

**APPROVED**  
in the Meeting  
of the Senate of the BIA of  
October 23, 2017  
(Minutes of the Meeting No.131)

**REGULATIONS**  
**on ACADEMIC POSITIONS OF THE BALTIC INTERNATIONAL ACADEMY**

Developed in accordance with  
Part IV of the Law on Higher Education Institutions,  
Clause 6 of the Law on Scientific Activity,  
Clauses 25, 25, 43, 44 of the Constitution of the BIA

**1. General terms**

1.1. The personnel of the Baltic International Academy (hereinafter BIA) consists of:

- Academic personnel – professors, associate professors, docents, leading researchers, lecturers, researchers, assistants elected in academic positions of BIA;
- General personnel;
- students of Bachelor's, Master's and Doctoral study programs.

1.2. The Regulations state the rights, obligations and liability of the BIA academic personnel, as well as procedure for the election of academic personnel.

1.3. The academic personnel consists of specialists in their field who carry out scientific research or artistic creative work corresponding to the modern level and ensure high-quality studies in the relevant sub-field of science or art, develop the content and form of study programs, organize their execution. They teach the theory and practice for one or more study courses, carry out scientific research work, develop concepts, theories and working methods needed in the taught study courses; develop textbooks, teaching aids; create and renew study plans, participate in the discussion of teaching and other issues at BSA, verify and recommend study methods.

1.4. Basic principles of the operation of the BIA academic personnel:

Free choice of the types and forms of implementation of the tasks proposed by the founders of BIA LTD and corresponding to the Law on Higher Education Institutions; academic freedom; inseparability of study and research work; expressing (publishing) scientific opinion and research results without censorship, if this freedom does not conflict with ethical norms, rights of other persons and regulatory enactments.

1.5. Election in academic position confirms the compliance of a person's scientific and pedagogical qualifications with the requirements of the science and art industry, both for studies and research work at the BIA.

1.6. An employment contract is concluded with the academic staff for the elected duration.

**2. Rights, obligations and responsibilities of the academic personnel**

2.1. Academic personnel of the BIA shall have right:

2.1.1. To participate in the development of decisions of the BIA representative and management institutions and BIA rules of procedure, as well as in the decision making that affect the interests of personnel;

2.1.2. To participate in the elections of BIA representative and management institutions and to be elected therein;

2.1.3. To select teaching methods, topic and direction of scientific activity;

2.1.4. To use all possibilities of BIA structural units and organizations in accordance with the BIA Constitution;

2.1.5. to participate in the competition procedure for a higher academic position, if the qualification has been increased (improved) and the employee meets the requirements for the higher academic position;

2.1.6. to the annual paid leave of 8 weeks, for a full academic year, dividing the leave into parts – 2 and 6 weeks;

2.1.7. to challenge the administrative acts issued by the BIA or the actual action in the Academic Arbitration Court of the BIA. The decisions of the arbitration court can be appealed to the court according to procedure stipulated by the Law on Administrative Procedure;

2.2. Academic personnel of the BIA shall be obligated:

2.2.1. to promote the freedom of teaching, study and research work; to promote transparency in the BIA; not to violate the rights of any person and not to interfere with the performance of office or job duties;

2.2.2. to develop the course description and detailed study course program in a timely manner; to implement the study course program; to ensure quality lesson management and to fulfil the learning plan. Based on the study program plan before the beginning of the relevant semester, including the beginning of the autumn semester, before the annual leave, to submit an updated study course program;

2.2.3. to carry out scientific and research activities and to participate in the education of students. During the term of office, participate in at least one international scientific conference in Latvia or abroad, presenting a report. Publish own scientific article in peer-reviewed publications at least once during the term of office.

2.2.4. perform the work in compliance with the rules of the work schedule, fire safety, work protection and work hygiene. For non-attendance of lessons or being late, regardless of the reason, to notify the study department as soon as possible in writing or verbally. For absence due to justifiable reasons, to submit justifying documents or written explanations of the absence to the head of the personnel department on the first day of return at work, to notify accounting of the beginning and end of the incapacity for work.

