) collections, laboratory and creative work methodological manuals.	Creation of new lecture texts, exercise (problem) collections, laboratory work and creative work methodological manuals.	Determined based on materials recommended for publication by the decision of the Academic-Methodological (Scientific) Council of the higher education institution (faculty).
2	Preparation (creation) of handouts, electronic educational programs and video lessons (within the subject), as well as presentation slides and teaching programs using relevant computer software.	Preparation of updated handout educational materials; preparation of presentation slides and teaching programs using computer software for the subject; creation of electronic educational programs and video lessons within the subject.	Determined based on materials (programs) used during the current academic year at the higher education institution.
3	Writing and preparing textbooks and teaching manuals for publication.	Writing textbooks and teaching manuals and preparing them for publication.	Determined based on textbooks and teaching manuals recommended for publication by the decision of the Academic-Methodological (Scientific) Council of the higher education institution (faculty).
4	Re-publication of textbooks and teaching manuals with additions and modifications.	Making relevant changes and additions to textbooks and teaching manuals and preparing them for publication.	Determined based on textbooks and teaching manuals recommended for publication by the decision of the Academic-Methodological (Scientific) Council of the higher education institution (faculty).

No.	Types of Work	Mechanism for Implementing the Work Type	Determination of Completion of Work
5	Preparation and publication of methodological manuals (guides, brochures).	Preparation and publication of methodological manuals (guides, brochures) related to education.	Determined based on methodological manuals (guides, brochures) recommended for publication by the decision of the Academic-Methodological (Scientific) Council of the higher education institution (faculty).
6	Development of the subject's educational-methodological complex and creation of an electronic module folder for the subject.	Creation of the subject's educational-methodological complex.	Determined based on materials used in the educational process.
7	Updating existing laboratory work.	Updating existing laboratory assignments.	Determined based on department meeting minutes and newly prepared methodological instructions for laboratory work during the current academic year.
8	Preparation and implementation of new laboratory work, including preparation and implementation of virtual laboratory work.	Preparation and implementation of new laboratory assignments.	Determined based on department meeting minutes and newly prepared methodological instructions for laboratory work during the current academic year.
9	Development of qualification requirements, standard curricula, and standard educational programs for new subjects in bachelor's, master's, and clinical residency programs.	Development of qualification requirements, curricula, and educational programs.	Determined based on approved qualification requirements, standard curricula, and programs for the current academic year.
10	Development of working curricula and subject-specific working educational programs.	Development of working curricula and subject-specific working educational programs.	Determined based on department meeting minutes and working curricula and programs prepared during the current academic year.

No.	Types of Work	Mechanism for Implementing the Work Type	Determination of Completion of Work
11	Translation of textbooks, teaching manuals, and other materials.	Translation of textbooks, teaching manuals, and other subject-related materials.	Determined based on translated materials prepared during the current academic year, approved by the relevant order of the higher education institution and the Academic-Methodological (Scientific) Council.
12	Development of assessment questions (tests, problems, etc.) and assignments for midterm and final evaluations in subjects.	Development of assessment questions (tests, problems, etc.) and assignments for midterm and final evaluations.	Determined based on the set of assignments developed and implemented through department approval records.
II. Scientific Research Work			
13	Preparation and publication of scientific articles, theses, inventions (patents), and software tools.	Publishing scientific articles in foreign and local scientific journals (included in the national accreditation lists), obtaining patents, and publishing conference theses.	Each scientific article, invention, and thesis is counted. Determined based on works prepared and published during the current academic year.
14	Publication of monographs and brochures, preparation of analytical information materials, and creation of creative works.	Determined based on works published (prepared) during the current academic year.	—
15	Publication of a personal (thematic) creative works catalogue and creation of new projects.	Publication of personal (thematic) creative works catalogues and creation of new projects.	Determined based on works published (created) during the current academic year.
16	Editing textbooks, monographs, brochures, and teaching manuals.	Editing textbooks, teaching manuals, monographs, and brochures.	Determined based on publication of textbooks, monographs, teaching manuals, and brochures during the current academic year.
17	Conducting scientific research according to topics approved by the Council of the	Consideration is given to whether the person is the research supervisor or responsible executor.	Determined based on relevant scientific research conducted during the academic year. Research carried out under economic contracts and state

