

Rules of Procedure of the Administration of the University of Latvia

With amendments introduced until 15.10.2024.

Amendments: UL Order No. 1-4/413 of 21.08.2024.

UL Order No. 1-4/450 of 13.09.2024.

UL Order No. 1-4/456 of 17.09.2024.

UL Order No. 1-4/498 of 01.10.2024.

UL Order No. 1-4/504 of 04.10.2024.

UL Order No. 1-4/522 of 11.10.2024.

UL Order No. 1-4/530 of 15.10.2024.

Issued in accordance with paragraph 7
of the UL Administrative Regulation

I. General provisions

1. The Rules of Procedure of the Administration of the University of Latvia (hereinafter – the Rules) determine the structure of the Administration of the University of Latvia (hereinafter – the Administration), the organisation of its work, the remit of the UL management, officials, employees, as well as study and research support units (hereinafter – Administration units), as well as the executive directorates of academic institutions.
2. In compliance with the remit laid down in these Rules, the Administration implements the basic principles, main functions and tasks laid down in the UL Administrative Regulation.

II. Structure and subordination of the UL Administration

3. The officials of the UL Administration operate in a single hierarchical system, with one official reporting to another official.
4. UL Rector (hereinafter – the Rector) is the UL senior official implementing overall governance of UL, with a direct authority over:
 - 4.1. Vice-Rector for Studies;
 - 4.2. Vice-Rector for Research;
 - 4.3. Vice-Rector for Development;

- 4.4. Head of UL Administration;
- 4.5. UL Chancellor;
- 4.6. Deans of academic institutions (faculties);
- 4.7. Head of the Rector's Office;
- 4.8. Advisers to the Rector;
- 4.9. Internal Auditor.

5. The Rector has a direct authority over the academic institutions (faculties) and the following structural units of the UL Administration:

- 5.1. Security Risk Management Unit;
- 5.2. Communications Department;
- 5.3. Department for International Cooperation;
- 5.4. Digital Transformation Department */as amended by UL Order No. 1-4/504 of 04.10.2024/*.

6. Rector has an authority over UL Doctoral School.

7. Rector supervises UL Student Council Office.

8. Operational support to the Rector is ensured by Rector's Office.

9. Vice-Rector for Studies manages the UL educational process, supervises the preparation and implementation of Study Development Plan, as well as short cycle, cycle I and cycle II educational study programmes – both academic and professional study programmes, with the following UL Administration units in direct subordination:

- 9.1. Study Department;
- 9.2. Student Services;
- 9.3. Study Innovation Unit */as amended by UL Order No. 1-4/504 of 04.10.2024/*.

10. Under the authority of Vice-Rector for Studies are the following UL institutions and branches:

- 10.1. Pre-study Centre;
- 10.2. Alūksne Branch;
- 10.3. Bauska Branch;
- 10.4. Cēsis Branch;
- 10.5. Jēkabpils Branch;
- 10.6. Kuldīga Branch;
- 10.7. Madona Branch;
- 10.8. Tukums Branch.

11. Vice-Rector for Studies supervises the following UL agencies:

- 11.1. UL agency "P. Stradiņš Medical College of the University of Latvia";
- 11.2. UL agency "Riga Medical College of the University of Latvia";

- 11.3. UL agency “Riga First Medical College of the University of Latvia”.
12. Vice-Rector for Research exercises functional management of research activities, supervises the preparation and implementation of Scientific Activity Development Plan and the cycle III educational programmes, and has a direct authority over Research Department of the UL Administration.
13. Under the authority of Vice-Rector for Research are the following UL institutions:
- 13.1. UL Library;
 - 13.2. Development Programme of Medical Residency;
 - 13.3. Baltic-German University Liaison Office;
 - 13.4. UL Centre for Judaic Studies.
14. Vice-Rector for Research supervises UL agency “UL Institute of Literature, Folklore and Art” (hereinafter – UL ILFA).
15. Vice-Rector for Development implements projects for development and commercialisation of knowledge, technologies and services of UL, promotion of collaboration between UL and industries, attraction of financial resources to support the innovative action of UL, and supervises the collaboration of UL with industries, with the following UL Administration units in direct subordination:
- 15.1. UL Centre for Development and Cooperation;
 - 15.2. Third Mission Centre.
16. Under the authority of the Vice-Rector for Development are the following UL institutions:
- 16.1. UL Innovation and Acceleration Centre;
 - 16.2. UL Press;
 - 16.3. */Deleted with UL Order No. 1-4/522 of 11.10.2024/;*
 - 16.4. UL Botanical Garden;
 - 16.5. UL Professional Development Academy;
 - 16.6. UL Culture Centre;
 - 16.7. UL Museum;
 - 16.8. UL Sports Centre;
 - 16.9. UL Centre “Confucius Institute”.
17. UL Chancellor ensures uniform financial management and accurate accounting of financial and infrastructure resources in accordance with the laws and regulations, with the following UL Administration units in direct subordination:
- 17.1. Finance and Accounting Department;
 - 17.2. Real Estate Income Office.
18. Under the authority of UL Chancellor are the following UL institutions:
- 18.1. Student Accommodation Service;
 - 18.2. Infrastructure Management Service.

19. Head of UL Administration exercises general administrative management of all UL Administration units, ensuring unified functioning of the Administration and coordination of cooperation and activities among its units. Head of UL Administration has a direct authority over:

19.1. Quality Manager;

19.2. Head of Occupational Health and Safety;

19.3. Sustainable Development Manager.

20. Under the authority of Head of UL Administration are the following structural units:

20.1. Legal Department;

20.2. Strategic Information and Data Centre;

20.3. Human Resources Department;

20.4. Document Management Department.

21. Under the authority of Head of UL Administration are the following UL institutions:

21.1. Centre for Institutional Development;

21.2. Information Technology Service.

22. The functions of Secretariat of Vice-Rectors, Head of the UL Administration and UL Chancellor are provided by the employees of the University of Latvia who are institutionally part of the UL Administration. Other officials and employees of the UL Administration who are not included in any of UL Administration units report directly to Head of UL Administration.

23. Sub-units may be created within the UL Administration units. The names and remit of the sub-units of UL Administration units are established by the current Rules.

24. The establishment, reorganisation or liquidation of UL Administration units may be initiated by a representative of the UL senior management (Rector, Vice-Rectors, Head of the UL Administration or UL Chancellor). The decision on the establishment, reorganisation or liquidation of the units and sub-units of the UL Administration is adopted by Rector.

25. Heads of UL Administration units may have deputies whose remit is defined in their job descriptions.

III. Organisation of the work of the UL Administration

26. Representatives of the UL management give tasks within their remit (authority) to UL Administration units and UL institutions and employees under their direct subordination.

27. If an employee of the UL Administration receives a direct assignment from Rector of the University of Latvia, Vice-Rector, Head of UL Administration, UL Chancellor or another higher official who is not their immediate superior, they shall inform their immediate superior thereof.

28. Officials and employees of all UL institutions and structural units have a duty to cooperate with each other to ensure the effective performance of the UL functions and tasks.

IV. Organisation of UL management meetings

29. The work of the UL management and the UL extended management is organized in the form of regular meetings, and they are held in accordance with the UL order on meetings and events in the respective semester of the respective year.

30. The UL management meetings are attended by the UL management, Head of Rector's Office, and Rector's advisors, and they consider:

30.1. operational matters in all areas of principal activity of the UL;

30.2. conceptual matters of UL development;

30.3. matters of effective management issues;

30.4. questions about high and medium-level risks and security;

30.5. drafts of administrative decisions and regulatory enactments that have a significant impact on the activities of the UL, or do not fall within the remit of a single UL management official;

30.6. reports of the meeting participants on current developments and tasks;

30.7. opinions given by invited persons (on site or remotely);

30.8. other matters in accordance with the agenda of the UL management meetings.

31. The extended meetings of the UL management include the UL management, deans, Chair of UL Student Council, Head of Rector's Office, and Rector's advisors participate in, and they consider:

31.1. matters pertaining to the activities of academic institutions;

31.2. reports by the heads of academic institutions (deans) on current developments and tasks;

31.3. long-term tasks, prospective decisions with high impact, and projects of new initiatives;

31.4. initiatives and proposals of ULSC for operational improvement.

32. Persons involved in the matter under review or the authors of initiatives may be invited to participate at the UL management meetings and at the extended UL management meetings.

