

Constitution of the University of Latvia

APPROVED

In the Constitutional Assembly meeting of the University of Latvia on 29.03.1996.
and the amendments adopted
in the Constitutional Assembly meeting of the University of Latvia on 16.12.1996, 10.05.2001, 22.02.2006,
21.09.2009.

PREAMBLE

The origin of the University of Latvia is connected with Riga Polytechnic School founded in 1862 which was transformed into Riga Polytechnical Institute in 1896. On February 8, 1919 the government of Latvian SSR signed a decree on liquidation of this Institute and foundation of the Latvian University on its basis. Opening of the Latvian University took place on September 28, 1919 under conditions of independent Latvia. Its Constitution was approved by the Saeima Election Law of the Republic of Latvia on March 28, 1923 by naming the university "University of Latvia".

In June 1940, the government established after occupation of Latvia and inclusion into the USSR liquidated the autonomous status of the University of Latvia, cancelled its Constitution and renamed it as the Latvian State University.

On the way of renewal of national independency of Latvia, on March 19, 1990 the University regained the name the University of Latvia. Its second Constitution was adopted by the meeting of the Constitution of the University of Latvia on May 15, 1991, and approved by decision of Supreme Council of the Republic of Latvia on September 18, 1991.

In accordance with the Law on Institutions of Higher Education of the Republic of Latvia of 1995, the Constitutional Assembly of the University of Latvia adopted the third Constitution on March 29 which was approved by the law of the Saeima of the Republic of Latvia on February 5, 1998.

1. GENERAL PROVISIONS

1.1. The University of Latvia (hereinafter referred to as "UL") is an institution of academic and professional higher education and science of the Republic of Latvia where the main study and scientific research potential of the state is combined and developed in the field of natural, technical sciences, humanities and social sciences. The UL provides modern studies and research on the basis of unity of higher education and science. The UL actively participates in solving actual state and social problems.

Its name in other languages is as follows:

Universitas Latviensis (Latin)

Latvijos Universitetas (Lithuanian)

Lati Ulikool (Estonian)

Латвийский университет (Russian)

University of Latvia (English)

Universität Lettlands (German)

Université de Lettonie (French)

Universidad de Letonia (Spain)

Legal address of the UL is:

Raiņa bulvāris 19, Rīga, Latvijas Republika (*Raiņa boulevard 19, Riga, Republic of Latvia*).

1.2. The UL is a derived public entity founded by the state which is a successor of the rights and legal obligations of previous periods. The UL is an autonomous self-government institution.

1.3. Self-government of the UL is based on the rights of each permanent member of the staff, as well as possibilities to participate in the management and administration of the UL and respective structural unit affairs.

1.4. The UL operates in accordance the Constitution of the Republic of Latvia, Education Law, Law on Scientific Activity, Law on Institutions of Higher Education and the respective legal acts, this Constitution and international activity standards of universities.

1.5. The UL has its stamp. The stamp depicts the small coat of arms of the state of Latvia and words "Republic of Latvia. University of Latvia ". The UL has its flag, coat of arms, slogan and anthem.

The UL flag is cobalt blue with the aureate coat of arms of the Republic of Latvia on one side and coat of arms of the UL in the bow of science emblems – on the other side.

The coat of arms of the UL is an oak in the middle of bay-leaf wreath with the UL Latin name "Universitas Latviensis" above it and slogan of the UL "Scientiae et Patriae" below.

The slogan of the UL is "Scientiae et Patriae" (Latin), a translation of which is - "For science and native country".

The anthem of the UL is a dedication to the "University of Latvia veltījums" (Music by J.Vītols, words by E.Virza).

The day of opening of the UL – September 28 is the Celebration day of the UL.

1.6. The UL is a Convent of Counsellors. It facilitates adjustment of the UL activity with social interests, as well as makes proposals for the UL development strategy. The Convent of Counsellors has the right to suggest review of the issues in the Constitutional Assembly or Senate. The staff of the Convent of Counsellors is elected and its regulation approved by the UL Senate.

2. GOAL AND TASKS OF ACTIVITY

2.1. Successful activity of the UL is a guarantee for development of Latvia. The UL combines various research, studies and innovative activity in order to provide internationally recognized higher education, develop science, take care of the Latvian language and culture, strengthen communication traditions of different cultures.

2.2. The task of the UL is to provide a possibility to obtain academic and professional higher education, make fundamental and applied research in the humanities, natural, technical and social sciences, as well as organize appropriate continuing education and interest education.

2.3. The UL takes care of preparation of new scientists by providing them possibilities of doctoral studies, taking part in the world's academic processes and ensures promotion and habilitation of scientists.

2.4. The UL operates in order to develop, investigate, maintain and retain for the next generations all the special values which has been given and may be given to the culture and science of the world by the Latvian nation – national culture, art, language, literature, folklore, traditions – with the specific character of its geographical and historical environment.

3. COMPETENCE, BASIC ACTIVITY PRINCIPLES AND TYPES

3.1. In accordance with its goal and tasks the UL

- individually determines the content and form of studies, additional terms of enrolment of students, matriculation procedure, as well as basic directions of the UL research work;

- confers science degrees, academic degrees and professional qualifications, issues respective UL diplomas and other education certificates recognized in the Republic of Latvia, nostrificates the diplomas obtained in other countries;

- elects Honour Members and Honour Doctors of the UL, establishes and awards the UL premiums and personnel scholarships.

3.2. Due to the academic activity the UL shall be entitled to

- organize public courses and lectures, organize congresses, conferences and other meetings;

- establish associations;
- be engaged in national and international funds;
- conclude agreements with other education and scientific institutions in the Republic of Latvia and foreign countries;
- open departments, branch offices and agencies in the Republic of Latvia and foreign countries;
- to carry out business activities and publishing;
- announce competitions.

3.3. The UL establishes, reorganizes and liquidates institutions, public agencies and commercial companies by decision of the Senate in order to achieve the aims. The institutions, public agencies and commercial companies established by the UL operate in compliance with the legal acts, as well as its regulations (articles of association) approved by the UL Senate and agreements with the UL. The UL may be a member and founder in associations and foundations.

