



INTERNAL REGULATIONS
Regulations of the Council of the Riga Technical College

March 07, 2024 No. 1.1.-1/6

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meeting on 06.03.2024 (Minutes
No 1 -2024)

I. General issues

1. The Council of Riga Technical College (hereinafter referred to as the College) is the collegial governing and decision-making body of the representatives of the staff of the College.
2. The Council is responsible for ensuring that the study and other educational programmes provided at the College comply with internationally recognised quality standards.

II. Functions, tasks and rights of the Council

3. The Council has the following functions:
 - 3.1. to approve the long-term and medium-term sustainability strategy of the College and submit it to the Founder for confirmation;
 - 3.2. to establish and approve regulations on academic positions in the College and the criteria for election to these positions, as well as the criteria for the evaluation of academic staff;
 - 3.3. to elect the academic staff;
 - 3.4. to decide on the requirements, procedures and tests for obtaining qualifications;
 - 3.5. to prepare proposals for tuition fees for short-cycle vocational higher education programmes in those study places which are not financed from the state budget and to submit them to the founder for approval;
 - 3.6. to determine the allocation of study places financed from the state budget for students in short-cycle professional higher education programmes;
 - 3.7. in cooperation with the College Director, to develop the College Regulations and amendments thereto.
4. To carry out its functions, the Council performs the following tasks:
 - 4.1. approves the college's study process development plan;
 - 4.2. approves the College's applied research development plan and encourages the development of specific areas of applied research;
 - 4.3. decides on the opening, content and development of short-cycle vocational higher education programmes as well as on their termination;

- 4.4. decides on the opening, content and development of other vocational higher education programmes as well as on their termination;
- 4.5. approves the rules of admission established by the College;
- 4.6. reviews and approves sketches of the college's flag, emblem, logo and breast badge;
- 4.7. develops and proposes the establishment, reorganisation and liquidation of the College's structural units in the fields of education and research;
- 4.8. determines the number of deputy directors of the College on the proposal of the College Director;
- 4.9. decides on other matters which, according to external or internal regulations of the College, fall within the competence of the Council.
5. The Council has the following rights:
 - 5.1. to request and receive information from the College Director and the structural units which is necessary for the performance of the functions and tasks assigned to the Council.
 - 5.2. to set up expert, advisory, methodological, ethics and other commissions to deal with specific issues, and to develop projects to carry out tasks within the Council's competence.

III. Composition of the Council

6. The Council is composed of 13 members (hereafter - councillors):
 - 6.1. the College Director;
 - 6.2. a Deputy Director whose area of responsibility includes College development issues;
 - 6.3. three members of the student body authorised by the students' union;
 - 6.4. seven academic staff members;
 - 6.5. the head of the college's financial structure or, in his absence, the person appointed by order of the College Director.
7. If the appointed member of the academic staff terminates his/her employment with the College before the end of the term, the person appointed by the general meeting of the academic staff of the Department for the remainder of the term shall become a member of the College Council in his/her place. The appointment of an academic staff member may be revoked by a decision of the general meeting of the academic staff of the Department.
8. The Council Chairperson is appointed from among the councillors for a three-year term. The College Director may not be appointed as the Council Chairperson.
9. The same person may be appointed to the office of the Council Chairperson for one term.
10. The Council Chairperson:
 - 10.1. plans, organises, convenes and chairs the Council meetings;
 - 10.2. organises the preparation of the agenda for the Council's meetings;
 - 10.3. ensures order during the Council meetings;
 - 10.4. signs the Council minutes and other documents developed by the Council;
 - 10.5. invites guests to attend meetings of the Council, if necessary.
11. The College Director holds a veto over decisions of the College Council. After the veto has been exercised, the matter shall be examined by a conciliation committee established by the relevant management institution on a parity basis. The decision of the conciliation committee shall be approved by the College Council by a two-thirds majority of those present;
12. The Students' Union has a veto over matters affecting the interests of the students in the College Council. After the veto has been exercised, the matter shall be examined by a conciliation committee established by the relevant management institution on a parity basis. The decision of the conciliation committee shall be approved by the College Council by a two-thirds majority of those present.

IV. Organisation of the Council's activities

13. The Council operates in meetings, which are held at least once a semester.
14. Council meetings are organised on-site, remotely or by poll, via videoconference, conference call and other information technology tools.

15. Representatives of the Students' Union and the Convention may be invited to participate in the Council meetings on an advisory basis.
16. The Council meetings shall be convened by the Chairperson or the College Director as required or at the initiative of not less than one third of the members of the Council.
17. For reasons of expediency, Council meetings may be held on the basis of a poll, taking into account the views of the members of the Council on the subject under discussion, without inviting them to participate in person or remotely.
18. The Council shall have the necessary quorum if at least half of the elected councillors are present.

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19. Decisions of the Council shall be taken by a simple majority of votes, in open or secret ballot. A secret ballot shall be held if it is requested by at least six of the members of the College Council present. In the event of an equality of votes among the members of the Council, the vote of the Chairperson of the College Council shall be decisive.
20. The Council's proposals are binding in nature.
21. The newly elected College Council shall be convened and chaired by the College Director until the election of the Chairperson. At the first meeting, the Chairperson of the College Council and its members shall be appointed.
22. The College Council's Chairperson plans and organises the work of the College Council. In the absence of the College Council Chairperson, the duties of the Chairperson shall be performed by a member of the College Council.
23. The work of the Council is managed, the minutes of the meetings and the records of the proceedings are managed by the secretariat of the College.

V. Procedure for the presentation and publication of the Council decision

24. The minutes of the Council meeting shall indicate the date of the meeting, the opening and closing time, venue and format of the meeting, the items on the agenda of the meeting, the position, name and surname of each councillor present and the form (in person or remotely) in which each of them participates in the meeting, the persons invited to the meeting, indicating the name of each person invited, the name of the organisation (if applicable) representing them and the agenda item in which they participated, the name and title of the secretary of the council meeting, the proceedings of the meeting on the agenda items actually taken, the decisions adopted and the results of the voting, a record of the dissenting opinion of the councillor on the decision adopted by the Council. An audio or video recording of the meeting may be made to facilitate the work.
25. The result of the voting and the decision adopted shall be announced by the Council Chairperson.
26. A councillor shall not have the right to withdraw his or her vote after the voting.
27. The minutes of the Council meeting shall be signed within five working days.
28. The College Director shall approve the minutes of the Council meeting by the following resolution:
 - 28.1. to approve the Council's decision;
 - 28.2. to reject the Council's decision by applying the power of veto provided for in the College's Regulations.
29. Information regarding the decisions taken by the Council is published on the College's website.