

## REGULATIONS of RAI Convent and Senat activities

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

1. the Convent;
2. the Senate;

1. **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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

9. *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.
10. 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.
11. The Senate shall:
12. review and approve all the RAI's internal regulations, with the exception of those, which are in the competence of the Convent;
13. review and approve academic and professional study programmes, study plans and work plans;
14. review topics of scientific research and the structure of financing;
15. approve boards for study end examinations and state examinations;
16. approve the methodological council, heads of structural units (deans of faculties, heads of divisions, department and scientific laboratories, etc.);
17. elect assistant professors;
18. 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;
19. take decisions on the creation, reorganisation or liquidation of RAI's structural units, approve their by-laws;
20. may propose amendments to the Constitution;
21. perform other functions provided for by regulatory enactments.
22. Any Senate decision, which is not an administrative statement, may be challenged before the Academic Arbitration Court within 10 days of its adoption.

*The Regulations are compiled on the basis of RAI Constitution*

*The Regulations are approved at the RAI Convent session on 07.09.2018 in Riga.*

*Protocol of the Convent session Nr.1809*