



I confirm

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Annex confirmed at
Art Academy of Latvia
Senate meeting of 28
September 2021
Minutes No. 2

Amendments confirmed
The Art Academy of Latvia Senate
meeting of 28 October 2021,
Minutes No. 5

ART ACADEMY OF LATVIA

SENATE BYLAWS

The Senate of the Art Academy of Latvia (hereinafter referred to as the Academy or LMA) (hereinafter referred to as the Senate) is a collegial supreme academic decision-making body of the Academy, responsible for excellence, development and compliance with internationally recognised quality standards of the Academy's education, research and creative activities. The Senate regulates the Academy's academic, creative and scientific activities.

The Senate shall protect and ensure the academic freedom of the academic staff and students within the autonomy of the Academy.

The Senate shall be established and function in accordance with the Law on Higher Education Institutions of the Republic of Latvia, the Constitution of the Academy and present Bylaws of the Academy Senate (hereinafter referred to as the Bylaws).

The members of the Academy Senate are called Senators. The term 'senators' may be used in parallel with the term 'Senate members'.

1. Composition of the Academy Senate

1.1 The Academy is a university of arts and culture. The Academy Senate is composed of no more than 25 members.

1.2 Representatives of the academic staff of the Academy comprise no less than 75 per cent of the members of the Academy Senate and student representatives comprise no less than 20 per cent of the members of the Academy Senate.

1.3 The Rector of the Academy is a member of the Academy Senate in accordance with the position held and the Law on Higher Education Institutions.

1.4 If the Rector of the Academy is also the representative of the academic staff, one representative of the general staff may be elected to the Academy Senate in accordance with the procedure laid down in the Senate Election Bylaws.



1.5 The representatives of the Academy staff shall be nominated to the Senate under the procedure laid down in the Election Bylaws of the Senate of the Art Academy of Latvia.

1.6 The Senate members shall be elected by the Constitutional Assembly of the Academy (or other body provided for in the Constitution of the Academy) in line with the procedure established in the Academy Constitution and the Election Bylaws of the Senate of the Art Academy of Latvia.

1.7 Student representatives in the Senate are elected by the Student Self-Government and approved by the Senate as members of the Senate. The Senate members elected by the Student Self-Government shall be approved by the Senate of the Academy.

1.8 The Senate members are elected for a maximum of three years. The Senate members choose among themselves to elect the chairperson of the Senate. The Chairperson of the Senate has the casting vote in the event of a tie.

1.9. A meeting of the Senate has a quorum if more than half of all members of the Senate is present.

2. Termination, recall and extraordinary election of members of the Senate

2.1 If a member of the Senate terminates their employment or studies at the Academy, their activity as a member of the Senate shall also expire. In the case of a vacancy in the Senator office, the Constitutional Assembly or another body provided for in the Constitution of the Academy shall determine additional elections or the Chairperson of the Senate may, until the next meeting of the Constitutional Assembly, propose to include a new candidate in the Senate, who shall be approved by the Senate with a majority vote. A member of the Senate confirmed by the Senate shall be confirmed at the next meeting of the Constitutional Assembly (or other body provided for in the Constitution of the Academy). If the Constitutional Assembly (or other body provided for in the Constitution of the Academy) fails to confirm the Senator approved by the Senate, the elections shall be held for the vacant position of the Senator. The Senate shall remain valid in its approved (incomplete) composition until the election of a new candidate.

2.2 The institution which elected a member of the Senate may, at its own initiative or at the proposal of the Senate Chairperson or of five members of the Senate, decide to recall a member of the Senate if they have violated the law, in a disrespectful manner for a member of the Senate, has failed to discharge their duties properly or has lost the confidence of the nominator. A member of the Senate shall lose their office if the institution that elected them votes to recall them.

3. Structure of the Academy Senate

3.1 The Academy Senate is composed of Senators.

3.2 The Chairperson of the Senate shall be elected by the Senate at the first meeting of the newly elected Senate, in an open or secret ballot, from among the Senators.

3.3 The Senate shall approve the Senate Secretary (at a proposal from the Chairperson of the Senate). It is not mandatory for the Senate Secretary to be a member of the Senate.



The Senate Secretary shall ensure that the minutes of the meetings of the Senate are taken and that the documents of the Senate are recorded and stored in line with the LMA nomenclature.