2.2.5. to provide a true information about legal status, education, scientific degrees, declared and actual place of residence, pedagogical and work experience, as well as other information that might be essential for establishment of employment relations. The information shall be substantiated with the relevant documents;

2.3. The academic staff shall be responsible for the high-quality performance of the goals and tasks set in the BIA Constitution. Non-observance of the mentioned rules will be evaluated in the direction/program council. The Council may propose the issue regarding the incompatibility of the relevant lecturer for the implementation of the study course. For non-fulfilment or improper fulfilment of obligations, the employer may hold the employee liable in accordance with the legislation of the Republic of Latvia.

### **3. Procedure for the election of academic personnel**

3.1. BIA Senate shall determine the number of academic personal positions in BIA. A person may hold the position of academic personnel in one higher education institution only.

3.2. The Senate of the BIA shall announce an open competition for professors and associate professors for the vacant academic positions of the BSA at least one month before the elections, by

publishing an advertisement in the official publisher of the Republic of Latvia "Latvijas vēstnesis" and the BIA home page;

3.3. If the BIA has a vacant or temporarily vacant position, the Senate may decide not to announce a competition, but to hire a guest professor, associate guest professor, guest docent, leading guest researcher, guest lecturer, guest researcher or guest assistant for a period of up to two years. (every single time). Guest lecturers shall not participate in the elections of BIA representative and management institutions and shall not be elected in therein.

3.4. During a temporary absence, if there is a vacant or temporarily vacant position in BIA, if it does not exceed two years, the Senate may appoint an associate professor to the position of professor, a docent may be appointed to the position of associate professor, a lecturer or an assistant with a doctoral degree may be appointed to the position of docent;

3.5. The procedure for the election in the art speciality is in accordance with the Regulations of the BIA Design School on election to academic positions.

3.6. The right to elect professors and associate professors in an open competition for 6 years belongs to the council of professors of the relevant field:

3.6.1. The Councils of branch professors operate in accordance with the provisions of the Law on Higher Education Institutions, Cabinet Regulations. The BIA Council of Professors complies with the "Regulations on the BIA Council of Professors and Elections of Professors and Associate Professors at the BSA".

3.6.2. A person who has a doctoral degree and at least three years of work experience as an associate professor or professor can apply for the position of professor. The requirements for the applicant for the position of professor are given in the Annex No.1 to the regulations (evaluation form).

3.6.3. A person with a doctoral degree can apply for the position of associate professor. For the implementation of professional studies, the position of BIA associate professor can also be held by persons who have the appropriate higher education and at least ten years of practical work experience in the relevant field. The requirements for the applicant for the position of associate professor are given in the Annex No.2 to the Regulations (evaluation form).

3.6.4. An applicant for the position of BIA professor or associate professor can choose the council of professors of the relevant field.

3.6.5. The council of professors of the relevant branch notifies the applicant of its decision on the election / non-election of the applicant and submits the decision to BIA for the preparation of the employment contract.

3.6.6. The persons elected to the position of professor or associate professor are awarded a diploma;

3.6.7. The decision of the Council of Professors can be appealed by:

- Persons, who are not part of the staff of the higher education institution by submitting an application to the rector of the university; the rector's decision can be appealed to the court in accordance with the procedures specified in the Law on Administrative Procedure;

- Persons, who are a part of the academic staff of the higher education institution by submitting an application to the academic arbitration court. The decision of the academic arbitration court can be appealed to the court in accordance with the procedures specified in the Law on Administrative Procedures;

3.7. The BIA Senate shall have the right to elect docents, leading researchers, lecturers, researchers and assistants. The BIA Senate shall operate in accordance with the "Regulations of the Senate of the Baltic International Academy" approved by the BIA Constituent Assembly. Docents, leading researchers, lecturers, researchers and assistants are elected in an open competition for 6 years.

3.7.1. A person with a doctoral degree can apply for the position of assistant professor. For the implementation of professional studies, a person with a higher education without a scientific degree and no less than 7 years of practical work experience in the relevant sector can hold the position of assistant professor; in an academic program, a person with a doctoral degree can apply for the position of assistant professor. A lecturer can apply for election to the position of assistant professor after working at least 2 (two) years as a lecturer;

See the requirements for the applicant for the position of assistant professor in the Annex No.3 to the Regulations (evaluation form)

3.7.2. A person with a doctoral degree can apply for the position of leading researcher.

The requirements for the applicant for the position of leading researcher are set in the Annex No.3 to the Regulations (evaluation form).

