

APPROVED WITH
NDAL Senate Decision No.3 of 06.03.2024.
Minutes No. 2/2024
In force with Order No. 46 of the NDAL Rector
of 13.03.2024

Regulations on the Procedure for Recording the Workload of Academic Staff at the National Defence Academy of Latvia

I. General rules

1. Regulations on the Procedure for Recording the Workload of Academic Staff at the National Defence Academy of Latvia (hereinafter - the Procedure) has been developed to ensure a unified approach to determining the workload of academic staff at the National Defence Academy of Latvia (hereinafter - the NDAL), taking into account the Law on Remuneration of State and Local Government Institution Officials and Employees, the Law on Higher Education Institutions and other related external normative acts, as well as related internal normative acts of the NDAL.

2. Academic staff (hereinafter referred to as "AS") for the purposes of these Regulations shall mean the elected academic staff of the Academy and visiting professors, associate visiting professors, visiting docents, visiting lecturers (hereinafter referred to as "visiting docents"), as well as senior visiting researchers, visiting researchers and visiting assistants.

3. The Regulations define the types, scope, planning, accounting and control procedures of the academic work of the NDAL.

II. Workload norming for academic staff

4. According to Article 27, paragraph 2 of the Law on Higher Education Institutions, the Academy conducts scientific research and participates in the education of students.

5. A full-time NDAL AS has a 40-hour working week. The total annual workload of the AS shall not exceed the number of hours laid down in the labour legislation.

6. The NDAL academic year consists of 10 months. The monthly workload of a lecturer, corresponding to one work rate, is 100 hours and consists of:

- 6.1. teaching work (work devoted to the study process and its support);
- 6.2. scientific work;
- 6.3. methodological work;
- 6.4. organizational work.

7. The ratio of lecturers' study work to research work is 75-80% to 20-25%, while for researchers it is the other way around. Workload consists of:

<i>Academic position</i>	<i>Annual academic workload of a lecturer corresponding to one work rate</i>		
	<i>One workload (total working hours per academic year)</i>	<i>Teaching work (classes, assignments, exams, supervision of coursework/coursework, reviewing, etc.)</i>	<i>Scientific work/ Methodological work/organizational work</i>
Professor	1000	650	350
Associate Professor	1000	700	300
Docent	1000	800	200
Lecturer	1000	900	100
Education assistant	1000	950	50
Lead Researcher (Military Leadership Studies Department, hereinafter referred to as MLSD)	1000	200	800
Researcher (MLSD)	1000	250	750
Assistant (MLSD)	1000	100	900

8. The workload of the NDAL Security and Strategic Research Centre (SSRC) and the Defence Technology and Innovation Centre (DTIC) consists of:

<i>Academic position</i>	<i>AS academic year workload corresponding to one workload</i>		
	<i>One workload (total working hours per academic year)</i>	<i>Teaching work (classes, assignments, exams, supervision of coursework/coursework, reviewing, etc.)</i>	<i>Scientific work/ Methodological work/organizational work</i>
Lead Researcher	1000	up to 80	920 - 1000
Researcher	1000	up to 80	920 - 1000
Assistant	1000	up to 80	920 - 1000

9. Teaching work includes:

- 9.1. lectures, seminars, practical classes (classroom work);
- 9.2. course tests and examinations, including final examinations;

9.3. supervising and reviewing study, bachelor, qualification, master theses (hereinafter referred to as "theses") up to 180 hours per academic year. The maximum number of supervised theses shall not exceed 8 theses per academic year, including 4 bachelor theses or 4 diploma theses, 2 master theses and 2 master theses. The number of theses to be supervised can be changed as necessary:

9.3.1. 6 bachelor theses or 6 master theses if not supervising a master's thesis;

9.3.2. more than 2 study papers, if not supervising a bachelor thesis;

9.4. supervising student internship;

9.5. tutorials;

9.6. preparation and control of students' independent work assignments (checking of control tests, homework, reports, etc.);

9.7. administering course examinations.

