

Internal Rules and Regulations of National Defence Academy of Latvia

I. General Rules

1. Internal Rules and Regulations of the National Defence Academy of Latvia (hereinafter - Regulations) determine the issues of the study process organization at the National Defence Academy of Latvia (hereinafter — NDAL), the rights and obligations of students and teaching staff, as well as student admission, immatriculation, exmatriculation and other issues.

2. The purpose of these Regulations is to improve the organization of the study process at the NDAL, in order to ensure full and high-quality acquisition of NDAL study courses, while keeping to the norms of professional ethics and respecting the academic freedom of students.

3. The Regulations are drawn up in accordance with the Law on Higher Education Institutions, the Military Service Law and Regulations of the Cabinet of Ministers.

4. Compliance with the rules is mandatory for students and faculty. Students, signing an agreement on the acquisition of education, certify with their signature that they undertake to comply with the requirements of these Regulations. The management of the NDAL shall introduce students to these Regulations before signing an agreement on the acquisition of education. The faculty shall be introduced to these Regulations prior to the implementation of the course of study.

5. Compliance with these Regulations is also mandatory for students in partner universities and cooperation institutions that ensure the study programme. Students shall also comply with the internal rules and regulations of partner universities and cooperation institutions and other documents related to studies.

6. For students of the master's degree programme, the provisions of Paragraph 8, 12, 16, 17, 18.2, 19, 23, 24, 25, 26, 27, 29, 30.1, 30.2, 30.3, 30.4, 30.5, 30.6, 30.7, 31.1, 31.2, 31.3, 31.4, 31.7, 31.8, 31.12, 31.13, 31.15, 31.17, 31.18, 31.21, 31.25, 32.1, 32.2, 32.3, 32.4, 32.5, 32.6, 32.7, 32.8, 32.9, 32.10, 32.11, 32.13, 32.14, and 33 apply.

7. Listeners enrolled in career and qualification courses organized by the NDAL shall comply with the requirements of these Regulations as directed by the course management.

II. Organization of the Study Process

8. The organization of the study process takes place in accordance with the Cabinet of Ministers Regulations No. 305 “Regulations on the State Standard of Professional Higher Education”, internal regulatory enactments and documents of order, as well as other external regulatory enactments and documents of order relating to the organization of the study process.

9. The duration of the week of classes is five working days. If necessary, classes can also be organized on Saturdays and Sundays. The basic form of the organization of classes is a lecture. The duration of a lecture is 90 minutes, and the faculty has the right to set breaks. The duration of field and practical classes is determined in the lecture plan, if it can exceed 90 minutes.

10. NDAL lecture timetable:

- 10.1. *Lecture 0* 6:00 a.m. – 7:30 a.m.;
- 10.2. *Lecture 1* 8:00 a.m. – 9:30 a.m.;
- 10.3. *Lecture 2* 9:45 a.m. – 11:15 a.m.;
- 10.4. *Lecture 3* 11:25 a.m. – 12:55 p.m.;
- 10.5. *Lecture 4* 1:40 p.m. – 3:10 p.m.;
- 10.6. *Lecture 5* 3:20 p.m. – 4:50 p.m.

11. Additional classes, if necessary, shall be planned in the afternoon, after 4:50 p.m. (military drill instruction classes, ballroom dancing, sports, guest lectures, field classes, etc.).

12. The faculty shall plan consultations within the framework of their course of study at the request of the students and in prior coordination with the student group and the chief of the course.

13. Lunch break shall be held from 12:55 till 1:40 p.m. To ensure the training process during field and practice classes, a lunch break can be scheduled at another time

14. Classes shall be held at the NDAL premises, partner premises or locality, according to the lecture plan.

15. The list of classes shall be available to students no later than one week before the start of the semester in the NDAL electronic information system,

partner university e-environment and at the NDAL Department of Study Planning and Support (DSPS).

16. When the fire alarm sounds, students and faculty immediately leave the premises and gather in a pre-determined order in the central square, unless other indications are given. In emergencies, students and faculty shall act in accordance with response plans and instructions or as directed by the responsible officer.