33. At the UL management meetings, decisions are adopted by UL management on the principle of consensus; in the absence of consensus, the decision is adopted by Rector.

34. The UL management meetings are recorded in the minutes, and the minutes are taken by Rector's Office. The UL management minutes are the basis for issuing management decisions and regulatory acts.

35. Proposals regarding the agenda of the UL management meeting may be submitted by the participants of the management meeting to Rector's Office no later than two working days before the respective UL management meeting.

36. To the proposal its submitter attaches the documents that directly pertain to the matter under consideration – a draft regulatory act, a draft protocol decision, a presentation, an information report or other materials relevant for adopting a decision. Upon request by the management, information on the impact on other decisions or regulatory acts of the UL Administration and the UL budget of the University are also attached to the submitted proposal.

37. Before being submitted for consideration at the UL management meeting, the UL Management Decisions and draft regulatory acts prepared by UL Administration units are reviewed at the meeting of the directors and executive directors of UL Administration

Departments. In the event of urgency, if the matter must be resolved immediately, the UL Management Decision or draft regulatory act with the consent of UL Rector may be submitted for consideration directly at the UL management meeting. In this case, the submitter of the matter to be reviewed must attach to the submission a justification for the urgency as regards the substance, indicating the specific circumstances that affect the essential interests of the UL. The delay in meeting the deadline for the execution of a task known in advance is not considered a basis for urgency.

38. Head of Rector's Office compiles the submitted proposals and prepares the agenda of the UL management meeting and the documents to be considered not later than one working day before a regular meeting, and, after coordination with Rector, sends them electronically to the entire UL management. The persons invited for the consideration of a particular item are sent the documents pertaining to the respective item under consideration.

39. The decision on including additional issues in the UL management meeting outside the established agenda is adopted by the Rector, based on the proposal of Vice-Rector, Head of UL Administration, UL Chancellor or Head of Rector's Office.

40. Within three working days after the respective UL management meeting, Rector's Office ensures preparation of the minutes of the meeting and submits them to Rector for signature. The minutes are signed by the chairperson of the meeting, the minutes-taker and the minutes-verifier, who are appointed by the chairperson at the beginning of the meeting.

41. The tasks specified in the minutes of the UL management meeting are controlled by Head of Rector's Office.

42. The minutes of the UL management meeting are registered and stored by Rector's Office in accordance with the regulatory enactments governing the management of UL documents.

V. Remit of the UL management officials

43. The remit and responsibility of Rector are determined by the Law on Higher Education Institutions, UL Constitution, UL Administrative Regulation and other normative acts. The delegation of authority contained in these Rules to other officials and employees of the UL Administration and to the structural units in no way limits the remit and authority of Rector. The Rector is entitled to exercise any of the rights of an official, employee and unit of the UL Administration, as set out in these Rules or in other documents issued by Rector, to the extent that this does not conflict with higher-ranking laws and regulations. In accordance with the Law on Higher Education Institutions, Rector ensures the management of the higher education institution and is responsible for the achievement of the objectives set out in the development strategy of the higher education institution, as well as for the efficient and lawful use of the its financial resources in accordance with the laws and other normative acts, as well as the institution's constitution, decisions of its Council and Senate.

44. Rector supervises and is responsible for:

44.1. UL strategic development;

44.2. effectiveness of the work performed by the UL management;

44.3. UL institutional international cooperation;

44.4. cooperation with:

44.4.1. UL Student Council;

- 44.4.2. SIA "Rīgas Juridiskā augstskola" (Riga Graduate School of Law);
- 44.4.3. SIA "Stockholm School of Economics in Riga";
- 44.4.4. Stockholm School of Economics in Riga Foundation;
- 44.4.5. UL Foundation.

45. Rector signs:

45.1. employment contracts with Vice-Rectors, Head of UL Administration, UL Chancellor, Heads (Deans) and their deputies (including Vice-Deans) of UL academic institutions, Secretary of UL Senate, Head of Rector's Office, Rector's advisors and other employees of Rector's Office, the staff of the institutions and departments under the authority and supervision of the UL Administration, as well as the directors of the UL agencies;

45.2. agreements and related documents:

- 45.2.1. on institutional international cooperation of the UL;
- 45.2.2. on the allocation of state budget funds;
- 45.2.3. on the allocation of large amounts of EU funding;
- 45.2.4. significant cooperation agreements;

45.3. UL regulatory acts issued by UL Rector;

45.4. UL orders on general issues of UL operation;

45.5. Powers of attorney on behalf of the UL.

46. During Rector's absence (temporary incapacity, official travel, vacation, etc.), the duties of Rector are performed by an official of the UL management appointed by Rector.

47. UL management –Vice-Rectors, Head of UL Administration and UL Chancellor – in accordance with their remit laid down in these Rules:

47.1. signs, except the matters within the remit of Rector, in accordance with paragraph 45 of these Rules, the following:

- 47.1.1. without special authorization on behalf of the UL, payment contracts in which the UL is the customer of goods or services and the amount of which (each contract) does not exceed EUR 100 000;
- 47.1.2. together with UL Chancellor, on behalf of the UL, contracts in which the UL is the customer of goods or services and the amount of which (each contract) exceeds EUR 100 000. UL Chancellor together with Head of UL Administration sign the contracts in which the UL is the customer of goods or services and the amount of which (of each contract) exceeds EUR 100 000;
- 47.1.3. project documentation, including project agreements;
- 47.1.4. letters, statements and reports;
- 47.1.5. documents related to the participation of the UL in procurements, including contracts;
- 47.1.6. invitations to persons from abroad;
- 47.1.7. contracts with foreign student recruitment agents.

- 47.2. awards, or proposes to Rector to confer awards or recognitions to the UL staff;
- 47.3. imposes or proposes to Rector to impose disciplinary sanctions on the UL staff;
- 47.4. coordinates schedules of leave for directly subordinate officials and employees;
- 47.5. reports and presents reports to the meetings of the UL management on matters within its remit;
- 47.6. is entitled to reauthorize UL personnel:
 - 47.6.1. to sign documents related to the execution of procurement contracts, including delivery certificates and other documents;
 - 47.6.2. to sign a work performance contract with a natural person or an author's remuneration contract.

48. Vice-Rector for Studies:

- 48.1. oversees and is responsible for:
 - 48.1.1. study programmes and the study process at the UL, the content and development thereof, including the modernisation and digitisation of the study process;
 - 48.1.2. ensuring the quality of education and the study process, academic freedom, ethics and integrity in the study process;
 - 48.1.3. enhancement of study (learning) and pedagogical skills (teaching) methods, including the development of new innovative technologies in the study process, to ensure user-friendly, digitally comprehensive and versatile management of students' skills and experience;
 - 48.1.4. representation of the UL educational process and collaboration in Latvia and abroad;
 - 48.1.5. procedures for maintenance of learning outcomes;
 - 48.1.6. student admission requirements and procedures;
 - 48.1.7. planning and control of student numbers;
 - 48.1.8. uniform requirements and compliance with national education standards in all forms of studies, including e-learning;
 - 48.1.9. setting and ensuring compliance with content requirements for studies (including e-learning);
 - 48.1.10. compliance of student admission and matriculation with the requirements of external and internal laws and regulations;
 - 48.1.11. establishing, a procedure for planning academic staff workloads in cooperation with Vice-Rector for Research;
 - 48.1.12. establishment and operation of the tenured professor system at the UL in cooperation with Vice-Rector for Research;
 - 48.1.13. setting guidelines and procedures for recruiting guest lecturers;
 - 48.1.14. ensuring the quality and efficient performance of the tasks and functions of the UL institutions and agencies under supervision;
- 48.2. signs:

48.2.1. employment contracts and other documents related to employment relationships (including documents related to termination of employment relationships) with the employees of the subordinate UL institutions, branches and UL Administration units */as amended by UL Order No. 1-4/413 of 21.08.2024/;*

48.2.2. UL orders concerning the matters pertaining to studies, insofar as this does not affect the remit of other UL management representatives;

48.2.3. exmatriculation orders after attainment of a degree and/or qualification and the award of a diploma;

48.2.4. academic staff mobility orders */as amended by UL Order No. 1-4/413 of 21.08.2024/.*

49. Vice-Rector for Research:

49.1. oversees and is responsible for:

49.1.1. the process of scientific performance and its development, including modernization;

