

**Academic staff with administrative duties during the teaching period (26 weeks)**

1. Teaching Load - Feedback to students: 1 day
2. Formulations and corrections of students' assignments - Feedback to students: 1 day
3. Administrative duties: 1.5 days
4. Research Activities: 0.5 day
5. Course preparation: 1 day

**Academic staff without administrative duties during the teaching period (26 weeks)**

1. Teaching Load - Feedback to students: 2 days
2. Formulations and corrections of students' assignments - Feedback to students: 0.5 day
3. Administrative duties: 0.5 day
4. Research Activities: 1 day
5. Course preparation: 1 day

**Academic staff with administrative duties during the non-teaching period (20 weeks)**

1. Research Activities: 2 days
2. Administrative work / contribution to the University-Society: 2 days
3. Course preparation: 1 day

**Academic staff without administrative duties during the non-teaching period (20 weeks)**

1. Research Activities: 3 days
2. Administrative work / contribution to the University Community and to the local society: 1 day
3. Course preparation: 1 day