

## **SENATE BY-LAWS OF THE BALTIC INTERNATIONAL ACADEMY**

Issued pursuant to the Law on Institutions of Higher Education  
Articles 12, 15,  
Articles 13 and 20 of the Constitution of the BIA.

### **1. General provisions**

- 1.1. The Baltic International Academy (hereinafter - BIA) has the following governing body: the Board, the Senate, the Rector, the Constitutional Assembly and the Academy arbitrage.
- 1.2. The Senate is the BIA collegiate highest academic decision-making body, regulating the BIA's academic, creative and scientific fields of activity.
- 1.3. The Senate shall operate in accordance with the procedures laid down in the Constitution of the BIA and these by-laws.

### **2. Composition and term of office of the BIA Senate**

- 2.1. The BIA Senate consists of 21 senators, of whom 15 are representatives of the academic staff, 4 are students, 1 is general staff, 1 is BIA Rector, according to the position held (*ex officio*).
- 2.2. Members of the Senate (hereinafter - senators) shall be elected by the Constitutional Assembly of the BIA by secret ballot from nominations made at general meetings of academic staff and general staff groups.
- 2.3. Student representatives in the BIA Senate are elected by the BIA Student Parliament. Senate members elected by the Student Parliament are approved by the BIA Senate.
- 2.4. The Senate shall elect a Senate Speaker and Secretary from among its members for its term of office.
- 2.5. Senators are elected for 3 (three) years.
- 2.6. A senator may lose office:
  - 2.6.1. on its own initiative;
  - 2.6.2. after the vote, if requested so by the institution that elected the senators;
  - 2.6.3. at the suggestion of the Senate chairman or 5 (five) senators.
- 2.7. The loss of a position specified in paragraphs 2.6.2 and 2.6.3 of the Statute shall be justified by non-compliance with the requirements of the relevant Senator Law, disrespectful conduct, improper performance of his duties or loss of trust.

### **3. BIA Senate Rights**

- 3.1. To determine:
  - 3.1.1. requirements for election to academic positions and evaluation criteria of academic staff;

- 3.1.2. the procedures by which study programmes shall be developed and submitted to the Senate for approval;
- 3.1.3. the requirements and procedures for the observance of academic integrity;
- 3.1.4. the criteria for granting the honorary title: *Professor Emeritus* and the title of *Honorary Member of the Academy*.
- 3.2. To announce the open competition for a vacant (vacancy) place of academic staff.
- 3.3. Elect docents, lead researchers, lecturers, researchers and their assistants for a term of six years;
- 3.4. To propose the removal of a rector from office if he or she has lost the trust of the Senate or fails to ensure the achievement of strategic objectives, violates the requirements of Latvian laws or internal regulations of the BIA, damages the operation of the BIA or fails to fulfil his or her duties or decisions of the Senate. The Senate decides to remove the rector if it has been voted on openly by no fewer than 2/3 (two-thirds) of senators.
- 3.5. To raise the issue of the removal of a responsible person from office for non-compliance or improper enforcement of decisions.
- 3.6. Convoke the Constitutional Assembly.
- 3.7. Perform the functions of the Constitutional Assembly if the Constitutional Assembly is not legally entitled until the election of a new BIA Constitutional Assembly.
- 3.8. Set up commissions to coordinate and address individual issues. In establishing the Commission, the Senate shall draw up and approve the by-laws for its establishment and operation.
- 3.9. To provide proposals to the Rector and the founders of the BIA regarding study programmes to be developed.
- 3.10. At the instigation of the rector, decide on:
  - 3.10.1. opening, development and closing of study directions;
  - 3.10.2. opening, content and development of study programmes, as well as closing thereof;
  - 3.10.3. requirements, procedures and examinations for the acquisition of degrees and qualifications.
- 3.11. Harmonise the budget of the institution of higher education.
- 3.12. Determine additional provisions of such activities which are not included in these By-Laws, taking into account the requirements of the relevant regulatory enactments.

#### **4. BIA Senate obligations**

- 4.1. Decide on:
  - 4.1.1. the number of positions of academic staff after co-ordination with the founders of the BIA in accordance with the necessity and funding possibilities;
  - 4.1.2. new study programmes and the responsible person for the implementation of the relevant study programme, the financial and technical provision thereof;
  - 4.1.3. Recruitment of guest professors, associate guest professors, guest docents, guest scientists, guest speakers, visiting researchers and visiting assistants without a call for competition for a term of up to two years, if the position in question is vacant or temporarily vacant;