49.1.2. the quality of scientific performance, ensuring academic freedom, research ethics and academic integrity in the research process;

49.1.3. representation of the UL scientific performance and cooperation in Latvia and abroad;

49.1.4. determining the requirements for scientific performance and ensuring the compliance with these requirements;

49.1.5. ensuring the operation of research projects and new research-based initiatives, including documentation and scientific data therein;

49.1.6. development of research infrastructure;

49.1.7. implementation of programmes stimulating scientific performance;

49.1.8. establishing a procedure for planning academic staff workloads in cooperation with Vice-Rector for Studies;

49.1.9. setting guidelines and procedures for recruiting guest lecturers;

49.1.10. establishing procedures for planning the work of research, technical and research support staff;

49.1.11. coordination of scientific activities and mutual cooperation in compliance with the UL Development Strategy, including with UL ILFA, UL Institute of Solid State Physics (hereinafter – UL ISSP) and UL Institute of Mathematics and Computer Science (hereinafter – UL IMCS);

49.1.12. UL publication policy, ensuring the provision of research performance data and individual research achievement data of academic staff;

49.1.13. organization and conduct of the UL scientific conference and support system for scientific events;

49.1.14. high-quality and efficient implementation of tasks and functions within the remit of the UL structural units and institutions under its jurisdiction, as well as those of UL ISSP, UL IMCS and UL ILFA;

49.1.15. establishment of the tenured professorship system and ensuring its operation at the UL in cooperation with Vice-Rector for Studies;

49.1.16. in cooperation with Vice-Rector for Development, the transfer of knowledge and technologies created by research activities, the innovation process and commercialization, as well as the protection of intellectual property;

49.1.17. the procedures for organizing doctoral studies and the quality of doctoral education, including UL Doctoral School;

49.2. signs:

49.2.1. employment contracts and other documents related to employment relationships (including documents related to termination of employment relationships) with the employees of the subordinate UL institutions and UL Administration units */as amended by UL Order No. 1-4/413 of 21.08.2024/*;

49.2.2. UL orders concerning the matters pertaining to scientific performance, insofar as this does not affect the remit of other UL management representatives;

49.2.3. agreements on the scientific performance of the UL, including the development of research infrastructure;

49.2.4. agreements and documentations of research projects;

49.2.5. exmatriculation orders after attainment of a doctoral degree the award of a diploma.

50. Vice-Rector for Development:

50.1. oversees and is responsible for:

50.1.1. development of UL cooperation with industries and the public sector;

50.1.2. implementation of functions within the remit of subordinate structural units and UL institutions;

50.1.3. establishment and operation of a system, wherein the results of University's research are applied, commercialized and promote the growth of entrepreneurship and the national economy;

50.1.4. attracting finance and establishing a fund to provide financing and support for the latest developments, using incubator, accelerator, and reactor programmes, attracting corporate investments, thereby promoting the commercialization of inventions and newly created knowledge, as well as the growth of start-ups;

50.1.5. in cooperation with Vice-Rector for Research, the transfer of knowledge and technology created as a result of scientific performance, the innovation process and commercialization, as well as the protection of intellectual property;

50.1.6. processes and procedures at the UL that promote cooperation between the UL, the public and non-governmental sectors and industries;

50.1.7. participation of the UL in procurements, as well as the establishment and provision of the process thereof;

50.1.8. implementation of the further education programmes and courses;

50.1.9. cooperation with leading partners in various industries in Latvia and abroad;

50.1.10. high-quality and efficient implementation of tasks and functions within the competence of the supervised UL institutions;

50.1.11. expanding internship opportunities for UL students;

50.1.12. cooperation with UL alumni organizations;

50.2. signs:

50.2.1. commercialization agreements;

50.2.2. agreements on cooperation in the fields of sports, culture, publishing and museology;

50.2.3. agreements on cooperation in the field of lifelong learning;

50.2.4. employment contracts and other documents related to employment relationships (including documents related to termination of employment relationships) with employees of the UL institutions and the subordinate UL Administration units */as amended by UL Order No. 1-4/413 of 21.08.2024/*;

50.2.5. orders on the annual plan of sports events, as well as regulations of sports events and competitions.

51. During Vice-Rector's absence (temporary incapacity, official travel, leave, etc.), the duties of Vice-Rector shall be performed by an official of the UL management appointed by Rector.

52. Head of UL Administration:

52.1. oversees and is responsible for:

52.1.1. operational organization of the directly subordinate UL Administration units and subordinate UL institutions, as well as the directly subordinate officials and employees;

52.1.2. high-quality and efficient implementation of tasks and functions within the competence of the subordinate UL institutions;

52.1.3. organization of work, cooperation, information exchange and provision of services aimed at students and employees implemented by the executive directorates of UL Administration units, UL institutions and academic institutions;

52.1.4. establishment of a quality management system and ensuring its operation;

52.1.5. establishment of a principal activity risk management system and ensuring its operation;

52.1.6. cooperation with state administration and other institutions in the development of regulatory enactments relevant to UL operation;

52.2. signs:

52.2.1. employment contracts and other documents related to employment relationships (including documents related to termination of employment relationships) with employees of the subordinate UL institutions and the UL Administration units, as well as executive directors of academic institutions, if these Rules do not stipulate otherwise */as amended by UL Order No. 1-4/413 of 21.08.2024/*;

52.2.2. contracts related to the implementation of functions within the remit of the UL Administration and UL institutions;

52.2.3. the orders concerning:

52.2.3.1. official travel of the UL Administration, UL management and the staff of UL institutions under its authority and supervision (except faculties), based on the proposals of the heads of structural units and those responsible for the corresponding financial resources;

52.2.3.2. allocation of scholarships;

52.2.3.3. operational matters of the UL Administration;

52.2.3.4. mobility of general staff */as amended by UL Order No. 1-4/413 of 21.08.2024/;*

52.2.4. UL certificates on administrative matters, including certificates for foreign students;

52.3. approves:

52.3.1. annual public procurement plan;

52.3.2. official travel reports;

52.4. endorses the UL orders concerning general matters of UL operation.

53. During the absence of Head of UL Administration (temporary incapacity, official travel, leave, etc.), the duties of Head of UL Administration shall be performed by UL Chancellor or another official of the UL management appointed by Rector.

54. UL Chancellor:

54.1. oversees and is responsible for:

54.1.1. rational and efficient use of funding in accordance with the UL strategy for achieving the goals specified in the UL Constitution;

54.1.2. Compliance of UL financial management with regulatory enactments;

54.1.3. preparation of the draft budget, ensuring and controlling budget execution;

54.1.4. in cooperation with Legal Department, preparation and improvement of the UL regulatory acts governing financial management;

54.1.5. financial supervision of UL commercial activities;

54.1.6. monitoring of financial liabilities of UL procurements;

54.1.7. operational organization of the directly subordinate UL Administration units;

54.1.8. implementation of functions within the remit of the UL institutions under UL Chancellor's supervision;

54.2. approves the UL financial documentation, including estimates and calculations;

54.3. signs:

54.3.1. bank transaction documents, including payment confirmation and supporting documents in accordance with the approved UL budget, agreements on the allocation of funds in accordance with the procedure established by the UL;

54.3.2. correspondence on behalf of the UL regarding financial matters;

54.3.3. agreements on cash and non-cash transactions in UL institutions;

54.3.4. reports submitted in the budget reporting information system of the State Treasury, ministries, central state institutions and local governments;

54.3.5. employment contracts and other documents related to employment relationships (including documents related to termination of employment relationships) with employees of the subordinate UL institutions and the UL Administration units, coordinating the candidacies for leading positions with the UL management */as amended by UL Order No. 1-4/413 of 21.08.2024/*;

54.3.6. contracts for material liability;

54.3.7. contracts, the amount of which (of each contract) does not exceed EUR 100 000, and related documentation on the management, use, rental, lease, alienation and related issues of real estate. In compliance with this section of the Rules, the UL Chancellor signs the contracts, the amount of which (of each contract) exceeds EUR 100 000, and related documentation together with Head of UL Administration;

54.4. endorses the UL orders on general financial matters, including orders on the admission of non-residents to the UL, whose accommodation expenses are covered by the UL.

55. In the absence of UL Chancellor (temporary incapacity, official travel, leave, etc.), the duties of UL Chancellor are performed by Head of the UL Administration of the University or another UL management official designated by Rector.

