

**APPROVED**

At the Founder's general meeting  
Minutes No. 2022/3 of 07.05.2022

As amended by  
Senate Decision No 24/1.1-7/5 of 11 September 2024  
and approved at the Founder's general meeting  
Minutes No. 2024/2 of 12.09.2024

**Biznesa, mākslas un tehnoloģiju augstskola "RISEBA"**

**Constitution**

**Preamble**

Biznesa, mākslas un tehnoloģiju augstskola "RISEBA", 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 aim to provide 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, Registration Certificate No. 3393802029 of 29.11.2021.

**I. General Provisions**

1. The University is an autonomous higher education, research, and culture institution with self-governing rights, it is characterised by the autonomy and academic freedom of a University. University operates in accordance with the Constitution of the Republic of Latvia, Law on Education, Law on Higher Education Institutions, Law on Scientific Activity, other laws and regulations and the University's Constitution.
2. According to the typology of universities accepted in the Republic of Latvia, the University is a university of applied sciences, which implements bachelor's, master's and doctoral higher education programmes in accordance with state higher education standards.
3. The University's founder is a legal entity — SIA "RISEBA University", which is registered in the Republic of Latvia under No. 40203309238, registered office address: Riga, Meža street 3, LV-1048, hereinafter referred to as the 'Founder'.
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, achieving internationally recognised excellence and compliance with the needs and requirements of society in the following groups of scientific fields determined by the Founder: social sciences (thematic areas of education: business and administration) and humanities and arts (thematic area of education - arts).

The University implements study programmes in the following thematic area of education:

- 4.1. humanitarian sciences and art;
- 4.2. social sciences, business and law;
- 4.3. natural sciences, mathematics and information technology;

- 4.4. engineering, production and construction;
- 4.5. healthcare and social welfare;
- 4.6. 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 the principles of self-governance. The University's personnel is entitled to participate in the running of the University, 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 Goal and Tasks**

10. The objectives of the operation of a University according to the strategic specialisation determined in Clause 4 of the Constitution are:
  - 10.1. to develop study, research programmes and programmes of lifelong learning which, according to the requirements of the labour market, ensure the human resources necessary for future needs of the development of national economy, State, and society, and also to promote the growth of the persons involved in the education process into enterprising, creative, responsible, and competitive members of the society;
  - 10.2. to provide students with the opportunity to obtain knowledge and 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;
  - 10.3. to perform applied research, and also to ensure knowledge and technology transfer in the relevant sectors of national economy via innovations and processes of lifelong learning, facilitating their ability to dynamically adapt to changes in the external environment.
11. The University's main operating tasks are:
  - 11.1. to provide students with the opportunity to obtain a broad, useful practice, higher education based on scientific fundamentals in at least two study fields;
  - 11.2. to perform internationally acknowledged scientific and research activity in the thematic areas of education determined in Clause 4 of the Constitution and at least two fields of science which has been approved by internationally acknowledged (cited) scientific publications, scientifically reviewed monographs, intellectual property objects;
  - 11.3. ensure that at least 60 per cent of the elected academic staff have a Doctor of Philosophy;
  - 11.4. ensure that each year doctoral theses are defended in academic doctoral study programmes and Doctors of Philosophy are awarded;
  - 11.5. actively cooperate with industries, promote the development of cooperation platforms of different types, and also invest its resources in undertakings related to innovation or technology transfer;

- 11.6. be registered in the Register of Scientific Institutions and have obtained an evaluation of at least three points in the international evaluation of the operation of scientific institutions in the areas of strategic specialization;
  - 11.7. to promote the exchange of ideas among the staff of the University, including students, which would create a platform for the implementation and discussion of interdisciplinary artistic creativity, research and development projects in the fields of entrepreneurship, arts and creative industries, in accordance with the needs of the economy and society;
  - 11.8. to organise continuing education programmes, scientific and research projects, and professional development and re-qualification of specialists;
  - 11.9. to develop and issue monographs textbooks and study aids.
12. In implementing its study and research activities in the areas of strategic specialisation defined in Clause 4 of the Constitution, the University shall implement interdisciplinary studies, research and innovation, as well as cooperation with the business sector. The University ensure inseparability of the studies, research, and artistic creation work, 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, the University prepares an annual report on its work during the reporting year, which is published on the homepage.
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 constant improvement;
  - 13.3. founds and awards the University's annual titles, 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, conferences and other meetings, and to found associations;
  - 14.2. to sign agreements with other educational institutions and scientific institutions in the Republic of Latvia and abroad;
  - 14.3. to carry out commercial activity and to enter into the relevant commercial agreements; to carry out other activities in accordance with laws and regulations.
15. By a decision of the Senate, the University can found and liquidate branches and representative offices, found and liquidate commercial enterprises and be a shareholder therein, found and liquidate associations and foundations and be a member and founder thereof.
16. The University independently determines its organisational and management structure, forms its composition of staff members, and sets job salaries in conformity with the laws and regulations of the Republic of Latvia.

