

APPROVED
Latvian Academy of Culture
The Senate meeting
Decision No 1
February 6, 2012.

Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture”

STATUTES

*Issued in accordance with section 10.¹, section 21, paragraph two of the **Law on Higher Education**; section 2, paragraph three, section 3, paragraph two and section 16, paragraph two of the **Law on Public Agencies**.*

1. General issues

- 1.1. Latvian Academy of Culture Agency “Latvian College of Culture at the Latvian Academy of Culture” is an educational institution under the supervision of the Latvian Academy of Culture, established by decision No 2 of the Senate of Latvian Academy of Culture (hereinafter – Academy) on June 6, 2011 on the takeover of the Latvian College of Culture (hereinafter – College) and Order No 467 of the Cabinet of Ministers of the Republic of Latvia on September 26, 2011.
- 1.2. Name of the College:
 - 1.2.1. In Latvian: Latvijas Kultūras akadēmijas Latvijas Kultūras koledža;
 - 1.2.2. In English: Latvian College of Culture at the Latvian Academy of Culture;
 - 1.2.3. In German: Lettisches Kulturkolleg der Lettischen Kulturakademie;
 - 1.2.4. In French: Le collège de la Culture de Lettonie de l’Académie de la Culture de Lettonie;
 - 1.2.5. In Spanish: El Colegio Universitario de Cultura de la Academia de Cultura de Letonia;
 - 1.2.6. In Russian: Латвийский колледж культуры при Латвийской академии культуры;
 - 1.2.7. Short name of college: Latvian – LKA Latvijas Kultūras Koledža; English – Latvian College of Culture at the LAC
- 1.3. The aim of the activities of the College is to provide people with secondary education with the possibility of obtaining a first-level vocational higher education and a fourth level of professional qualifications, as well as to pursue science, research and artistic innovation according to the profile of study programmes. The College offers the possibility of further education and adult learning.
- 1.4. In its activities, the College shall comply with the Law on Higher Education, the Law on Vocational Education, the Law on Public Agencies, the Law on Scientific Activities, the Constitution of the Academy, the decisions of the Academy Senate, the Statutes of the College and other applicable legislative acts of the Republic of Latvia.
- 1.5. The College has its own stamp with an image of the supplemented little coat of arms of Latvia and the full name of the College on it, form, symbolism and accounts in the Treasury and credit institutions.

- 1.6. The College's registered office is on Bruņinieku Street 57, Riga, LV-1011.
- 1.7. The College is a successor to the rights, obligations, property and proceedings of the Latvian College of Culture.

2. Basic College Activities and Tasks

2.1. Basic College Activities:

- 2.1.1. provide people with the opportunity to acquire first-level vocational higher education and the fourth level of professional qualifications (in the following thematic groups of education: Social Knowledge, Commercial and Rights (41 345 13), Services (4181200), Social Knowledge, Commercial and Rights (41 322), Humanities and Arts (41 212 10));
- 2.1.2. to carry out scientific activities, to pursue research and artistic innovation;
- 2.1.3. ensure the possibility of further education and adult education.

2.2. College tasks:

- 2.2.1. developing and implementing first-level vocational higher education programmes for getting a profession in the cultural sector;
- 2.2.2. to prepare students for a specific profession in the cultural sector;
- 2.2.3. to implement the educational process, which promotes the development of personality of the student, and to ensure the possibility of obtaining a first-level vocational higher education and a fourth-level professional qualification, and to issue a diploma in accordance with the procedures specified in regulatory enactments regarding a first-level vocational higher education;
- 2.2.4. provide students with the opportunity to prepare for continued education in order to obtain second-level vocational higher education and fifth-level vocational qualifications;
- 2.2.5. developing and implementing adult education and further education programmes;
- 2.2.6. develop vocational education programmes in cooperation with employers in conformity with professional standards and national vocational education standards and organise their implementation;
- 2.2.7. develop, in cooperation with employers, examination content and methods, and organise qualification examinations;
- 2.2.8. ensure the quality of the educational process and exams in order to recognise and acknowledge (in Latvia and abroad) the professional education and professional qualifications acquired;
- 2.2.9. pursue scientific activities, research and artistic innovation in the field of culture;
- 2.2.10. cooperate with Latvian and foreign education institutions and employers in the field of vocational education;
- 2.2.11. to inform the public about College activities and the possibilities for obtaining vocational training;
- 2.2.12. participate in European Union, Republic of Latvia, Academy and other education, science and research projects and programmes;
- 2.2.13. to cooperate with cultural institutions in Latvia and abroad;