56. The UL management acts in accordance with the remit laid down in the UL Administrative Regulation and in these Rules:

56.1. endorsing and issuing the UL orders in accordance with its competences;

56.2. supervises the implementation of the UL orders.

VI. Mandates for Dean of an academic institution (faculty)

57. In addition to the remit laid down in UL Constitution and UL Regulation on Academic Institutions, Dean ensures the administrative, organizational and technical functioning of the faculty, represents the faculty and communicates with the public regarding the faculty-related matters:

57.1. oversees and is responsible for:

57.1.1. development and implementation of the faculty's strategy in accordance with UL Development Strategy, achievement of the specified performance indicators;

57.1.2. effective functioning of the faculty and staff career planning;

57.1.3. compliance with and enforcement of regulatory enactments in the faculty, as well as the effective use of the faculty's financial and other resources;

57.1.4. development of scientific and research fields relevant to the faculty and ensuring appropriate capacity (human resources, cooperation partners, fundraising, research infrastructure, etc.), including recruitment of visiting researchers and visiting professors;

57.1.5. fostering an international study and research environment at the faculty;

57.1.6. the conduct of the faculty's study programmes in accordance with regulatory enactments and the corresponding provision, as well as study programme entrance examinations;

57.1.7. setting of tuition fees;

- 57.1.8. execution of the faculty's budget;
- 57.1.9. student allocation to complete the study places financed by the state budget, ensuring the planned number of students;
- 57.1.10. maintenance of an optimum study programme structure, licensing and accreditation, including the development of new study programmes;
- 57.1.11. evaluation of scientific performance, including research performance;
- 57.1.12. implementation of new development and cooperation initiatives in accordance with the procedures established by the UL;
- 57.1.13. provision of support for the academic operation of the faculty;
- 57.1.14. reporting on the operation of the faculty.

58. In accordance with the procedure established by the UL, Dean signs:

- 58.1. employment contracts and other documents related to employment relationships (including documents related to termination of employment relationships) with employees of the faculty including professors and associate professors (except the executive director);
 - 58.1.1. a work performance or an author's remuneration contracts, as well as delivery certificates */as amended by UL Order No. 1-4/413 of 21.08.2024/*;
- 58.2. matriculation orders in short-cycle, cycle I and II study programmes (as of 01.01.2025);
- 58.3. exmatriculation orders in short-cycle, cycle I and II study programmes without acquisition of a degree (as of 01.01.2025);
- 58.4. study data change orders;
- 58.5. mobility orders of faculty students;
- 58.6. official travel orders and official travel reports of faculty staff;
- 58.7. coordinates the faculty staff schedules of leave.
- 58.8. diploma supplements.

VII. Remit of executive directorate of academic institution (faculty)

59. Executive directorate of the academic institution (faculty) is headed by Executive Director of the faculty.

60. Executive directorate of the faculty:

- 60.1. is responsible for organizing the management of the faculty in accordance with the UL Administrative Regulation, the faculty development strategy, the principles of good governance and the UL quality policy;
- 60.2. provides support to Dean in ensuring the administrative, organizational and technical functioning of the faculty, including compliance of the faculty's operation with regulatory enactments, with the aim of ensuring the successful conduct of the academic process;
- 60.3. ensures the financial management of the faculty in accordance with the procedures established by the UL, including the preparation of the budget plan and ensuring budget execution;

- 60.4. ensures workload planning and working time accounting and absence control, and performance evaluation;
- 60.5. ensures the organization of procurement in accordance with the procedures established by the UL;
- 60.6. ensures the rational and efficient use of the faculty's infrastructure, as well as assures material liability;
- 60.7. ensures the preparation and circulation of drafts of faculty's human resource management documents (employment contracts, authors' remuneration contracts, work performance contracts, as well as orders of official travel and leave);
- 60.8. ensures the registration, preparation and circulation of documents within the faculty, and their transfer to the UL Archives;
- 60.9. ensures the administration of authorized faculty users of the UL information systems;
- 60.10. supports projects implemented at the faculty and new research initiatives of the faculty in accordance with the procedure established by the UL;
- 60.11. cooperates in organizing student and employee mobility;
- 60.12. organizes the recording of academic performance results;
- 60.13. ensures other functions specified in the regulatory enactments of the UL;
- 60.14. certifies the accuracy of copies, transcripts and extracts of documents, the originals of which are located at the respective UL institution. The certificates are signed by the executive director of the respective institution.

VIII. Remit of Rector's Office and Faculty Administration

- 61. Rector's Office operates in accordance with the remit set out in the UL Administration Regulation, which includes ensuring the secretariat function for the Rector, as well as serving as the information link between Rector, Vice-Rectors, advisors, University staff, students, state administration and other institutions.
- 62. Rector's Office:
 - 62.1. provides administrative and institutional support for the implementation of Rector's initiatives;
 - 62.2. when required, engages consultants in legal, development, investment attraction and other matters, provides support to the rector in preparation and adoption of decisions;
 - 62.3. organizes Rector's communication and information exchange with the UL state administration institutions, cooperation partners, as well as all institutions of the UL;
 - 62.4. in cooperation with UL Administration units and all the UL institutions within their respective remit, ensures the quality and compliance of the documents submitted for Rector's signature with the laws and regulations;
 - 62.5. ensures the preparation and management of documents on behalf of Rector;
 - 62.6. ensures the organization, preparation of minutes and record keeping of UL management meetings;

62.7. in cooperation with the Department for International Cooperation ensures the organization of official visits of Rector and compliance with diplomatic protocol;

62.8. ensures the functions of Rector's secretariat, including reception of guests.

63. The UL Administration units, according to their remit and functions:

63.1. implement the provisions set out in UL Development Strategy and Action Plan for the Implementation of the UL Development Strategy, as well as those provided for in UL Rector's Programme and other UL development planning documents;

63.2. develop draft regulations (internal and external) and administrative decisions in their area of remit, as well as monitor their compliance, ensure their relevance and improvement;

63.3. ensure high-quality performance of assigned tasks;

63.4. bear responsibility for the proper operation of the information systems (including LUIS) sections corresponding to the tasks of the department, and for correct data contained therein, as well as submit proposals for their improvement;

63.5. submit proposals to the immediate superior or the Head of the UL Administration regarding the improvement of the matters within their area of remit, and on the improvement of the operation of the unit or coordination with other structural units and all the UL institutions;

63.6. implement data management in cooperation with the Strategic Information and Data Centre and in compliance with its requirements, and produce information for internal and external data and information requests in accordance with the unit's remit;

63.7. are involved in financial planning within the unit's area of responsibility;

63.8. in coordination with Head of UL Administration and based on an assessment of efficiency and legality, prepare proposals to attract external service providers for the performance of certain functions and, in the event of a positive decision, organize external services and monitor the quality of their performance;

63.9. provide fee-based services under the applicable UL laws and regulations in force;

63.10. initiate and implement projects related to their remit in accordance with the established UL procedure;

63.11. provide information and collaborate on tasks where the department responsible for performing the tasks requires support;

63.12. keep records of liabilities in accordance with the procedure established by the UL and transfer data to the joint register.

64. **Security Risk Management Unit** is responsible for ensuring a uniform and safe work and study environment, identifying security risks, developing action plans and updating them at the UL and events organized by the UL, as well as requirements at events organized by other organizations at the UL, including:

64.1. in cases of any external and internal threat;

64.2. in cases of environmental risks;

64.3. in cases of threat to a natural person;

64.4. UL information and communication technology infrastructure security measures, the implementation of which is organized and ensured by the information technology security manager.

65. Head of the Security Risk Management Unit coordinates the activities of UL officials and responsible persons in the event of security incident occurrence.