### **III. University's Staff Members**

17. The University's staff consists of the following:
- 17.1. academic staff members — employees elected to the University's academic positions;
  - 17.2. general University's staff members;
  - 17.3. students, including postgraduate and doctoral students, at the University.
18. All persons, who conform to the requirements stipulated in the Law on Higher Education Institutions,

are entitled to study at the University.

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 obtain a higher education;
  - 20.2. pursuant to the set procedure, to use the University's premises, library, equipment, audiovisual equipment, other devices, cultural, sports and leisure objects;
  - 20.3. pursuant to the set procedure, to suspend and resume studies;
  - 20.4. in accordance with the University's Constitution, to exercise their right to academic freedom;
  - 20.5. to receive information on all matters, which are related to studies and a potential career;
  - 20.6. to freely express and defend their thoughts and beliefs at the University;
  - 20.7. to elect and be elected to Student Council institutions;
  - 20.8. to found associations, groups and clubs;
  - 20.9. pursuant to the set procedure, to attend other university study events as a listener and take the necessary exams.
21. The tuition fee is determined for students by the decision of the University's Senate.
22. A person can be excluded from the list of students by a decree of the University Rector in the instances stipulated in the Law on Higher Education.
23. The University's academic staff members perform academic work and participate in scientific research.
24. The University's academic staff members include: professors, associate professors, assistant professors, lead researchers, lecturers, researchers and assistants. The tasks of the University's academic staff members and the procedures for their election are stipulated by the Law on Higher Education Institutions and the University's regulation on the elections of academic staff members.
25. Every year, the University's academic staff members are entitled to a vacation in accordance with the Law on Higher Education Institutions.
26. 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, Head of Department and other officials, whose basic function is administrative work.
27. Persons, who are not among the University's staff members, can contest administrative acts issued by the University or actual conduct by submitting an appeal to the University's Rector. A decision adopted by the Rector can be appealed in court pursuant to 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 adopted by the Ministry of Education and Science can be appealed in court, pursuant to the procedures stipulated in the Administrative Procedure Law.
28. For special achievements and outstanding accomplishments in the field 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. University's Structure**

29. 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 of each structural unit. Structural units operate in accordance with the by-law approved by the Senate.
30. 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 of the scientific institution shall be approved by the University's Senate. The procedures for the governance, financing and supervision of a scientific institute, and the procedures for its reorganisation and its liquidation are stipulated by the Senate.

#### **V. University's Representative and Management Bodies**

31. The University's highest management body and decision-making body for strategic, financial and commercial matters is its Founder, whereas the University's representative and management bodies and decision-making bodies are as follows:
  - 31.1. Constitutional Council;
  - 31.2. Senate;
  - 31.3. Rector;
  - 31.4. Academic Arbitration Court.
32. The Constitutional Council is the University's supreme collegial body of representation and management and the decision-making body for academic and scientific matters. The Constitutional Council is elected for three years in a secret vote, from among:
  - 32.1. academic staff members;
  - 32.2. students;
  - 32.3. representatives of general staff members.
33. The Constitutional Council consists of 30 representatives, of whom 18 are academic staff member representatives, 6 student representatives and 6 general staff member representatives.
34. The Constitutional Council is elected for three years in accordance with the Constitutional Council Election Regulation approved by the Senate.
35. The Constitutional Council appoints a Chair, Deputy Chair and Secretary for three years.
36. The Constitutional Council is convened once a year. The Senate and the Rector have the right to convene the Constitutional Council.
37. The Constitutional Council:
  - 37.1. elects and dismisses the Rector;
  - 37.2. listens to the Rector's annual report;
  - 37.3. elects the Senate;
  - 37.4. elects the Academic Arbitration Court;
  - 37.5. approves the by-laws of the Constitutional Council, the Senate and the Academic Arbitration Court.
38. The Constitutional Council adopts its decisions by a simple majority of votes. The type of voting is chosen by the Constitutional Council itself. The Constitutional Council is capacitated to adopt decisions if more than a half of its members are present.

