



Constitution of the Riga Aeronautical Institute

Preamble

The Riga Aeronautical Institute (hereinafter referred to as RAI) has been established on the basis of the Riga Civil Aviation Aeronautical High School and on 15 July 1992 was founded as Joint Stock Company "Riga Aeronautical Institute" in accordance with decision No.146 of the Council of Ministers of the Republic of Latvia of 23 April 1992 "On the Riga Civil Aviation Aeronautical High School" and decree No.36 of 4 May 1992 "On the Riga Civil Aviation Aeronautical High School" and decree No.95 of 13 August 1992 "On Reorganisation of the Riga Civil Aviation Aeronautical High School" of Ministry of Transport of the Republic of Latvia.

On 17 April 2001, RAI was registered in the Register of Higher Education Institutions with higher education institution registration No.3343801470.

RAI was accredited on 12 March 2001 and accreditation sheet No.019 of the Ministry of Education and Science of the Republic of Latvia was issued to it on the basis of decision No.6 of the Higher Education Council of the Republic of Latvia of 8 March 2001 "On Accreditation of the Riga Aeronautical Institute".

Before the approval of this Constitution the Constitution of RAI was adopted at the Convent meeting of 22 June 2001 and approved by decree No.538 of the Cabinet of Ministers of 25 September 2002 "On the Approval of the Constitution of the Riga Aeronautical Institute" and at the Convent meeting of 23 September 2009 and approved by decree No.774 of the Cabinet of Ministers of 11 November 2009 "On the Approval of the Constitution of the Riga Aeronautical Institute".

The Constitution of the Riga Aeronautical Institute was adopted at the Convent meeting of 24 September 2015.

I. General Provisions

1. The Riga Aeronautical Institute is an academic and professional higher education and science institution (higher education institution), which implements and develops study programmes corresponding to a modern level and, on the basis of the unity of higher education and science, mainly carries out applied research, as well as ensures the implementation of continuing education and professional improvement programmes and courses.

2. The following names shall be equivalently used in official correspondence:

2.1. in Latvian: RĪGAS AERONAVIGĀCIJAS INSTITŪTS, abbreviated to RAI;

2.2. in English: RIGA AERONAUTICAL INSTITUTE;

2.3. in Russian: РИЖСКИЙ ИНСТИТУТ АЭРОНАВИГАЦИИ.

3. RAI is operating in accordance with the Constitution of the Republic of Latvia, the Education Law, the Law on Institutions of Higher Education, the Law on Scientific Activity, other regulatory enactments and the Constitution of RAI.

4. RAI is a commercial company established by its shareholders the composition of which is variable. The registered address of RAI is Mežkalna iela 9, Riga, LV-1058, Latvia. The registered address of Joint Stock Company "Riga Aeronautical Institute" is Mežkalna iela 9, Riga, LV-1058, Latvia.

5. RAI is entitled to independently select the methods for achievement of its goals and techniques for use of own resources.

6. RAI is a higher education and science institution, which prepares highly qualified specialists in accordance with professional and academic study programmes. RAI is a centre of continuous education, science and culture for specialists.

II. Goals and Tasks of Activity

7. The goal of RAI's activity is to offer and implement higher academic and professional technical and economic education, as well as to carry out scientific research activities.

8. RAI offers studies in academic and professional orientation study programmes and mainly practicable applied research is carried out. RAI may have a Doctoral Council and offer doctoral studies.

9. Tasks of RAI are:

9.1. to prepare specialists of international level in aviation and other economic sectors having higher academic and professional education with a relevant professional qualification;

9.2. to ensure academic freedom of academic staff and students;

9.3. to organise professional continuing education to increase qualifications of specialists in aviation and other sectors;

9.4. to organise and implement full-time and part-time studies in specialities in accordance with the RAI profile, which include orders from public, legal and natural persons;

9.5. to carry out scientific research and develop projects that contribute to the development of the economy and technology of the sector, ensure deepening of competence of academic staff and improvement of the quality of the study process;

9.6. to improve qualification of academic and general staff;

9.7. to develop the material basis for studies and training, to organise production with the aim to ensure the study process, scientific research works, as well as RAI's economic development and cultural education needs;