10. AS teaching time norms:

Type of work	Time standards (astronomical hour)
Lectures, seminars, practical work, laboratory work	1 hour (45 min. academic hour + 15 min. preparation)
Running a distance learning course	2 hours for 1 lesson (90 min.)
Tutorials	16 hours per semester
Pre-exam tutorials	2 hours per student group
Presentations, papers, reports (written)	15 minutes per 1 student
Assessment of examinations	15 min. per 1 student
Preparation of a checklist of questions for examinations and examinations	1 hour per group of students
Preparation of examination and examination tickets or tests for a course of study	2 hours per group of students
Supervision of study papers	8 hours for 1 paper
Supervision of diploma thesis and qualification thesis	12 hours for 1 thesis
Preparing the assessment of a diploma thesis supervisor	3 hours for 1 thesis
Supervision of a bachelor's thesis	18 hours for 1 thesis
Preparing the supervisor's assessment of the bachelor thesis	3 hours for 1 thesis
Reviewing of a bachelor's theses, diploma theses and qualification theses	6 hours for 1 thesis
Supervision of master's thesis	25 hours for 1 thesis
Reviewing of a master's thesis	8 hours for 1 paper
Participation in pre-defence committees	30 min. per 1 student

Participation in a national examinations/entrance examinations board	30 min. per 1 student
Participation in a study paper defence	30 min. per 1 student
Internship supervision	Up to 80 hours per year (see the Regulations on Internship)
Lectures at universities abroad	Depending on the number of hours

11. AS conducts scientific research and publishes in proceedings, journals, conference proceedings.

12. Scientific work consists of:

- 12.1. the scientific, research and innovation work planned in the unit;
- 12.2. the preparation, management and execution of scientific research and applied projects;
- 12.3. compiling research results, preparing conference abstracts, publications and monographs, and presenting at conferences and seminars;
- 12.4. peer review of scientific publications;
- 12.5. carrying out scientific examinations and reviewing papers.

13. AS scientific work time norms:

Type of work	Time standards (astronomical hour)
Scientific publications in peer-reviewed scientific journals	According to the development period
Publications on progress made during the period in citable or peer-reviewed journals	According to the development period
Implementing and support of scientific and applied research on demand of the MOD and NAF	Depending on the development period
Assessment and support of projects within the system of MOD grants	Depending on the development period
Participation in scientific events of international importance conferences (with a paper presentation)	50 hours
Participation in Latvian scientific conferences (with a paper presentation)	40 hours
Supervision of, participating in and evaluating national defence and security research projects/programmes	Depending on the time of implementation of the research project/programme
Internationally funded research projects/supervision, participating in the assessment, implementation or practical support of programmes	Depending on the time of implementation of the research project/programme

Expert activities in the Latvian Science Council/international projects and programmes	20 hours
Research at a foreign university or at a research institute	40 hours
Patents/licenses obtained	50 hours
Preparation and publication of a scientific monograph (40 000 characters per author sheet)	Number of author sheets x 20 hours
Publishing a book (one author sheet - 40 000 characters)	Number of author sheets x 15 hours
Reviewing scientific monographs	Depending on the development period
Participation in editorial boards of scientific books and monographs	Depending on the development period
Peer review of a scientific publication	10 hours
Additional projects (including data, public discussions, interviews, national defence activities, articles in memoirs, newspapers and magazines, participation in working groups of non-governmental organizations in the defence industry, etc.)	Depending on the development period

14. Methodological work:

14.1. development of textbooks, methodological materials and teaching aids;

14.2. preparation for lectures, seminars, practical classes and laboratory work;

14.3. development of new lecture courses, e-courses, workshops, laboratory assignments;

14.4. methodological support for a distance learning course;

14.5. participation in methodological seminars;

14.6. preparation of the study programme for licensing and accreditation;

14.7. preparation of the self-evaluation of the study programme;

14.8. preparation of the self-evaluation of the field of study;

14.9. reaccreditation of a field of study;

14.10. development of regulations related to the provision of the study process.

