



RIGA MANAGEMENT COLLEGE

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Regulations of Riga Management College

Issued under
the fourth part of Article 22 of the Education Law,
Law on professional education

I. General questions

1. Riga Management College (hereinafter – the College) is a limited liability company that provides persons after secondary education (hereinafter – students) the opportunity to obtain short cycle professional higher education and fourth-level professional qualifications. The founder of the college is the limited liability company "Rīgas Menedžmenta koledža" (hereinafter – the Founder), which was registered in the commercial register of the Republic of Latvia's Enterprise Register on September 29, 2016 with the unified registration number no. 50203022521.
2. Name of the college:
 - 2.1. in Latvian – Rīgas Menedžmenta koledža;
 - 2.2. in English – Riga Management College.
3. The legal address of the college is Lomonosova street 1 k - 4, Riga, LV-1019. The legal address of the founder is Lomonosova iela 1 k-4, Riga, LV-1019.
4. The representative and management body of the college, as well as the decision-making body in matters of study and research, are the college council (hereinafter – the Council) and the head of the college (hereinafter – the Director). The Council is a collegial governing body and decision-making body of the college staff. The Principal is the highest officer of the College who carries out the general administrative and financial management of the College and is the official representative of the College in all matters of the College.
5. The college's highest management body and decision-making body in strategic, financial and economic matters is the board established by the founder (hereinafter – the Board). The board has all the rights and obligations specified in the company's articles of association and these regulations.
6. The college complies with these rules and other regulatory acts in its activities.
7. The college may have its own flag, coat of arms, emblem, motto and anthem.

8. The college may establish branches, associations and foundations.

II. Basic directions and tasks of the college

9. The basic directions of the college are as follows:

9.1. to develop and implement short-cycle professional higher education programs (hereinafter – study program) in the field of management, administration and real estate management, in the field of social welfare, in the field of tourism and information technology;

9.2. while implementing the educational process, promote the development of students' personality and ensure the opportunity to obtain short-cycle professional higher education and fifth-level professional qualification;

9.3. to provide students with the opportunity to prepare for continuing education in order to obtain first-cycle professional higher education and sixth-level professional qualifications.

10. The tasks of the college are as follows:

10.1. develop study programs and organize their implementation in accordance with professional standards and regulations on national professional higher education standards;

10.2. to develop the content and methods of the examination (tests and exams), as well as to organize the state examination, the component of which is the development and defense of the qualification work;

10.3. to theoretically and practically prepare qualified, competitive specialists in the labor market, respecting the demand and supply of the labor market;

10.4. to ensure such a quality level of the study process and examinations that the professional education obtained at the college is recognized in Latvia and abroad;

10.5. to carry out scientific activity, engage in research and artistic creativity, as well as conduct research according to the study profile and promote students' research work;

10.6. organize events corresponding to the basic directions of the college's activities (for example, public courses, lectures, conferences);

10.7. cooperate with Latvian and foreign educational institutions and employers in the field of professional education;

10.8. to inform the public about the operation of the college and the possibilities of obtaining professional education at the college;

10.9. to carry out economic and other activities that do not contradict the regulatory enactments and the basic directions of the college's activity;

10.10. participate in the development and implementation of various projects and project competitions, including in the field of education policy formation, educational content, social integration, public relations, public communication;

10.11. develop and implement professional continuing education and professional development education programs.

III. Council

11. Council elections are organized by the director. The director and board member are included in the council without election. Representatives for work in the council are elected from among the academic and general staff, by voting for the nominated applicants at the academic and general staff meeting. Student representatives are delegated to work in the council by the student self-government.

12. The Council consists of 10 council members:
 - 12.1. director;
 - 12.2. one board member;
 - 12.3. three representatives of the academic staff;
 - 12.4. one general staff representative;
 - 12.5. two delegated representatives of the student self-government;
 - 12.6. two representatives of employers or professional organizations.
13. The council elects the chairman and secretary of the council from among the members of the council. The minutes of the Council's work and the record keeping are managed by the secretary.
14. The procedure for electing representatives and the chairman of the council is determined by the rules of operation of the council. The rules of operation of the council are approved by the board.
15. The composition of the council is approved by the board. The term of office of the Council is three years.
16. Council:
 - 16.1. approves study programs, self-assessment reports on the implementation of study programs, as well as decides on the development and implementation of new study programs;
 - 16.2. approves directions of research and scientific activity;
 - 16.3. after coordination with the board, approves the regulations on academic and administrative positions in the college and the procedure for election to these positions;
 - 16.4. after coordination with the board, approves the regulations on study and examination procedures at the college;
 - 16.5. develops and approves the internal rules of the college;
 - 16.6. supports and promotes the activities of the student self-government, as well as approves the regulations of the student self-government;
 - 16.7. approves the college's flag, coat of arms, emblem, motto and anthem;
 - 16.8. decides on other issues that are within the competence of the council in accordance with the regulatory enactments and these regulations.
17. The council is convened upon the proposal of its chairman, director, board or at least five members of the council. Council meetings are held at least once every two months.
18. The Council has decision-making power if at least two-thirds of its members participate in the meeting. Decisions are taken by a simple majority, open or secret ballot. A secret ballot is held if requested by at least five of the council members present. If the votes of the members of the council are equally divided in an open vote, the vote of the chairman of the council is decisive. If the votes of the council members are equally divided in a secret ballot, a repeat vote is held.
19. The director has the right of residual veto regarding the decisions of the board. After applying the veto, the issue is considered by the reconciliation commission. The coordination commission is established by the council, determining the procedures for its operation. It consists of the director, the chairman of the council, one member of the board and one representative each from the academic staff, general staff and students. The reconciliation commission makes its decision in an open vote with a simple majority of votes. The decision of the reconciliation commission is confirmed at the next meeting of the council. The council's decision comes into force if at least two thirds of the council members present vote "for" by secret ballot.
20. The Council's decisions on strategic, financial and economic issues come into force after their approval by the Board.
21. To solve certain issues, the council can create advisory councils and approve their regulations.

