

CONFIRMED
Republic of Latvia
Cabinet
Regulation No. 155
Adopted 1 March 2016

RISEBA University of Business, Arts and Technology Constitution

Preamble

RISEBA University of Business, Arts and Technology, hereinafter referred to as - the University was founded on 9 September 1992. The university was founded by seven Latvian companies in collaboration with the Manchester College of Arts and Technology (MANCAT) with the objective of providing competitive higher education corresponding to international requirements and standards, and to facilitate the development of studies and science.

On 19 March 1996, the university received its first license to implement a study programme.

The university's accreditation sheet No.006 was issued on 27 April 1998. The university was registered in the Register of Educational Institutions on 15 March 2002, with Registration Certificate No.3343802029.

I. General Terms and Conditions

1. The university is an autonomous higher education institution with self-governing rights, which operates in accordance with the Republic of Latvia's Constitution, Law on Education, Law on Higher Education Institutions, Law on Scientific Activity, other laws and regulations and the University's Constitution.
2. The university's founder is a legal entity - Afrograde Limited, which is registered in the Republic of Cyprus with No. HE 240396, registered office address: Ptolemaion 55, Zenon Court, 1, P.C.3041, Limassol, Kipra, hereinafter referred to as - the Founder.
3. The university has the rights of a higher education and science institution, it is characterised by the autonomy and academic freedom of a University.
4. The university offers higher education in conformity with the laws and regulations of the Republic of Latvia, using the experience of European educational institutions.

The university implements study programmes in the following educational subject groups:

- 1) humanitarian sciences and art;
- 2) social sciences, business and law;
- 3) natural sciences, mathematics and information technology;
- 4) engineering, production and construction;
- 5) healthcare and social welfare;
- 6) services.

5. The university's registered office address is:

Meža Street 3, Riga, LV - 1048, Republic of Latvia.

6. In its work, the university adheres to the principles of academic freedom stipulated in laws and regulations.

7. The university operates according to principles of self-governance. The university's personnel is entitled to participate in the running of the university, to be elected to the university's governing institutions, as well as enjoying the rights stipulated in other laws and regulations.

8. The university is a commercial enterprise - limited liability company, which operates in accordance with the Commercial Law, with its own seal and symbols.

9. Persons, who have successfully completed an accredited study programme, are awarded a degree and/or professional qualification and issued with a diploma recognised by the State with an image of the herald of the State of the Republic of Latvia.

II. Operational objective and tasks

10. The university's main operating task is to provide students with the opportunity to obtain a broad practically useful higher education based on scientific fundamentals. The university organises scientific and research activity in the educational subject groups referred to in Clause 4 of the Constitution.

11. The objective of the university is to provide students with the opportunity to obtain knowledge, academic and professional education in conformity with the level of educational and scientific development and the traditions of European culture, as well as to complete study programmes at mutually renowned Latvian and foreign universities. The university organises qualification upgrading and requalification for specialists. The university develops and issues text books and study aids.

12. The university connects studies to research and scientific activity, and collaborates in these fields with other Latvian and foreign universities and scientific institutions. In order to promote collaboration between the university, governmental and municipal bodies and society, every year the University prepares a report on its work during the reporting year, which is published on the homepage and archived in the University Library.

13. In conformity with its operating goal and tasks, the university:

13.1. Independently determines the contents and form of studies, admission rules, enrolment procedures, as well as the basic fields of scientific work;

13.2. Independently devises and founds an internal quality assurance system, which ensures continual improvement;

13.3. Founds and awards the University's prizes and personal grants.

14. In fulfilling its duties, the University is entitled:

14.1. To organise courses, lectures and seminars, as well as to organise congresses, conference and other meetings, and to found societies;

14.2. To sign agreements with other educational bodies and scientific institutions in the Republic of Latvia and abroad;

14.3. To conduct commercial activity, and to conclude the relevant commercial agreements;

14.4. To carry out other activities in accordance with laws and regulations.

15. In accordance with a decision from the Senate, the university can found and liquidate branches and representative offices, found and liquidate commercial enterprises and to be a shareholder in them, found and liquidate societies and foundations and be a member and founder of such.

16. The university independently determines its organisational and management structure, recruits its composition of staff members, and sets job salaries in conformity with the laws and regulation of the Republic of Latvia.

III. University staff members

17. The university's staff members are made up of:

17.1. academic staff members - employees elected to the University's academic positions;

17.2. General University staff members;

17.3. Students, including postgraduate, doctoral and resident students at the University.

18. All persons are entitled to study at the University, who conform to the requirements stipulated in the Law on Higher Education Institutions.

19. Persons, who meet the requirements stipulated in the admission rules approved by the Senate, can study at the University.