66. Study Department comprises Study Quality Unit, Pedagogical Development Unit and Regional Studies Unit:

66.1. Study Quality Unit:

66.1.1. develops the UL study development plan in accordance with UL Development Strategy and, after its approval, organizes and monitors its implementation;

66.1.2. develops all regulatory acts regulating the short study cycle, cycle I and II study process (study programmes, internships, teaching staff and students) and monitors their compliance;

66.1.3. carries out monitoring of compliance with external regulatory acts in the field of studies;

66.1.4. develops guidelines for student experience and skills management, and monitors their implementation;

66.1.5. supervises and provides methodological support to faculties in the development of new study programmes, as well as the implementation and improvement of the existing programmes;

66.1.6. organizes internal quality assurance processes in studies, organizes and coordinates the work of Study Programme Quality Assessment Commission (SP QAC), as well as external quality assessment;

66.1.7. supports and supervises the development and international accreditation process of joint and double degree programmes;

66.1.8. ensures the management and analysis of study process data;

66.1.9. establishes an e-study standard, ensures the development of e-study content and the development of appropriate procedures;

66.1.10. provides support in the process of implementing studies and its improvement, evaluates the results and competitiveness of study programmes, as well as engages in resource assessment;

66.1.11. develops, plans and coordinates the development of UL study programmes, including study development projects, encompassing the projects of Pedagogical Quality Development Fund;

66.1.12. in cooperation with Student Services, develops regulations for the recognition of study courses and professional experience, and prepares proposals for the implementation of information technology solutions for the process of recognition of study courses and professional experience;

66.1.13. develops a further education (lifelong learning) development plan, and after its approval, monitors its implementation;

66.1.14. ensures the development of internal regulations for further education and monitors its implementation;

66.1.15. organizes and monitors quality control of further education programmes;

66.1.16. provides support to Vice-Rector for Studies in organizing the work of Study Council.

66.2. Pedagogical Development Unit:

66.2.1. develops, in cooperation with Research Department, monitors and analyses the workload records of the staff involved in academic work and the staff involved in the study process;

66.2.2. in cooperation with Research Department and Human Resources Department, develops the criteria for evaluating academic staff and, after their approval, monitors their use and improvement;

66.2.3. monitors the knowledge and skills of the staff involved in study work, develops a system for the improvement thereof in cooperation with Study Innovation Unit;

66.2.4. prepares a professional development system for staff involved in study work – offer of activities, creation of a register in cooperation with Digital Transformation Department, and ensures the monitoring thereof;

66.3. Regional Studies Unit:

66.3.1. coordinates operation of the UL branches;

66.3.2. develops cooperation with Latvian municipalities, identifying services appropriate to regional needs for various groups of inhabitants;

66.3.3. coordinates the cooperation of the UL faculties and branches in the implementation, development and accreditation of the study process at the branch;

66.3.4. settles payments with the UL faculties and other structural units for the implementation of study and further education programmes in branches;

66.3.5. promotes and implements project development in accordance with regional needs;

66.3.6. implements the administrative and economic operation of the unit;

66.3.7. ensures financial management of the unit and branches in accordance with the procedure established by the UL, including preparation of the budget plan and budget execution;

66.3.8. ensures the control of branch staff working hours and absences, and the evaluation of work performance;

66.3.9. ensures the preparation of procurement documents, including the competitive dialogue procedure, and their advancement in the HoP system in accordance with the procedure established by the UL;

66.3.10. ensures the rational and efficient use of the infrastructure of the unit and

branches, as well as material liability;

66.3.11. ensures the preparation and circulation of drafts of human resource management documents (employment contracts, authors' remuneration contracts, work performance contracts, as well as orders of official travel and leave for departments and branches) of the unit and the branches.

/As amended by UL Order No. 1-4/504 of 04.10.2024/

67. Research Department is a coordinating, supervising and supporting unit of the UL Administration, and consists of Research Unit, Research Projects Unit and Research Initiatives Unit:

67.1. Research Unit:

67.1.1. develops UL Research Activity Development Plan in accordance with UL Development Strategy, monitors and coordinates its implementation;

67.1.2. coordinates mechanisms for funding research and develops proposals for their improvement (funding of research activity – financial reference and performance-based amount, UL Research Excellence Support Programme, etc.);

67.1.3. analyses the UL scientific performance and provides proposals for its improvement and advancement;

67.1.4. supports the representation of the UL scientific performance outside the UL;

67.1.5. provides support to Vice-Rector for Science in ensuring the operation of Science Council and other advisory councils in the field of research;

67.1.6. cooperates with Study Department in determining, recording and analysing the workload of academic staff;

67.1.7. in cooperation with Study Department and Human Resources Department, develops the criteria for evaluating academic staff and, after their approval, monitors their use and improvement;

67.1.8. records and monitors the resources and results of the implementation of scientific performance;

67.1.9. organizes the annual international scientific conference of the UL and provides support in organizing other events related to scientific performance;

67.1.10. in cooperation with Communications Department, participates in the organization of large-scale scientific conferences and events at the University of Latvia, provides support for the implementation of other scientific events at the UL;

67.1.11. ensures quality control of scientific performance;

67.1.12. develops guidelines for organizing scientific conferences;

67.1.13. develops and, after approval, implements the publishing and publication policy;

67.1.14. organizes external evaluation processes of scientific performance and controls the implementation of the resulting recommendations;

67.1.15. coordinates and ensures the representation of the UL in information systems related to ensuring scientific performance;

67.1.16. provides support in ensuring the operation of the UL research ethics committees;

67.1.17. provides support for the organization of research at school – research projects of pupils;

67.1.18. establishes procedures and organizes support for involving UL students in research;

67.2. Research Projects Unit:

67.2.1. collects information about calls for national and international research project applications and informs the UL staff thereof;

67.2.2. provides practical and methodological assistance in the preparation and administration of research project applications, ensures individual consultations for UL staff;

67.2.3. prepares the UL institutional level project applications for research support programmes, manages and administers these projects;

67.2.4. monitors compliance with the internal regulations for research project management;

67.2.5. coordinates cooperation and provides support to internal and external parties involved in the implementation of research projects at all stages of the project;

67.2.6. monitors the implementation of research projects realised by the UL, as well as ensuring the publicity of research projects, coordinates the post-monitoring process of research projects;

67.2.7. ensures risk management in the implementation of research projects;

67.2.8. administers the UL scientific performance development projects, including the UL scientific activity support programme;

67.2.9. ensures control of project results.

67.3. Research Initiatives Unit:

67.3.1. follows research-related issues in Latvia, supports the initiatives of researchers and faculties;

67.3.2. ensures the launch of new research-related initiatives at the UL;

67.3.3. prepares priority international research project applications of the UL;

67.3.4. provides support in the preparation of other international research projects.

68. **Strategic Information and Data Centre** coordinates and plans institutional data management in the UL information systems, their storage and analysis, participates in the development of information systems containing institutional data and the planning of the necessary infrastructure, it encompasses the Strategic Information Unit and Data Analysis Unit:

68.1. Strategic Information Unit:

- 68.1.1. organizes and coordinates the identification, collection, accumulation and processing of data characterizing the UL performance results (hereinafter – institutional data);
- 68.1.2. supervises data managers (owners) and data experts, controls the preparation of data passports;
- 68.1.3. monitors the structure and definitions of the UL institutional data and the quality of the information prepared on their basis;
- 68.1.4. organizes the identification, evaluation and registration of institutional data and information requests (needs), as well as the provision of responses;
- 68.1.5. monitors and coordinates the publication of institutional data, preparation of reports;
- 68.1.6. prepares and advises on the preparation of data-based information about the UL;
- 68.1.7. advises users on institutional data matters, creates a data-based culture;
- 68.1.8. ensures a unified survey system and data collection;
- 68.1.9. organizes institutional data collection procedures.

68.2. Data Analysis Unit:

- 68.2.1. ensures and coordinates the analysis of institutional data and the preparation of information based on them in accordance with the procedure established by the UL;
- 68.2.2. organizes institutional surveys at the UL and processes and analyses the obtained data, prepares a report thereof;
- 68.2.3. ensures preparation of data required for adoption of decisions;
- 68.2.4. cooperates with other organizations, including international ones, on the representation of the UL in the development and integration of information systems that use UL data, including the cooperation with ranking agencies, academic databases, etc.

69. Director of Strategic Information and Data Centre approves the data to be submitted for international rankings.

70. Study Innovation Unit:

- 70.1. in compliance with UL Development Strategy, elaborates UL Study Innovation Development Plan and, after its approval, organizes and monitors its implementation;
- 70.2. follows international innovations in the development of the study process and evaluates their suitability for integration into the UL study process;
- 70.3. ensures the development, testing and implementation of mechanisms for improvement of the study process;
- 70.4. in collaboration with Study Department, develops and implements the modernization of the e-study environment;
- 70.5. develops guidelines for the implementation of modern and innovative learning methods at the UL, monitors their implementation;

70.6. in cooperation with Digital Transformation Department and IT Service, leads the approbation and implementation of artificial intelligence technologies in the study process, develops guidelines;

70.7. manages the integration of modern technology tools, including augmented reality, and virtual reality tools into the study process;

70.8. in cooperation with Study Department, provides methodological support to the staff involved in the study process in the methodology of implementing study programmes and the use of technologies in the study process;

70.9. cooperates with Study Department in creating skills development programmes for staff involved in the study process;

70.10. leads the development of a unified UL policy for cooperation with schools and pupils, and ensures its implementation;

70.11. coordinates the activities of the UL cooperation with schools and pupils, analyses their effectiveness.