9.8. to popularise and distribute the results of research work, technological design, methodological educational work and accumulation of information;

9.9. to cooperate with other Latvian and foreign education institutions, organisations and manufacturing companies according to RAI's profile of activity;

9.10. to develop study programmes, to select academic staff, to provide a material basis for studies, to draft methodological materials for studies and to replenish the library enabling students to obtain knowledge, higher education and professional skills in accordance with the development level of science of the sector and Latvian cultural traditions;

9.11. to ensure such requirements and procedure for tests and examinations to make awarded degrees and titles, obtained diplomas and professional qualification, as well as mastering of parts of study programmes mutually recognised by Latvian and foreign higher education institutions.

10. RAI shall effect studies and training in accordance with orders and contracts from state and local government institutions, legal or natural persons.

III. RAI's Representation and Management Bodies and Decision-Making Bodies.

Audit Commission

11. RAI's representation and management bodies and main decision-making bodies are:

11.1. the Convent;

11.2. the Senate;

11.3. the Rector;

11.4. the Academic Arbitration Court.

12. The Convent is the RAI's highest collegial representation and management body and decision-making body in academic and scientific matters. The Convent consists of 11

representatives, seven of whom are academic staff representatives, three are representatives of students and one is a representative of general staff.

13. The Convent shall be elected for five years by secret ballot. Representatives of the Convent shall be elected and recalled by the relevant RAI staff group. Representatives of students shall be elected to the Convent and recalled by the Student Council in accordance with its by-laws.

14. The Convent shall elect a Chairperson, a Deputy Chairperson and a Secretary to lead its work. The Rector and vice-rectors cannot be chairpersons of the Convent. If a Convent member ceases to work or study at RAI, the Convent shall elect another representative from the relevant staff group within three months.

15. The Convent shall be convened by the Rector or the Senate, usually at the end of a study year. The Rector or the Senate may also convene the Convent at any other time.

16. The Convent shall take decisions by simple majority vote. Voting shall be by open ballot, with the exception of the cases defined in the Law on Institutions of Higher Education and the Constitution, when voting shall be by secret ballot.

17. The Convent shall elect and recall the Rector, listen to the rector's report, elect and recall the Senate, the Audit Commission and the Academic Arbitration Court, approve by-laws of the Senate, the Audit Commission and the Academic Arbitration Court. The decision on election and recalling of the Rector shall be taken by the Convent by secret ballot.

18. The Convent shall adopt or amend the RAI's Constitution by simple majority vote. The Convent may take decisions, when at least nine Convent members are present.

19. The Convent shall review and take decisions on prospective development plans, number of prepared specialists and quality in academic and professional programmes, as well as about scientific research directions. These Convent decisions may be appealed at the Academic Arbitration Court within 10 days.

20. The Senate is a collegial body and decision-making body of staff, which approves the procedure and regulations regulating all the RAI's areas of activity. The term of authorisations of the Senate shall be three years. The Senate consists of 10 senators, eight of whom are academic staff representatives and three are representatives of students. Representatives of students shall be elected to the Senate and recalled by the Student Council in accordance with its by-laws.

21. The Senate shall elect a Chairperson from the senators. The Senate may take decisions, when at least seven senators are present. Decisions shall be taken by simple majority vote. The by-laws approved by the Convent shall determine the activity and competence of the Senate.

22. The Senate shall:

22.1. review and approve all the RAI's internal regulations, with the exception of those, which are in the competence of the Convent;

22.2. review and approve academic and professional study programmes, study plans and work plans;

22.3. review topics of scientific research and the structure of financing;

22.4. approve boards for study end examinations and state examinations;

22.5. approve the methodological council, heads of structural units (deans of faculties, heads of divisions, department and scientific laboratories, etc.);

22.6. elect assistant professors;

22.7. listen to reports of vice-rectors, heads of structural units and other officials on progress of studies and work of respective services, as well as take relevant decisions and recommendations for the Convent;

22.8. take decisions on the creation, reorganisation or liquidation of RAI's structural units, approve their by-laws;

22.9. may propose amendments to the Constitution;

22.10. perform other functions provided for by regulatory enactments.

