

APPROVED
by the Director of Lietuvos Inžinerijos
Kolegija
Higher Education Institution,
Order No. V1-72 of 23 April 2025

**LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION
REGULATIONS ON THE STRUCTURE AND ACCOUNTING OF
ACADEMIC STAFF WORKING TIME**

I. GENERAL PROVISIONS

1. These Regulations (hereinafter – the Regulations) on the structure and accounting of the working time of academic staff of the Lietuvos Inžinerijos Kolegija Higher Education Institution (hereinafter – LIK) establish the duration, composition and planning principles of the working time of LIK’s academic staff.
2. These Regulations are prepared in accordance with the Labour Code of the Republic of Lithuania, the Law on Science and Studies of the Republic of Lithuania, the Description of Reduced Working Time Norms and Remuneration approved by Resolution No. 534 of the Government of the Republic of Lithuania of 28 June 2017 “On the Implementation of the Labour Code of the Republic of Lithuania”, Order No. ISAK-1026 of the Minister of Education and Science of the Republic of Lithuania of 15 May 2009 “On the Approval of the Description of Full-time and Extended Study Forms”, Order No. V-1593 of the Minister of Education, Science and Sport of the Republic of Lithuania of 2 July 2021 “On the Implementation of Sub-paragraphs 2.2–2.6 of Resolution No. 149 of the Government of the Republic of Lithuania of 1 March 2017”, Order No. V-695 of the Minister of Education, Science and Sport of the Republic of Lithuania of 11 May 2020 “On the Approval of Recommendations on the Structure of Academic Staff Working Time in Higher Education Institutions”, the Statute of LIK, and other legal acts regulating or affecting the workload of academic staff of LIK.
3. The following academic positions are established at LIK:
 - 3.1. Until academic staff attestation and competitive selection procedures conducted after 30 April 2024: Associate Professor, Lecturer, Assistant. When planning the working time of these staff members until the nearest attestation or the expiry of the employment contract, the following provisions shall apply:
 - 3.1.1. An Associate Professor shall teach students, carry out applied scientific research and experimental development, publish the results of such activities, and perform methodological and academic activities related to the implementation of LIK’s strategic objectives;
 - 3.1.2. A Lecturer shall teach students, carry out methodological and academic activities related to the implementation of LIK’s strategic objectives, and participate in the dissemination of scientific, professional and/or pedagogical experience by preparing articles and presentations;
 - 3.1.3. An Assistant shall supervise students’ practical activities (practical classes, exercises, student placements, etc.) and assist in scientific research and experimental development activities. These activities may be supervised by a person holding at least a Bachelor’s or Professional Bachelor’s qualification degree.
 - 3.2. After academic staff attestation and competitive selection procedures conducted from 1 May 2024, and for academic staff appointed without competition: Associate Professor, Assistant, Junior Assistant, Senior Lecturer, Lecturer. When planning the workload of these staff members, the following provisions shall apply:
 - 3.2.1. An Associate Professor who is recognised as a researcher of no lower than the required level shall teach students, conduct scientific research and experimental development, and publish the results thereof;
 - 3.2.2. An Assistant shall supervise students’ practical activities and assist in scientific research and

- experimental development;
- 3.2.3. A Junior Assistant shall carry out or assist in teaching activities and assist in scientific research and experimental development;
- 3.2.4. A Senior Lecturer shall teach students and carry out methodological work;
- 3.2.5. A Lecturer shall teach students and carry out methodological work;
- 3.2.6. A Practitioner Associate Professor, Practitioner Senior Lecturer and Practitioner Lecturer shall teach, conduct practical classes, supervise students' practical work, introduce students to the application of scientific research in practice, assist in applied research activities, and transfer practical professional knowledge.
- 4. LIK shall allocate academic staff working time in accordance with these Regulations, other internal normative legal acts of LIK, and taking into account the specific nature of its activities. Contact teaching hours shall not exceed 50 per cent of total working time, while scientific research and experimental development activities of academic staff-researchers (Associate Professors, Assistants and Junior Assistants) shall comprise not less than 33 per cent of their working time.