/As amended by UL Order No. 1-4/504 of 04.10.2024/

71. Student Services comprises Academic Services Unit, Admissions Unit:

71.1. Academic Services Unit:

71.1.1. supervises the preparation of matriculation, exmatriculation, study data change orders and prepares instructions for personal data change;

71.1.2. ensures the preparation, recording of study documentation specified in the regulatory enactments of the UL, production and issuance of diplomas;

71.1.3. ensures the preparation of qualification documents, registration of diplomas to be issued, production of duplicates of qualification documents;

71.1.4. administers the issuance of state-guaranteed loans and the awarding of state scholarships;

71.1.5. administers the free elective part of study programmes and the mandatory study courses stipulated by the Cabinet of Ministers;

71.1.6. informs, consults and registers the study course attendees;

71.1.7. administers the distribution and disbursement of the state-budget-funded scholarship fund;

71.1.8. produces and issues student identification cards;

71.1.9. prepares certificates and statistical reports on students and study data, ensures the availability of reports in cooperation with Strategic Information and Data Centre;

71.1.10. ensures the administration of students' study courses and professional experience;

71.1.11. ensures the preparation and archiving of students' personal files;

71.1.12. organizes and ensures the student data exchange with other information systems;

71.1.13. provides information and consultations about the UL study offer and opportunities;

71.1.14. organizes and provides career choice support activities for students and pupils, provides consultations of psychologist.

71.2. Admissions Unit:

71.2.1. organizes, ensures and methodically manages the admission process of Latvian and foreign students in short study cycle, cycle I and II study programmes;

71.2.2. compiles information about the UL study programme offer for admission and develops regulatory acts for the admission process;

71.2.3. compiles and prepares reports on the admission process and its results in short study cycle, cycle I and II study programmes.

72. Director of Student Services:

72.1. signs:

72.1.1. certificates and attestations for students;

72.1.2. responses to requests for information about student status and study data;

72.1.3. instructions on changing students' personal data;

72.1.4. study course attendee contracts;

72.1.5. instructions on registering and expelling of study course attendees;

72.2. confirms:

72.2.1. the accuracy of copies and transcripts of diplomas issued by the UL in cooperation with Legal Department and Document Management Department;

72.2.2. the accuracy of copies and translations of educational documents required for studies abroad and for foreign nationals to study at the UL;

72.2.3. the UL student staff rosters.

73. **Communications Department** is responsible for integrated University of Latvia brand and communication management, and consists of Public Relations Unit, Marketing Unit, Branding Unit, Student Recruitment Unit and Conference Support Unit:

73.1. Public Relations Unit:

73.1.1. develops UL communication strategies and plans;

73.1.2. forms proactive communication with the public, ensuring the availability of information to local and foreign audiences about the study opportunities offered by the UL, scientific achievements, lifelong learning, cultural and sports offer, as well as other services;

73.1.3. ensures the operation of the UL media – Radio “NABA”, the UL official website and social network accounts, as well as the UL intranet – creates UL media content, maintains and updates information, ensures monitoring of its content;

73.1.4. organizes photo, video services and live broadcasts of UL events;

73.1.5. ensures crisis communication management;

- 73.1.6. organizes UL publicity events and their planning, coordinating the work of UL institutions;
- 73.1.7. conducts media and social media monitoring and analysis of results, develops recommendations for improving UL communication;
- 73.1.8. organizes the coordination of the website development process of UL structural units and the linked websites in cooperation with the Information Technology Service;
- 73.1.9. ensures the planning and implementation of UL internal communication, including methodical management of internal communication content;
- 73.1.10. forms the cooperation between the UL and the UL Alumni Club, UL Foundation and other organizations promoting operation of the UL;
- 73.1.11. plans and creates the periodical *Alma Mater* and its content.

73.2. Marketing Unit:

- 73.2.1. ensures the development of the UL marketing plan and its implementation;
- 73.2.2. ensures the development and implementation of UL advertising campaigns;
- 73.2.3. develops UL marketing materials, including brochures, annual reports, etc.;
- 73.2.4. produces and organizes UL events;
- 73.2.5. conducts research and analysis of the higher education market offer, provides proposals for the development of the UL offer;
- 73.2.6. develops value propositions for new study programmes in collaboration with the faculties, the Study Department and Student Services;
- 73.2.7. organizes the engagement of UL advertisers and the receipt of services;
- 73.2.8. ensures search engine optimization (SEO) processes, as well as internet advertising and statistical tools for UL websites;
- 73.2.9. organizes the planning, production and distribution of UL souvenirs and other representational materials;
- 73.2.10. ensures the acceptance and placement of third-party advertising on UL channels.

73.3. Student Recruitment Unit:

- 73.3.1. ensures the development of a strategy and plan for recruitment of local and foreign students;
- 73.3.2. forms the cooperation with international partners and agents for recruitment of students, including ensuring the compliance of agents' activities with the Agreement between the Ministry of Education and Science, Ministry of Foreign Affairs and the Ministry of the Interior of the Republic of Latvia and Higher Education Institutions on Good Practice of Attracting International Students and Delivering Studies, as well as regularly monitoring student satisfaction with the practices implemented by commercial agents;

- 73.3.3. organizes the UL participation in local and international student attraction events, including exhibitions, fairs, etc.;
- 73.3.4. organizes student recruitment events in cooperation with the UL faculties;
- 73.3.5. in cooperation with Student Services, prepares information on study opportunities at the UL for local and foreign aspiring students;
- 73.3.6. forms cooperation between the UL and secondary education institutions of Latvia.

73.4. Branding Unit:

- 73.4.1. ensures the UL brand management and development;
- 73.4.2. organizes the renewal of the UL visual style book and creates a unified graphic identity binding to all UL institutions, develops guidelines for its application and monitors the compliance;
- 73.4.3. manages the process of developing UL advertising campaigns and monitors the implementation thereof;
- 73.4.4. develops guidelines and samples of UL merchandise and representation materials.

73.5. Conference Support Unit:

- 73.5.1. develops guidelines for organizing UL conferences and public events and monitors their compliance;
- 73.5.2. provides support in organizing UL conferences and public events, including technical support, marketing and communication.

74. **Department for International Cooperation** implements the international cooperation strategy, as well as development concept and directions in accordance with UL Development Strategy, initiates their development, as well as plans the international cooperation policy and development of courses of action, initiates new international institutional activities. The department comprises International Relations Office and Mobility Unit:

74.1. International Relations Office:

- 74.1.1. ensures the organization of the UL international institutional relations and cooperation, representation of the UL in institutional cooperation networks and organizations;
- 74.1.2. ensures the organization of UL visits and the reception of guests;
- 74.1.3. ensures communication and cooperation with the Ministry of Foreign Affairs, embassies and representations of the Republic of Latvia abroad;
- 74.1.4. if necessary, provides support to UL staff on consular issues related to studies and work;
- 74.1.5. ensures communication and cooperation with foreign embassies and representations in Latvia;
- 74.1.6. provides support to the UL faculties in recruiting and admission of visiting researchers and visiting professors, as well as in forming an international study and research environment at the UL;

74.1.7. organizes and provides information and data on UL international cooperation, including academic institutions and agencies;

74.1.8. organizes and coordinates social activities for students from abroad (including full-time students).