22. A council member can be recalled by the meeting of the personnel group that elected the council member. The procedure for recalling a member of the council is determined by the rules of operation of the council. A member of the board is recalled by a decision of the board. A delegated representative of an employer or professional organization is recalled by a decision of this organization upon the proposal of the council or organization. The student representative or representatives are recalled by the decision of the student self-government.

IV. Director

23. The director is hired and fired by the board of directors in accordance with the tender process. The director's term of office is five years. The founder may decide to extend the director's term of office for a second five-year term. The director needs a higher education, at least a master's degree or an equivalent degree and at least five years of teaching experience, as well as at least five years of experience in a managerial position.

24. The director is responsible for the operation of the college, implements the administrative and economic management of the college and is the official representative of the college in all college affairs.

25. Director:

25.1. issues binding orders to college staff;

25.2. decides on the rational use of college resources in accordance with the mandate;

25.3. after coordination with the board, determines the number of position units in the college;

25.4. organizes council, academic and administrative staff elections;

25.5. submits the annual report of the college's activities to the council and the founder, as well as ensures its posting on the college's website;

25.6. after coordination with the board and the Council of Higher Education, approve additional requirements regarding the person's special previous education, special suitability and preparation for admission to the specific study program;

25.7. coordinates and implements cooperation with institutions and society, represents the college in international relations;

25.8. performs other tasks specified in these regulations.

26. The director shall be dismissed from his position at the suggestion of the council or the board, if violations of regulatory acts are found in the director's work, ensuring the operation of the college. The procedure for proposing the director's dismissal is determined by the regulations on academic and administrative positions in the college.

V. College units

27. The college can create structural units for the educational process, research, organizational, economic and service work.

28. The tasks, functions and rights of the structural unit are defined in the regulations of the structural unit. The head of the structural unit is responsible for the work of the structural unit.

29. The basic structural unit of the college in education and research work is the department.

30. A department is a structural unit that implements study programs of a related profile. The task of the department is to implement study programs, conduct research and promote scientific research

work in cooperation with other structural units of the college, educational institutions, employers and foundations.

31. The head of the department is elected in accordance with 16.3 of this regulation. the regulation referred to in sub.

32. College structural units are established, reorganized and liquidated by the decision of the board.

VI. College staff

33. The college staff (hereinafter – Staff) consists of:

33.1. academic staff;

33.2. general staff;

33.3. students.

34. The staff has the right to use the college's premises, equipment, inventory, library and other objects in accordance with the rules of the college's internal procedures.

35. It is the duty of the staff to promote the operation of the college and to support openness in its administration. The staff has the right to participate in the development of management decisions and internal rules, as well as in the adoption of decisions that affect the interests of the staff, to participate in the meetings of the collegial management bodies of the college and to be heard, as well as to submit proposals on the operation of the college.

36. The academic staff consists of:

36.1. docents;

36.2. lecturers;

36.3. assistants.

37. In the academic and elected administrative positions, persons are elected in an open competition in accordance with the regulations on academic and administrative positions in the college.

38. A person with a doctorate or master's degree can be elected to the academic post.

39. A person with a higher education without a scientific degree can hold the position of assistant professor in the profile subjects of the study programs, if he has at least seven years of practical work experience corresponding to the relevant subject. Requirements for applicants for such positions are set and approved by the council. A person with a higher education without a scientific degree can hold the position of a lecturer or assistant in the profile subjects of the study programs, if he has at least five years of practical work experience corresponding to the relevant subject.

40. Elections in academic and elected administrative positions are closed. The director concludes an employment contract with the elected person for the duration of the election.

41. The Academic Staff Council is elected for six years.

42. The academic staff has the following duties:

42.1. participate creatively and responsibly in the implementation of study programs;

42.2. constantly improve their professional qualifications and engage in scientific research;

42.3. comply with professional ethics norms;

42.4. to answer for their actions and their results;

42.5. to provide opportunities for students to exercise their rights at the college;

42.6. to educate students.