3.7.3. A person with a doctoral or master's degree can apply for the position of lecturer. For the implementation of professional studies, the position of lecturer can be held by a person with higher education without a scientific degree if he/she has five years of practical work experience corresponding to the taught course, an assistant can apply for election to the position of lecturer after working at least 1 (one) year as an assistant.

The requirements for the applicant for the position of leading researcher are set in the Annex No.4 to the Regulations (evaluation form).

3.7.4. A person with a doctoral degree can apply for the position of researcher.

The requirements for the applicant for the position of researcher are set in the Annex No.4 to the Regulations (evaluation form).

3.7.5. A person with a doctoral or master's degree can apply for the position of assistant. For the implementation of professional studies, a person with a higher education without a scientific degree can hold the position of assistant if he/she has three years of practical work experience corresponding to the taught course.

The requirements for the applicant for the position of researcher are set in the Annex No.5 to the Regulations (evaluation form).

If the assistant does not have a doctoral degree, he/she can be elected for no more than 2 times in a row;

3.8. The applicant of an open tender shall submit the following documents, presenting a valid passport or identity card to the BIA personnel department no later than one month after the day of the announcement of the competition:

- an application for participation in the tender with an indication of which academic position in the science sector and sub-sector he/she is applying for. The applicant for the position confirms with his/her signature in the application that he/she has not been elected to the relevant position at another higher education institution

- copies of documents certifying the necessary academic and scientific degrees (the copies are approved at the workplace or the BIA personnel department compares then with the originals of documents presented by the applicant,);

- a statement that the submitted diploma corresponds to the certain academic degree or diploma awarded in Latvia, if the higher education, academic or scientific degree was obtained abroad. Expertise and equalization of diplomas obtained abroad is carried out by the Academic Information Centre;

- life and work history of the applicant for an academic position (curriculum vitae in EUROPASS format) which states the research, academic, administrative and organizational work experience, list of published works within the last 6 years, level of language knowledge;

- the applicant may submit also other documents, which he/she wants to attach to the application in order to describe his/her qualifications more detailed.

3.9. BIA Personnel Department shall examine the documents submitted by the applicant and their conformance to the tender regulations within five days, and the examined documents are handed over

to the head / program director of the relevant direction.

3.10. Within 10 days after the reception of documents the head of direction / program director shall:

3.10.1. announce an open class (lecture, discussion, masterclass or scientific seminar according to the position applied for), notifying about it on the BIA website

3.10.2. request the prorectors of scientific and judicial work to appoint two official experts of the open class for the evaluation of the applicant and the determination of the applicant's suitability for the position

3.10.3. convene the direction/programme council to discuss the position applicant's candidacy and prepare a recommendation. Council decision together with documents, including the applicant's evaluation form with the applicant's and experts' signatures shall be submitted to the Senate secretary.

3.11. The Senate secretary shall inform the chairman of the Senate and rector about the number of applicants for academic staff positions and submitted documents;

3.12. Examination of the applicant's documents and hearing of the applicant's speech shall take place in the BIA Senate;

3.13. BIA Senate shall make a decision on the tender results. The list of elected persons shall be submitted by the secretary of the Senate to the personnel department for the conclusion of fixed-term employment contracts with elected representatives of the academic staff. The employment contract shall be signed by the rector.

3.14. The Senate decision may be appealed by

- persons who are not a part of the staff of the university, submitting an application to the rector of the higher education institution within three working days from the approval of the Senate's decision; the rector's decision can be appealed to the court in accordance with the procedures specified in the Law on Administrative Procedure;

- persons who are a part of the staff of the higher education institution in the academic arbitration court. The decision of the academic arbitration court can be appealed to the court in accordance with the procedures specified in the Law on Administrative Procedure.

3.15. The responsible person of the BIA shall provide the information to the register of academic staff about BIA academic staff within a week after the decision of the senate is adopted.

#### **4. Salary**

4.1. BIA salary rates for staff are determined by the Senate in accordance with the BSA Regulations on the organization of salary and types of pedagogical workload.