23. Any Senate decision, which is not an administrative statement, may be challenged before the Academic Arbitration Court within 10 days of its adoption.

24. The Rector is the highest official of RAI, who implements general administrative management and represents the higher education institution without special authorisations. The Rector shall be elected by secret ballot by the Convent for five years no more than twice in succession. A professor or a person holding a doctoral degree may be elected as the Rector. Candidates for the Rector's position shall be proposed by the Convent. Regular Rector's elections shall be organised at least one month before the end of the Rector's authorisations.

25. The Rector shall:

25.1. be responsible for the compliance of RAI's activity with the Law on Institutions of Higher Education and other regulatory enactments, as well as the Constitution;

25.2. be responsible for the quality of education obtained and scientific research carried out at RAI;

25.3. be personally responsible for the financial activity and ensure lawful, economic and targeted use of property;

25.4. to ensure the development of staff and ensure academic freedom of academic staff and students;

25.5. be responsible for the compliance of education certificates issued by RAI with the set education standards;

25.6. perform other rector's duties defined in the Law on Institutions of Higher Education and other regulatory enactments, as well as the Constitution.

26. RAI shall have at least one vice-rector. The number of vice-rectors and their main duties shall be determined by the Convent. The vice-rector shall effect operational management of studies and scientific research work, coordinate and organise RAI's cooperation and development activities, as well as perform other tasks set by the Convent, the Senate and the rector. A vice-rector shall be elected by the Senate based on the Rector's proposal.

27. The Audit Commission composed of three persons shall be elected by the Convent by secret ballot. The Audit Commission cannot include RAI's administrative staff representatives. One representative of students shall be elected to the Audit Commission and recalled by the Student Council in accordance with its by-laws.

28. At least once a year the Audit Commission shall audit the compliance of financial and economic activity with applicable law, other regulatory enactments and the Constitution. In order to clarify all the matters related to an audit, the Audit Commission shall be entitled to study all the documents relating to financial and economic activity, as well as request and receive explanations from officials.

29. The Audit Commission shall draw up a written report on the results of its audit, which shall be submitted to the Senate. Decisions of the Audit Commission may be challenged before the Convent within 10 days.

30. The Academic Arbitration Court consists of two representatives of academic staff, who shall be elected and recalled by the Convent by secret ballot for three years, and one representative of students, who shall be elected and recalled by the Student Council in accordance with its by-laws.

31. The Academic Arbitration Court shall:

31.1. review applications of students and academic staff regarding any restrictions and violations of the academic freedoms and rights defined in the Constitution;

31.2. review disputes between RAI's officials, as well as governance bodies of structural units, which are in a subordinated relationship;

31.3. carry out other tasks defined in the Constitution and the Law on Institutions of Higher Education.

32. Members of the Academic Arbitration Court shall be responsible for their activity before the Convent. Members of the Academic Arbitration Court may be recalled from work at the employer's initiative only with consent of the Convent. A representative of students may be recalled only upon request of the Student Council. Decisions – administrative statements – of the Academic Arbitration Court may be appealed in a court in accordance with the procedure laid down in the Administrative Procedure Law. Any decisions of the Academic Arbitration Court other than administrative statements may not be challenged.

IV. RAI Structure

33. RAI structural units are faculties, divisions, departments, training and scientific laboratories, as well as branches and representations.

34. RAI may establish education institutions, by-laws (articles of association) of which shall be drafted and adopted in accordance with the Law on Institutions of Higher Education and other regulatory enactments in the field of education.

35. A faculty or a division shall be established by merging structural units with the aim to organise study and scientific activity in several directions. Deans of faculties or heads of divisions shall be elected by the Faculty Council and approved by the Senate for a term not exceeding five years and for no more than two terms in succession. The Council competence shall include election of lecturers and assistants to academic positions. The Faculty Council consists of eight academic staff representatives and two representatives of students. Representatives of students shall be delegated to the Council by the RAI's Student Council.

36. A department is a main unit for studies and scientific work, which has been established and is operating in accordance with a Senate decision and it shall approve its by-laws. Academic staff of the department shall provide students with the opportunity to learn necessary knowledge and professional skills according to study programmes and study plans.

