

Rules of Procedure of the National Defence Academy of Latvia

*Issued in accordance with Law on Higher Education Institutions
Section 7 Paragraph (2)1 Clause (1) and (2),
Section 14.¹ Paragraph 17, and
Section 14.² Paragraph 2*

1. The Regulations shall provide:

1.1. the competence of the National Defence Academy of Latvia (hereinafter - the Academy) and its governing bodies - the Council of the Academy, the Senate, the Rector and the Academic Arbitration Court - insofar as it differs from the competence laid down in the Law on Higher Education Institutions;

1.2. the principles and functioning of the Council of the Academy;

1.3. the procedure for the appointment, confirmation and dismissal of the Rector of the Academy, as well as the qualification requirements for the Rector;

1.4. the procedure for determining the number of students and the recruitment of students and academic staff, the qualification requirements for academic staff, and the procedure for determining the remuneration of academic staff who are not members of the professional service;

1.5. restrictions on the rights of students and student self-government;

1.6. the procedure for concluding study agreements;

1.7. the procedure for the examination of study programmes prior to approval;

1.8. the procedure for contesting and appealing administrative acts or actual actions of the Academy;

1.9. the procedure for financing the Academy and the student self-government.

2. Academy Council:

2.1. adopt the Academy's Constitution and amendments thereto and submit them to the Cabinet of Ministers for approval;

2.2. establish guidelines for the preparation of the Academy's development strategy, approve the Academy's development strategy and oversee its implementation;

2.3. monitor the implementation of the quality policy of the Academy and make proposals for the improvement of the quality of studies;

2.4. participate in the discussion of the Rector's annual report on the activities of the University and get acquainted with the annual self-assessment report of the study fields;

2.5. adopt its own rules of procedure and amendments thereto and submit them to the Minister of Defence for approval;

2.6. approve the rules of procedure of the Senate and the Academic Arbitration Court and amendments thereto.

3. The Council of the Academy is composed of five members, two of whom are representatives of the National Armed Forces, two- of the Ministry of Defence and one of whom is a representative of the public. The Minister of Defence determines the composition of the Council, as well as approves the Council's rules of procedure and amendments thereto.

4. The Minister of Defence appoints the Chairperson of the Academy Council from among the members of the Council. The Chairperson of the Council shall convene meetings of the Council of the Academy as necessary, but at least once a year.

5. The Senate of the Academy shall approve only the rules and regulations governing academic and scientific matters.

6. The Rector shall be nominated by the Commander of the National Armed Forces. The Supreme Attestation Commission, established by the Minister of Defence, shall assess the candidate nominated by the Commander of the National Armed Forces for compliance with the requirements for the post.

7. The rector shall be approved by the Cabinet of Ministers for a period of four years and not more than twice, on the proposal of the Minister of Defence. The rector is dismissed by the Cabinet of Ministers on the proposal of the Minister of Defence.

8. A soldier in the professional service (hereinafter referred to as a soldier) who has been awarded at least the rank of lieutenant-colonel and holds at least a master's degree may be approved as the rector of the Academy.

9. The Academic Arbitration Court of the Academy shall hear only issues stipulated by Section 19, Paragraph 1, Clause 1 of the Law on Higher Education Institutions . The members of the Academic Arbitration Court shall be elected by the Senate of the Academy from among the academic staff, and student representatives shall be elected by the student self-government.

10. The number of students is planned in the medium term by the Ministry of Defence and determined for each academic year by the Commander of the National Armed Forces.

11. Students sent to study at the Academy are recruited from:

11.1. soldiers or guardsmen, and in master's study programme also foreign persons who have completed or are completing a senior staff officer course or other equivalent course;

11.2. officials (employees) of the Ministry of Defence or an institution subordinate to it, in agreement with the Defence minister;

11.3. students of other higher education institutions in accordance with the Academy's inter-university and international cooperation plans;

11.4. other persons on the basis of an interdepartmental or international agreement.