II. SCOPE AND STRUCTURE OF ACADEMIC STAFF WORKING TIME

- 5. Academic staff working time consists of the following interrelated activities calculated in hours:
 - 5.1. teaching activity, including contact and non-contact hours with students and unclassified students;
 - 5.2. applied scientific research and experimental development (hereinafter – R&D);
 - 5.3. academic activity related to the organisation of the study process and the implementation of LIK's strategic objectives.
- 6. **Pedagogical activity** shall mean the direct and indirect supervision of the studies of LIK's students and unclassified students, as defined in LIK's Study Regulations, as well as preparation for such activities. The pedagogical working time of academic staff of LIK's FIET shall be calculated in contact hours and non-contact hours:
 - 6.1. *Contact hours (see Annex 1)*, shall mean the time, expressed in hours and formally scheduled, during which an academic staff member works directly with students (including through distance learning), and shall include:
 - 6.1.1. delivery of theoretical lectures in the subject(s) taught;
 - 6.1.2. supervision of students' practical classes, including seminars, tutorials and laboratory work;
 - 6.1.3. supervision of students' independent work, assignment of study-related tasks, provision of consultations, and contact assessment;
 - 6.1.4. supervision of educational and professional placement practice;
 - 6.1.5. supervision of semester papers;
 - 6.1.6. supervision and consultation of final theses (final projects), and participation in final thesis defence committees;
 - 6.1.7. examination of students, participation in examination resit committees, and participation in public defence sessions of semester papers and practice reports;
 - 6.1.8. other forms of contact-based work with students.
 - 6.2. *Non-contact hours (see Tables 1 and 2 of the Regulations)* shall mean the activity of an academic staff member, expressed in hours, intended to prepare for contact work with students and to ensure the quality of the subject taught. This activity shall include:
 - 6.2.1. preparation for the activities specified in Sub-paragraph 6.1;
 - 6.2.2. updating the content of subjects taught;
 - 6.2.3. accreditation of subjects taught;
 - 6.2.4. assessment of assignments provided for in the subject/module description (home assignments, tests, mid-term assessments);
 - 6.2.5. integration of research results into the study process;

6.2.6. other non-contact activities related to work with students.

7. The detailed activities relating to the performance of **research and experimental development** (hereinafter – R&D), the management of R&D activities, assistance in carrying out R&D, and the dissemination of the results of such activities shall be set out in Annex 2.
8. Academic activity related to the organisation of the study process and the implementation of LIK's strategic objectives (*see Annex 2*) shall comprise methodological, expert, organisational, professional development, dissemination, non-formal adult education, project-based and other activities, during which an academic staff member, while performing tasks delegated by study programme coordinators, shall directly contribute to the achievement of LIK's strategic objectives and shall develop their pedagogical, subject-specific, didactic and digital competences. Such activities shall be organised annually through the preparation of individual activity plans and shall be assessed upon reporting on their implementation:
 - 8.1. *Methodological activity* shall include the preparation of methodological materials (including e-learning tools), publications, and new teaching methods approved by study programme committees; the publication of methodological articles; and activities related to the improvement of the subject (module) taught and/or the study programme.
 - 8.2. *Expert activity* shall include participation in institutional, study programme, study programme standard and other internal and external working groups performing evaluative and/or advisory functions, as well as other activities requiring specialised knowledge or competences.
 - 8.3. *Professional development* shall mean activities related to the development of subject-specific, pedagogical, didactic and digital competences, aimed at acquiring new knowledge, improving existing skills or acquiring new skills to be applied in professional activities at a higher level, thereby enabling improved performance, or activities resulting in the acquisition of entirely new competences.
 - 8.4. *Organisational activity* shall include the organisation of studies and scientific events closely related to the mission of LIK, both within LIK and in society, including participation in the work of study programme committees, faculty and HEI councils, commissions and committees, organisation of joint activities with social partners, and supervision of students' scientific, academic, project-based or cultural activities.
 - 8.5. *Dissemination activity* shall include activities aimed at promoting studies within LIK and beyond, including the delivery of public lectures to Lithuanian and foreign social partners and/or other constructive activities consistent with LIK's mission and contributing to regional development, implemented through mass media, exhibitions, meetings, public events, direct engagement with the public or by other means.
 - 8.6. *Non-formal adult education* shall mean the organisation and/or delivery of lifelong learning activities, including professional development courses, programmes for the acquisition of additional competences, training seminars and similar activities.
 - 8.7. *Project-based activity* shall include the preparation of project applications, project administration, and participation in projects on the basis of orders issued by the Director of LIK.
 - 8.8. *Other activity* may include areas in which an academic staff member performs one-off tasks assigned to them that contribute to ensuring the functioning of LIK, including but not limited to legal affairs, public relations, international relations, maintenance of information and communication systems, internal audit and other similar activities.
9. The activities specified in Paragraph 7 of these Regulations shall be calculated in hours, reflecting the average time required to perform a specific activity (*see Annex 2*).
10. The methodology for assessing the activities specified in Paragraphs 7 and 8 of these Regulations shall be established and approved by the Director of LIK.
11. The standard workload of an academic staff member (one full-time equivalent) shall be 36 hours per week.
12. The annual number of working hours shall be calculated on the basis of the number of working weeks, weekly working hours and public holidays in the calendar year, and shall be approved by order of the Director of LIK.
13. The proportions of the components of the workload of academic staff positions per one full-