4. Scope of competence of the Senate

4.1 The Senate shall:

4.1.1 draft the Constitution of the Academy and amendments thereto. The Senate is responsible for keeping the Constitution in line with the Academy's development strategy and higher education legislation;

4.1.2 approve the development plan of the Academy's study process, submit proposals to the Council of the Art Academy of Latvia (hereinafter — LMA Council) on areas of study to be developed;

4.1.3 At the proposal of the Rector, the Senate shall decide on:

4.1.3.1 opening, development and closure of study directions;

4.1.3.2 opening, content and development of study programmes, as well as closing thereof;

4.1.3.3 requirements, procedures and exams for obtaining degrees and qualifications;

4.1.4 confirm the development plan for the scientific and creative art work of the Academy, encourage the implementation of specific directions of scientific activity;

4.1.5 establish the requirements for election to academic positions and the criteria for the evaluation of the academic staff, adopt the Bylaws on Academic Positions, laying down requirements for the positions of professors, associate professors, docents and lecturers in the arts in terms of the results of artistic creativity or professional activity;

4.1.6 determine the requirements and procedures related to compliance with academic integrity;

4.1.7 nominate 2 members to the Academy Council in line with the procedure laid down in the Constitution of the Academy;

4.1.8 propose to remove the Rector from office, and decide on dismissing the Rector under provisions of Article 17(9) of the Law on Higher Education Institutions;

4.1.9 provide an opinion and make proposals on the Academy's development strategy, budget, establishment, reorganisation and liquidation of structural units and real estate development plan of the Academy before considering them in the LMA Council. If the Senate does not support any of the mentioned documents, the approval and forwarding thereof in the Council is postponed for one month. If no agreement is reached on the document in the Senate within a month, it is reviewed by the LMA Council after hearing the Senate's objections;

4.1.10 be entitled to set up commissions to coordinate and resolve individual issues; a commissions shall be established by a resolution of the Senate, specifying their composition and operating procedures;

4.1.11 agree on the Academy's development strategy developed by the Rector of the Academy before submitting it to the LMA Council for confirmation;

4.1.12 harmonise the Academy's development strategy elaborated by the Rector of the Academy before submitting it to the LMA Council for confirmation;



- 4.1.13 convene the Constituent Assembly of the Academy;
- 4.1.14 establish a Convention of Advisors of the Academy and confirm the members of the Convention of Advisors of the Academy together with the Academy Council in a joint decision;
- 4.1.15 prepare a proposal for the establishment of a scientific institute of the Academy to be adopted by the LMA Council;
- 4.1.16 Where the Academy has established an institute which is not a scientific institute, it shall determine which academic staff may be elected to the council of the institute;
- 4.1.17 determine the direction and scope of the creative work;
- 4.1.18 determine the procedure of division of budget study places for the students of the Academy's study programmes;
- 4.1.19 confirm the composition of the Sectoral Professor Council at the proposal of the Chairperson of the Sectoral Professor Council;
- 4.1.20 determine the procedure for drawing up and submitting study programmes for approval;
- 4.1.21 confirm study programmes. Prior to confirmation, an external expert examination of the programme is organised, which includes grounds for the suitability of the study programme, also indicating the significant differences of the study programme from similar study programmes of the same level and in the same field of study implemented at the same higher education institution;
- 4.1.22 confirm the person responsible for implementing the programme (the head of the study programme), as well as the financial and technical support for the programme with a decision to introduce a new study programme;
- 4.1.23 confirm the procedure and composition of the National Examination Commission for Professional PhD in Arts;
- 4.1.24 confirm the statutes of the Student Self-Government of the Academy. The Senate can only refuse confirmation on legal grounds;
- 4.1.25 have a right to confer the honorary title of *Emeritus* Professor to retired professors and associate professors for outstanding contribution to higher education in the field of art, design and culture, and a right to confer the title of Honorary Member of the Academy for outstanding representatives and supporters of the field of art, design and culture;
- 4.1.26 announce a competition for vacant academic positions;
- 4.1.27 decide on other issues pertaining to the Academy's academic, creative and scientific activities.

5. Convening of meetings of the Academy Senate

- 5.1 The work of the Senate is organised and resolutions of the Senate are taken at the Senate meetings.
- 5.2 The Senate shall meet as necessary, at least once every two months. The Senate meetings can be held on-site or online.



5.3 Unless otherwise decided, the Senate meetings are typically open to the public. The Chairperson of the Senate may declare a Senate' meeting or a part thereof as closed if it deals with matters of restricted information.

5.4 Ordinary meetings of the Senate shall be convened by the Chairperson of the Senate or another representative delegated by the Chairperson of the Senate.

5.5 The date of the Senate meeting shall be announced at least one week in advance. The Senate Secretary shall send a notice of the Senate meeting to the Senators' e-mail addresses on behalf of the Chairperson of the Senate.

5.6 The President and the Secretary of the Senate shall organise the agenda of the Senate meeting and prepare the materials. The items on the Senate agenda must be indicated in the notice of the Senate meeting.

5.7 Draft documents and proposals to be considered by the Senate shall be made available to Senators no later than 3 days before the Senate meeting. The Chairperson and the Secretary of the Senate shall decide on the documents to be sent to Senators before the meetings of the Senate of the Academy.

5.8 The President of the Senate shall determine the agenda of the meeting, take part in the preparation of the meeting, preside over the meeting of the Senate or delegate the chairing of the Senate meeting to another Senator. If the Chairperson of the Senate is absent, a Senator designated by the Chairperson shall preside.