20. The University's students are entitled:

20.1. to attain a higher education;

20.2. in accordance with the set procedure, to use the University's premises, library, equipment, audiovisual equipment, other apparatus, cultural, sports and leisure objects;

20.3. in accordance with the set procedure, to suspend and restart studies;

20.4. in accordance with the University's Constitution, to exercise their rights to academic freedom;

20.5. to receive information in all matters, which are related to studies and a potential career;

- 20.6. at the university, to freely express and defend their thoughts and beliefs;
- 20.7. to elect and be elected to Student Council institutions;
- 20.7. to found societies, groups and clubs;
- 20.7. in accordance with the set procedure, to attend other university study events as a listener and take the necessary exams.
21. Tuition fees for students are set in accordance with a decree from the University Rector once a year.
22. A person can be excluded from the list of students, in accordance with a decree from the University Rector, in the instances stipulated in the Law on Higher Educations.
23. The University's academic staff members perform academic work and participate in scientific research.
24. The University's academic staff members are comprised of: professor, associate professors, assistant professors, lead researchers, lecturers, researchers and assistants. The tasks of the University's academic staff members and the procedure for their election are stipulated by the Law on Higher Education Institutions and the University's by-law regarding the elections of academic staff members.
25. Foreign faculty members invited by the university work on the basis of the relevant academic cooperation agreement and an employment agreement, in accordance with the laws and regulations of the Republic of Latvia.
26. Every year, the University's academic staff members are entitled to a vacation in accordance with the Law on Higher Education Institutions.
27. General academic staff members are administrative staff members, study auxiliary staff members, technical, household and other staff members, except academic staff members. The University's administrative staff members are the Rector, Vice-Rector, Director (CEO), Dean and other officials, whose basic function is administrative work.
28. Persons, who are not among the University's staff members, can appeal against administrative acts issued by the University or actual conduct by submitting an appeal to the University's Rector. A decision made by the Rector can be appealed in court in accordance with the procedures stipulated in the Administrative Procedure Law. An administrative act issued by the Rector or actual conduct can be appealed before the Ministry of Education and Science, while a decision made by the Ministry of Education and Science can be appealed in court, in accordance with the procedures stipulated in the Administrative Procedure Law.
29. For special achievements and outstanding accomplishments in the realm of science, education, culture, public administration or commercial activity and making a significant contribution to the University's development, the University will award the title of honourable professor and is also entitled to recommend the awarding of the title of honourable doctor.

IV. The university's structure

30. To ensure successful educational, scientific organisational and commercial operations, faculty (branches) departments, centres and other structural units have been established at the University. Structural units are founded, reorganised and liquidated by the Senate, which also approves the by-law for each structural unit. Structural units operate in accordance with the by-law approved by the Senate.

31. As a structural unit, the university can establish a scientific institute. The decision regarding the founding of a scientific institute shall be made and the by-law regarding the scientific institution shall be approved by the university's Senate. The procedures for the governance, financing and oversight of a scientific institute, and the procedures for its reorganisation and its liquidation are stipulated by the Senate.

V. University representative and management institutions

32. The university's highest management institution and decision-making institution in strategic, financial and commercial matters is its Founder, while the University's representative and management institutions and decision-making institutions are as follows:

32.1. Constitutional Council;

32.2. Senate;

32.3. Rector;

32.4. Academic Arbitration Court.

33. The Constituent Assembly is the university's supreme collegial body of representation and management and the decision-making body in academic and scientific matters. The Constitutional Council is elected for three years in a secret vote, from

33.1. Academic staff members;

33.2. Students;

33.3. Representatives of general staff members.

34. The Constitutional Council is comprised of 30 representatives, of whom 18 are academic staff member representatives, 6 student representatives and 6 general staff member representatives.

35. The Constitutional Council is appointed from three years in accordance with the Constitutional Council Election By-law approved by the Senate.

36. For a three year period, the Constitutional Council appoints a Chair, Deputy Chair and Secretary.

37. The Constitutional Council is convened once a year. The Senate and the Rector have the rights to convene the Constitutional Council.

38. The Constitutional Council:

38.1. Approves and amends the University's Constitution;

38.2. Elects and removes the Rector;

38.3. Listens to the Rector's annual report;

38.4. Elects the Senate;

38.5. Elects the Academic Arbitration Court;

38.6. Approves the by-laws of the Constitutional Council, Senate and the Academic Arbitration Court.

39. The Constitutional Council makes its decisions by simple majority vote. The type of vote is chosen by the Constitutional Council itself. Decisions regarding amendments to the University's Constitution are made by the Constitutional Council with a two thirds majority vote of those present. The Constitutional Council is capacitated to make decisions is over half of its members are present.

40. The Senate is the collegial management body and decision-making body of the University's staff, which approves the order and rules that regulate all areas of the university's activities.

41. The composition of the Senate, procedures for election and work of senators and their competence are regulated by the by-law regarding the Senate. In accordance with a motivated decision, the Constitutional Council is entitled to dismiss any senator early from his or her position in the Senate. A decision by the Senate can be appealed by any interested party. Complaints to the Constitutional Council are reviewed within one month. Its decision is final.

42. In a secret vote, the Senate elects a chair and secretary from among the senators.

43. The Senate Chair or at least one third of the senators are entitled to convene the Senate. Senate meetings take place at least once every two months. The Senate is entitled to make decisions if the relevant meeting is attended by at least two thirds of the senators. Senate decisions can be approved by a simple majority in an open vote.