3.4. The UL constantly determines its organizational and administrative structure, establishes the staff, sets the wages and scholarships, however, not smaller than those prescribed in the legislative acts of the Republic of Latvia.

3.5. The UL determines its internal procedure by taking into account security of premises and territory of the traditional, internationally recognized universities.

3.6. Upon achieving its aim and performing the tasks the UL shall act pursuant to the following principles:

- freedom of transcripts, studies and research: free choice of courses, programmes and research content and method, free expression of a scientific opinion and research results;
- unity of studies and research (academic activity).

3.7. The UL serves society, maintains steady communication with the alumni and organizations where their work, as well as with foreign specialists and institutions. By exchanging the information the UL makes the changes necessary in its activity and study programmes.

The UL shall inform society about its activity, study and research directions, offer the obtained scientific and professional cognitions and research results.

3.8. Each citizen of Latvia, as well as the persons having permanent residence rights in Latvia are provided by equal possibilities by the UL to apply for studies irrespective of the gender, social status, race and nationality, political opinions and religious confidence. Foreigners may also claim for the rights to study at the UL.

3.9. The study language in the UL is Latvian. Studies in other languages may take place in accordance with requirements of the laws of the Republic of Latvia and procedure established by the Senate.

4. THE STAFF, RIGHTS AND OBLIGATIONS OF ITS MEMBERS

4.1. The staff of the UL shall include the following according to its aims of activity and relationship with the UL:

- the staff elected in academic positions of the UL;
- general staff;
- full-time students, as well as master students, doctoral students and residents in medicine.

The academic staff of the UL agencies and institutions has the same right to take part in the academic work as the academic staff of the UL pursuant to the procedure prescribed by the UL Constitution and Senate.

4.2. Rights and obligation of each member of the UL staff is to

- work in order to raise significance of the UL in the social and national life and strengthen its honour;

- to facilitate fulfilment of the UL tasks;

- to facilitate strengthening of the democratic principles, promote academic freedom, as well as openness in the UL self-government and dealing with the affairs;

- to participate in development of the UL self-government decisions and internal procedure regulations directly or through intermediation of elected representatives.

The staff members shall be entitled to participate in the meetings of collegiate management institutions, as well as take part in adoption of such decisions which concern their interests and get listened.

Everybody shall fulfil his/her obligations without infringement of other persons' rights and without hampering them to fulfil their obligations and observing the internal procedure of the UL.

4.3. The UL staff members shall be entitled to elect the self-government and get elected in collegiate management institutions. Elections of all self-government institutions and elections in administrative positions shall take place by secret ballot. Participation of the UL agencies and staff of institutions in election and operation of the UL self-government institutions shall be determined by the UL Senate, as well as the agreement concluded between the UL and the respective institution or agency.

4.4. Each member of the staff shall be responsible for fulfilment of his/her obligations. The procedure by which violations are qualified and penalties imposed shall be determined by the UL Working Regulations approved by the Senate which comply with the valid legal acts.

4.5. An obligation of the management of the UL and its structural units is to take care of the working and study conditions and provide conditions for its professional activity and raising qualification in the framework of its competence and possibilities.

The staff members shall be entitled to use the UL premises, equipment, inventory, library and structural unit services according to the procedure specified by the UL.

The right of long-term employees who have suspended the labour relations with the UL shall be determined by the regulation approved by the Senate.

Academic staff

4.6. The minimum academic staff shall be maintained by decision of the Senate in each branch of science represented by the UL and approved by the UL Senate which is able to ensure its representation in the UL. The staff shall be supplemented by observing specific character of the branch and number of students in the respective study programmes, as well as the standards set by the UL.

4.7. The UL academic staff includes:

- professors, associate professors;

- assistant professors, leading researchers;

- lecturers, researchers;

- assistants.

4.8. The academic staff shall make scientific researches and participate in education of students. The work obligations, their scope and requirements for each academic position shall be regulated by the Law on Institutions of Higher Education, Regulation on the Academic and Administrative Positions and Regulation on Wages.

4.9. The academic staff members shall individually determine the content and form of studies and examinations, freely choose the methods and they have the right to freely express their scientific opinions within the framework of the study programmes to be implemented and respective regulations. Upon making a research the academic staff members may freely choose research methods, as well as evaluate and publish the research results.

4.10. Any professor, associate professor, assistant professor, leading researcher shall be entitled to claim for resources according to a particular procedure for organization of different special events meeting the aims of the UL activity but in case of necessity, to suggest establishment of a special group of associates for implementation of

certain projects or other events. Each professor or associate professor, assistant professor, leading researcher shall have the right to offer new study or research programmes according to a certain procedure. Each member of the academic staff shall have the right to offer individual study events beyond the study programmes. The applicant shall be entitled to apply for complete or partial provision of the event with the UL resources and/or attraction of other resources in accordance with the procedure set by the UL.

4.11. Pursuant to the financing allocated by the state or other sources and by agreeing with the structural unit manager a rector may conclude individual agreements, as well as agreements on making research with the retired academic staff by setting particular payment for certain amount of work corresponding to the employee qualification. Professors and associate professors after reaching the retirement age may be awarded an honoured name - emeritus professor by decision of the Senate for special contribution to the academic work. The retired professors of the UL may receive an additional payment to the pension from the UL in the amount up to 50% of the minimum monthly salary rate of a professor specified in the legal acts of the Cabinet of Ministers pursuant to the Regulation approved by the Senate.

4.12. The persons appointed in the positions of a professor, associate professor, assistant professor and leading researcher shall be awarded the respective academic name of the UL.

4.13. Members of the UL academic staff shall have the right to an annual paid leave in compliance with the Law on Institutions of Higher Education and Law on Scientific Activity but once per six years – a paid academic (creative) leave of six calendar months for the purposes of academic activity. The scientists employed in scientific institutions with a doctor's degree shall have the right to a paid academic leave of 26 calendar weeks after every six years for making research.