- 2.2.14. to carry out economic and other activities which do not conflict with regulatory enactments and basic lines of college activity;
- 2.2.15. make useful and efficient use of funding granted under the State and Academy budgets.
- 2.3. The College's functions and tasks shall be performed in accordance with the College's Mid-Term Action and Development Strategy, the Work Plan and Budget for the current year, approved by the Academy Senate.

3. Procedures for the Proposal and Development of the College Statutes and amendments thereto

- 3.1. The College's activities are governed by a College Statutes approved by the Academy Senate.
- 3.2. Proposals for amendments to the College Statutes shall be proposed by the Rector of the Academy, the Director of the College or the College Board, drafted by the initiator or by a working group established by it.
- 3.3. The draft amendments to the College statute shall be submitted for approval by the Academy Senate.

4. College Competency

- 4.1. In accordance with the objectives and tasks of the College's activities, the College may choose independently the direction and methods of action, without a specific mandate, to take decisions related to their implementation and to assume responsibility for the results of the operation.
- 4.2. In co-ordination with the rector of the Academy and in conformity with the regulatory enactments of the Republic of Latvia, the College shall direct the study programmes for licensing and accreditation (co-ordinated with the Senate of the College) and approve the current self-assessment reports of the programmes. In accordance with the procedures specified by the College and in conformity with the regulatory enactments of the Republic of Latvia, the College shall evaluate the results of studies, organise closing examinations and issue diplomas regarding first-level vocational higher education.
- 4.3. The College shall establish and approve its agenda, internal rules and the regulations of its departments.
- 4.4. In agreement with the rector of the Academy, the College may open and close settlement accounts in the Treasury and credit institutions.

5. College management

- 5.1. College representation, management and decision-making bodies are the College Board and the College Director. The College Board shall be a collegial management body and decision-making body of the College staff. The director is the College's top

official. The College's top management body and decision-making body on strategic, financial and economic matters is the Academy.

5.2. The college council elections are organized by the director.

5.3. The College Board shall consist of 12 members of the College Board:

- 5.3.1. Director (according to the position to be held);
- 5.3.2. Deputy Director in the course of studies (according to the position to be held);
- 5.3.3. three persons elected to academic positions at College;
- 5.3.4. one representative of the College's general staff;
- 5.3.5. two representatives of College student self-government;
- 5.3.6. two delegates authorized by the Academy Senate;
- 5.3.7. two authorised representatives of employers or professional organisations.

5.4. In the College Board, the academic and general staff of the College shall elect (in accordance with the procedures specified in the Regulations of Action of the College Board) the members of the College Board as defined in paragraphs 5.3.3., 5.3.4. The members specified in paragraph 5.3.5 shall be delegated by the College Student self-government, the members specified in paragraph 5.3.6 shall be delegated by the Academy Senate.

5.5. The College Board shall elect the Chairperson and Secretary of the Board from among the members of the Board in accordance with the procedures specified in the Regulations of Action of the College Board. The director cannot be chairman of the College Board.

5.6. The staff of the College Board and the Regulations of Action of the College Board shall be approved by the rector of the Academy in accordance with these statutes. The term of office of the College Board is three years.

