

Cabinet of Ministers Order No 576  
Riga, September 24, 2015 (Prot. 50, § 11).

## **On Approval of the Constitution of the National Defence Academy of Latvia**

1. In accordance with Section 3 of the Law on Higher Education Institutions to approve the Constitution of the National Defence Academy of Latvia.

2. To declare null and void the Cabinet of Ministers' Order No. 4 of 8 January 2003 "On Approval of the Constitution of the National Defence Academy of Latvia" (Latvijas Vēstnesis, 2003, No 5).

Prime Minister *Laimdota Straujuma*  
Minister for Education and Science *Mārīte Seile*

Approved by  
National Defence Academy of Latvia  
Constitution meeting on 27 March 15

## **National Defence Academy of Latvia Constitution**

### **Preamble**

The National Defence Academy of Latvia (hereinafter - the NDAL) was established on 13 February 1992. NDAL is a continuation of the history and traditions of Riga Higher Military School, a state-founded higher education institution, the legal status of which is defined in the Law on Higher Education, Section 7 Paragraph (2) and (2) (prim). The competence of the NDAL and its representative and management bodies and decision-making bodies, insofar as it differs from the competence established by the Law on Higher Education Institutions, as well as other issues related to its activities shall be determined by the Cabinet of Ministers Regulation of 16 December 2014 No. 774 "Rules of Operation of the National Defence Academy of Latvia".

On 27 March 2015, the constituent Assembly of the Academy, in accordance with Paragraph 11 of the transitional provisions of the Law on institutions of higher Education, adopted a new Constitution of the Academy.

## **I. General provisions**

1. The Academy is a higher education and science institution that implements study programmes, deals with science and research, as well as provides lifelong learning opportunities.

2. The name of the NDAL in other languages:

2.1. *National Defence Academy of Latvia* (in English);

2.2. *Académie Nationale de la Défense de Lettonie* (in French).

3. The registered office of the NDAL is Ezermalas iela 8 B, Riga, LV-1014, Latvia.

4. The NDAL has its own coat of arms, flag, emblem, motto and anthem, as well as a seal with the NDAL coat of arms and the inscription "National Defence Academy of Latvia".

## **II. Main aspects of action and tasks**

5. The NDAL main objective of the action is prepare professional officers for the National Armed Forces (hereinafter – the NAF) – leaders with high morals, honor and a sense of duty, who are able to successfully lead their subordinates and assume responsibility for the performance of tasks.

6. The main activities of the NDAL:

6.1. to implement study programmes;

6.2. to develop scientific research;

6.3. to ensure lifelong learning opportunities.

7. NDAL:

7.1. plan its development based on the NAF Development planning documents;

7.2. in cooperation with the regular units of the National Armed Forces, to develop, implement and continuously improve academic and professional study programmes;

7.3. determine the admission requirements for students;

7.4. ensure the quality of studies;

7.5. award scientific or professional degrees or professional qualifications, issue State-recognised higher education and other educational or professional qualification documents;

7.6. conduct scientific research in the field of national security and defence and present the findings to the public;

7.7. promote the involvement of academic staff in global academic processes;

7.8. develop, implement and continuously improve vocational development and further education, formal and non-formal education programmes in accordance with national security and defence needs;

7.9. cooperate and develop exchanges of academic staff and students with other universities and foreign military training institutions that prepare officers by providing these activities from the funds allocated to the NAF for this purpose;

7.10. cooperate with other institutions, bodies, non-governmental organizations, natural and legal persons;

7.11. organize conferences, seminars and other events in the field of national security and defence;

7.12. promote the patriotic consciousness of the staff, organize sports and cultural events.

8. In carrying out its tasks, the NDAL shall respect the academic freedom of students and academic staff insofar as it does not conflict with the rights of other persons, this Constitution and other laws and regulations.

9. Students have the right to choose and study the free elective part of their studies, to engage in research, and, in agreement with the Rector of the NDAL, to attend lectures at other universities.

### **III. Governance and decision-making bodies**

10. Representation and Governance and decision-making bodies of the NDAL:

10.1. The Constitutional Assembly;

10.2. Senate;

10.3. the Rector of the NDAL;

10.4. Academic Arbitration Court.

11. The Constitutional Assembly shall be the highest collegial representative and management body of the Academy and the decision-making body in academic and scientific matters. The work organisation of the Constitutional Assembly shall be determined by the by-law of the Constitutional Assembly.

12. The Constitutional Assembly shall consist of 20 members, 12 of whom are representatives of academic staff, four are representatives of students and four are representatives of general staff.

13. Members of the Constitutional Assembly shall be elected and revoked by general meetings of the specified groups of personnel. Elections are held by secret ballot. The term of office of a Member of the Constitutional Assembly shall be three years, except in the case if one of the members of the Constitutional Assembly has laid down or lost his or her mandate and another Member of the

Constitutional Assembly has come into his or her place. The term of office of the new Member of the Constitutional Assembly shall conform to the term of validity of the existing Constitutional Assembly.

14. The Constitutional Assembly shall be convened by the rector of the Academy or the Senate not less than once in the academic year.

15. The Constitutional Assembly shall elect the Chairperson, the Vice-Chairperson and the Secretary of the Constitutional Assembly from among its members for three years. Meetings of the Constitutional Assembly shall be chaired by the chairperson of the Constitutional Assembly, but in his or her absence - by the deputy chairperson.