4.14. Members of the academic staff shall have the right to receive a paid study leave of three months one time for preparation of the doctoral thesis.

4.15. Within one election term professors, associate professors and assistant professors shall have the right to an unpaid leave for the period of up to 24 months in order to work as visiting professors or visiting lecturers in academic positions in other institutions of higher education.

Election to academic positions

4.16. Persons shall be elected to academic positions within the framework of an open competition according to the Regulation on academic and administrative positions.

4.17. A person having a doctor's degree and working experience of not less than three years in an associate professor's or professor's position may be elected to a professor's position. A person having a doctor's degree may be elected to an associate professor's position. Professor or associate professor shall be elected by the respective professor councils for six years.

4.18. A person having a doctor's degree may be elected to an assistant professor's position. An assistant professor shall be elected for six years by the Faculty Council if the scientific potential of its academic staff meets the requirements of the Doctoral Council. Otherwise members of the respective Doctoral Council shall be invited to the election without the right to vote.

4.19. A person having a doctor's degree may be elected to a leading researcher's position for making research. A leading researcher shall be elected in the Faculty by the Faculty Council for six years but in the Scientific Institute – by the Scientific Council.

4.20. A person having a doctor's or master's degree may be elected to a lecturer's position. A lecturer shall be elected by the Faculty Council for six years.

4.21. A person having a doctor's or master's degree may be elected to a researcher's position for making research. A researcher shall be elected in the Faculty by the Faculty Council for six years but in the Scientific Institute – by the Scientific Council.

4.22. An assistant shall be elected in the Faculty by the Faculty Council but in the Scientific Institute – by the Scientific Council for six years and if an assistant does not have a doctor's degree he/she may be elected not more than two times in turn.

4.23. All ballots to the academic positions in the UL are secret. A rector shall conclude an agreement with the elected person for the entire period of election, while with a researcher or leading researcher – for the period of implementation (financing) of a particular scientific project (contract work), except the cases specified in the legal acts.

4.24. By observing the necessity to acquire knowledge and practical skills, a person having higher education without a scientific or academic degree may hold a position of associate professor's, lecturer's and assistant's position in the subjects of the profile of professional study programmes if he/she has a sufficient length of service of practical work corresponding to the subject. The requirements to be set for the applicants for such positions shall be set by the Regulation on the academic and administrative positions approved by the Senate.

4.25. If the UL has a vacancy or a temporary vacancy, the Senate may not announce a competition upon the suggestion of the Faculty Council or or Scientific Council of the Scientific Institute of the UL. In such a case a rector may engage a visiting professor, visiting assistant professor or visiting lecturer for the period of up to two years.

Upon a proposal of the Faculty Council or Scientific Council of the Scientific Institute of the UL a rector shall be entitled to appoint persons to academic positions for one year in accordance with the Regulation on academic and administrative positions.

Students

4.26. Students of the UL use the study and research possibilities provided by the UL.

Students are:

- students of Bachelor's programmes,
- students of professional study programmes,
- students of Master's programmes,
- residents in medicine,
- doctoral students.

4.27. Enrolment to the programmes is regulated by the enrolment terms approved by the UL Senate and complying with the Regulations of the Cabinet of Ministers. A student shall conclude a study agreement with the UL.

4.28. Students of the UL shall be entitled in compliance with the legal acts and pursuant to the procedure prescribed by the UL:

- to freely express and defend the thoughts and opinions;
- to establish associations, hobby groups, clubs;
- to apply for the student loan and loan to cover social needs;
- to study and make research in healthy environment;
- to participate in the studies of other institutions of higher education as course attendees and take the necessary examinations;
- to use premises, hotels, laboratories, libraries, equipment, objects of culture, sport and medicine of the UL;
- to suspend and start studies;
- to choose study and research directions, programmes, courses and members of teaching staff;
- to participate in the self-government institutions of all levels of the UL;
- to receive information regarding all issues directly related to their studies;
- to elect and get elected in the self-government of students.

An administrative student is a member of of the structural unit which manages his/her chosen programme.

General staff

4.29. The general staff is an auxiliary teaching and scientific staff, administrative, technical, economical and other staff except the academic staff and students. The task of the members of the general staff is to assist in performing the academic work of the UL in accordance with the competence of the position and professional qualification and ensure its provision. The teaching and scientific auxiliary staff shall fulfil the official duties in the study and research, ensure possibilities for the students to fulfil the experimental (practical) part of the programmes. The respective staff of the UL and general staff of structural units shall ensure the material supply, as well as technical and administrative provision of the academic work.

4.30. The procedure by which members of the general UL staff are engaged and dismissed shall be regulated by the legal acts and Working Regulations of the UL approved by the Senate.

5. MANAGEMENT AND ADMINISTRATION

5.1. Management and administration of the UL shall be ensured by the established representation institutions, elected rector and administrative officials of structural units.

- decision-making management and administrative institutions of the UL and the main decision-making institutions are:

- Constitutional Assembly;

- Senate;

- Rector;

- Audit Commission;

- Academic Arbitration Court.

5.2. Administration of the UL shall also be ensured by pro-rectors, directors (the number of pro-rectors and directors shall be determined by Rector), counsellor and Dean Council. In order to coordinate activity of the UL and solve different issues a rector may establish Counsellor Councils, as well as invite experts. Regulations of the Councils shall be approved by the Senate.

Constitutional Assembly

5.3. The Constitutional Assembly is a higher representation institution of the UL. The Constitutional Assembly shall:

- adopt and amend the UL Constitution;

- adopt the Regulation of the Constitutional Assembly;

- approve the Regulation of the Senate;

- elect and dismiss members of the UL Senate;

- elect and dismiss a rector; listen to the rector's report on activity of the UL;

- approve Regulations of the Audit Commission and Academic Arbitration Court;

- elect the Audit Commission and dismiss its members;

- elect the Academic Arbitration Court and dismiss its members.

The Constitutional Assembly shall be entitled to accept other conceptual issues regarding activity and development of the UL for review and decision.