time equivalent shall be set out as follows:

- 13.1. in Table 1 – applicable until the completion of academic staff attestations and/or competitions held after 30 April 2024.

Table 1. Proportions of Academic Staff Workload Activities (One Full-Time Equivalent)

| 1512* | Symbol | Total | Contact teaching | Non-contact teaching | Contact and non-contact teaching | Other academic, applied research and organisational activity |
|---------------------|--------|---------|------------------|----------------------|----------------------------------|--|
| Assistant | A | 100% | 50% | 21% | 71% | 29% |
| | | 1512,00 | 756,00 | 317,52 | 1073,52 | 438,48 |
| Lecturer | L | 100% | 46% | 19% | 65% | 35% |
| | | 1512,00 | 695,52 | 287,28 | 982,80 | 529,20 |
| Associate Professor | D | 100% | 42% | 18% | 60% | 40% |
| | | 1512,00 | 635,04 | 272,16 | 907,20 | 604,80 |
| Professor | P | 100% | 38% | 16% | 54% | 46% |
| | | 1512,00 | 574,56 | 241,92 | 816,48 | 695,52 |

* The total annual number of working hours shall be calculated for each academic year and may vary annually in accordance with the number of working hours determined (planned) by the Government.

13.2. in Table 2 – applicable until the completion of academic staff attestations and/or competitions held after 1 May 2024.

Table 2. Proportions of Academic Staff Workload Activities (One Full-Time Equivalent)

| 1512* | Symbol | Total | Contact teaching | Non-contact teaching | Contact and non-contact teaching | R&D: performance, supervision, assistance, dissemination | Academic activity related to the organisation of studies and implementation of LIK's strategic objectives |
|----------------------------------|--------|-------|------------------|----------------------|----------------------------------|--|---|
| Associate Professor | ND | 100 % | 20 % | 10 % | 30 % | 60 % | 10 % |
| | | 1512 | 302,4 | 151,2 | 453,6 | 907,2 | 151,2 |
| Assistant | NA | 100 % | 20% | 10% | 30% | 40% | 30% |
| | | 1512 | 302,4 | 151,2 | 453,6 | 604,8 | 453,6 |
| Junior Assistant | NJA | 100 % | 25% | 10% | 35% | 35% | 30% |
| | | 1512 | 378 | 151,2 | 529,2 | 529,2 | 453,6 |
| Senior Lecturer | NVL | 100 % | 46% | 14% | 60% | | 40% |
| | | 1512 | 695,52 | 211,68 | 907,2 | | 604,8 |
| Lecturer | NL | 100 % | 46% | 19% | 65% | | 35% |
| | | 1512 | 695,52 | 287,28 | 982,8 | | 529,2 |
| Practitioner Associate Professor | NDP | 100 % | 50% | 50% | 100% | | |
| | | 1512 | 756 | 756 | 1512 | | |
| Practitioner Senior Lecturer | NVLP | 100 % | 50% | 50% | 100% | | |
| | | 1512 | 756 | 756 | 1512 | | |
| Practitioner Lecturer | NLP | 100 % | 50% | 50% | 100% | | |
| | | 1512 | 756 | 756 | 1512 | | |

* The total annual number of working hours shall be calculated for each academic year and may vary annually in accordance with the number of working hours determined (planned) by the Government.