39. 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.
40. The composition of the Senate, procedures for election and work of senators and their competence are regulated by the by-law of the Senate. The Constitutional Council is entitled to dismiss any senator early from his or her position in the Senate by a motivated decision. A decision adopted by the Senate can be appealed to any interested party. Complaints to the Academic Arbitration Court are reviewed within one month. Its decision is final.
41. In a secret vote, the Senate elects a Chair and Secretary from among the senators.
42. 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 adopt decisions if the relevant meeting is attended by at least a half of the senators. Senate decisions can be approved by a simple majority in an open vote.
43. The Senate approves the following:
  - 43.1. study programmes;
  - 43.2. regulations or by-laws of the University's structural units, councils and boards;
  - 43.3. the regulation on academic positions;
  - 43.4. the Student Council by-law;
  - 43.5. student admission rules.
44. The Senate can also accept other Universities' operational matters for consideration.
45. The 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 the Constitutional Council.
46. The Board of Advisors with up to 10 members is elected by the Senate.
47. 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 or at least two two-thirds of the members of the Board.
48. The by-law on the functioning of the Board of Advisors is approved by the Senate.
49. The Rector is the senior official of the University who implements the overall administrative management of the University and represents the University without special authorisation.
50. 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.
51. 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 the dismissal of the Rector.
52. The Rector:
  - 52.1. is responsible for the compliance of the University's operations to laws and other regulations, as well as to the University's Constitution;
  - 52.2. is responsible for the education obtainable at the University, the quality of scientific research conducted and artistic creativity executed at the University;
  - 52.3. ensures the lawful, economic and targeted use of the University's property, and is responsible for the University's financial operations;
  - 52.4. promotes and is responsible for the development of the University's staff members and ensures the academic freedom of academic staff members and students;
  - 52.5. is responsible for the implementation of the University's strategy and preparation of the

University's budget;

- 52.6. fulfils other duties, which are stipulated in laws, other laws and regulations and in the decisions of the University's management bodies.
53. The Rector is entitled to issue compulsory decrees to the University's staff members regarding all matters related to the University's management, which do not fall within the competence of other management bodies.
54. Audits of the University's operations, in conformity with existing laws and regulations, are conducted by a sworn auditor.
55. The University's Academic Arbitration Court consists of two academic staff members, who are elected in a secret vote for a three years Constitutional Council, and one student representative, who is elected by the Student Council.
56. The Academic Arbitration Court reviews:
  - 56.1. submissions from students and academic staff members regarding restrictions and violations of academic freedom and rights stipulated in the University's Constitution;
  - 56.2. disputes between the University's officials, as well as structural unit management bodies, which are in subordinate relationships;
  - 56.3. submissions regarding the contesting of an administrative act or actual action, and take appropriate decisions regarding these.
57. The rulings of the Academic Arbitration Court are enforced by the University's administration.
58. 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 ruling adopted by the Academic Arbitration Court can be appealed in court pursuant to the procedures stipulated in the Administrative Procedure Law.
59. 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 by the approval of the Constitutional Council.
60. 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.
61. The University's Student Council:
  - 61.1. represents the University's students in Latvia and abroad;
  - 61.2. defends and represents their interests in matters of academic, material and cultural life at the University and before other governmental bodies;
  - 61.3. stipulates the procedures pursuant to which students are elected to the University's collegial bodies.
62. The University's Constitution guarantees the representatives of the Student Council the right to participate in the University's decision-making bodies at all levels, which decide on matters of academic activity. At meetings of the Senate, a faculty council and the Constitutional Council, the representatives of the Student Council have the right to veto matters that affect the interests of students. The matter concerning the use of a veto is reviewed by an arbitration committee, which is established by the relevant management body according to a principle of parity. The decision of the arbitration committee is approved by the relevant management body by a two-thirds majority of the votes of those present.

## **VI. University's Property and Operational Financing**

63. The University's property may include land, movable, immovable and intellectual property, as well as funds held in Latvian and foreign banks, in accordance with currently applicable laws and regulations.
64. The University's property includes the following:
- 64.1. property invested by the University's founders;
  - 64.2. property gifted by private individuals and legal entities;
  - 64.3. property that the University has acquired with its funds;
  - 64.4. the University's intellectual property;
  - 64.5. funds from tuition fees and revenue from commercial activity.

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

65. The University operates according to self-financing principles, as well as utilising financing from the University's Founder.
66. The structure of the University's financial resources is determined 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.
67. 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. The procedures for the examination of disputes in the University**

68. Administrative acts issued by or actual actions of a University may be disputed by the staff of the University in the academic arbitration court of a University. The decision of the academic arbitration court of University may be appealed to a court according to the procedures specified in the Administrative Procedure Law. Persons who are not part of the staff of University may dispute administrative acts issued by the University or the actual actions thereof by filing a submission to the rector of the University. The decision taken by the rector may be appealed to a court according to the procedures specified in the Administrative Procedure Law.
69. The Ethics Committee of the University shall consider applications concerning violations of ethical norms by the staff of the University (employee or student).
70. The University shall ensure that whistleblower reports are dealt with according the procedure approved by the Rector.
71. Appeals of students regarding violations of the final examination procedure shall be examined by the Appeal review Commission approved by the Rector in accordance with the procedure established by the University.
72. Other types of complaints and proposals shall be dealt with in accordance with a procedure approved by the Rector.

## **VIII. Closing Provisions**

73. A decision regarding the liquidation or re-organisation of a University shall be adopted by its Founder.
74. The University's Constitution and its amendments shall come into force after their approval by the Founder's General Shareholders Meeting. Other internal regulatory documents shall be issued in

compliance with the competences of the decision-making bodies as laid down in the Constitution, but if the issuance of a document does not result from the competences of the decision-making bodies as laid down in the Constitution, its issuer and issuance procedure shall be determined by the Rector.