4.2. Annual workload norms, academic hours, are compiled as follows:

Professor	900
Associate professor	900
Docent, leading researcher	1000
Lecturer, researcher	1000
Assistant	1000

#### **5. Management obligations**

5.1. The BIA management shall take care of the academic staff working conditions, health and rest, shall provide the conditions for its professional activity, shall give the opportunity to raise qualifications and retrain;

5.2. The employer shall immediately terminate legal relations with the representative of the academic staff, as well as in accordance with Clause 50 of the Education Law his/her employment shall be prohibited and it is not possible to employ him/her with his/her consent in another job at the BIA or in another company. The Regulations on the academic positions of the BALTIC INTERNATIONAL ACADEMY shall enter into force on the date of their approval and they shall be valid in the BIA and its branches until the new Regulations enter into force.

**Annex No.1** to the Regulations on Academic Positions of the BIA

**Assessment of scientific and teaching qualification of the applicant Dr. \_\_\_\_\_ for the professor's position for the last 6 years**  
 (name, surname)

Criteria	Quantitative assessment		Quality assessment**	Justification**
	minimum	actual*		
<b>(according to Cabinet Regulations No.391 of MK 4.09.2001)</b>			(excellent, very good, good, satisfactory, unsatisfactory)	
<b>1. Scientific qualification</b>	3			
1.1. Scientific publications relevant to the field of science in editions that are included in peer-reviewed editions approved by LZP, including, - Thomson Reuters Web of Science - Scopus Elsevier - ERIH	5			
1.2. Scientific publications in EBSCO database				
1.3. Other publications				
1.4. Participation with a report in international scientific conferences in Latvia and abroad	5			
1.5. Management of LZP and other national research projects and programs or participation in their implementation				
1.6. Management of internationally funded research projects or participation in their implementation				
1.7. Management of scientific contracted works or participation in their implementation				
1.8. Expert's operation in LZP and international projects and programs				
1.9. Management of international artistic creation projects, participation in exhibitions and competition				
1.10. Received patents and licences				
<b>2. Pedagogical qualification</b>	5			
2.1. Doctoral thesis management				
2.2. Scientific consulting of doctoral students				
2.3. Management of masters' thesis				
2.4. Development of study course programs				

2.5. Development and management of study programs				
2.6. Preparation of the methodological complex of studies in MOODLE				
2.7. Preparation of textbooks and teaching aids and their submission for publication or published works				
2.8. Qualification improvement (promotion, development) at higher education institutions or scientific research institutions (including ERASMUS+)				
2.9. Lecturing at foreign higher education institutions or lecturing courses for foreign students in Latvia				
2.10. Level of language knowledge (English – B2, Russian and native language C1)				
<b>3. Organizational competence</b>	3			
3.1. Management of scientific and academic commissions or collegial institutions or participation in their activities				
3.2. Management of the commission for the organization of international conferences or participation in their activities				
3.3. Management of the editorial board of scientific publication or participation in its operation				
3.4. Management of the higher education institution, faculty, institute, group of professors, study program, department, laboratory				
3.5. Management of international scientific, academic or artistic associations or participation in their activities				
3.6. Officially approved consultant of state, local governments and other companies founded by legal or natural persons				

**Annex No.2** to the Regulations on Academic Positions of the BIA

**Assessment of scientific and teaching qualification of the applicant (Dr.) \_\_\_\_\_ for the associate professor's position for the last 6 years**  
 (name, surname)

Criteria	Quantitative evaluation		Quality assessment **	Justification**
	Minimum	actual*		
(according to Cabinet Regulations No.391 of 4.09.2001)			(excellent, very good, good, satisfactory, unsatisfactory)	
<b>1. Scientific qualification</b>	2			
1.1. Scientific publications relevant to the field of science in editions that are included in peer-reviewed editions approved by LZP, including, - Thomson Reuters Web of Science - Scopus <b>Elsevier</b> - ERIH	3			
1.2. Scientific publications in EBSCO database				
1.3. Other publications				
1.4. Participation with a report in international scientific conferences in Latvia and abroad	3			
1.5. Management of LZP and other national research projects and programs or participation in their implementation				
1.6. Management of internationally funded research projects or participation in their implementation				
1.7. Management of scientific contracted works or participation in their implementation				
1.8. Expert's operation in LZP and international projects and programs				
1.9. Management of international artistic creation projects, participation in exhibitions and competition				
1.10. Received patents and licences				
<b>2. Pedagogical qualification</b>	4			
2.1. Doctoral thesis management				
2.2. Scientific consulting of doctoral students				
2.3. Management of masters' thesis				