37. A department may independently take decisions in relation to matters of academic, scientific and methodological work, which are not in competence of the RAI Senate. Study laboratories are components of a department. The head of the department shall be responsible for the study, training and scientific activity at the department. The head of the department shall be elected by the Faculty Council and approved by the Senate for five years.

38. Scientific laboratories are main units for scientific research and experimental activity. Scientific laboratories shall be established with a Senate decision. Scientific laboratories shall operate in accordance with the by-laws on scientific laboratories and work plans approved by the Senate. The head of the laboratory shall be elected by the Faculty Council and approved by the Senate for five years.

39. Branches and representations are structural units, which are organisationally independent and territorially separated from the RAI location. The main task of a branch is to implement accredited study programmes of RAI. The main tasks of a representation is to advertise the higher education institution, provide students with information and study aids, sending and reception of documentation. Branches and representations shall operate on the basis of their by-laws, which are approved by the Senate.

V. RAI Staff

40. The RAI staff consists of academic staff, general staff and students.

41. The duty of staff is to promote freedom of studies, training and research work, promote transparency in RAI's governance and affairs. The staff should perform its job duties so that RAI is able to implement its tasks without infringing rights of any other person or hindering the fulfilment of official or job duties.

42. The staff shall be entitled to participate in elections of management and governance bodies and be elected to them, as well as participate in meetings of collegial management bodies in accordance with the established procedure, be listened to and participate in drafting of management decisions and internal regulations.

43. The duty of the management shall be to take care of work conditions of the staff and to ensure the possibility to increase qualification and requalify.

44. The staff shall be responsible for the performance of their duties. The procedure of qualification of violations and imposition of punishments for violations and failure to fulfil duties shall be determined by the Senate on the basis of regulatory enactments in force in the Republic of Latvia.

45. Academic staff shall consist of professors, associate professors, assistant professors, leading researchers, lecturers, researchers and assistants. The main task of academic staff shall be to educate students and carry out scientific research.

46. Principles of payment for work and sizes of wages shall be recommended by the Senate, but monthly wage rates shall not be smaller than the rate defined by the Cabinet of Ministers.

47. Academic staff and elected administrative positions may be occupied by persons meeting provisions of the Law on Institutions of Higher Education.

48. A professor is a specialist internationally recognised in his or her field, who carries out scientific research meeting the modern level and ensures high quality studies in the respective sub-field of science.

49. In accordance with provisions of the Law on Institutions of Higher Education a professor shall be elected in an open competition by a council of professors in the field for six years, and the rector shall conclude an employment contract with him or her for the entire period of election.

50. The main tasks of professors are:

50.1. reading of highly qualified lectures;

50.2. supervision of studies, classes and tests in his or her study course;

50.3. leading of research work in his or her field of science;

50.4. leading of studies of doctoral level;

50.5. evaluation of study programmes and work and quality of RAI's structural units.

51. A person holding a doctoral degree may be elected as an associate professor. For the purposes of implementation of professional study programmes a position of an associate professor may be occupied by persons having relevant higher education and at least 10 years of practical work experience in the relevant field. In accordance with provisions of the Law on Institutions of Higher Education an associate professor shall be elected in an open competition for six years.

52. The main tasks of an associate professor are to carry out research in his or her sub-field of science, to lead research work for doctoral and Master's degrees, ensuring and leading study work.

53. A person holding a doctoral degree may be elected as an assistant professor. For the purposes of implementation of professional study programmes in accordance with the requirements drafted by the Senate a position of an assistant professor may be occupied by persons having higher education and at least seven years of practical work experience in the relevant field.

54. The main tasks of an assistant professor are research work in his or her sub-field, reading of lectures, leading of study classes, organisation of tests in own study programme.

55. A person holding a doctoral or Master's degree may be elected as a lecturer or assistant. Lecturers or assistants shall be elected by the Faculty Council for six years. The assistants, who do not hold a doctoral degree, may be elected to a position no more than twice in succession. The by-laws approved by the Senate shall determine the rules of election of lecturers and assistants.