5.4. The Constitutional Assembly includes 300 members. 200 representatives of the academic staff, incl. professors not less than 50 % (100 representatives of the branches of natural, medicine and technical sciences, 100

representatives of the humanities and social sciences) and 25 representatives of the general staff shall be elected by secret ballot for three years. 75 representatives of students shall be elected by the Students' Council.

5.5. The Constitutional Assembly shall be convoked by the Senate at least once per two years.

Extraordinary meetings of the Constitutional Assembly shall be convoked if it is required by the Senate, rector, UL Students' Council, one third of the members of the Constitutional Assembly or the Convent of Counsellors.

The Senate, other institutions and persons having the right to convoke extraordinary meetings, as well as one tenth of the total number of members of the Constitutional Assembly shall be entitled to submit proposals on the issues to be reviewed in the meeting of the Constitutional Assembly.

Activity of the Constitutional Assembly shall be regulated by the Regulation of the UL Constitutional Assembly, its activity shall be ensured by the Senate Secretariat.

The Constitutional Assembly shall elect Chairman, his/her Deputy and Secretary for the period of convocation.

Representatives of students shall have veto rights in the Constitutional Assembly concerning the issues related to the interests of students. After application of the veto the issue shall be reviewed by the Coordination Commission established by the Constitutional Assembly according to the parity principle. Regarding the veto issue the Constitutional Assembly shall adopt a decision by 2/3 majority of votes of the present voters. The veto application procedure shall be regulated by the Regulation of the UL Constitutional Assembly.

Senate

5.6. The Senate is a collegiate management and decision-making institution established by the staff of the UL which approves a procedure and terms regulating activity of the UL. The UL Senate shall

1) elect

- Honoured Doctors and Honoured Members of the UL;
- Honoured Court of the UL;
- Convent of Counsellors of the UL.

2) elect and dismiss

- Chairman of the Senate (professor) and his/her deputy(-ies);

3) organize Rector elections

4) upon Rector's proposal approve

- budget of the UL;
- pro-rectors and directors of the UL;
- Counsellor of the UL;
- deans, directors of the UL Scientific Institutes and managers of other basic structural units of the UL academic work;
- Regulation on the Convent of Counsellors;
- Regulation on administration of the UL.

5) approve

- programmes and their directors;
- Senate Secretary (upon proposal of Chairman of the Senate);

- basic UL structural unit, articles of association and regulations of the councils and other institutions;
- regulations or articles of association of the societies, foundations, public agencies, commercial companies, institutions, etc. established by the UL. Regulations or articles of association of the institutions established for reaching the aims set in the Constitution;
- Regulation on the academic and administrative positions;
- Constitution of the UL Students' Council;
- conceptual documents regulating the study process;
- Regulation of the UL Honoured Court;
- Working Regulations of the UL;
- decisions of the UL Academic Arbitration Court.

6) decide

- on establishment, reorganization or liquidation of faculties, scientific institutes and other structural units, as well as societies, foundations, public agencies, commercial companies, institutions, etc.;
- on the use of the name and symbols of the UL;
- on the essential issues regarding economic activity, incl. purchase, mortgage or alienation of real estates;
- on convocation of the Constitutional Assembly;

The Senate may also accept other important issues concerning activity of the UL for review, as well as provide an explanation on application of the Constitution standards.

5.7. The Senate shall be elected by the Constitutional Assembly for three years of the members of the UL staff:

- 38 representatives of the academic staff by ensuring representation of each Faculty, 25 professors or associate professors of them;
- 2 representatives of the general staff.
- 10 representatives of students shall be elected to the Senate by the UL Students' Council.

Members of the UL Senate shall be called senators of the UL.

Representatives of the academic and general staff shall be elected to the Senate only by members of the Constitutional Assembly of the respective group.

Managers of the basic structural units not elected to the Senate shall have the rights of counsellors.

5.8. In accordance with the main directions of the UL activity the Senate shall establish the permanent Commissions which make proposals or provide opinions on the draft decisions corresponding to their competence. Activity procedure of the commissions shall be determined by the Senate.

Meetings of the Senate shall be conducted by Chairman of the Senate. Chairman of the Senate and Deputy Chairman(-s) shall be elected. Rector, pro-rectors, directors of the UL and Chancellor of the UL may not be Chairman of the Senate or Deputy Chairman. Activity of the Senate shall be regulated by the Senate Regulation. Work of the Senate shall be organized and ensured by its Secretariate.

5.9. Rector shall have the remaining veto rights in relation to decisions of the Senate. Representatives of students shall have the remaining veto rights in the Senate regarding the issues related to the students' interests. After application of the veto the issue shall be reviewed by the Coordination Commission established by the Senate according to the parity principle. Concerning the veto issue the Senate shall adopt a decision with the 2/3 majority of votes of the present Senate members. The veto application procedure shall be prescribed by the Senate Regulation.

Rector

5.10. Rector is a high official of the UL who ensures general administrative management of the UL and represents it without a special authorization. Rector shall manage activity of the UL and be responsible for compliance of this activity with the Law on Institutions of Higher Education and other legal acts, as well as Constitution of the UL. Pursuant to his/her competence Rector shall issue orders and determine competence of pro-rectors, chancellor and directors. Rector shall be elected of professors in the framework of an open competition by the Constitutional Assembly for 4 years but not more than two times in turn. Rector shall be approved by the Cabinet of Ministers upon the recommendation of the Minister of Education and Science. Rector shall start fulfilment of his/her official duties after his/her approval in the Cabinet of Ministers.

Other institutions

5.11. Chancellor shall be subordinated to Rector in his/her activity. Chancellor's competence shall include financial activity, its compliance with requirements of the laws and other legal acts, as well as rational and expedient use of the UL resources.

5.12. Chancellor's, directors' and other administrative officials' activity shall be regulated by the Regulation on administration of the UL.

5.13. The Dean Council is Rector's advisory institution and it shall operate in accordance with the Regulation approved by the Senate.