III. Student Admission, Immatriculation, Transfer to the Next Year of Studies, Change of the Study Programme, Academic Leave, and Exmatriculation

17. Admission and immatriculation in the professional bachelor's degree programmes "Land Forces Military Leadership", "Naval Forces Military Leadership", and "Air Forces Military Leadership", the short cycle professional higher education programme "Command Staff Officer" and the professional master's study programme "Military Leadership and Security" shall be conducted in accordance with the NDAL Admission Regulations for each study year. The NDAL Rules of Admission shall be published on the NDAL website by November 30 of the current year.

18. Immatriculation:

18.1. In professional bachelor's degree programmes "Land Forces Military Leadership", "Naval Forces Military Leadership", and "Air Forces Military Leadership", and the short cycle professional higher education programme "Command Staff Officer" shall be held annually at the beginning of the spring semester in accordance with the National Armed Forces main plan;

18.2. The professional master's study programme "Military Leadership and Security" shall be held annually in early November, but foreign students can be immatriculated later after receiving the recognition of diplomas at the Academic Information Centre.

19. The rector of the NDAL and the student before starting his or her studies at the academy shall conclude an agreement on the acquisition of education in accordance with the procedures laid down by the Cabinet of Ministers, under which the soldier is sent to the educational institution. With a student of a foreign professional master's degree programme, the NDAL Rector shall conclude a contract for studies at the NDAL.

20. When immatriculating in the NDAL, a student shall be assigned a NDAL identification number consisting of 8 symbols, where the first letters are the abbreviation of NDAL or the professional master's degree programme "Military Leadership and Security (NDAL or MLS), the next 2 digits — a

shortened year of admission (23; 24; 25, etc.) and the last three digits indicate the order number of the student in the given course (001; 002; 003, etc.).

21. The student shall be transferred to the next year of studies if he or she has completed at least 75% of the study plan of the previous year.

22. The student has the right to change the study programme without being exmatriculated, only in the first semester of studies.

23. The students, excluding the officers mentioned in National Armed Forces Commander Order No. 702 “On Provision of First-Cycle Professional Higher Education Bachelor Studies to the Officers” of October 14, 2024, have the right to ask to grant for an academic leave in his or her studies in the following cases:

23.1. during maternity leave;

23.2. during parental leave;

23.3. for other objective reasons that interfere with the continuation of the studies.

24. An academic leave may be granted to a student whose academic debts do not exceed 25% of the fulfilment of the study plan and if there are no age restrictions in accordance with the Military Service Act. For students of the professional master's study programme “Military Leadership and Security”, the possibilities of granting an academic leave shall be considered individually.

25. If a student expresses a desire to take an academic leave, he or she shall submit an application to the Study Council with a request and justification for granting him/her an academic leave, accompanied by supporting documents.

26. The Study Council shall examine the student's application on granting an academic leave and take a decision on granting or refusing an academic leave and inform the student within five working days of the decision.

27. The minimum duration of an academic leave is one semester, the maximum duration of an academic leave is 4 semesters during the study period.

28. During the academic leave, the student shall lose the position of a cadet, but retains the status of a student.

29. The student shall be exmatriculated after a successful acquisition of the study programme and obtaining higher education qualification — degree or professional qualification.

30. The student can also be exmatriculated during his or her studies:

- 30.1. based on the desire expressed in writing by the student himself or herself;
- 30.2. if it is established that the student's admission took place in violation of regulatory enactments;
- 30.3. if the student has academic debts and they have not been settled within the deadlines provided in the Regulations on the Assessment of Study Results at the NDAL;
- 30.4. if the academic leave of the student has passed and the student has not submitted a written application on the resuming of studies;
- 30.5. if the period of studies of the student has expired based on the agreement on the student has failed the State Examination;
- 30.6. if the student has violated these Regulations or the internal rules of procedure of partner universities and cooperation institutions;
- 30.7. if the student does not fulfil the conditions of the study contract.