14. An academic staff member may be employed on a standard working time basis (one full-time equivalent) or on a part-time basis (a fraction of a full-time equivalent), depending on the number of planned contact teaching hours, with working time calculated on the basis of actual planned pedagogical hours and in compliance with maximum working time requirements. Where a part-time workload is applied, the fraction of a full-time equivalent shall be rounded to two decimal places in accordance with mathematical rounding rules.

15. The minimum workload for academic staff appointed through a competitive procedure shall be 0.25 of a full-time equivalent.
16. The work of academic staff appointed without a competitive procedure whose workload is less than 0.25 of a full-time equivalent shall be remunerated on an hourly basis. Such academic staff shall be paid at the hourly rate established by the Director of LIK.

III. PLANNING OF THE ANNUAL WORKING TIME OF ACADEMIC STAFF

17. The working time norms and the volume of hourly work of academic staff shall be determined in accordance with the approved payroll fund and may change depending on fluctuations in the payroll fund and Government allocations.
18. The working time of academic staff shall be planned with due regard to the qualification requirements applicable for the attestation period. Annual activity plans shall specify the activities planned for the attestation period, taking into account the job description of the academic staff member, the needs of study programmes, the implementation of LIK's strategic objectives, and the fulfilment of academic staff workload plans in the previous academic year.
19. For the purpose of implementing LIK's strategic objectives, the activities referred to in paragraphs 7 and 8 of the Regulations may, by order of the Director, be weighted for one academic year by applying a coefficient from 1 to 5, as specified in Annex 2. The Director's order on the application of such coefficients for the forthcoming academic year shall be published no later than 1 May.
20. Pedagogical workload within study programmes shall be allocated as a priority to academic staff in the following order:
 - 20.1. academic staff appointed to their positions through a competitive selection procedure at LIK;
 - 20.2. academic staff who have attested the relevant study subject (module);
 - 20.3. academic staff who have appropriate education, professional experience in the relevant field, and/or published scholarly work related to the subjects taught.
21. In exceptional circumstances, such as the temporary replacement of absent staff due to illness, internships or other justified reasons; an unplanned increase in student numbers; or a shortage of qualified specialists, academic staff may, by mutual agreement, be assigned an increased workload exceeding the standard 36-hour working week, provided that statutory minimum rest requirements are observed. Such workload adjustments shall be proposed by the Dean of the Faculty and formalised by order of the Director. An increased workload under this paragraph shall not be treated as overtime and shall be remunerated at the hourly rate established by LIK.
22. Planning of pedagogical activities:
 - 22.1. The volume of pedagogical activity shall be determined by calculating the pedagogical working time assigned to each study subject (module);
 - 22.2. The pedagogical working time of a study subject (module) (K) shall consist of the total of contact teaching hours (Hk) and non-contact teaching hours (Hn) specified in Annex 1:

$$K = Hk + Hn$$
 - 22.3. Contact teaching time shall be calculated using academic hours of 45 minutes. Non-contact teaching time shall be calculated using clock hours of 60 minutes;
 - 22.4. Contact teaching may be organised for academic groups, subgroups, cohorts or individual students. The number and size of such groups shall be determined with regard to the nature of the subject, teaching requirements, available facilities, and other relevant factors (*Annex 3*);
 - 22.5. Where an academic group consists of between one and five students inclusive (excluding students on academic leave), the proportion of contact teaching and independent study shall be adjusted in accordance with general study requirements, allocating 20 per cent of the subject volume to contact teaching.