2.4. Development of the study course programs				
2.5. Development and management of study programs				
2.6. Preparation of the methodological complex of studies in MOODLE				
2.7. Preparation of textbooks and teaching aids and their submission for publication or published works				
2.8. Qualification improvement (promotion, development) at higher education institutions or scientific research institutions (including ERASMUS+)				
2.9. Lecturing at foreign higher education institutions or lecturing courses for foreign students in Latvia				
2.10. Level of language knowledge (English – B2, Russian and native language C1)				
<b>3. Organizational competence</b>	1			
3.1. Management of scientific and academic commissions or collegial institutions or participation in their activities				
3.2. Management of the commission for the organization of international conferences or participation in their activities				
3.3. Management of the editorial board of scientific publication or participation in its operation				
3.4. Management of the higher education institution, faculty, institute, group of professors, study program, department, laboratory				
3.5. Management of international scientific, academic or artistic associations or participation in their activities				
3.6. Officially approved consultant of state, local governments and other companies founded by legal or natural persons				

\* To be completed by applicant

\*\* To be completed by expert

**General assessment:** the applicant  
of the associate professor's position

to the requirements  
(conforms/doesn't conform)

**Experts' signatures:**

**Annex No.3** to the Regulations on Academic Positions of the BIA

**Assessment of scientific and teaching qualification of the applicant (Dr. Mag.)** \_\_\_\_\_

(name, surname)

**for the docent's (leading researcher's) position for the last 6 years**

Criteria	Quantitative evaluation		Quality assessment**	Justification**
	minimum	actual*		
The Law on Higher Education Institutions, The Law on Scientific Activity (Clause 6)			(excellent, very good, good, satisfactory, unsatisfactory)	
<b>1. Scientific qualification</b>	2			
1.1. Scientific publications relevant to the field of science in editions that are included in peer-reviewed editions approved by LZP, including, - Thomson Reuters Web of Science - Scopus <b>Elsevier</b> - ERIH	2			
1.2. Scientific publications in EBSCO database				
1.3. Other publications				
1.4. Participation with a report in international scientific conferences in Latvia and abroad	1			
1.5. Management of LZP and other national research projects and programs or participation in their implementation				
1.6. Management of internationally funded research projects or participation in their implementation				
1.7. Management of scientific contracted works or participation in their implementation				
1.8. Expert's operation in LZP and international projects and programs				
1.9. Management of international artistic creation projects, participation in exhibitions and competition				
1.10. Received patents and licences				
<b>2. Pedagogical qualification</b>	3			
2.1. Doctoral thesis management				
2.2. Management of masters' thesis	3			
2.3. Management of Bachelor's thesis	5			
2.4. Development of study course programs				

2.5. Development and management of study programs				
2.6. Preparation of the methodological complex of studies in MOODLE				
2.7. Preparation of textbooks and teaching aids and their submission for publication or published works				
2.8. Qualification improvement (promotion, development) at higher education institutions or scientific research institutions (including ERASMUS+)				
2.9. Lecturing at foreign higher education institutions or lecturing courses for foreign students in Latvia				
2.10. Level of language knowledge (English – B2, Russian and native language C1)				
<b>3. Organizational competence</b>	1			
3.1. Management of scientific and academic commissions or collegial institutions or participation in their activities				
3.2. Management of the commission for the organization of international conferences or participation in their activities				
3.3. Management of the editorial board of scientific publication or participation in its operation				
3.4. Management of the higher education institution, faculty, institute, group of professors, study program, department, laboratory				
3.5. Management of international scientific, academic or artistic associations or participation in their activities				
3.6. Officially approved consultant of state, local governments and other companies founded by legal or natural persons				

**Annex No.4** to the Regulations on Academic Positions of the BIA

**Assessment of scientific and teaching qualification of the Applicant (Dr. Mag.)** \_\_\_\_\_

(name, surname)