12. Students studying at the Academy receive their education at the expense of the state budget.

13. Before commencing studies at the Academy, a contract on studies shall be concluded with soldiers and guardsmen in accordance with the procedure established by the Cabinet of Ministers for sending a soldier or a guardsman to an educational institution, and with other persons - a study contract.

14. If a soldier or a guardsman is dismissed from active service or expelled from the Latvian National Guard as a disciplinary sanction, the soldier or guardsman shall be removed from the list of students of the Academy.

15. Academic staff at the Academy are drawn from:

15.1. soldiers in accordance with the procedure laid down by the Military Service Law.

15.2. for civilian employees in accordance with the procedure laid down by the Law on Higher Education Institutions.

16. The academic staff of the Academy shall be appointed or elected following the requirements of the Law on Universities:

16.1. a soldier or a retired soldier from active service who holds a doctoral degree and has not less than 15 years of military experience as an officer may be elected to the post of professor;

16.2. a soldier or a retired soldier with at least a Master's degree and not less than 12 years of military experience as an officer may be appointed as an associate professor;

16.3. a soldier or a soldier retired from active service who has at least first cycle higher education and not less than 10 years of military service experience as an officer may be appointed as a docent;

16.4. a soldier may be appointed as a lecturer, or a soldier retired from active service who has at least a short-cycle vocational higher education higher education diploma and not less than seven years of military service experience may be elected as a lecturer,

16.5. a soldier or a soldier retired from active service who has completed at least a short-cycle vocational higher education programme and has at least five years' military service experience may be appointed as an assistant.

17. The Commander of the National Armed Forces may assign a soldier or a guardsman of professional service who has appropriate military or professional competence to teach a particular course or module at the Academy without complying with Clause 16 of this Regulation.

18. The Commander of the National Armed Forces shall determine the remuneration of the staff members elected to the academic staff of the Academy in accordance with their workload, subject to the following limitations:

18.1. the salary for the workload of a professor may not exceed the salary set for the 13th salary bracket for the posts of officials (employees) of direct State administration institutions;

18.2. the monthly salary for the workload of an associate professor or senior researcher may not exceed the monthly salary set for the 12th salary bracket for posts of officials (employees) of direct State administration institutions;

18.3. the monthly salary for the workload of an assistant professor or researcher (with a doctoral degree) may not exceed the monthly salary set for the 11th salary bracket for posts of officials (employees) of direct State administration institutions;

18.4. the monthly salary for the workload of a lecturer or researcher (with a Master's degree) may not exceed the salary set for the 10th salary bracket for posts of officials (employees) of direct State administration institutions;

18.5. the monthly salary for the workload of an assistant may not exceed the salary for salary group 9 for the posts of officials (employees) of direct State administration institutions;

18.6. allowances, bonuses and gratuities shall be determined in accordance with the Law on Remuneration of Officials and Employees of State and Local Government Bodies.

19. Student self-government body - Student Council have no veto rights provided by the Law on Higher Education Institutions Section 54 (2) .

20. The student self-government Board of the Academy shall be financed from the state budget funds allocated for national defence in accordance with the activities planned by the Academy.

21. Pursuant to the Law on Higher Education Institutions Section 55, Paragraph 4 The National Armed Forces perform the expert examination of the study programmes of the Academy by assessing the relevance of the programmes to the needs of national defence.

22. Administrative acts or actions issued by the Academy may be contested or appealed before the Ministry of Defence in accordance with the procedure laid down in the Administrative Procedure Act.

23. The financial resources of the Academy consist of state budget funds allocated for national defence, income from paid services, donations and gifts, as well as foreign financial assistance. These funds are administered by the National Armed Forces Training and Doctrine Command.

24. To declare the Cabinet of Ministers Regulation No 774 of 16 December 2014 "Rules of Procedure of the National Defence Academy of Latvia" (Latvijas Vēstnesis, 2014, No 256) null and void.