5.14. The Audit Commission shall have the right and obligation to verify compliance of the financial and economic activity of the UL with the laws and other legal acts, Constitution of the UL and decisions of the management institutions, as well as to acquaint itself with all the documents required for fulfilment of its tasks. The Audit Commission shall prepare and submit a written report on the verification results at least once a year. The Audit Commission consists of five to seven people elected by the Constitutional Assembly for three years from the staff of the UL professors, associate professors, assistant professors and leading researchers. The Students' Council of the UL shall elect one representative of students to the Audit Commission. Representatives of the administrative staff may not be included in the staff of the Audit Commission. The Regulation of the Audit Commission shall be approved by the Constitutional Assembly.

5.15. The Academic Arbitration Court consists of four members of the academic staff for whom the UL is a place of election and one representative of students. The staff of the Academic Arbitration Court may not comprise representatives of the administration. Members of the academic staff shall be elected to the Academic Arbitration Court by the Constitutional Assembly for three years. A representative of students shall be elected to the Academic Arbitration Court by students' self-government.

The Academic Arbitration Court shall review

- applications of students and academic staff on the academic freedom and restriction or violation of rights set in the UL Constitution;
- disputes between officials of the UL, as well as management institutions of structural units being in the subordination relations.

Regulation of the Academic Arbitration Court shall be approved by the Constitutional Assembly.

6. STRUCTURE OF THE UL

6.1. Academic structural units of the UL are faculties, scientific institutes, divisions, departments, laboratories, as well as UL Library, Botanical Garden, Science and Technic History Museum, Academic Publishing House. The UL shall have the right to also establish subsidiaries, centres, schools, etc. for fulfilment of its tasks, as well as structural units for performing the organizational, economic and service work.

Structural units of the UL do not have a legal entity status.

6.2. Basic structural units of the UL are those structural units which are not included in other structural units.

Basic structural units of the UL shall be established, reorganized or liquidated by decision of the Senate and their activity shall be regulated by the Regulations approved by the Senate.

Faculties and scientific institutes

6.3. An UL faculty is an academic structural unit established for organization of the academic activity in one or several branches of science. A faculty shall fulfil the common tasks of the UL in this field and observe the principles of its activity. Concerning the issues of the appropriate academic and professional activity a faculty shall play the role of an organizational, methodical and idea center in the UL without prejudice to competence and responsibility of the UL management institutions.

In order to reach the aims of the activity a faculty shall

- develop, coordinate and implement the respective academic, doctoral and professional, as well as interest-related and continuing education programmes;
- manage the pedagogical and methodical activity of the UL within the respective branches of science;
- coordinate the scientific, pedagogical and methodical activity of its structural units and provide the necessary conditions and resources, establish the appropriate academic environment.

6.4. The Scientific Institute of the UL is an academic structural unit for organization of fundamental and applied research in one or several branches of science, as well as implementation of the programmes and it fulfils the common UL tasks in this field, as well as observes the principles of its activity. In order to reach the aims of activity the Scientific Institute of the UL shall coordinate the scientific and pedagogical activity of its structural units and provide the necessary conditions and resources thereof.

6.5. In accordance with the needs and by observing the procedure determined by the UL a faculty or Scientific Institute of the UL shall establish its self-government and internal structure, organize record keeping, recruit the staff, develop and adopt the necessary regulations and instructions for fulfilment of their tasks and concerning the issues which are not regulated by the instructions adopted by the UL management institutions.

6.6. Relationship of scientific institutes and faculties of the UL and their cooperation in the field of implementation of programmes and making research shall be regulated by the Regulation approved by the Senate which also envisages the standards of mutual representation in the Faculty Council and Scientific Council of the Scientific Institute.

6.7. A faculty or Scientific Institute of the UL shall be established by decision of the Senate but reorganized or liquidated upon a proposal of Rector or Senate of this faculty (Scientific Institute). A final decision on liquidation or reorganization shall be adopted by the Senate. The scientific potential of the faculty or Scientific Institute of the UL shall meet the requirements of the Doctoral Council in the respective branch or subbranch of science.

A faculty or Scientific Institute of the UL may suggest their considerations and make proposals to the Senate concerning the issues related to its Regulation, reorganization or liquidation, the study and research programmes to be implemented, property and resources, as well as premises. Dean of the Faculty (Director of the Scientific Institute) or other authorized representatives of the Faculty Council and Scientific Council of the Scientific Institute shall have the right to participate in discussion of the aforementioned issues in the Senate and get listened.

Structure of faculties and scientific institutes

6.8. Divisions, as well as scientific institutes, departments, centres, laboratories, etc. shall be established in the faculty for carrying out academic work.

Divisions, departments, laboratories, etc. shall be established in the UL Scientific Institute for carrying out academic work.

A centre is a unit of interdisciplinary (comprising different subjects or branches of science) studies and research.

A department is a unit of studies and research participating in development and implementation of the programmes and making research in at least one subbranch of science.

A scientific laboratory is a unit of research participating in development and implementation of the research programmes, as well as studies.

A study laboratory is a unit of studies ensuring implementation of the experimental or practical part of the programmes.

These structural units shall be established by the Scientific Councils of the Faculty Council or Scientific Institute upon a proposal of an individual professor, associate professor, assistant professor, leading researcher. They shall be

reorganized or liquidated upon a proposal of the structural unit itself or Faculty Council or Scientific Council of the Scientific Institute.

6.9. Departments, scientific laboratories and professor groups shall decide the issues of their academic activity themselves which are not submitted to the Faculty Council (kas pēc Satversmes nav nodoti fakultātes Domes (Scientific Council of the Scientific Institute) or Senate.

6.10. The subdivisions operating within the framework of one branch in the faculties of several branches of science or Scientific Institutes of the UL shall unite to establish a division. The academic potential of each division must be sufficient so that to provide at least one study (research) programme.

A faculty (Scientific Institute of the UL) may transfer a part of its functions and authorities to the divisions. The academic subdivisions included in the division may delegate exercising the rights mentioned in the previous paragraph to the division. Activity of the division shall be regulated by its Regulation approved by the Faculty Council or Scientific Council of the Scientific Institute.

