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|  <p>University of Latvia</p> | <p>University Of Latvia academic remuneration REGULATIONS</p> | <p>Appendix APPROVED Senate, session on May 30, 2016 Decision no. 14</p> |
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Issued under
University of Latvia Constitution
Articles 3.4. and 4.8.

Amendments made by 28.03.2022

Amendments: UL Senate 09 January 2017, decision no. 66

UL Senate 28 December 2020, decision no. 194

UL Senate 28 March 2022, decision no. 2-3/44

1. Academic work at the University of Latvia (LU) includes pedagogical work, research projects, organizational work and scientific work (research) financed from study funding:

1.1. **pedagogical** work includes classroom lectures and seminars (lectures, seminars, colloquia, practical and laboratory work, individual work, exams, work in the final examination commissions, tutorials and other forms of study provided for in the study programs), methodological work (preparation for classes, preparation of exam materials, the updating of study materials in the online environment and other activities that increase the quality of studies), the management of student work (courses, internship (pedagogical, translation), field trips and practices, clinical internship, other professional internship programs, advising diploma paper, bachelor's paper) and reviewing (term paper, diploma paper, bachelor's thesis, master's thesis, doctoral dissertation);

1.2. **scientific (research)** work financed from the study funding - the scientific and research work necessary for maintaining the academic qualification for the quality of study programs. This includes advising master's and doctoral dissertations, tutorials for applicants for scientific degrees and other research related to studies, incl. the financing of the latest scientific and methodological literature, the preparation of academic development projects, the work of doctoral schools, the organization of doctoral research

seminars and conferences that are not paid by a third party (Latvian Science Council, ministries, agencies, international organizations, etc.);

1.3. **organizational** work - study program management, licensing, accreditation, work on professor, doctoral and promotion councils, work in the faculty councils;

1.4. work in **projects** - execution of academic, administrative and other tasks that are paid from the UL development funds (LU priority studies, academic development projects, eg development of new study programs, etc.) or third-party financing (funded and industrial research funded by Latvian or foreign institutions projects, experimental development agreements, effective co-operation agreements, contracts with legal and natural persons in Latvia or abroad, etc.).

2. The salary paid for the teaching, the organizational work and the research financed from the study funding, according to the study program planning, shall be ensured within the framework of the Faculty's current annual budget calculated according to the current principles of budget formation of the University of Latvia, approved by the Senate of the University on January 30, 2012.

3. For the academic staff, the monthly salary for the pedagogical, organizational and the research financed from the study funding is determined for the academic year or semester.

4. In determining the remuneration for the pedagogical work, the organizational work and the research financed from the study funding, the planned amount of work for the current reference period (semester or academic year) is taken into account, and the adjustment made for the previous period.

5. The remuneration is reviewed by February 28th in the spring semester, until September 30th in the autumn semester. In exceptional cases, with the consent of the relevant Vice-Rector for Science, remuneration may be reviewed more frequently.

6. For the planning of the academic staff's work, the University of Latvia uses the academic year of 1650 working hours, which depending on the academic position of the UL staff member translates in the following approximate number of hours:

| Type of work | Professor | Associate | Assistant professor | Lecturer | Assistant |
|--|-----------|-----------|---------------------|----------|-----------|
| Pedagogical and organizational work | 600 | 700 | 800 | 800 | 800 |
| Scientific (research) work to be financed from study funding | 400 | 300 | 200 | 200 | 200 |
| Project work | 650 | 650 | 650 | 650 | 650 |

7. The hours provided for the project work can be assigned to the amount of pedagogical and organizational work that exceeds the number of hours specified in clause 6 of these Regulations. For the pedagogical and organizational work exceeding the total amount of pedagogical and organizational work and project work per year, with the permission of the faculty dean, the hours of scientific work financed from study funding may be used.

8. The hours of scientific work financed from study funding shall be used for the amount of project work exceeding the number of hours specified in Clause 6 of these Regulations. For the project work exceeding the total amount of hours of the two aforementioned types of work per year, pedagogical work hours can be planned with the permission of the dean of the Faculty.

9. To finance the salaries of academic staff of the UL, the following are used:

9.1. study income (budget grant, study fee revenues, grants and donations);

9.2. project revenue.

10. Study revenues are used to finance the pedagogical work, organizational and research (scientific) work financed from the study funding for the academic staff.

11. Project funds are used to pay for completing the tasks set for the academic staff in projects.

12. It is possible to plan a greater number of teaching hours than the total number of hours specified in Clause 6 of these Regulations for the academic workload which is used for the calculation of remuneration if the member of staff undertakes to do it within the normal working hours. If the employee performs work in addition to the main job (for example, as a researcher in a particular project), the Dean shall prepare a proposal for amendments to the employment contract within the time limits specified in Clause 5 of these Regulations, reducing the number of hours specified for the main job, and taking into account that the total number

of working hours specified in the employment contract does not exceed the normal working hours.