16. The Constitutional Assembly:

16.1. accept and amend the Constitution of the Academy;

16.2. adopt and amend the by-law of the Constituent Assembly of the Academy;

16.3. approve and amend the by-law of the Senate and the by-law of the academic Arbitration Court;

16.4. take a decision regarding the coat of arms, flag, emblem, motto and anthem of the Academy;

16.5. confirm the conformity of the election of the Senate with the Constitution of the Academy;

16.6. elect and revoke the academic arbitration court, except the student representative.

17. The Senate is a collegial governing body of the NDAL staff, which approves the rules and regulations governing academic and scientific affairs of the NDAL.

18. The Senate is composed of 9 members, nine of whom are academic staff representatives and three of whom – student representatives.

19. The members of the Senate shall be nominated, elected and recalled by the General Assembly of Academic Staff and the General Assembly of Students.

20. The term of office of the members of the Senate shall be three years, unless a member has resigned or lost his or her seat and has been replaced by another member of the Senate. The term of office of the new member of the Senate shall be the same as the term of office of the current member.

21. The members of the Senate shall elect the Chairperson, Vice-Chairperson and Secretary of the Senate from among their number for a term of three years. The meetings of the Senate shall be presided over by the Chairperson of the Senate and, in his or her absence, by the Vice-Chairperson of the Senate.

22. The Senate shall be convened by the Chairperson of the Senate, not less than one-third of the members of the Senate or the Rector of the NDAL. The Senate shall meet at least once a semester. The Senate's work is governed by its rules of procedure.

23. Senate:

23.1. elect civilian staff to academic posts, excluding professor and associate professor positions;

23.2. review and approve study programmes;

23.3. review and approve the internal normative acts regulating the study process and scientific activities;

23.4. review and approve the Regulations on the Students' Council;

23.5. establish councils or commissions to deal with academic and scientific matters and approve their statutes;

23.6. perform other duties prescribed by normative enactments.

24. Rector of the NDAL:

24.1. provide the management of the NDAL as a higher education institution and a component of the NAF;

24.2. plan and organize the activities of the NDAL in accordance with the requirements of the regulatory enactments and the Constitution;

24.3. report on the activities of the NDAL to the Council of the NDAL and its staff;

24.4. by order, ensure the implementation of the decisions of the Senate and the laws and regulations considered and approved by the Senate;

24.5. perform other duties of the Rector established by normative enactments.

25. The Academic Arbitration Court shall examine submissions by students and academic staff regarding limitations or violations of academic freedoms and rights.

26. The Academic Arbitration Court shall consist of five members, four of whom shall be representatives of academic staff, one of whom shall be representative of students. The term of office of members of The Academic Arbitration Court shall be three years unless a Member of The Academic Arbitration Court has appointed or lost a mandate and another Member of The Academic Arbitration Court has taken his place. The term of office of the new Member of the academic Tribunal shall correspond to that of the existing The Academic Arbitration Court.

27. A Member of The Academic Arbitration Court shall be elected and withdrawn from among students by the Student Council.

28. The activities of The Academic Arbitration Court shall be determined by the by-law of The Academic Arbitration Court.

#### **IV. Structure and staff of the NDAL**

29. The NDAL is a part of the NAF.

30. The NDAL has units for education, research and support functions. The Rector of the NDAL shall submit proposals for changes in the structure of the NDAL to the Commander of the National Armed Forces for approval.

31. The staff of the NDAL includes:

31.1. academic staff – military personnel and elected civilian staff appointed to academic staff positions;

31.2. general staff;

31.3. students.

32. The staff of the NDAL has the right and duty to promote freedom of study and research and to promote openness in the administration and activities of the NDAL.

33. The staff of the NDAL shall have the right to participate in decision-making and the elaboration of internal normative acts in accordance with the procedure laid down in this Constitution, to participate in meetings of the collegial governing bodies of the NDAL, as well as to express their opinion and be heard.

34. The staff of the NDAL shall have the right to participate in the elections and to be elected to the governing bodies of the NDAL.

35. The principal tasks of academy professors, associate professors and docents shall be determined by the Law on institutions of higher Education.

36. Main tasks of the NDAL lecturers:

36.1. to develop the content of the study course, prepare and conduct lectures, lessons and examinations;

36.2. to manage research activities and practices of students;

36.3. to participate in the quality evaluation of study programmes.

37. Main tasks of the NDAL assistants:

37.1. to assist in lectures, lessons and examinations conducted by professors, associate professors, docents and lecturers;

37.2. to prepare and organise examination work, to conduct practical lessons and to participate in the evaluation of students' knowledge;

37.3. to organise practices and to supervise the course thereof;

37.4. to assist in the development of research work of leading researchers.

38. The students of the NDAL have their own student self-government decision-making body - the Students' Council. It operates in accordance with the Regulations on the Students' Council approved by the Senate.

39. The management of the NDAL is obliged to support and facilitate the activities of the Students Council by providing it with funding of not less than one-twentieth of the maintenance costs of the NDAL.

40. The Students' Council:

40.1. represents and defends the interests of students;

40.2. represents the students of the NDAL in Latvia and abroad;

40.3. plans students' activities and request funding for them;

40.4. determines the procedure for the election of students to the collegiate bodies of the NDAL.

41. The decisions of the Students' Council are binding on the students after they have been approved by the Rector of the Academy.

42. The Constitution of the NDAL shall come into force after its approval by the Cabinet.

43. The NDAL shall be reorganised or dissolved in accordance with the Law on institutions of higher Education.