- 23.6. Contact teaching for incoming international students shall be planned according to the size of the student cohort:
- 23.6.1. Where an academic group (cohort) comprises not more than five students, excluding students on academic leave, the proportion of contact teaching and independent study for the study subject shall be reallocated in accordance with the general requirements governing the delivery of studies, such that contact teaching accounts for 20 per cent of the subject volume. A remuneration coefficient of 1.5 shall apply.
- 23.6.2. Where six or more students enrol in a study subject (excluding students on academic leave), the proportions of contact teaching and independent study shall remain as defined in the study plan, and a remuneration coefficient of 1,5 shall apply.
- 23.7. Where, as a result of amendments to the study programme, students returning from academic leave and repeating a study subject cannot be assigned to an academic group, the proportion of contact teaching and independent study for that subject shall be reallocated in accordance with the general requirements governing the delivery of studies, such that contact teaching accounts for 20 per cent of the subject volume.
24. Procedure and deadlines for the planning of teaching activities:
- 24.1. By 1 April, the Human Resources Specialist shall submit the total annual number of working hours to the Head of the Study Organisation Office;
- 24.2. By 1 May, Heads of Study Programme Fields shall complete and submit academic group records electronically to the Head of the Study Organisation Office.
- 24.3. By 1 June, the Head of the Study Organisation Office, in cooperation with Faculty Deans, shall prepare a draft consolidated allocation of lecturers' workloads and submit it to the Director for coordination.
- 24.4. By 20 June, Heads of Study Programme Fields may consult with lecturers regarding preliminary plans for research and experimental development (R&D) activities and academic activities related to the organisation of the study process and the implementation of LIK's strategic objectives.
- 24.5. By 25 June, Heads of Study Programme Fields shall inform lecturers, by electronic means, of the draft allocation of their working time.
- 24.6. Within two working days, lecturers may submit comments to the relevant Head of Study Programme Field regarding any inaccuracies in the draft allocation of working time.
- 24.7. By 28 June, lecturers shall complete their annual activity reports in the academic information system.
- 24.8. By 30 September, lecturers shall report on their annual activities to their immediate supervisor.
- 24.9. By 30 August, Heads of Study Programme Fields shall revise lecturers' working time norms, where necessary.
- 24.10. By 5 September, the lecturers' working time plan shall be coordinated with the Director.
- 24.11. By 8 September, Heads of Study Programme Fields shall formally acquaint lecturers, against signature, with the approved working time plan.
- 24.12. Lecturers who do not agree with the allocation of their working time shall submit a written appeal to the Faculty Dean within two working days.
- 24.13. By 10 September, the lecturers' payroll (tariff) list shall be prepared and submitted to the Director for approval.
- 24.14. By 15 October, lecturers shall enter their plans for research and experimental development (R&D) activities and academic activities related to the organisation of the study process and the implementation of LIK's strategic objectives into the Academic Information System (AIS).
25. In the case of a lecturer commencing employment at LIK after the start of the academic year, Heads of Study Programme Fields shall, within the first two weeks of employment, agree an individual working time plan with the lecturer, specifying the scope of R&D activities and academic activities related to the organisation of the study process and the implementation of LIK's strategic objectives.
26. Upon a substantiated proposal from the Head of the Study Organisation Office, the Director of LIK shall have the right to amend a lecturer's planned working time where:
- 26.1. the working time norm is reduced at the lecturer's request for substantiated reasons, including

- health conditions confirmed by a healthcare institution, disability, the need to care for a family member or a person living in the same household, pregnancy, childbirth, breastfeeding, the upbringing of a child under eight years of age, or the sole upbringing of a child under fourteen years of age or a child with a disability under eighteen years of age;
- 26.2. the number of students increases or decreases to an extent that either prevents the proper organisation of the study process or renders the planned teaching hours excessive;
 - 26.3. students submit a substantiated written refusal of a lecturer, and the stated reasons are confirmed.
 - 27. Responsibility for the planning of a lecturer's working time within a study programme field shall rest jointly with the lecturer and the relevant Head of Study Field Programme.
 - 28. Responsibility for the accuracy of the calculation of lecturers planned working hours at LIK shall rest with the Head of the Study Organisation Office.

IV. FINAL PROVISIONS

- 29. Decisions on cases not covered by this Procedure, related to the accounting of teaching staff working hours, shall be made by the Director, taking into account the recommendation of the Head of the Study Organisation Office.
- 30. The Procedure and its amendments shall be discussed at a meeting of LIK's Academic Council and shall enter into force from the date of approval by the Director's order.
- 31. The Procedure may be amended:
 - 31.1. following the enactment of amendments to the Lithuanian legal acts that affect the principles of LIK academic staff's working hours and workload accounting, workload standards, and accounting procedures;
 - 31.2. if the budget allocations for LIK provided by the Lithuanian Ministry of Education, Science and Sport are changed;
 - 31.3. in other justified cases.

APPROVED
at the Academic Council meeting,
Minutes No. V18-36, 22 April 2025