No.	Types of Work	Mechanism for Implementing the Work Type	Determination of Completion of Work
	higher education institution.		scientific programs is not included in this category.
18	Writing reviews for textbooks, teaching manuals, monographs, brochures, scientific articles, dissertations, abstracts, and other works.	Reviewing textbooks, teaching manuals, monographs, dissertations, abstracts, brochures, scientific articles, and other works.	Determined based on reviews written during the current academic year.
19	Preparation and defense of dissertations for the degree of Doctor of Philosophy (PhD) or Doctor of Science (DSc).	Preparation of a PhD or DSc dissertation.	Dissertation preparation may continue for three academic years. Determined based on the abstract and the Academic Council minutes confirming dissertation defense.
20	Membership in editorial boards of scientific journals.	Membership in each scientific journal editorial board.	Determined based on published scientific journals and other documents.
21	Supervision of students' scientific research and creative scientific works.	Supervision of students' scientific research and creative works.	Determined based on students' published research works (presentations, articles, theses, poetry collections, etc.).
22	Supervision of students' subject-related and scientific clubs.	Supervision of students' subject and scientific clubs.	Determined based on documents confirming supervision of clubs.
23	Organization of scientific or methodological conferences and seminars.	Organization of scientific or methodological conferences and seminars.	Determined based on information confirming that scientific or methodological conferences and seminars were conducted.
24	Participation in scientific or methodological councils.	Membership in scientific or methodological councils.	Determined based on documents confirming membership in scientific or methodological councils.
III. "Mentor-Student" Activities			
25	Providing assistance to students when they are admitted to a higher education institution in adapting to the new environment and in properly managing their time while	Getting acquainted with students after admission, forming and regularly updating students' personal files. Introducing admitted students to the higher education institution and available facilities. Developing and continuously monitoring a plan	Determined based on students' personal files and supporting documents.

No.	Types of Work	Mechanism for Implementing the Work Type	Determination of Completion of Work
	studying at the institution.	for meaningful use of students' free time.	
26	Conducting meetings aimed at developing students' personal and academic achievements.	Organizing meetings with distinguished scholars, academicians, talented students, and representatives of employers to support students' personal and academic development.	Determined based on documents confirming meetings (minutes, video or photo materials).
27	Monitoring students' understanding of the assessment system and whether they know where they can receive academic and educational support.	Providing students with information about the assessment system. Explaining where they can obtain educational and academic assistance and providing practical support.	Determined through students' academic performance in subjects.
28	Assisting students in resolving personal and academic problems that arise during their studies and affect their educational progress.	Conducting individual discussions with students regarding personal and academic issues and taking measures to resolve existing problems. Continuously monitoring students' academic performance and discussing issues with subject teachers.	Determined based on analysis of students' academic performance and other activities within the group.
29	Providing recommendations when students make academic or professional choices.	Supporting students in choosing an academic or professional pathway, providing well-founded advice, and ensuring proper guidance based on their interests and aspirations.	Determined by students' awareness of enterprises and organizations where they can work in their field after graduation.
30	Revising lecture materials and explaining them with examples.	Working with academically underperforming students outside class hours according to an established schedule.	Determined based on the availability of an organized schedule and students' academic performance.
31	Developing students' understanding of the importance of grades and acquired knowledge in major and elective subjects and their influence on qualification levels.	Explaining the importance of subjects in the curriculum and their necessity for becoming qualified specialists. Regularly informing students about requirements imposed on graduates by employers and organizations.	Determined based on graduates' professional preparedness.
32	Obtaining information about a	Regularly monitoring the student's activities through	Determined based on availability of information

No.	Types of Work	Mechanism for Implementing the Work Type	Determination of Completion of Work
	student from other students and teachers.	other students and teachers and working with the student based on received information.	regarding the student's activities at the higher education institution.
33	Working with students' parents.	Communicating with parents, discussing students' activities with them, and, if requested by parents, ensuring their involvement in supporting students.	Determined based on the availability of documents confirming discussions of students' activities with parents.
34	Proposing new ideas, continuing discussions and debates, including discussions of social issues.	Participating in faculty and university council meetings, as well as educational seminars, with proposals aimed at increasing student engagement.	Determined based on documents confirming seminars and round-table discussions held to develop new ideas among students.
35	Providing information to students and giving interviews.	Regularly providing students with information and making appearances in mass media.	Determined through students' awareness of current information and appearances in mass media.
36	Monitoring graduates' employment, including timing, and conducting negotiations according to the established plan.	Regularly introducing graduates to employers, organizing meetings, and arranging student visits to enterprises and organizations.	Determined based on graduate employment indicators.
37	Conducting career guidance activities among young people interested in entering higher education institutions.	Conducting career guidance activities according to planned event names and deadlines.	Determined based on reports on activities included in the plan approved by the higher education institution (faculty) council.
38	Preparing students for the President of the Republic of Uzbekistan's state scholarships, state scholarships, international and national olympiads, competitions, and contests.	Providing the full name, group, and year of study of the student(s) being prepared. One professor-teacher may supervise no more than two students.	Determined based on documents confirming that, during the current academic year, the student participated in the President's state scholarships, state scholarships, international and national olympiads, competitions, and contests, and that the student was assigned to the professor-teacher.
39	Organizing and conducting sports, cultural-educational, and creative events.	Preparing the names and dates of planned events for organization and implementation.	Determined based on plans developed by the university's Department of Spirituality and Enlightenment and reports on completed activities.

No.	Types of Work	Mechanism for Implementing the Work Type	Determination of Completion of Work
40	Supervising students' participation and works in exhibitions of creative works.	Providing the group, number of students, and schedule of students planned to receive supervision.	Determined based on documents confirming the professor-teacher's participation in exhibitions of students' creative works.
41	Giving lectures in organizations and making appearances in mass media, including conducting legal awareness and educational outreach activities.	Delivering lectures in organizations, participating in public information activities, and carrying out legal awareness campaigns.	Determined based on documents confirming lectures, public speeches, and outreach activities.