

Annex (7.1.1.1)
Teaching Load for Staff Members

Mechanism for Calculating the Workload of Assisting Staff

In accordance with the Universities Regulation Law No. 49 of 1972 and its amendments, the workload of assisting staff in Egyptian universities is considered one of the fundamental factors influencing the quality of education and scientific research within educational institutions. Consequently, a mechanism for calculating the workload has been established, incorporating a set of criteria that balance teaching courses, scientific release time, community activities, quality assurance activities, and administrative tasks.

First: Teaching Hours (Training Hours)

These are calculated based on the number of credit hours associated with theoretical and practical courses:

- **1 Credit Hour** = 2 Training Hours (Laboratory/Practical) per week × 15 weeks.
- **1 Credit Hour** = 3 Applied or Field Training Hours per week × 15 weeks.
- **Teaching hours for courses under the old bylaws** are calculated as: The average share of hours per assisting staff member × 15 weeks.
- The teaching load is calculated in accordance with the Universities Regulation Law No. 49 of 1972 as follows:
 - **Weekly Teaching Load:**
 - **Assisting Staff: 24 Hours**
- According to Law No. 84 of 2012, based on the increase in the university's monthly rate and a 300% increase in additional pay in return for an increased

workload—allowing for the effective execution of educational activities—the average weekly working hours have become as follows:

- **Assisting Staff: 42 Hours**

Second: Scientific Release Time (Research Leave)

Assisting staff members are granted one full working day of scientific release per week during the academic semester (equivalent to 6 hours). Prior to examinations, they are granted a full month of research leave, which equates to the same actual working hours (42 hours).

Third: Community Activities

Calculated by dividing the total number of community service hours—according to the annual plan—by the number of participants in each specific activity.

Fourth: Quality Assurance Activities

Calculated at a rate of 6 hours per week, which is equivalent to one full working day.

Fifth: Administrative Activities

Assisting staff members are not assigned to official formal administrative positions; however, they may be involved as assistants in quality assurance activities.

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Annex (7.1.1.1)

Teaching Load for Assistant Staff Members

Mechanism for Calculating the Faculty Members' Workload

In accordance with *the Universities Organization Law No. 49 of 1972 and its amendments*, the workload of faculty members in Egyptian universities is considered one of the fundamental factors affecting the quality of education and scientific research in educational institutions. Accordingly, a mechanism for calculating the workload has been established, which includes a set of criteria to balance teaching courses, research activities, community services, office hours, quality assurance activities, and academic advising (scientific leadership).

First: Teaching Hours

Teaching hours are calculated based on the number of credit hours associated with theoretical and practical courses.

- **1 Credit Hour** = 1 contact hour (theoretical lecture) per week $\times$ 15 weeks.
- **1 Credit Hour** = 2 training hours (laboratory/practical) per week $\times$ 15 weeks.
- **1 Credit Hour** = 3 applied or field training hours per week $\times$ 15 weeks.

❖ **For courses under the old bylaws, teaching hours are calculated as follows:**

The faculty member's average share of the number of hours $\times$ 15 weeks.

- **The teaching workload is calculated according to the provisions of the Universities Organization Law No. 49 of 1972 as follows:**

Weekly Teaching Workload:

- **Professor:** 8 hours
- **Assistant Professor:** 10 hours
- **Lecturer:** 12 hours

In accordance with Law No. 84 of 2012, based on the increase in the university's monthly rate and the 200% increase in overtime pay in return for increasing the workload to allow the effective execution of educational activities, the average weekly working hours have become as follows:

- **Professor:** 24 hours
- **Assistant Professor:** 30 hours
- **Lecturer:** 36 hours

Second: Research Activities

Supervision of postgraduate students is approved at an equivalent of half an hour per student, following the approval of the departmental scientific councils (one of the faculty's actual practices).

Third: Community Activities

Calculated by dividing the number of community service hours according to the annual plan by the number of participants in each activity.

Fourth: Office Hours

Calculated at a rate of 2 hours per week, according to the approved schedules in the departments (in accordance with the faculty's actual practices).

Fifth: Scientific Leadership / Academic Advising

Calculated at a rate of 2 hours per week, according to the advising and leadership schedules in the academic departments.

Sixth: Quality Assurance Activities

Calculated at a rate of 6 hours per week, equivalent to one working day. Exempt from this are: (Academic leaders, Vice Deans, Heads of academic departments, Unit Directors, and Quality Assurance Deputies).

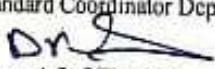
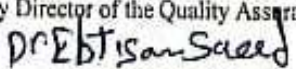
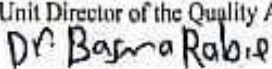
Seventh: Administrative Activities

Calculated according to the duties of the Dean (not exceeding an average of 30 hours), Vice Deans (not exceeding an average of 20 hours), Heads of Departments (not exceeding an average of 10 hours), and Unit Directors (not exceeding an average of 8 hours) per week, taking into account the balance between administrative and academic workloads.

Eighth: Sustainable Professional Development Activities

Includes the participation of faculty members in conducting training courses and workshops that develop the capabilities of students, assisting staff, and administrators within the faculty. These are included in the workload according to the actual hours.

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