5.9 The signature of the Chairperson of the Senate shall certify the legitimacy of the decisions of the Academy Senate.

5.10 An extraordinary meeting of the Senate may be convened by the Rector of the Academy, the Chairperson of the Senate, the Student Self-Government of the Academy, the Academy Council or one third of the Senators.

5.11. Extraordinary meetings of the Senate may be announced less than one week before the meeting, taking into account the importance of the matters to be discussed and the possibility of informing the Senators. The questions and documents to be considered at an extraordinary meeting shall be sent to Senators as soon as possible or shall be considered at a meeting of the Senate (a three-day deadline under Clause 5.6 may be ignored).

6. Organisation of the meetings and work of the Senate

6.1 Meetings of the Senate of the Academy shall be opened and run by the Chairperson of the Senate or a person designated by them. The minutes of the meetings of the Senate shall be kept by the Secretary of the Senate or, in the absence of the Secretary, by another person designated by the Chairperson. The minutes of the Senate meeting shall be signed by the Chairperson and the Secretary.

6.2 Resolutions of the Academy Senate shall be prepared in accordance with the principles of good governance, including consultation with persons concerned before their preparation.

6.3 When drafting internal legislative acts, the Academy Senate shall comply with external laws and regulations, general principles of law (including the principles of public administration and administrative procedure).



6.4 The Academy Senate shall typically pass its resolutions by open vote. Resolutions of the Senate shall be adopted if a majority of the Senators present at the meeting vote in favour of them. The Senate may decide by a simple majority of votes to go for a secret ballot if a relevant proposal is made. In the case of a secret ballot, the provision on the casting vote of the Chairperson of the Senate shall not apply if the voting leads to a tie.

6.5 A resolution of the Senate shall, unless the resolution provides otherwise, take effect on the date of its adoption.

6.6 All resolutions of the Senate are available to the staff of the university. The Chairperson of the Senate may only decide to restrict public access to resolutions of the Senate if they contain restricted information. The resolutions of the Senate are communicated to the persons concerned.

6.7 The Rector, Vice-Rectors, Deans, Senators, the Student Self-Government of the Academy, the Constituent Assembly of the Academy, the Academy Council, the Convention of Advisors of the Academy and heads of independent structural units may submit issues to the Senate of the Academy for consideration within the scope of competence of the Senate. The application and the materials must be submitted to the Chairperson or Secretary of the Senate at least two weeks before the meeting of the Senate.

6.8 The documentation of the Academy Senate shall be included in the nomenclature of the files of the Academy as files of an independent unit.

6.9 Persons (e.g., but not limited to, representatives of LMA staff or students, experts) who can provide an opinion on any issues under consideration can be invited to the Senate meetings. At the request of the Chairperson of the Senate, the invited persons shall make reports and/or answer questions from the Senators.

6.10 The representatives of the Student Self-Government have veto rights in the Academy Senate on the issues affecting students' interests. Following the application of the veto, the matter shall be examined by the Harmonisation Commission set up by the Senate on a parity basis. The Senate shall confirm the resolution of the Harmonisation Commission with one third of votes of participants present.

6.10 The decisions of the Student Self-Government of the Academy, which are approved by the Academy Senate, are binding for all students of the Academy.

6.11 The management and the Secretary of the Academy Senate may receive remuneration for their work. The work of the academic staff representatives of the members of the Senate shall be included in their workload.

7. Transitional provisions

7.1 The Senate shall draw up the rules of starting the activity the LMA Council until 30 November 2021, and they remain in force until the Council approves its rules of procedure.

7.2 The Senate shall establish and confirm the procedure of nomination of LMA representatives to the Council of the LMA until 31 October 2021. The Senate will nominate 2 representatives to the LMA Council according to the procedure until 30 November 2021.

7.3 The Senate shall continue performing the functions of the Senate provided for in the Constitution of the Academy until 30 November 2021, insofar as they are not in conflict with the



provisions of the Law on Higher Education Institutions, as well as, if necessary, shall perform the duties laid down in Clauses 4 and 8 of Paragraph two of Article 14.2 of the Law on Higher Education Institutions.

7.4 The Senate shall draft and confirm the draft Statutes of the Election Commission for the Constitutional Assembly of the LMA until 31 December 2021. The Bylaws include the conditions and procedure for the establishment of the Election Commission of the Constitutional Assembly of the LMA, its composition, duties, as well as the procedure for running and supervising the election process. The Bylaws include a condition that the Constituent Assembly of the LMA must be elected by no later than 28.02.2022.

7.5 The Senate shall elaborate the draft Constitution of the Academy until 31 December 2021.

7.6 A Commission for the Development of the Constitution of the Academy shall be established in order to develop the documents set out in Clauses 7.4 and 7.5. It shall elaborate the documents stated in the present Bylaws within the stated deadlines.

7.7 These Bylaws enter into force on the date they are approved by a decision of the LMA Senate.

7.8 At the moment of entry into force of these Bylaws, the Bylaws of the LMA Senate of 16 February 1999 (the last version was confirmed by the resolution of the LMA Constitutional Assembly meeting of 17.09.2020) shall cease to be valid.