56. For the purposes of implementation of professional study programmes a person having higher education may be elected as a lecturer or assistant, if the person has five years of practical experience in the subject being taught.

57. The task of lecturers and assistants is to participate in research work led by professors, lead practical and laboratory classes for students, read individual courses of lectures or chapters under supervision of professors or assistant professors.

58. According to the provided funding, the Rector may enter into individual contracts with external academic staff on performance of study, teaching and scientific work.

59. General staff is study and administrative staff, supporting staff, technical and household staff.

60. Administrative staff includes the Rector, the vice-rector, the secretary, deans of faculties, heads of divisions and employees of the study department.

61. Supporting study staff includes laboratory assistants, technicians and instructors, whose task is to help academic staff to organise and ensure the study process.

62. Technical and household staff shall ensure normal functioning of technical equipment and premises, as well as keep premises in order and clean.

63. The procedure of employment and dismissal of general staff shall be determined by the RAI's Internal Working Regulations, observing provisions of the Law on Institutions of Higher Education and other regulations.

VI. RAI Students

64. RAI students are students of Bachelor's study programmes, students of professional study programmes, students of Master's study programmes, and doctoral students.

65. Enrolment to a study programme shall be determined by the enrolment regulations approved by the Senate, which have been drafted observing Cabinet of Ministers regulations on the requirements, criteria and procedure of enrolment to a study programme.

66. Students shall be entitled:

66.1. to obtain higher academic or professional higher education;

66.2. to use RAI's premises, library, computer room, equipment, sport and medical facilities;

66.3. to interrupt and resume studies according to the defined procedure;

66.4. in accordance with the Law on Institutions of Higher Education to exercise the right relating to academic freedom of studies and research work;

66.5. to receive information in all the matters related to their studies;

66.6. to freely express and defend own thoughts and beliefs;

66.7. to elect and be elected to the Student Council, as well as to act in RAI's self-governance bodies at all levels;

66.8. to attend as a course attendee other study activities of the higher education institution in accordance with the set procedure and to pass necessary tests;

66.9. to establish associations, groups and clubs.

67. The Student Council shall operate on the basis of its by-laws on the student council, which are approved by the Senate.

VII. RAI's Scientific Research

68. Scientific research is an important part of RAI's work and all academic staff shall be part of it.

69. Scientific research work shall take place in accordance with the Law on Scientific Activity, the Constitution, Senate decisions and other regulations;

70. Research results shall be published in scientific magazines and RAI's editions.

VIII. RAI's Property, Finances, Record-Keeping

71. The Senate shall determine the structure of financial resources and upon coordination with the Convent shall distribute the funds received for this purpose. The Audit Commission shall control the execution of the budget.

72. RAI's sources of financing are:

72.1. income from contracts with Latvian and foreign ministries, companies, organisations and private persons;

72.2. the tuition fee, which is defined, when students enter into contracts on studies;

72.3. the state order;

72.4. income from economic activities of educational structural units;

72.5. donations of legal and natural persons;

72.6. other income.

73. The size of the tuition fee shall be calculated on the basis of actual expenses to ensure the studies. The size of the tuition fee may change due to changes in the tax system, regulatory enactments issued by the government, local governments and so on, as well as due to inflation and increase in the costs of provision of studies. Discounts on the tuition fee may be provided to certain categories of students in accordance with a Senate decision.

74. The Study Department shall ensure internal record-keeping – correspondence with divisions and departments, drafting of study plans, preparation of information for students.

75. The RAI's Chancellery shall ensure external record-keeping – correspondence with the Ministry of Education and Science, other public administration bodies, financial and control institutions of the Republic of Latvia, as well as legal and natural persons.

IX. Reorganisation and Liquidation of RAI

76. The decision on reorganisation or liquidation of RAI shall be adopted at the shareholder meeting. A reorganisation or liquidation plan shall be appended to the decision.

77. If study programmes are closed or RAI is liquidated, the Convent shall provide each student individually, observing his or her interests and wishes, with the possibility to complete the study programme in a similar study programme in other higher education institution. The tuition fee paid in advance shall be repaid to the student.