- 4.1.4. the establishment of a scientific institute;
  - 4.1.5. other matters governing the operation of the BIA.
- 4.2. Approve:
- 4.2.1. study programmes and the responsible person for the implementation of the relevant study programme;
  - 4.2.2. the study development plan developed by the rector, artistic creative activities and scientific development plan;
  - 4.2.3. The admission regulations of the BIA, as well as additional admission requirements for students in respect of special prior education, special suitability and training or fulfilment of other conditions for admission of persons who have not taken centralised examinations;
  - 4.2.4. by-laws of structural units, by-laws regarding academic positions, internal regulations of the BIA and internal quality assurance systems;
  - 4.2.5. a by-law regarding the composition of the Council of industry professors upon a proposal of the chairperson of the Council;
  - 4.2.6. the procedures for evaluation of the performance of the work of a professor or associate professor, but if necessary, additional criteria for observation of the results of work on the proposal of the chairpersons of professors and promotion councils;
  - 4.2.7. Decisions of the Student Parliament and elected senators;
  - 4.2.8. The heads of the structural units of the Academy (cathedra, group of professors, laboratories and so on), the head of the study direction/director of the study programme after the results of the competition and co-ordination with the founders of the BIA.
  - 4.2.9. Upon the proposal of the BIA study prorector, the procedures by which study courses and modules shall be developed and included in the relevant study programme.
  - 4.2.10. BIA Student Parliament by-laws. The Senate can refuse to approve it only for legal reasons.
- 4.3. Protect and secure academic freedom for academic staff and students.
- 4.4. Develop the Constitution of the BIA and draft amendments thereto.
- 4.5. Operate in accordance with the Constitution of the BIA and these by-laws.
- 4.6. Develop and approve the by-laws of the Electoral Commission of the Constitutional Assembly of the BIA.
- 4.7. Deliver an opinion and make proposals on the Academy development strategy and budget.
- 4.8. Consider the Rector's Annual Report on the implementation of the BIA budget.
- 4.9. To issue an opinion and to examine the issue of establishment, reorganisation or liquidation of the structural units of the Academy, after co-ordination with the founders of the BIA.

## **5. BIA Senate Rules**

- 5.1. Senate work and decision-making are organized in Senate meetings.
- 5.2. The Senate is convoked by its chairman. Encouraging the Senate to convoke is a right for 2/3 (two-thirds) of BIA senators from academic staff and student representatives, rector or board, making a written application to BIA Senate chairman. Upon receipt of the application, the BIA Senate chairman shall convoke the Senate within 2 (two) weeks and shall announce their convokation no

later than one week before the meeting takes place or shall refuse to convoke the Senate if there is no good reason for doing so.

5.3. The announcement of a Senate meeting, the preparation and transmission of documents, draft proposals to senators before a Senate meeting are organized by the secretary of the Senate.

5.4. Senators and the rector have a duty to attend the meetings of the Senate and the commissions it sets up.

5.5. The Senate shall be eligible if more than half of the senators participate in the meeting. The Senate makes decisions in open voting. Individual issues can be considered by secret ballot following a Senate decision.

5.6. The BIA rector is a senator *ex officio* and participates in Senate consideration, discussion, debate and also voting.

5.7. Senate meetings shall be opened and chaired by the Senate chairman or a person designated by him.

5.8. Senate meetings shall be recorded by the secretary of the Senate or by another person designated by the Chairman of the Senate. The minutes shall be signed by the chairman and secretary of the Senate.

5.9. Senate decisions are made if more than half of all senators vote for them and come into effect on the day they are taken, unless otherwise stated in the decision.

5.10. Representatives of the BIA's Student Parliament have a veto on issues affecting students' interests, which students announce at the Senate meeting but submit it in writing to the Senate secretary within 7 (seven) days of the Senate meeting. Following the application of the veto right, the matter shall be examined by the Conciliation Commission, which shall be established by the Senate on a parity basis.

5.10.1. The Conciliation Commission shall elect the Chairman and the Secretary by open vote at its meeting.

5.10.2. The decision of the Conciliation Commission shall be approved by the Constitutional Assembly if 2/3 (two thirds) of the members of the Constitutional Assembly present vote in favour thereof.

5.11. The Senate may delay approval of the document for one month and, together with Senate objections, refer it to the submitter (division) for reconsideration. If the document is not properly reconsidered, the Senate has the power to refuse to approve the document.

5.12. The Senate Chairman, with the help of the Senate secretary, organizes a systematic review of the execution of Senate decisions and informs senators about the execution of decisions made.

5.13. Senate decisions are open to BIA personnel and those affected. The Senate chairman may decide to limit the public availability of Senate decisions.

## **6. BIA Senate accountability**

6.1. The Senate shall be responsible for the conformity of the Constitution with the development needs and regulatory enactments of the institution of higher education.

6.2. The Senate shall be responsible for the failure to fulfil the obligations imposed on the Constitutional Assembly.

6.3. The Senate is responsible for the excellence, development and compliance of BIA's education, research, creative activities with internationally recognized quality standards.

6.4. Senators are responsible for:

6.4.1. violations of laws;

6.4.2. conduct which is disrespectful to the status of a senator;

6.4.3. improper performance of duties;

6.4.4 loss of trust of the nominee.

The draft by-laws were drafted by the Senate and approved by the Constitutional Assembly.

Declare invalid the “Statute of the Senate of the Baltic International Academy” approved at the Constitutional Assembly of the BIA on 21 October 2014.

*The by-law shall come into force on 28 September 2021.*