15. Methodological work time norms:

Type of work	Time standards (astronomical hour)
Preparation and publication of textbooks, methodological materials and lecture notes (100 pages)	300 hours
Preparation and publication of training brochures and seminar materials (50 pages)	150 hours
Curriculum development (harmonization, expertise, approval)	350 hours
Preparation of the course description in Latvian	6 hours
Preparation of the course description in English	8 hours
Preparation of a new course of study (subject) for 1 credit point	100 hours
Preparation of a course in the e-learning environment (distance learning)	40 hours for 1 course credit
Preparation of lower-level teaching materials (text and images) and uploading to the e-learning site (distance learning)	20 hours
Preparation of intermediate-level learning materials (text, images and simple video, audio files) and uploading to the e-learning site (distance learning)	50 hours
Preparation of high-level training material (interactive material, flash animation, 3D animation) and upload to the e-learning site (distance learning)	100 hours
Methodological support for e-learning (distance learning)	10 hours for 1 course credit
Preparation of the study programme for licensing and accreditation	960 hours
Preparation of the self-evaluation of the study programme	160 hours
Preparation of the self-evaluation of the field of study	480 hours
Re-accreditation of a field of study	1600 hours
Development of regulations related to the provision of the study process (for each regulation)	40 hours

16. Organizational work:

16.1. management of the study programme;

16.2. supervising the compulsory or optional part of the study programme (Part A and Part B);

- 16.3. module supervision;
- 16.4. service on the NDAL Senate;
- 16.5. work in the NDAL Senate committees;
- 16.6. serving on the NDAL Council of Studies;
- 16.7. participating in and chairing working groups, commissions;
- 16.8. participation in projects;
- 16.9. chairing or participating in the activities of the Commission for the organization of international conferences;
- 16.10. chairing or participating in the editorial board of scientific publications.

17. Organizational work time norms:

Type of work	Time standards (astronomical hour)
Running a study programme	100 hours
Responsible for the compulsory or optional part of the study programme (Part A and Part B)	60 hours
Responsible for the study module	30 hours
Work in the Constitutional Assembly, Senate, Senate commissions, working groups	20 hours
Participation in projects	50 hours or as appropriate to the development period
Chairing and participating in scientific and academic commissions or collegiate bodies	20 hours
Chairing or participating in the work of a commission of the international conference organization	30 hours
Chairing or participating in the editorial board of scientific publications	10 hours

18. AS plans its own professional development and that is:

- 18.1. sabbatical leave for research or to carry out research outside the place of employment;
- 18.2. completion of a professional development programme appropriate to their academic qualifications and length of service;
- 18.3. professional development programmes on innovations in the higher education system, university didactics or educational management;
- 18.4. study of the latest scientific and methodological literature;
- 18.5. Professional development for higher education teachers may include international mobility, participation in conferences and seminars relevant to the purpose of the professional development, as evidenced by the documents submitted;

18.6. further training in foreign and Latvian universities or scientific research institutions.

III. Determination, recording and control of workloads

19. The procedures and deadlines for planning the workload and workload of the AS are determined by the NDAL Council of Studies.

20. The workload of visiting academic staff is planned by the NDAL DMLS Assistant. The heads of the departments of the NDAL DMLS, SSRC and DTIC plan the workload of the permanent AS on the basis of the information on the planned study work prepared by the NDAL Department of Study Planning and Support. The AS workload shall be agreed by the Head of the relevant NDAL unit - DMLS or SSRC or DTIC. AS loads are approved by the NDAL Vice-Rector.

21. The scientific work and workload of the NDAL SSRC, DTIC and DMLS senior researcher, researcher, research assistant, visiting senior researcher, visiting research assistant shall be approved by the NDAL Scientific Council.

22. The proportions of As study workload and research workload may be changed in accordance with the development strategy of the NDAL and the implementation of study programmes.

23. NDAL academic staff shall have an individual work plan prepared before the start of the NDAL academic year and approved by the NDAL Vice-Rector in accordance with the Annex. An individual work plan (see Annex 1) for visiting teaching staff, visiting lead researchers, researchers and visiting assistants is prepared in accordance with the course plan during the academic year at the NDAL and a contract of employment is concluded for the relevant period of time.

24. In the event of a change in workload, the AS shall amend the contract of employment.

25. If a visiting teaching staff, lead visiting researcher or visiting researcher is invited to supervise a thesis, dissertation, bachelor thesis and master thesis, to review final theses, and to serve on pre-defence, defence and State Examination committees, entrance examination committees, a part-time workload is set according to the scheduled hours.