5.7. College Board:

- 5.7.1. determines the main directions of academic activity;
- 5.7.2. discuss and submit for approval to Academy Senate College's medium-term strategy for action and development;
- 5.7.3. approve study programmes and decide on the development and implementation of joint study programmes;
- 5.7.4. approve the procedures for the development and inclusion of study courses in study programmes and approve the description of the study course;
- 5.7.5. approve and direct for licensing or accreditation study programmes, approve their self-assessment reports;
- 5.7.6. align with the Rector of the Academy and approve the rules for the admission of students to College;
- 5.7.7. coordinate with the Rector of the Academy and approve the College Regulation on Study Procedures and the College Regulations on Tests and Examinations;
- 5.7.8. approves the College Regulation on Academic and Administrative positions and the procedures for their election;
- 5.7.9. approve internal rules of the College and the regulations of its departments;
- 5.7.10. elect persons in academic and administrative positions, in accordance with the College Regulations on Elections in Academic and Administrative positions;

- 5.7.11. Representatives shall be nominated and elected in accordance with the procedures specified in the internal regulatory enactments of the Academy in the representation, collegial decision-making bodies, boards and commissions of the Academy;
- 5.7.12. approves College annual reports;
- 5.7.13. supports and promotes the activities of the student's self-government, approves the regulations of the student self-government;
- 5.7.14. approve the procedures for recruitment and releasing from work the general university staff;
- 5.7.15. approves the College structure developed by the College management;
- 5.7.16. confirms college symbolism;
- 5.7.17. consider and decide on other matters falling within its competence under this Regulation or other laws and regulations of the Academy and of the College.
- 5.8. The College Board shall be convened at the proposal of its Chairman, Director or at least a third of the members of the College Board. College Board meetings shall take place at least once every two months.
- 5.9. The College Board shall be able to take decisions if more than half of the members of the Board participate in the meeting. Decisions shall be taken by a simple majority, voting openly or by secret ballot. Voting by secret ballot takes place if at least a third of the members of the College Board so request. If the votes of the members of the College Board in an open voting split similarly, the vote of the Board Chairman shall be decisive. If the votes of the members of the College Board voting by secret ballot split in a similar manner, a re-vote shall be held.
- 5.10. The Director has a suspended veto over decisions of the College Board. Following the appearance of vetoing issues, a Conciliation Commission is set up by the College Board. It shall consist of the Director, the Chairman of the Board and one representative from academic, general staff and students. The decision of the Conciliation Commission shall be approved at the next meeting of the College Board. A decision of the Board on the approval of a decision of the Conciliation Commission shall take effect, if, voting by secret ballot, not less than two-thirds of the members of the College Board present a vote.
- 5.11. For the resolution of individual issues, the College Board may set up commissions and approve their regulations.
- 5.12. The procedures for the revocation of members of the College Board shall be determined by the Regulations of Action of the College Board.
- 5.13. The work of a college shall be chaired by a Director who shall act in accordance with the Law on Higher Education, the Law on Public Agencies and other external regulatory enactments, as well as the Statutes of the College and other internal regulatory enactments of the Academy.
- 5.14. College director:
 - 5.14.1. decisions shall be taken without special authorisation on all matters falling within the competence of the College, if such matters do not require the consent of the Academy or the College Board, shall represent the College in all branches of the Academy, State and local government institutions, courts, other organisations and institutions;
 - 5.14.2. responsible for the development of the College's medium-term operational strategy, work plan for the current year and annual budget projects;

- 5.14.3. provide the Academy Senate and Rector with an overview of the implementation of the College's medium-term performance strategy, budget and annual work plan;
- 5.14.4. ensure and be responsible for the operation of the College, in accordance with the requirements of the laws, regulations and College regulations;
- 5.14.5. determine the structure of the College and submit it for approval to the College Board;
- 5.14.6. manage the College's financial resources and share of the State or Academy property transferred to it or in use, under the responsibility for its useful and efficient use;
- 5.14.7. responsible for preparing a request for the funding of study
- 5.14.8. organise elections for academic and administrative staff;
- 5.14.9. recruitment and releasing from work the academic and general staff of the College, entering into employment contracts with the College staff and determining their remuneration within the framework of the College budget; entering into study contracts with students;
- 5.14.10. issuing binding orders to college staff;
- 5.14.11. Within the College's budget, closing deals on behalf of the College, issuing mandates, handling its financials and the state and Academy property transferred in the possession of the College;
- 5.14.12. submit the annual report of the College's activities to the Academy Senate and provide an opportunity for staff to get acquainted with it;
- 5.14.13. perform other tasks specified in these statutes and internal regulatory enactments of the College.
- 5.15. The Academy shall, in accordance with the Senate-approved regulations on the election of the Director of College, issue an open contest in the newspaper, as well as in the home pages of the College and the Academy.
- 5.16. Director, on a proposal from the Rector, shall be approved by the Academy Senate for a period of five years.
- 5.17. If the Director is not approved or elected, the Academy shall re-organise the Director's elections within two months. Until the approval of the Director elected in the re-election, the rector of the Academy shall appoint the acting Director.
- 5.18. The College Director shall be removed from office by the Academy Senate on a proposal from the Academy Rector or College Board. In the decision to remove a director, the Academy Senate adds the grounds for the removal and appoints the acting Director for a period pending the approval of the newly elected director.
- 5.19. The Rector of the Academy is entitled to cancel illegal decisions taken by the Director of the College.
- 5.20. A College Director can have deputies. The number of deputy directors of the college shall, in agreement with the Rector of the Academy, be determined and the alternates shall be recruited by the Director of the College.