(In the wording of decision No 66 of the Senate of the University of Latvia on 09 January 2017)

13. The calculation of the monthly salary of the academic staff for the teaching, organizational and the scientific (research) work that is financed from study funding shall use hourly rates not less than:

| Academic position | Hourly rate in EUR per hour | Hours per year | Monthly salary, EUR |
|----------------------|-----------------------------|----------------|---------------------|
| Professor | 17,54 | 1000 | 1754 |
| Associated professor | 14,04 | 1000 | 1404 |
| Assistant professor | 11,24 | 1000 | 1124 |
| Lecturer | 9,00 | 1000 | 900 |
| Assistant | 7,17 | 1000 | 717 |

14. The minimum working hours for leading researchers in the project are equaled to the associate professor's rate, the rate for the work of the researcher with a doctor's degree is equalled to the assistant professor's rate, the rate for the researcher's work hours is equalled to the lecturer's rate, the rate of the scientific (research) assistant's working hours is equalled to the assistant's rate.

15. When planning classes, the minimum number of students in a group is set: 25 - at the basic level, 10 - at the master's level, 5 - at the doctoral level. This limitation does not apply to foreign student groups, clinical study courses in medical and healthcare professional study programs, language courses, seminars, laboratory and practical classes, in which the minimum number of students in groups is determined by the UL rector's order, taking into account study quality requirements and infrastructure capacity.

16. The minimum number of students in groups prescribed in Clause 15 of this Regulation is provided under the supervision of the Dean as the average in related study programs or a Faculty.

17. The Dean of the Faculty, in coordination with the relevant Vice-Rector for Science in the field, has the right to issue instructions on:

17.1. changes in the minimum number of students in a group at the level of master and doctoral studies;

17.2. reduction of the number of hours planned for the academic work:

17.2.1. in accordance with the specific requirements of the course to be taught (less preparation required, fewer intermediate examinations, ability to work intensified based on the experience of higher qualification of the staff, etc.);

17.2.2. if it is not possible to ensure the minimum number of students in the group specified in Paragraph 15 as an average in the related curriculum in the group or in the Faculty, by organizing studies according to an individual plan;

17.2.3. depending on the specifics of the work being supervised or reviewed;

17.3 the use of remuneration-enhancing coefficients of academic staff:

17.3.1. group size factor on the efficiency and quality of study work in large groups, the numerical value of the quotient not exceeding two;

17.3.2. foreign language quotient for reading lectures in one of the European Union languages (this condition does not apply to language and culture study programs);

17.3.3. sector quotient in order to ensure that the remuneration of academic staff corresponds to the situation in the labour market on the basis of data from the Statistical Office of the Republic of Latvia on the level of remuneration in the labour market;

17.3.4. excellence quotient to attract act significant, internationally recognized, successful researchers or industry-leading specialists for pedagogical work, with a numerical value of the quotient of up to three.

18. The quotients set forth in Clause 17.3 may be increased (including summing up) by up to three on the proposal of the Dean of the Faculty and in coordination with the relevant Vice-rector of the field of science by issuing a Vice-rector's instruction. The numerical values of the quotients exceeding three, upon the proposal of the Faculty Dean and the Vice-Rector, shall be coordinated with the Rector by issuing a Rector's order.

19. In the studies included in the study plan, one academic contact lesson (45 minutes) is calculated as one astronomical hour.

20. The workload of the academic staff is planned on the load card according to the order in the University of Latvia and controlled by the Faculty Dean and the Academic Department, comparing the plan with the actual completion of the work at the end of the period:

- 20.1. The number of hours worked in accordance with the procedure prescribed by the University of Latvia in accordance with the provisions of this Regulation in paragraphs 1.1. and 1.3 about the types of work;
- 20.2. The amount of scientific (research) work to be financed from study funding, is controlled by recording the hours worked in accordance with the procedure set by the University of Latvia or evaluating the results of work in accordance with Clause 1.2 of this Regulation.
21. The amount of academic staff project work mentioned in Clause 1.4. is planned, accounted for and controlled in accordance with the project conditions.
22. In the attraction of funding for the organizational work of the academic staff, the UL (projects, contracts, etc.) pays in accordance with the criteria, scope and procedures specified by the UL Development Budget.
23. The material stimulation of the academic staff for the quality of work and the achievement of measurable results, incl. high-level publications, achievements in competitions, is paid in accordance with the criteria, amount and order of the Faculty budget or the development budget of the University of Latvia in accordance with the UL's order.
24. Development of new study programs and lecture courses, incl. online environment and in foreign languages, lecturers' mentors and student mentors, visiting conferences, according to criteria, order and procedure determined by the UL order, are paid from the Faculty budget or the University of Latvia's Development Budget.
25. Academic leave (sabbatical) of the academic staff - six months every six years - is paid according to the order of the University of Latvia Rector from the Faculty budget, the University of Latvia's Development Budget or third party financing, providing a monthly salary equal to the monthly salary received for the previous calculation period for pedagogical work, organizational work and scientific work payable from study financing.