74.2. Mobility Unit:

74.2.1. ensures the management and monitoring of international educational mobility (government agreements, bilateral cooperation, cooperation within the framework of Erasmus+, ISEP, and other networks);

74.2.2. organizes the preparation and implementation of international mobility project applications, identifying proposals from the UL academic institutions, the UL Administration and UL institutions regarding student and staff mobility, prepares project applications for funding from mobility programmes, as well as ensures the record-keeping of mobility documents (including the conclusion of agreements with partner universities, the required reports and accounts);

74.2.3. ensures the preparation and record-keeping of project documents for the international education programme Erasmus+ KA1, administers the funding of mobility programmes and ensures the record-keeping of mobility documents (including all the required reports and accounts), as well as ensures the conclusion of contracts with partner universities;

74.2.4. organizes and coordinates exchange study and internship participation for UL students, as well as teaching and staff experience mobility opportunities for UL employees, concluding contracts and preparation of other documents;

74.2.5. organizes and coordinates the preparation of documents and reception of incoming mobility participants, including the preparation of visa invitations, coordination of accommodation in UL dormitories, coordination of staff reception with UL academic institutions, UL Administration and UL institutions, conclusion of contracts with mobility participants and preparation of other documents, as well as ensures the recording and analysis of mobility data;

74.2.6. provides support to students and employees concerning mobility issues (before, during and after mobility);

74.2.7. informs and consults UL staff on mobility issues, as well as organizes information events for mobility students;

74.2.8. registers mobility project activities, monitors project implementation results, coordinates the follow-up process of mobility projects;

74.2.9. coordinates cooperation with academic institutions responsible for international cooperation (students and staff);

74.2.10. organizes and coordinates social activities for mobility students from abroad.

75. **Legal Department** includes Legal Support Unit and Procurement Unit:

75.1. Legal Support Unit:

- 75.1.1. ensures the coherence and legal accuracy of the UL internal regulatory acts, as well as their compliance with external regulatory acts;
- 75.1.2. develops drafts of UL internal regulatory acts, contracts and other documents;
- 75.1.3. monitors external regulatory acts related to the UL operation and informs about the changes therein;
- 75.1.4. pursuant to the request of the UL management, prepares a legal opinion on draft decisions of the UL management or UL structural units, as well as regarding other issues of importance to the UL management;
- 75.1.5. advises the UL management and UL staff on legal issues, prepares letters, responses to requests and statements concerning the issues within the department's remit;
- 75.1.6. develops documents, monitors processes and provides consultations on whistleblowing and personal data protection issues;
- 75.1.7. implements preventive measures to preclude violations of regulatory enactments, including the matters pertaining to prevention of conflicts of interest and corruption risks;
- 75.1.8. represents the interests of the UL in institutions, organizations, companies and legal proceedings upon authorization of Rector;
- 75.1.9. ensures the maintenance of the UL Register of Liabilities;

75.2. Procurement Unit:

- 75.2.1. coordinates the public procurement function at the UL and ensures the development of the relevant internal regulatory enactments;
- 75.2.2. coordinates the process of procurement planning, aggregation of needs and development of technical specifications, ensures the preparation of the annual UL procurement plan;
- 75.2.3. organizes the activities of procurement commissions, except for the activities of procurement commissions whose administration and organization has been assigned by Rector to other UL structural units;
- 75.2.4. participates in the development of documentation for UL public procurement procedures and carries out the compliance checks thereof;
- 75.2.5. advises, provides opinions, proposals and recommendations on the organization and conduct of public procurement at the UL;
- 75.2.6. represents the UL interests in public procurement matters in institutions, organizations, companies and legal proceedings upon authorization of Rector.

76. Director of Legal Department endorses orders on general matters concerning the UL operation and certifies the accuracy of copies, transcripts and extracts of documents issued by the UL.

77. **Human Resources Department** comprises Labour Relations Unit, Human Resources Development Unit and Social Service:

77.1. Labour Relations Unit:

- 77.1.1. ensures the development of the UL human resource management policy and medium-term development plan, as well as coordinates its implementation and execution;
- 77.1.2. evaluates human resource management processes and develops proposals for the UL management for the improvement thereof;
- 77.1.3. follows up on changes in laws related to human resource management, develops and implements regulatory acts for human resource management at the UL, ensures the relevance, compliance and improvement thereof;
- 77.1.4. ensures the processes of establishing, amending and terminating legal, civil law and voluntary employment relationships;
- 77.1.5. advises the UL management and staff on issues related to legal, civil law and voluntary work relations;
- 77.1.6. provides support and proposals to Study Department and Research Department on general workload-related matters;
- 77.1.7. supervises organization of staff absence, including recording of working time;
- 77.1.8. collects, accumulates and analyses information on the remit of the UL staff (participation and cooperation of the UL staff with the public administration (advisory boards, etc.), NGO working groups and councils, members of LAS and foreign scientific organisations, etc.);
- 77.1.9. updates and provides information about staff in state information systems, maintains a list of state officials;
- 77.1.10. creates and is responsible for the development of the human resource management information system and the compliance and integrity of data therein, including reasons for absence;
- 77.1.11. organizes creation and maintenance of personal files, ensures their storage and transfer to the UL Archives;

77.2. Human Resources Development Unit:

- 77.2.1. organizes the planning, recruitment, selection of general staff and the introduction to work duties;
- 77.2.2. provides support in the development and improvement of human resource development, career and succession planning systems, implements measures to promote staff development;
- 77.2.3. supervises the announcement of competitions for academic positions and the compilation of results, controls compliance with the deadlines for the election and employment of academic staff;
- 77.2.4. ensures the establishment of a personnel remuneration and motivation system, coordinates its implementation and execution;
- 77.2.5. organizes the development of a performance management system, ensures and coordinates its implementation;

77.2.6. supports the Study Department and the Research Department in the development of performance criteria for academic staff, the definition of competences, performance assessment, and oversees their use and development;

77.2.7. introduces the latest trends in the field of human resource management, including equal employment opportunities, gender equality, age balance, and fulfilment of qualification requirements, and develops proposals for process improvement;

77.2.8. promotes adherence to the principles of the UL organizational culture and is involved in the implementation of internal communication processes;

77.2.9. engages in ensuring a safe and healthy working environment, implements welfare measures;

77.3. Social Service:

77.3.1. ensures the development of social protection and inclusion policies and coordinates their implementation and application;

77.3.2. implements social protection of retired long-term UL employees and support for their activities.

78. Director of Human Resources Department:

78.1. certifies the accuracy of copies, transcripts and extracts of documents related to UL staff (persons employed by UL);

78.2. certifies the signatures of UL employees;

78.3. endorses documents related to the management of UL staff (persons employed by UL);

78.4. signs certificates regarding UL employment relationships;

78.5. signs the orders concerning:

78.5.1. granting of leave to UL employees and excused absence of employees;

78.5.2. termination of employment relationships by mutual agreement of the parties and upon expiry of the specified term of the employment contract */as amended by UL Order No. 1-4/413 of 21.08.2024/*;

78.5.3. performance of duties during the employee's absence.

79. **UL Centre for Development and Cooperation** consists of Cooperation Unit and Infrastructure Development Unit:

79.1. Cooperation Unit:

79.1.1. plans and implements targeted cooperation aimed at mutual understanding and trust between the private sector, the public sector and the UL academic staff;

79.1.2. promotes the recognition of the UL as a reliable partner in the business environment in Latvia and abroad;

79.1.3. creates awareness in the public space about innovation processes and aspects of their financing;

79.1.4. attracts funding for innovation support;

79.1.5. develops internal regulations and processes for mutually beneficial and understandable cooperation between the UL, scientists and entrepreneurs, as well as collaboration with public sector partners;

79.1.6. maintains records of cooperation results.

79.2. Infrastructure Development Unit:

79.2.1. prepares strategic planning for the development of the UL infrastructure (real estate);

79.2.2. performs financial calculations of development plans and fundraising assessment;

79.2.3. organizes fundraising events;

79.2.4. implements major infrastructure development projects;

79.2.5. assesses the efficiency of the use of the UL infrastructure and provides proposals for its improvement;

79.¹ UL Centre for Development and Cooperation coordinates the daily work of the Innovation and Acceleration Centre, the UL Botanical Garden, the UL Press and the Professional Development Academy, and provides support in the implementation of cooperation with other UL institutions and structural units, as well as external cooperation partners */as amended by UL Order No. 1-4/504 of 04.10.2024/*.

80. Third Mission Centre implements and coordinates the implementation of programmes aimed at the cooperation of the UL with public:

80.1. plans, implements and coordinates cooperation programmes, public education and activities for the preservation of national values and cultural heritage, as well as the creation of know-how based on national values;

80.2. organizes cooperation with UL graduates and systematically creates a UL support community;

80.3. ensures the results of the activities of the third mission and accounting thereof;

80.4. coordinates the daily work of UL Sports Centre, UL Centre “Confucius Institute”, UL Culture Centre, and the UL Museum and provides support in the implementation of cooperation with other UL institutions and structural units, as well as external cooperation partners */as amended by UL Order No. 1-4/504 of 04.10.2024/*.