6.11. A decision on establishment, reorganization or liquidation of the division, scientific institute or centre shall be adopted by the respective Faculty Council or Scientific Council of the Scientific Institute Faculty Council or Scientific Council of the Scientific Institute Faculty Council or Scientific Council of the UL Scientific Institute which shall come into force by an order issued by the UL.

Key self-government principles of faculties and scientific institutes

6.12. Self-government includes management institutions of the faculty (scientific institute) and its academic structural units. Its task is to organize activity of the faculty or scientific institute pursuant to the competence of the faculty or scientific institute, exercise the staff rights prescribed in the Constitution or Regulation of the faculty or scientific institute and follow observation of the specified standards and requirements.

6.13. The higher decision-making institution of the faculty is the Council. The higher decision-making institution of the UL is the Scientific Council. Activity of the faculty shall be managed by Dean of the Faculty. Activity of the UL Scientific Institute shall be managed by Director of the Scientific Institute.

6.14. The work of the academic structural unit of the faculty or UL Scientific Institute shall be regulated by the meeting of its academic staff (scientists) pursuant to the competence specified in its Regulation and managed by Structural Unit Manager. The Regulation of division (faculty, scientific institute) may envisage other management institutions, as well.

Manager of any structural unit is its official representative in the faculty (scientific institute) and beyond it. He/she shall be responsible for fulfilment of the tasks of structural units, as well as employment of members of the staff and profitable use of the material resources in the possession of the structural unit.

Faculty Council and Scientific Council of the UL Scientific Institute

6.15. The Faculty Council or Scientific Council of the UL Scientific Institute shall decide or submit for decision those issues of academic work of the faculty (scientific institute) to divisions, as well as issues on economic, financial and other activity which are within the competence of the faculty (scientific institute) or to be submitted to the Senate.

Special functions of the Faculty Council and Scientific Council being only within their competence are as follows:

- to define the basic academic activity directions of the faculty (scientific institute), its development strategy and perspectives and use of its name and symbols;
- to elect to academic positions (except professors and associate professors);
- to review proposals of structural units on election of professors and associate professors and submit to the Senate and submit proposals on appointment to academic positions to Rector;
- to adopt decisions on establishment, reorganization or liquidation of academic structural units of the faculty (scientific institute);
- to elect Dean (Director of the Scientific Institute), Structural Unit Managers of the faculty (scientific institute);
- upon a Dean's (Director's of the Scientific Institute) proposal to elect a pro-dean (-s) (Deputy Director (-s) of the Scientific Institute) for the election period of Dean (Director of the Scientific Institute);

- to approve structural unit regulations of the faculty (scientific institute) and other documents regulating the work where they have not been developed by the UL management institutions, provide explanations on application of the Regulation standards of the faculty (scientific institute).

The competence of the Faculty Council also includes the following obligations:

- to accept and submit for approval academic and professional programmes, continuing education and additional education programmes, as well as candidatures of their Directors to the Senate pursuant to the procedure set by the UL, approve the staff of the Programme Councils and staff of the Examining Boards, as well as Managers for awarding Bachelor's and Master's degrees and professional qualification;

- to approve decisions of the Examining Boards on awarding Bachelor's and Master's degrees and professional qualification or equalization of the academic qualification to a particular academic degree, suggest decisions on the issue of the documents confirming graduation of studies.

6.16. The Faculty Council consists of the representatives of the academic and general staff elected for three years, as well as representatives of students delegated by the Students' Self-government of the faculty. The number of students in the staff of the Council shall be at least 20 percent of the Council members.

The representation shall be determined on the basis of the Faculty Regulation. The representatives of the academic staff must constitute at least two thirds of the staff of the Council. In addition to the elected persons, the the staff of the Council may include representatives of other institutions according to the concluded agreements. The staff of the Council shall be approved by Rector. Representatives of the Faculty students in the Council shall have veto rights regarding the issues related to the students' interests. After application of the veto the issue shall be reviewed by the Coordination Commission established by the Council pursuant to the parity principle. The Council shall adopt a decision on the issue of veto with the 2/3 majority of votes of the present voters. The application procedure of the veto shall be determined by the Council Regulation.

6.17. Chairman of the Council elected by the Council from professors, associate professors or assistant professors of the Council shall manage the work of the Council and represent the Council beyond the Faculty. Chairman of the Council may not be Dean or executive director of the Faculty.

6.17.1 The Scientific Council of the UL Scientific Institute shall be elected by general meeting of scientists for the period which does not exceed five years. The election procedure shall be determined on the basis of the Regulation of the Scientific Institute. If the institute has students, the staff of the Scientific Council shall have representatives of students elected by the Students' Self-government according to the Regulation of the Scientific Institute. In addition to the elected persons the staff of the Scientific Council may include representatives of other institutions in accordance with the concluded agreements.

6.17.2 Chairman of the Scientific Council elected by the Scientific Council from the leading researchers or researchers of the Scientific Council shall manage the work of the Council and represent the Scientific Council beyond the Scientific Institute. Chairman of the Scientific Council may not be Director of the Scientific Institute.

Dean (Director of the UL Scientific Institute) and his/her deputies.

6.18. Dean is the official representative of the faculty which deals with all the affairs related to the faculty in the UL institutions or beyond the UL in the framework of his/her competence. Dean shall ensure operational management of the Faculty:

- take care of the execution of decisions of the Council and UL management institutions; organization of the faculty studies and research;

- be responsible for its economic, financial activity and record keeping;

- ensure observation of the UL Constitution, Faculty Regulation, as well as decisions and orders of the Council and UL management institutions by the structural units and staff.

Dean shall be responsible for his/her activity towards Rector. Dean shall annually submit a report on his/her activity to the Faculty Council.

6.19. Dean shall be elected by the Council in the UL competition for four years. Dean must be a professor, associate professor, assistant professor or leading researcher. Dean may be elected for not more than two times in turn.

Upon a Dean's proposal the Council shall elect a pro-dean (-s) from the academic staff for the election period of Dean.