IV. Rights and Obligations of the Student

31. The duties of the student are:
 - 31.1. To abide the military order and discipline as provided by regulatory enactments;
 - 31.2. To attend classes according to the lecture plan;
 - 31.3. To come to classes on time (no later than five minutes before the start of the lecture);
 - 31.4. To comply with the regulatory documents and operating regime of the NDAL;
 - 31.5. To check his or her military e-mail at least once a day (except during military training);
 - 31.6. To use the NDAL electronic e-learning information system and administrative electronic system to get acquainted with the NDAL documents and other up-to-date information about studies, lecture schedule, materials posted by teachers, their success, etc.;
 - 31.7. To adhere to the generally accepted norms of behaviour and etiquette;
 - 31.8. To adhere to the values and standards of the NAF soldier, cadet values and norms of professional ethics;
 - 31.9. To inform the senior of the course in a timely manner (before the beginning of the lecture), who accordingly informs the First Sergeant of the course about the absence during the lecture and the reasons of the absence;
 - 31.10. To submit documents justifying the absence in the classes to the First Sergeant of the course not later than within two working days after returning to the NDAL. The documents justifying the absence are:
 - 31.10.1. evidence of disease or preventive medical examination,
 - 31.10.2. application approved by the chief of the course on a justified absence,

31.10.3. an approved application by a member of the faculty and the chief of the course regarding participation in another event, such as sports competitions, training, olympiad, parade, etc.;

31.11. If the student participates in an event during the lecture, he or she writes an application to the chief of the course about the absence of the lecture before, having previously agreed with a member of the faculty;

31.12. To treat other students, faculty, soldiers, employees, and NDAL visitors with respect;

31.13. To greet:

31.13.1. civilians — with the phrase “Good morning” (until noon 12:00), “Good afternoon”, “Good evening” (after. 7:00 p.m.),

31.13.2. soldiers — a soldier studying indoors removes his/her headdress and greets the soldiers with a hint of his/her head and the phrase “Good morning” (until noon 12:00), “Good afternoon”, “Good evening” (after 7:00 p.m.);

31.14. On command of the head of the study course or his/her assistant or faculty, to stand at attention when senior officers of the Ministry of Defence, the National Armed Forces or the TRADOC/NDAL enter the audience;

31.15. To study in good faith and consciousness, systematically prepare for classes and cooperate with the teaching staff in order to successfully study the chosen study programme;

31.16. To fulfil the requirements of the faculty and staff related to the study process, study course tests, deadlines for submission of final thesis, etc. timely and accurately. In case of failure to comply with the requirements, immediately submit written reports to the chief of the study course and the Study Council;

31.17. To keep track of one’s performance and the acquisition of the curriculum;

31.18. To have knowledge of and take examinations within the prescribed time limits;

31.19. To settle the academic debts timely and report to the chief of the study course on the measures that will be taken to timely settle the academic debt;

31.20. To wear a uniform during the lecture, it is allowed to remove the elements of the uniform only after the permission of a member of the faculty;

31.21. To comply with the requirements of the faculty during the lecture and actively participate in a successful acquisition of the teaching material;

31.22. To familiarize oneself with the changes in the schedule of classes for the next day;

31.23. To use the premises, inventory and, equipment of the NDAL only for the intended purposes and as a part of the study process;

31.24. To keep the cleanliness and order at the NDAL premises and territory. To follow sanitary-hygienic requirements in common areas, as well as observe personal hygiene;

31.25. To have knowledge of and comply with the requirements of labour protection, safety and fire safety;

31.26. To immediately notify the first sergeant of the course and the chief of the study course of the change of name, surname, personal identification number, actual and declared place of residence, telephone number, e-mail address.

32. The rights of the student are:

32.1. When starting studies, to have knowledge of the study programme content and receive information about the changes in study programmes and plans;

32.2. When starting the study course, to learn the requirements of the study course;

32.3. To receive tutorial advice both during the course of study and before the tests;

32.4. To use study literature and aids permitted by the faculty during classes and tests;

32.5. To receive an objective assessment of one's study assignment or a test in a timely manner;

32.6. To familiarize oneself with the marked written test and ask the teaching staff for the reasons for the test assessment;

32.7. To dispute the assessment of the examination in accordance with the procedures established by the NDAL (Regulations on the Assessment of Study Results at the NDAL, Regulations on National Examinations at the NDAL, and Regulations on the Academic Arbitration Court of the NDAL);

32.8. To ask questions to the teaching staff during classes, having previously raised his or her hand;

32.9. To use the facilities, equipment and equipment of the NDAL, library, and teaching aids for the study course;

32.10. In accordance with the procedure established by the NDAL, to stop and start studies, change the study programme;

32.11. To request recognition of knowledge, skills and competences acquired outside formal education or professional experience and study results achieved in previous education in accordance with the procedure specified by the NDAL (Regulation on Recognition of Competences Acquired Outside Formal Education or Acquired in Professional Experience and Study Results Achieved in Previous Education in the National Defence Academy of Latvia (NDAL));