43. Academic staff have the following rights:

- 43.1. in accordance with the regulations on study and examination procedures, freely determine the content, forms and methods of study courses and examinations within the framework of the study programs to be implemented;
 - 43.2. when carrying out research work, choose research methods, evaluate and publish research results;
 - 43.3. submit proposals for the organization of events appropriate to the purpose of the college's activity;
 - 43.4. propose new study programs to the council and propose the implementation of new study programs;
 - 43.5. make proposals on the development of the college and ensuring internal order;
 - 43.6. to be elected to the representative and management institutions of the college, as well as decision-making institutions.
44. A person is admitted to the college in accordance with the student admission requirements set forth in the laws and regulations and additional requirements set by the college.
45. It is the student's duty to comply with these regulations, the regulations approved by the council and the rules of the internal procedure.
46. Students in the college establish a student self-government - an independent elected institution for the representation of students' rights and interests. The students' self-government has the right to request and receive information and explanations from the representative and management institutions of the college, as well as decision-making institutions and heads of structural units, in matters affecting the interests of students. The student self-government operates in accordance with the regulations developed by the students and approved by the council. The council can refuse to approve the by-laws only for legal reasons. It is the duty of the college management institutions to support and promote student self-governance activities.
47. Representatives of student self-government have the right to participate in the decision-making bodies of the college. The representatives of the student self-government in the council have the remaining right of veto in matters affecting the interests of the students. If necessary, the council establishes a coordination commission, determining the procedures for its operation, and the issue is re-examined at the next council meeting. The reconciliation commission makes its decision in an open vote with a simple majority of votes. It consists of the director, the chairman of the council, one member of the board and one representative each from the academic staff, general staff and students. The decision of the reconciliation commission is approved by the council. The council's decision comes into force if at least two thirds of the council members present vote "for" by secret ballot.
48. The decisions of the student self-government, after their approval by the council, are binding on all students.

VII. Development and approval of study programs

49. The study process is regulated by regulations approved by the council.
50. The study program is developed and its independent expertise is organized by the academic structural units responsible for the implementation of the study program.
51. The study department is responsible for the content of the study program and its implementation.
52. The decision on starting the study program and terminating the implementation of the study program is taken by the council. The mentioned decisions are coordinated with the board.

VIII. Documents regulating the internal procedure

53. The documents regulating the internal procedures of the college are issued by the director.
54. The regulations of the college structural unit are issued by the head of the structural unit. The bylaws of the structural unit come into force after they have been approved by the director.

IX. College International Relations

55. The college is entitled to participate in international cooperation organized by the Ministry of Education and Science, institutions, foundations or religious organizations founded by the state, municipalities, natural and legal persons, as well as to form bilateral (multilateral) international relations.
56. The college may invite teaching staff and specialists from universities of other countries as guest lecturers or guest lecturers to deliver individual lectures or lecture courses.
57. The college can organize staff experience exchange trips both to foreign countries and in Latvia.

X. College Funding Sources

58. The college is financed by its founder, observing the minimum cost of the study program implementation per student and other regulatory enactments.
59. Studies at the college take place for a fee. The amount of tuition fees and other paid services is determined in the price list of college fee services, and the price list is approved by the founder. In accordance with the procedure established by the college, a student may be fully or partially exempted from tuition fees after coordination with the board.
60. The college's financial resources consist of:
 - 60.1. tuition fees;
 - 60.2. donations and gifts of natural and legal persons;
 - 60.3. revenues from the economic activity of the college;
 - 60.4. state funding has been received in accordance with the procedures specified in the regulatory enactments;
 - 60.5. foreign financial means;
 - 60.6. loans from banks and other credit institutions.

XI. Procedure for contesting administrative acts and actual actions

61. The legality of the college's operation is ensured by the director.
62. Administrative acts and actual actions issued by the director may be appealed to the court.
63. Administrative acts and actual actions issued by college officials can be contested by submitting a relevant application to the director.
64. Decisions of the Board may be appealed to the court.

XII. Initiation and development of the college regulations and its amendments

65. The college regulations and necessary amendments to the college regulations are developed by the council. The council determines the procedure for developing the college regulations and amendments.
66. The founder, director, members of the council, student self-government, heads of structural units, as well as one-tenth of the total staff can submit proposals for amendments to the college's statutes.
67. The founder coordinates the college statutes and amendments thereto.

XIII. Reorganization and liquidation of the college

68. The decision on the reorganization or liquidation of the college is taken by the founder at the suggestion of the board.
69. Reorganization and liquidation of the college takes place in accordance with the procedures set forth in the Commercial Law.
70. If the college is liquidated, the founder shall establish a liquidation commission.
71. If the college is liquidated, its permanently stored documents are transferred to the National Archives of Latvia in an orderly manner.