26. Associate and visiting professors shall not be invited to carry out the work referred to in Paragraph 25.

27. If a guest lecturer is invited to teach a course of less than 10 academic hours, his/her remuneration shall be determined according to the calculation of the academic hourly rate. (see Annex 2).

28. For the purposes of the timesheets, the workload factor is determined by dividing the actual number of working hours in each month by the specified amount of study and research work per workload, which is taken into account when completing the timesheets and the employment contract.

IV. Final provisions

29. With the entry into force of this Procedure, the Procedure for Accounting the Workload of Academic Staff at the Latvian National Defence Academy (NDAL) ceased to apply, approved with NDAL Senate Decision No.3 of 21.01.2022. , Minutes No.1/2022 ceased to apply and the Regulations have entered into force with Order No.30 of the NDAL Rector of 03.02.2022 "On Approval of the Decisions of the Senate of the National Defence Academy of Latvia".

Akadēmiskā personāla _____ individuālais darba plāns

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1.Studiju darbs

Studiju kursa nosaukums/ studiju darba veids	Kredītpunktu sk.	studiju programma	Studiju kurss	studējošo sk.	Lekcijas (plāns)	Lekcijas (izpilde)	Praktiskās, semināru un laborat.nodarbības (plāns)	Praktiskās, semināru un laborat.nodarbības (izpilde)	Konsultācijas	Eksāmeni (plāns)	Eksāmeni (izpilde)	Ieskaites (plāns)	Ieskaites (izpilde)	Kontroldarbu un referātu pārbaude	Tālmācības kursa vadīšana	Kopā stundas (plāns)	Kopā stundas (izpilde)
Rudens semestrs																	
Studiju kurss " "																	
Diplomdarbu un kvalifikācijas darbu vadīšana																	
Bakalaura darbu vadīšana																	
Maģistra darbu vadīšana																	
Noslēguma darbu recenzēšana																	
Prakses vadīšana																	
Darbs priekšizstāvēšanas komisijās																	
Darbs valsts pārbaudījumu komisijās																	
Darbs iestājpārbaudījumu komisijās																	
Kopā																	
Pavasara semestrs																	
Studiju kurss " "																	
Diplomdarbu un kvalifikācijas darbu vadīšana																	
Bakalaura darbu vadīšana																	
Maģistra darbu vadīšana																	
Noslēguma darbu recenzēšana																	
Prakses vadīšana																	
Darbs priekšizstāvēšanas komisijās																	
Darbs valsts pārbaudījumu komisijās																	
Darbs iestājpārbaudījumu komisijās																	
Kopā																	
Kopā gadā																	

2.Cita slodze**2.1. Metodiskais darbs**

Darbu veidi	stundu sk.	Atzīme par izpildi	Piezīmes
Kopā			

2.2. Zinātniskais darbs			
Darbu veidi		Atzīme par izpildi	Piezīmes
Kopā			
2.3. Organizatoriskais darbs			
Darbu veidi		Atzīme par izpildi	Piezīmes
Kopā			
	Stundu sk.	Slodze	
Kopā slodze (plāns)			
Kopā slodze (izpilde)			
Ar slodzi esmu iepazinies _____ docētāja paraksts, atšifrējums, datums			
Saskaņots _____ nodaļas vadītājs			
Sastādīja _____ metodikis			

Calculation of the academic hourly rate

Position	Payrate in EUR	Minimum total amount of teaching work per year	Total amount of the teaching work per month	Hourly (academic) rate
Professor (PhD)	4082	1000	(1000:10 months) = 100 hours	(4082 payrate : 100 hours) = 40.82 EUR
Associate Professor (PhD)	3292	1000	(1000:10 months) = 100 hours	(3292 payrate : 100) = 32.92 EUR
Associate Professor (PhD)	2646	1000	(1000:10 months) = 100 hours	(2646 payrate:100 hours) = 26.46 EUR
Lecturer/lecturer	2119	1000	(1000:10 months) = 100 hours	(2119 payrate:100 hours) = 21.19 EUR