**for the lecturer's (researcher's) position for the last 6 years**

Criteria	Quantitative evaluation		Quality assessment**	Justification**
	minimum	actual*		
The Law on Higher Education Institutions, The Law on Scientific Activity (Clause 6)			(excellent, very good, good, satisfactory, unsatisfactory)	
<b>1. Scientific qualification</b>	2			
1.1. Scientific publications relevant to the field of science in editions that are included in peer-reviewed editions approved by LZP, including, - Thomson Reuters Web of Science - Scopus Elsevier - ERIH	1			
1.2. Scientific publications in EBSCO database				
1.3. Other publications				
1.4. Participation with a report in international scientific conferences in Latvia and abroad	1			
1.5. Participation in exhibitions and competitions of international artistic creativity projects				
1.6. Received patents and licences				
<b>2. Pedagogical qualification</b>	2			
2.1. Participation in the study course program development				
2.2. Development and management of study programs				
2.3. Preparation of the methodological complex of studies in MOODLE				
2.4. Preparation of textbooks and teaching aids and their submission for publication or published works				
2.5. Qualification improvement (promotion, development) at higher				

education institutions or scientific research institutions (including ERASMUS+)				
2.7. Lecturing at foreign higher education institutions or lecturing courses for foreign students in Latvia				
2.8. Level of language knowledge (English – B2, Russian and native language C1)				
<b>3. Organizational competence</b>	1			
3.1. Management of scientific and academic commissions or collegial institutions or participation in their activities				
3.2. Participation in the activities of the commission for the organization of international conferences				
3.3. Management of the editorial board of scientific publication or participation in its operation				
3.4. Management of international scientific, academic or artistic associations or participation in their activities				
3.5. Officially approved consultant of state, local governments and other companies founded by legal or natural persons				

\* To be completed by applicant

\*\* To be completed by expert

**General assessment:** the applicant \_\_\_\_\_ to the requirements of the lecturer's (researcher's) position (*conforms/doesn't conform*)

**Expert:**

\_\_\_\_\_  
(name, surname, signature)

\_\_\_\_\_  
(date)

**Annex No.1** to the Regulations on Academic Positions of the BIA

Assessment of scientific and teaching qualification of the **applicant (Dr, mag.)**

(name, surname)

for the assistant's position for the last six years

Criteria	Quantitative evaluation		Quality assessment**	Justification**
	minimum	actual*		
The Law on Higher Education Institutions, The Law on Scientific Activity (Clause 6)			(excellent, very good, good, satisfactory, unsatisfactory)	
<b>1. Scientific qualification</b>	2			
1.1. Scientific publications in Latvia and abroad	1			
1.2. Participation with a report in international scientific conferences in Latvia and abroad	1			
1.3. Participation in exhibitions and competitions of international artistic creativity projects				
1.4. Received patents and licences				
<b>2. Pedagogical qualification</b>	1			
2.1. Participation in the study course program development				
2.2. Preparation of the methodological complex of studies in MOODLE				
2.3. Qualification improvement (promotion, development) at higher education institutions or scientific research institutions (including ERASMUS+)				
2.4. Level of language knowledge (English – B2, Russian and native language C1)				
<b>3. Organizational competence</b>				
3.1. Participation in activities of scientific and academic commissions or collegial institutions				
3.2. Participation in activities of the commission for the organization of international conferences				
3.3. Participation in operation of the editorial board of scientific publications				

3.4. Participation in the operation of the international scientific, academic or artistic associations				
3.5. Officially approved consultant of state, local governments and other companies founded by legal or natural persons				

\* To be completed by applicant

\*\* To be completed by expert

**General assessment:** the applicant \_\_\_\_\_ to the requirements  
of the assistant's position *(conforms/doesn't conform)*

**Expert:**

\_\_\_\_\_  
*(name, surname, signature)*

\_\_\_\_\_  
*(date)*

Expert:

\_\_\_\_\_  
*(name, surname, signature)*

\_\_\_\_\_

**Amendments to the Law on Higher Education Institutions (AL) proposed to the Ministry of Education and Science of the Republic of Latvia (IZM) and the Council of Higher Education (AIP) on 05.11.2019:**

To supplement Clause 27 of the AL with a part six and seven in the following edition:

(6) The Higher education institution shall evaluate the performance of professors and associate professors not less than once every six years in accordance with the procedure specified in the Part one of Clause 34 of this law.

(7) In the event of an unsatisfactory performance evaluation, the higher education institution shall have the right to terminate the employment relationship with the professor or associate professor.