6. College personnel

- 6.1. The college staff shall be composed of academic staff, general staff and full-time students.

- 6.2. College staff have the right to use College rooms, facilities, libraries and other objects in accordance with the College's Internal Rules.
- 6.3. It is the duty of the staff to promote the functioning of the College and to support openness in its administration. Staff shall have the right to participate in the in the drafting of internal rules, in the decision-making of management and self-government, as well as in the taking of decisions concerning the interests of staff, to participate in the meetings of the collegial management bodies of the College, to submit proposals and to be heard.
- 6.4. Academic staff shall be composed of:
 - 6.4.1. associate professors;
 - 6.4.2. lecturers;
 - 6.4.3. assistants.
- 6.5. Academic staff shall participate in the education of students, perform research and creative activities in accordance with the procedures specified by the College.
- 6.6. The academic staff of the College shall be elected in an open competition in accordance with the procedures specified in the Law on Higher Education and in accordance with the Regulations of the College, adopted by the College Board and approved by the Senate of the Academy, regarding academic positions and the procedures for their election.
- 6.7. A person shall be admitted to College in accordance with the requirements for the admission of students specified in regulatory enactments and the rules for the admission of students to College.
- 6.8. Students have the right to receive high-quality educational opportunities in the selected study programme, to participate in the student self-government, to participate in the academic work of the College, in the collegial and decision-making bodies.
- 6.9. It is the duty of students to observe the study contract, the Statutes of College, the regulations approved by the College Board and the internal rules.
- 6.10. Students at the College shall establish a student self-government which shall act in accordance with the regulations established by it and approved by the College Board.
- 6.11. The student self-government shall have the right to request and receive information and explanations on matters affecting the interests of students from the College representation, management bodies, decision-making bodies and heads of departments.
- 6.12. Members of students represented in the College Board shall have veto rights in matters relating to the interests of students. Following the review of the issue of veto, a conciliation commission established by the College Board shall re-examine the matter at the next College Board meeting. The decision of the Conciliation Commission shall be approved by the College Board. The decision of the College Board shall take effect if not less than two-thirds of the members of the College Board present vote.
- 6.13. The decisions of the student self-government after being approved in the College Board shall be binding on all students.

7. Development and approval of study programmes

- 7.1. The study process shall be governed by the regulations approved by the College Board in accordance with the procedures specified in these Statutes.
- 7.2. Study programmes shall be developed in conformity with the requirements specified in the Law on Higher Education and other regulatory enactments.
- 7.3. The study programmes implemented in College shall be approved by the College Board in coordination with the rector of the Academy.

8. College departments

- 8.1. For the performance of educational process, research, organisational, economic or service work, the College may form departments, the activities of which are governed by the regulations of the relevant department.
- 8.2. The structure of the College shall be determined by its Director and approved by the College Board.
- 8.3. The tasks, functions and rights of the department shall be determined by the regulations of the department, which shall be approved by the College Board and agreed by the Academy Senate. The head of the department shall be responsible for its work.
- 8.4. There are departments in College performing education and research work.
- 8.5. These departments are units which implement the vocational higher education study programmes of a related profile. The role of the department is to implement study programmes, to carry out studies, to cooperate with other College departments, educational institutions, employers and non-governmental organisations.
- 8.6. There are at least eight teachers in the department who hold elected positions.