81. Finance and Accounting Department consists of Financial Plans Unit, Accounting Unit and Infrastructure Plans Unit:

81.1. Financial Plans Unit:

81.1.1. establishes and maintains the UL financial accounting system;

81.1.2. ensures budget development and control of the implementation of the approved UL budget;

81.1.3. provides the UL management, responsible persons and other institutions with financial reports and forecasts;

81.1.4. performs financial control in the structural units and projects under supervision;

81.1.5. ensures calculations of UL fee-based services and internal settlements.

81.2. Accounting Unit:

81.2.1. carries out financial transactions and ensures accounting of long-term investments, tangible assets, cash, equity, liabilities and claims, revenues and expenses in accordance with the laws and regulations in force in the country and at the UL;

81.2.2. performs calculations and disbursements of salaries, advances, payments and taxes related to official travel in accordance with applicable laws and regulations;

81.2.3. develops, coordinates, approves and maintains regulatory documents necessary for the implementation of financial and accounting functions;

81.2.4. prepares and submits financial reports and annual financial statements to supervisory authorities and auditors.

81.3. Infrastructure Plan Unit:

81.3.1. ensures the development of the infrastructure budget and controls the execution of the approved budget and the achievement of the set goals;

81.3.2. calculates the costs of infrastructure use, develops lease/rent calculations, price lists, coordinating them in accordance with the procedure specified by the UL;

81.3.3. maintains and updates the necessary data in the UL real estate databases;

81.3.4. organizes regular and extraordinary inventories at the UL.

82. Director of the Finance and Accounting Department certifies the accuracy of the derivation of financial documents and endorses the financial commitment agreements.

83. **Real Estate Revenue Office:**

83.1. ensures effective management and rational use of UL real estate;

83.2. ensures and organizes the leasing and renting of UL real estate in accordance with the applicable regulatory enactments in force;

83.3. organizes the process of acquiring real estate into the UL ownership or the disposal of UL real estate, in accordance with the Real Estate Development Plan approved in accordance with the established procedure;

83.4. provides publicly available information on the processes of leasing, renting and disposal of real estate, as well as the maintenance of the required real estate databases;

83.5. ensures and organizes the lease of real estate for ensuring of the LU principal activity, taking into account the UL long-term and medium-term strategic plans;

83.6. monitors the liabilities of tenants and lessees, organizes control of debtors' financial liabilities and debt collection, including legal proceedings;

83.7. draws up internal documents and regulations within the Office remit;

83.8. organizes the use of internal UL premises for the provision of the principal activity of the UL;

83.9. ensures the legalization process of structures that are part of the UL real estate.

84. Head of the Real Estate Revenue Office signs:

84.1. Claim statements and other documents related to legal proceedings within the Office's remit in cases where the amount of the claims does not exceed EUR 2 500;

84.2. lists within the Office's remit;

84.3. derivatives of documents related to the activities of the Office.

85. **Document Management Department:**

85.1. develops and implements the regulatory legal acts, methodology and file nomenclature governing the management of UL documents, as well as controls its compliance and observance;

85.2. implements, maintains and develops the UL system of regulatory acts, as well as the document and workflow management system;

85.3. provides methodological guidance for the management of the UL documents throughout the document lifecycle, from creation to archival transfer or destruction.

85.4. Document Management Department includes **UL Archives**. UL Archives collects, lists, preserves archivally valuable documents and ensures their use in accordance with the requirements of internal and external regulatory enactments.

85.¹ **Digital Transformation Department** comprises Process Analysis Unit and Digital Systems Development Unit.

85.² The goal of the Digital Transformation Department is to unify the UL values, processes, functions and services into a single system and ensure their optimal operation with the assistance of digital solutions in order to achieve a single, unified and continuous digital transformation management in accordance with the UL Strategy. To perform its tasks, the Department cooperates with service providers, process owners, the Security Risk Management Unit, internal audit and the Information Technology Service.

85.³ Process Analysis Unit:

85.³1. conducts audits of UL processes (LEAN etc.);

85.³2. maps, analyses and optimizes UL processes with the aim of evaluating their digitalization opportunities and increasing efficiency;

85.³3. provides proposals regarding the choice of design methodology for services offered by the UL, ensures design and implementation support, as well as monitors these processes.

85.⁴ Digital Systems Development Unit:

85.⁴1. develops and updates the information and communication technology strategy;

85.⁴2. coordinates the management of the information and communication technology development budget;

85.⁴3. coordinates and monitors the procurement management of information and communication technology solutions;

85.⁴4. provides lead supervision of the information and communication technology project implementation;

85.⁴⁵. defines the methodology for implementing information and communication technology projects.

/As amended by UL Order No. 1-4/504 of 04.10.2024/

86. Heads of UL Administration units in accordance with the remit and functions specified in the Rules:

86.1. ensure the operation of the respective structural unit;

86.2. certify the accuracy of copies, transcripts and extracts of documents, the originals of which are located in the respective structural unit.

87. Heads of UL Administration units may be granted separate signatory powers in accordance with their assigned remit and functions, subject to the following principles:

87.1. the right to sign documents, the form of which has been approved by a decision of UL Senate or a UL order;

87.2. the right to sign documents that establish or confirm a fact, such as certificates, attestations, reports, delivery certificates and other documents.

88. During the absence (temporary incapacity, official travel, leave, etc.) of the head of the UL administrative unit (department, centre or unit), the duties of the head are performed by the deputy head or an employee of the respective structural unit assigned by Head of UL Administration.

89. The duties of other officials and employees of the UL Administration for the performance of the UL functions and tasks specified in the UL Administrative Regulation and these Rules are prescribed in the employee's job description.

90. The heads of UL Administration units have the right to request and receive information from other UL Administration departments, UL institutions, UL officials and employees without special authorization in order to perform their duties or ensure the execution of the tasks of the structural unit.

IX. Review of administrative decisions

91. The preliminary basic review of the usefulness and legality of a UL administrative decision is carried out by the developer of the draft administrative decision and the respective senior official of the UL Administration, when endorsing draft administrative decisions, as well as by the decision-maker, when signing the decision.

92. Legal Department performs an additional preliminary review of the legality of the UL administrative decision.

93. Individual, random and regular follow-up of the UL administrative decision is carried out by an internal auditor or an UL official appointed by Rector.

X. Final provisions

94. The Rules of Procedure of the Administration of the University of Latvia enter into force on 22 July 2024, with exception of its sections 15.1. and 79.

/As amended by UL Order No. 1-4/450 of 13.09.2024, UL Order No. 1-4/456 of 17.09.2024; UL Order No. 1-4/498 of 01.10.2024; UL Order No. 1-4/522 of 11.10.2024 and UL Order No. 1-4/530 of 15.10.2024/

95. For the implementation of the sections listed in Section 94 of the Rules of Procedure of the Administration of the University of Latvia, a transitional period shall be established until 1 October 2024, during which the reorganized or newly established UL institutions, based on a relevant UL order, shall commence their operation.

96. With the entry into force of these Rules of Procedure of the Administration of the University of Latvia, the Rules of Procedure of the Administration of the University of Latvia, approved by UL Order No. 1-4/559 of 15.11.2021, become obsolete, with an exception of Sections 9.1.8, 9.1.11, 50.4, 69, 72 thereof. The respective Sections listed in this Section shall become obsolete with the commencement of operations of reorganized or newly established UL institutions and UL Administration units according to the procedure stipulated in Sections 94 and 95 of the current Rules.

97. All UL regulatory enactments and administrative decisions issued in relation to the UL Administration units specified in the Rules of Procedure of the Administration of the University of Latvia approved by the UL Order No. 1-4/559 of 15.11.2021, remain in force and are applicable to the UL Administration units specified in these Rules (in accordance with their remit), to the extent that they do not contradict these Rules.

98. By UL Order No. 1-4/559 of 15.11.2021, the structural sub-unit of UL Administration unit “Academic Department” – Lifelong Learning Unit, approved in the Rules of Procedure of the Administration of the University of Latvia, shall be temporarily attached to the UL Administration unit “Study Department” until the establishment of the UL institution **“Professional Development Academy”**.