32.12. To take part in elections and be elected to the Student Council, the Senate of the NDAL and the Academic Arbitration Court;

32.13. To participate in projects organized by the NDAL (exchange studies at partner universities, abroad, etc.);

32.14. To submit appeals in accordance with the procedures established by the NDAL (Regulations on the Assessment of Study Results at the NDAL, Regulations on National Examinations at the NDAL, Regulations of the Study Council of the NDAL, Regulations on the Academic Arbitration Court of the NDAL).

33. The student is forbidden:
- 33.1. To lie or hide the truth;
 - 33.2. To steal or move NDAL inventory and equipment without permission;
 - 33.3. To damage and allow other persons to damage the premises, inventory and equipment of the NDAL;
 - 33.4. To use electronic devices (mobile phones, tablets, laptops, etc.) during classes, except with the permission of the faculty. Before the lecture, all electronic devices are turned off and placed in a specially designated place. Electronic devices are allowed to be used only in breaks between classes;
 - 33.5. During the tests, to use teaching materials and aids that are not authorized by the teaching staff;
 - 33.6. To use the intellectual property of others without reference in any independent assignment;
 - 33.7. To attend the lecture under the influence of alcoholic, narcotic, psychotropic substances;
 - 33.8. To be late for the start of the classes, except in the cases specified in Section 31.10 of this Regulation;
 - 33.9. To leave the classroom during the lecture without the permission of the faculty;
 - 33.10. To make noise, insult, and disturb the rest of the students and faculty during the lecture;
 - 33.11. To enter the training/ lecture rooms in outerwear;
 - 33.12. To play board games and gambling;
 - 33.13. To use uncensored words and show indecent gestures;
 - 33.14. To refuse to comply with the legal requirements of faculty and NDAL staff;
 - 33.15. To come to classes in dirty, torn, or everyday clothes;
 - 33.16. To bring food and drink to the training room, except drinking water.

V. Duties of a Platoon Commander and a Platoon Sergeant

34. The Platoon Commander:
- 34.1. at the beginning of the lecture, shall report to the faculty about the compliance of the student group roster with the list and about the students who have not come to the lecture and the reason for absence;
 - 34.2. shall help the faculty to distribute teaching materials, collect assignments performed during the lecture, bring the necessary teaching materials, stationery, etc.;
 - 34.3. during the temporary absence of the faculty, shall ensure order, silence, and discipline of the group.

35. The Platoon Sergeant shall:

- 35.1. open and arrange the lecture-room at least five minutes before the start of the lecture;
- 35.2. air the lecture-room before the classes and during the breaks;
- 35.3. after the lecture, turn off the computer, projector, close the windows, put the blinds in order, clean the board, switch off the lights, and close the audience if the next lecture does not take place in this room;
- 35.4. hand over the key to the Training and Doctrine Command Security;
- 35.5. if necessary, perform the duties of the Platoon commander.

VI. Rights and Obligations of the Faculty

36. A member of a faculty is an employee of the NDAL or an invited field specialist who conducts classes for students, including professors, visiting professors, associate professors, visiting associate professors, docents, visiting docents, lecturers, visiting lecturers, assistants, visiting assistants, lead researchers, researchers, senior lecturers, lecturers, lecturers instructors, senior training specialists.

37. Before starting the employment, the member of the faculty shall provide the requested information and documents to the Personnel and Administration Department of the Training Doctrine and Command Headquarters.

38. The member of the faculty shall sign an employment contract at least two working days before the start of the employment. By signing the employment contract, the member of the faculty certifies that he/she is familiar with these rules and undertakes to comply with them.