9. Questioning administrative acts and actual actions

- 9.1. The rule of law of College action is assured by the Director.
- 9.2. Administrative acts or actual action issued by College officials may be contested by submitting an application to the College Director.
- 9.3. Administrative acts and actual acts issued by the Director of the College may be contested by submitting an application to the rector of the Academy.
- 9.4. Decisions of the Rector of the Academy may be appealed to the court in accordance with the procedures specified in the Law of Administrative Procedure.

10. Procedures for Monitoring College Activities

- 10.1. The College is under the supervision of the Academy and has been placed under the direct subordination of the Academy Rector.
- 10.2. Academy Rector:
 - 10.2.1. informs the Academy Senate on matters of College action;
 - 10.2.2. suggests in the Academy Senate questions about approval and amendments to the College Statutes, and also about reorganization or elimination of College;
 - 10.2.3. suggests in Academy Senate the issue of recruiting or dismissing a College Director;
 - 10.2.4. enter into an employment contract with the College Director and determine the salary of his or her position;
 - 10.2.5. cancel illegal orders and decisions of the College Director, and decide on the suspension and renewal of the signature rights of the College director or executor;
 - 10.2.6. proposes to Academy Senate to conduct a financial, functional audit in the College;
 - 10.2.7. proposes disciplinary proceedings or an inspection of the service in relation to the activities of the Director of College (including disciplinary penalties);
 - 10.2.8. take other measures specified in regulatory enactments.
- 10.3. Academy Senate:
 - 10.3.1. approves the College's medium-term strategy for action and development, the work plan for the current year and the total annual budget;
 - 10.3.2. on a proposal from the Rector of the Academy, approve or decide on the dismissal of the College Director;
 - 10.3.3. proposes disciplinary proceedings or an inspection of the service in relation to the activities of the College Director;
 - 10.3.4. evaluating College performance results;
 - 10.3.5. decide on other measures specified in the Statutes of the College, the Constitution of the Academy or internal regulatory enactments.

11. College Material and Financial Resources

- 11.1. The College has its own budget, which is part of the Academy budget as an independent ingredient. The overall size of the college budget is approved by Academy Senate.
- 11.2. College revenues consist of a State budget grant, College revenues from paid services provided by the College and other own revenue, including donations, gifts and foreign financial assistance resources.
- 11.3. The funding granted from the State budget for studies and the specified number of study places in the programmes implemented by the College shall be specified in the contract between the Ministry of Culture of the Republic of Latvia and the Academy, and these figures shall be specified each year in the Annexes to the referred contracts. The annexes to the contract regarding the funding granted by the State budget and the number of study places in the programmes implemented by the College shall also be signed by the Director of the College.
- 11.4. At the end of the year, the balance of funds in College current accounts arising from all kinds of income generated by College, except for public grants for the funding of places of study, shall remain at the College's disposal and may be used in the following or subsequent years if it does not exceed the amount of funds actually received during the year.
- 11.5. The College shall keep accounting records and provide reports regarding the use of financial resources in accordance with the requirements of the Law on Accounting, the Law on Public Agencies and the Law on Budget and Financial Management and in accordance with the requirements of the Academy.
- 11.6. At the end of the financial year, the College shall prepare and submit to the Rector of the Academy an annual report on the use of funds of budget of the College.
- 11.7. A financial audit at the College may be carried out in accordance with the procedures and time limits specified by the Academy. The Rector of the Academy may request the opinion of a sworn auditor regarding the annual report of the College. Audit expenses shall be covered by financial resources held by the College.

12. Arrangements for the reorganisation and liquidation of the college

- 12.1. A decision regarding the reorganisation or liquidation of the College shall be taken by the Academy Senate on its own initiative, observing the requirements specified in Section 15 of the State Administration Structure Law.
- 12.2. The procedures for the reorganisation or liquidation of the College shall be determined by the Academy Senate, observing the Constitution of the Academy and the requirements of regulatory enactments.