44. The Senate approves the following:

44.1. Study programmes;

44.2. Statutes or by-laws of the University's structural units, councils and boards;

44.3. The by-law regarding academic positions;

44.4. The Student Council by-law;

44.5. Student admission rules.

45. The Senate can also accept other University operational matters for review.

46. A board of advisors has been established at the University. The Board of Advisors advises the Senate and the Rector on the University's development strategy, and proposes matters for review at a meeting of the Senate and Constitutional Council.
47. The Board of Advisors with up to 10 members is elected by the Senate.
48. The work of the Board of Advisors is led by the Chairman. Meetings of the Board of Advisors take place at the instigation of the Chairman and at least two thirds of the members of the Board.
49. The by-law for the functioning of the Board of Advisors is approved by the Senate.
50. The Rector is the senior official of the University who implements the overall administrative management of the University and represents the University without special authorization.
51. In a secret vote, the Rector is elected for five years by the Constitutional Council, moreover not more than twice in a row. A professor or person with a Doctoral/doctorate degree is elected as the Rector.
52. The dismissal of the Rector can be proposed by the Senate. A vote of over 50 per cent of the total number of representatives of the Constitutional Council is required for dismissal of the Rector.
53. The Rector:
- 53.1. is responsible for the compliance of the University's operations to laws and other regulations, as well as to the University's Constitution;
- 53.2. is responsible for the education obtainable at the University, and for the quality of scientific research conducted and artistic creativity executed at the university;
- 53.3. ensure the lawful, economic and goal-oriented use of the University's property, and is responsible for the University's financial operations;
- 53.4. promotes and is responsible for the development of the University's staff members and ensure the academic freedom of academic staff members and students;
- 53.5. is responsible for the implementation of the University's strategy and preparation of the University's budget;
- 53.6. carries out other duties, which are stipulated in laws, other laws and regulations and in the decisions of the University's governing institutions.
54. The Rector is entitled to issue compulsory decrees to the University's staff members regarding all matters related to the University's governance, which do not fall within the competence of other governing institutions.
55. Audits of the University's operations, in conformity with existing laws and regulations, are conducted by a sworn auditor.

56. The University's Academic Arbitration Court is comprised of two academic staff members, who are elected in a secret vote for a three year period by the Constitutional Council, and one student representative, who is elected by the Student Council.

57. The Academic Arbitration Court reviews:

57.1. submissions from students and academic staff members regarding restrictions and violations of academic freedom and rights stipulated in the University's Constitution;

57.2. disputes between the University's officials, as well as structural unit governance institutions, which are in subordinate relationships.

58. The rulings of the Academic Arbitration Court are enforced by the university's administration.

59. Administrative acts issued by the university or actual conduct can be appealed by the University's staff members can be appealed before the Academic Arbitration Court. A decision made by the Academic Arbitration Court can be appealed in court in accordance with the procedures stipulated in the Administrative Procedure Law.

60. Members of the Academic Arbitration Court are responsible for their conduct to the Constitutional Council. At the initiative of the employer, they can only be dismissed from their position with the approval of the Constitutional Council.

61. The University's students have their own self-governing body. It operates in accordance with a by-law, which is drawn up by students and approved by the Senate. The Senate can only decline to ratify it in the instances stipulated in laws and regulations, as well as if the objective of the Student Council is unlawful.

62. The University's Student Council:

62.1. represents the university's students in Latvia and abroad;

62.2. defends and represents their interests in matters of academic, material and cultural life at the University and before other governmental bodies;

62.3. stipulates the procedures according to which students are elected to the University's collegial institutions.

63. The University's Constitution guarantees Student Council representatives rights to participate in the University's decision-making institutions at all levels, which decide on issues of academic activity, as well as rights to participate as observers in tests and exams. At meetings of the Senate, faculty council and Constitutional Council, Student Council representatives have veto rights on matters that affect the interests of students. The issue of the use of a veto is reviewed by an arbitration committee, which is established by the relevant governmental body according to a principle of parity. The decision of the arbitration committee is approved by the relevant governmental body with a majority of two thirds of the votes of those present.

VI. The University's property and operational financing

64. The University's property may include land, movable, immovable and intellectual property, as well as monies held in Latvian and foreign banks, in accordance with currently applicable laws and regulations.

65. The University's property is comprised of:

65.1. property invested by the university's founder;

65.2. property gifted by private individuals and legal entities;

65.3. property which the University has acquired with its own funds;

65.4. the University's intellectual property;

65.5. Funds from tuition fees and revenue from commercial activity.

The University conducts commercial activity in accordance with the Law on Higher Education Institutions and the Commercial Law.

66. The University operates according to self-financing principles, as well as utilising financing from the University's Founder.

67. The structure of the University's financial resources is decreed by the University's Senate. Implementation of the Budget is organised by the Rector. The Rector presents an annual report on the implementation of the budget to the Senate and the University's Founder.

68. With its property, the University guarantees that in the event of the liquidation of a study programme, students will be provided with the opportunity to continue their education in another study programme or at another university.

VII. Closing provisions

69. A decision regarding the liquidation or re-organisation the University shall be made by its Founder.

70. The University's Constitution and its amendments shall come into force after their approval by the Cabinet of Ministers.