6.19.¹ Director of the UL Scientific Institute is a governing official who shall carry out the general administrative management of the institute and represent the institute without a special authorization. The Director's competence includes:

- ensuring administrative, organizational and technical functioning of the Scientific Institute;
- execution of the decisions adopted by the Scientific Council of the Scientific Institute;
- approval of the development programmes of the Scientific Institute;
- administration of the financial resources of the Scientific Institute and part of the state property transferred to the possession or use by the Scientific Institute, as well as responsibility for their utilization.

Director of the UL Scientific Institute shall be responsible for his/her activity towards Rector or his/her authorized person but Director of the Faculty Scientific Institute shall be responsible towards Dean. Director of the Scientific Institute shall annually submit a report on his/her activity to the Scientific Council of the Institute.

6.19.² Director of the UL Scientific Institute shall be elected by the Scientific Council in an open competition for the period which does not exceed five years for not more than two times in turn.

Upon proposal of Director of the Scientific Institute the Scientific Council shall elect Deputy Director for the election period of Director.

Executive Director of the Faculty

6.20. Executive Director of the Faculty shall organize and ensure record keeping of the faculty in accordance with the united record keeping procedure set in the University, as well as solve the financial, economic and academic issues pursuant to the procedure set by the UL. It is possible to establish a secretariat in the faculties having great number of students which shall be managed by Executive Director of the Faculty. Executive Director of the Faculty is subordinated to Dean in his/her activity. A candidature of Executive Director of the Faculty shall be put forward by Dean of the faculty but approved by Chancellor in the position.

Managers of academic structural units of the faculty (scientific institutes of the UL)

6.21. Head of Division shall be elected by the Faculty Council upon the Division's proposal (Scientific Council of the UL Scientific Institute) for four years and not more than two times in turn.

Head of Department shall be elected by the Faculty Council within the framework of the UL competition for six years without a restriction of repeated election by observing the election Regulation approved by the Senate. Head of Department shall be elected without the name of a professor for not more than two times in turn by observing the election Regulation approved by the Senate. In particular cases Rector may appoint head of Department for one year but not for more than three times in turn.

Scientific Laboratory Manager shall be elected by the Faculty Council (Scientific Council of the UL Scientific Institute) within the framework of the UL competition for six years and without the name of a leading researcher for not more than two times in turn by observing the election Regulation approved by the Senate.

Study Laboratory Manager shall be appointed by Dean.

6.22. Head of Department shall manage and administrate work of the department. He/she shall be responsible for his/her activity towards Dean (Director of the Scientific Institute) and Council (Scientific Council) or another collegiate institution specified in the Department Regulation.

Head of Department (scientific laboratory) shall be responsible for his/her activity towards Head of the respective department (if it does not exist – to Manager of the Faculty or Scientific Institute) and meeting of the academic staff (scientists) of his/her department (scientific laboratory).

7. STUDENTS' SELF-GOVERNMENT

7.1. The students of the UL have their own self-government. It works pursuant to the Constitution of the students' self-government developed by the students and approved by the Senate. The governing institution of the students' self-government is Students' Council of the UL. The persons studying in the framework of the self-government shall have the right to establish students' councils and other institutions of faculties (institutes).

7.2. Students' self-government of the UL shall

- represent students of the UL in the internal and international life;
- protect and represent students' interests concerning the issues of academic, material and culture life in the UL and other state and economic institutions;
- determine the election procedure of students to the Constitutional Assembly and Senate.

7.3. After approval in the Senate decisions of the Students' Council of the UL shall be observed by all students.

7.4. Students' Self-government shall be entitled to require and receive information and explanations from the authorized representatives of any structural unit of the UL regarding all the issues related to students' interests.

7.5. Representatives of the Students' Self-government shall have participation rights in the decision-making institutions of the UL of all levels, as well as the rights to participate in examinations as observers.

7.6. The UL shall support and facilitate activity of the Students' Self-government including the financial support. The Students' Self-government shall spend the resources for performance of the functions prescribed in the Regulation of Institutions of Higher Education.

8. STUDIES

8.1. Studies at the UL are development of knowledge, skills and attitudes pursuant to the particular academic studies (Bachelor's, Master's, Doctoral), professional or continuing education programme.

8.2. The programme shall set all the requirements to be met for obtaining one academic degree or professional qualification, aim, tasks and planned outcomes of implementation of this programme, content of the offered education (list of courses and their description). Application of the programme shall include a description of the academic and general staff involved in implementation of the programme, description of the necessary material supplies, cost estimate of implementation of the programme, list of the structural units involved in implementation of the programme by specifying their tasks in implementation of the particular programme.

8.3. The academic studies shall take place pursuant to the Bachelor's, Master's or Doctoral programmes. Bachelor's studies shall include three to four years while Master's studies shall comprise one to two years (full-time studies) providing that the total length of the Bachelor's and Master's studies is not less than five years. The aim of the academic (Bachelor's and Master's) studies is obtaining the appropriate Bachelor's and Master's or professional (Bachelor's or Master's) degree. Bachelor's degree of the professional higher education shall be awarded if the length of full-time studies of the programme is at least four years. Master's degree of the professional higher education shall be awarded if the total length of the studies is at least five years. The legally fixed aim of the professional studies is obtaining of appropriate professional qualification. Doctoral studies are studies for obtaining a scientific degree. The length of doctoral studies is three to four years.

8.4. The study process shall be regulated by the Regulations approved by the Senate. Implementation of the study programmes shall be ensured by Director of the programme who is approved by the Senate upon a proposal of the Faculty Council. Efficiency of the programmes of the respective discipline shall be coordinated by the Study Council the staff of which shall be approved by Pro-rector. The work of the Programme Council shall be managed by Chairman of the Programme Council appointed by the Programme Council and approved by the Faculty Council.

8.5. A faculty shall have its own budget for implementation of the programme (-s) determined by the Senate.

8.6. Preparation of the programmes and their application according to a particular order may be ensured by individual professors or associate professors, assistant professors, as well as academic structural units. After approval the programme of the respective faculty of the branch of science in the Council shall be approved by the Senate. A decision on starting, suspension and termination of the programme shall be adopted by the Senate.