39. The duties of the teaching staff shall be:

- 39.1. To perform job duties in accordance with the job description defined in the employment contract;
- 39.2. To prepare and submit to the Study Council for approval a course description of the course he or she runs before starting the course;
- 39.3. To prepare and conduct classes in accordance with the approved study course descriptions; to prepare and insert training materials in the NDAL ILIAS system in a timely manner, no later than before the start of the course, as well as to arrange the training environment of the course in accordance with the requirements specified by the NDAL;
- 39.4. To inform the students about the aim of the course, the requirements and conditions of execution, the results to be achieved, and the evaluation criteria before the start of the study course;

39.5. To submit the test, interim test, and individual examination protocols to the NDAL Department of Study Planning and Support Study Unit employee within five working days of the test;

39.6. To enter in the student attendance of classes into the NDAL electronic e-learning information system and administrative electronic system or issued forms;

39.7. To identify what sources of information, educational materials and aids students are allowed to use during classes and examinations;

39.8. To ensure equal opportunities and requirements for all students, evaluate the students' knowledge fairly and objectively, in accordance with the established requirements;

39.9. To comply with the lecture timetable specified in Paragraph 10 of these Regulations;

39.10. To conduct consultations during the study course and consultation prior to the examination of the study course at the advance request of the student;

39.11. To conduct and review the final papers of studies, participate in committees for pre-presentation and presentation of national examinations;

39.12. To act in accordance with the instructions of the NDAL management;

39.13. To avoid actions that could diminish the student's respect for other students, faculty, and staff. Use the powers given by his/her position only to achieve virtuous and pedagogical goals;

39.14. To comply with labour discipline;

39.15. To keep cleanliness and order of his/ her workplace;

39.16. To treat colleagues with respect, to regard the work, rights and duties of other colleagues. Prevent personal relationships in the workplace and during work;

39.17. To adhere to generally accepted norms of behaviour, etiquette, and professional ethics;

39.18. To constantly improve one's knowledge and skills;

39.19. To improve training methods and provide support to students during the study course;

39.20. To take responsibility for their activities and the consequences, make decisions within their competence;

39.21. To comply with the laws and regulations related to data protection in the process of work and timely transfer the information to the addressee;

39.22. for the visiting faculty to sign the Service Acceptance Report at the end of each month;

39.23. at the end of the employment, to submit the issued passes and to complete the course inspection sheet issued by the Training and Doctrine Command Headquarters Personnel and Administration Division.

40. The rights of the faculty shall be:

40.1. To have the knowledge of one's planned workload in the NDAL at least two weeks before the start of the semester;

40.2. To coordinate lecture and test times with the person responsible for planning at the NDAL Study Planning and Support Department;

40.3. For plausible reasons, to reschedule classes in coordination with the NDAL Study Planning and Support Department;

40.4. To have knowledge of the internal regulatory enactments and orders of the NDAL relating to studies;

40.5. To get acquainted with the students' evaluation about one's performance;

40.6. Not to admit the student to the test if the student has not fulfilled all the requirements for the study course by entering "NP" (not admitted) in the test report;

40.7. To dismiss from the test at any stage of the test and expel from the lecture-room a student who uses unauthorized aids or interferes with the conduct of the test by typing "A" (suspended) in the test report;

40.8. To mark the test as not passed if the student has not arrived for the test on the scheduled date by making an entry 'N' (absent) in the test report;

40.9. To deny the participation in the test to a student who has not attended classes without the permission of a faculty member or has missed the start of the examination without plausible reason;

40.10. At the oral examination, ask students questions about the entire study course in order to determine an objective assessment of the student's knowledge;

40.11. In case of finding plagiarism or absolutely identical works for several students, to cancel the examination assessment for all those involved by submitting a report to the Study Council on the detected violation.

41. The teaching staff is prohibited to:

41.1. Request and accept payment from students for training and consultation. It is forbidden to teach paid private lectures to students in courses taught by the faculty;

41.2. Give personal opinion as the opinion of the Ministry of Defence, National Armed Forces or NDAL management officials;

41.3. Present original ideas created by the student and use them in one's publications as their own without reference to the author of the idea;

41.4. Conduct political, ideological, religious, anti-religious agitation, as well as promote commercial products or services during the classes and consultations.

42. The requirements of these regulations must also be met by all other NDAL staff providing support to students and faculty in the implementation of NDAL study programmes.

43. Each violation of these Regulations shall be reported by students, faculty or employees in the order of subordination.

VII. Final Provisions

44. To consider the NDAL Rector regulations No. 110 of August 1, 2023 on “Internal Rules and Regulations of the NDAL” as terminated.

Rector
Colonel

Māris Utināns