8.7. Studies at the UL and scholarships may be paid from the state budget or other resources. The UL staff and their children shall be released from a tuition fee according to the procedure specified by the Senate.

8.8. The UL shall issue teaching materials, as well as informative and methodical materials.

9. RESEARCH

9.1. Research is an important component of the UL work and the whole academic staff is involved in the research. Its aim envisages obtaining scientific cognitions, scientific justification of studies and further development, solution of practically important tasks by research methods.

9.2. Research work in the UL shall take place in compliance with the Law on Scientific Activity, Constitution of the UL, decisions and other legal acts.

9.3. Scientific advisors shall individually determine the subjects of their research in the framework of the UL financing and according to the resources allocated for the research work.

9.4. An obligation of the UL academic staff is to publish the results of their research. The UL publishes "Articles of the University of Latvia" ("*Latvijas Universitātes Raksti*") - "Acta Universitatis Latviensis".

9.5. The UL publishes summary informative materials on the made research on a regular basis by specifying particular structural units and sources of financing of research.

9.6. The UL has Doctoral Councils which award doctoral degrees.

10. PROPERTY, FINANCES AND ECONOMIC ACTIVITY OF THE UL

10.1. The UL may own movable, immovable property including land and intellectual property, as well as funds in Latvia and foreign countries in compliance with laws and other legal acts.

10.2. Property of the UL constitutes

- the separated part of the state property or property of local authorities transferred to the UL by decisions of competent state or local institutions;
- movable or immovable property granted by physical and legal entities;
- movable or immovable property acquired by the UL for the self-earned or state-allocated budgetary funds;
- intellectual property in accordance with laws, interstate conventions and agreements.

10.3. The UL shall have the right and obligation to handle its property for reaching the aims specified in its Constitution.

10.4. The management and administration procedure of the state or local authority property transferred to the UL for possession or use shall be determined by the UL according to the aims specified in its Constitution and the use of this property shall be controlled by the respective state and local institutions pursuant to the law.

The property of the UL shall be managed separately from the state property transferred to the UL for possession.

Financial resources of the UL

10.5. Financial resources of the UL consist of the basic budgetary funds, as well as other income obtained by the UL by its activity for reaching the aims specified in the Constitution.

10.6. Excluded.

10.7. The UL shall have the right to receive and use the loans of banks and other credit institutions if they do not cause threat to existence and activity of the UL, as well as receive donations and grants of organizations and physical entities.

10.8. The budgetary income and expenditure of the UL shall be determined by the Senate but its performance shall be controlled by the Audit Commission. Rector shall annually submit reports to the Senate and Minister of Education and Science on budget performance of the UL.

10.9. The funds granted by the physical and legal entities shall be used for the specified aim according to the procedure prescribed by the UL Senate.

10.10. The establishment procedure of financial resources of the UL structural units shall be determined by the Senate.

10.11. Resources of the UL basic structural unit consist of

- a financing of the groups of educational programmes which includes a wages fund of the staff involved in the groups of educational programmes and resources for implementation of the programmes;
- a target financing for financial activity, services and fulfilment of other tasks;
- a financing which completely or partially covers the infrastructure costs.

Sources of UL financing

10.12. The state provides financial and material support to the UL in the amount which guarantees reproduction of the higher education and scientific potential and facilitates raising of the cultural, scientific and education level in Latvia.

10.13. The state financing constitutes income of the UL

- from the basic state budget for education
- a base financing corresponding to the list of the groups of educational programmes and number of students including the resources for wages of the staff, public utilities payments, taxes, maintenance of infrastructure, restoration and modernization of the inventory and equipment, research and creative work related to the programmes;
- from the tuition fee paid by the state or which is received in the form of repayable or non-repayable loans in accordance with Regulations of the Cabinet of Ministers on crediting of studies;
- from the funds provided for reaching particular aims.

10.14. Other income of the UL includes:

- a tuition fee;
- paid services;
- making scientific and other sources of financing of science;
- economic activity;
- loans of banks and other credit institutions pursuant to the procedure stipulated in the legal acts;
- donations and grants of organizations and physical entities;
- sale of movable and immovable property according to the procedure prescribed by the law;
- other sources of income prescribed by the law.

This income is used to ensure the basic activity of the UL pursuant to the procedure specified by the Senate.

10.15. Every state or local institution or legal entity and physical entity may conclude agreements with the UL on preparation of particular specialists or making researches if it does not contradict the law by paying from the funds in their possession.

10.16. As a taxpayer the UL is compared to foundations and shall have the right to receive tax allowances in compliance with the valid legal acts.

10.17. The UL shall be released from the customs tax and duties, as well from the taxes for reconstruction materials and import of equipment.

10.18. By fulfilling its tasks the UL shall have the right to perform the following activities in Latvia and foreign countries in accordance with the aims and legislation acts specified in the Constitution:

- to conclude agreements with physical and legal entities, as well as perform other legal activities in accordance with this Constitution;

- to announce competitions, buy and sell the movable and immovable property, various property and securities;

- to perform the economic activity corresponding to the UL profile, the income of which shall be transferred to the budget of the UL for its development, studies and social support, as well as invest the obtained resources into other companies.

10.19. The UL shall have the right to invest its part in the capital of its established commercial companies.

10.20. As a legal entity the UL shall have the right to obtain and alienate movable and immovable property, as well as funds, be a plaintiff, defendant and third party in legal proceedings.

11. REORGANIZATION AND LIQUIDATION PROCEDURE OF THE UL

11.1. Reorganization or liquidation of the UL shall take place pursuant to the procedure prescribed by the law.

12. ADOPTION OF THE CONSTITUTION AND AMENDMENT PROCEDURE

12.1. The UL Constitution may be adopted and amended by the UL Constitutional Assembly.

12.2. The UL Constitution and amendments shall come into force after their approval by the Saeima of the Republic of Latvia.