

Rules of Procedure of the Administration of the University of Latvia

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I. General rules

1. The Rules of Procedure of the Administration of the University of Latvia (hereinafter - the Rules) determine the structure of the Administration of the University of Latvia (hereinafter - the Administration), the organisation of its work, the competence of the UL management, officials, employees and study and research support units (hereinafter - Administration units), as well as the executive directorates of academic institutions.
2. In accordance with the competences laid down in these Rules, the UL Administration implements the basic principles, main functions and tasks laid down in the UL Administrative Regulation.

II. Structure and subordination of the Administration

3. The officials of the UL Administration operate in a single hierarchical system, with one official reporting to another.
4. The UL Rector (hereinafter - the Rector) is the UL senior official exercising the general administrative direction of the UL, and to whom shall be directly subordinate:
 - 4.1. Vice-Rector for Studies;
 - 4.2. Vice-Rector for Science;
 - 4.3. Vice-Rector for Development;
 - 4.4. UL Head of Administration;
 - 4.5. UL Chancellor;
 - 4.6. deans of academic institutions (faculties);
 - 4.7. Head of the Rector's Office;

- 4.8. Advisers to the Rector;
- 4.9. internal auditor.
5. The UL Rector directly oversees the academic institutions (faculties) and the following units of the UL Administration:
 - 5.1. Security Risk Management Division;
 - 5.2. Department of Communication;
 - 5.3. Department for International Cooperation.
6. The Rector is responsible for the Doctoral School.
7. The Rector supervises the Office of the UL Student Council.
8. The Rector's activities are supported by the Rector's Office.
9. The Vice-Rector for Studies manages the UL educational process, supervises the preparation and implementation of the Study Development Plan, as well as short cycle, cycle I and cycle II educational study programmes - both academic and professional study programmes, with the following UL Administration units in direct subordination:
 - 9.1. Study Department;
 - 9.2. Department of Study Service;
 - 9.3. Department of Education Innovation.
10. The Vice-Rector for Studies supervises the following UL institutions and branches:
 - 10.1. Pre-Study Centre;
 - 10.2. Branch "Aluksne";
 - 10.3. Branch "Bauska";
 - 10.4. Branch "Cesis";
 - 10.5. Branch "Jēkabpils";
 - 10.6. Branch "Kuldīga";
 - 10.7. Branch "Madona";
 - 10.8. Branch "Tukums".
11. The Vice-Rector for Studies supervises the following UL agencies:
 - 11.1. P. Stradiņš Medical College of the University of Latvia;
 - 11.2. Riga Medical College of the University of Latvia;
 - 11.3. Riga First Medical College of the University of Latvia.
12. The Vice-Rector for Science exercises functional management of scientific activities, oversees the preparation and implementation of the Scientific Activity Development Plan and the cycle III

educational programmes and is directly responsible for the Science Department of the UL Administration.

13. The Vice-Rector for Research oversees the following institutions:

- 13.1. UL Library;
- 13.2. Residency Development Programme;
- 13.3. Baltic-German University Liaison Office;
- 13.4. Centre for Judaic Studies.

14. The Vice-Rector for Science is responsible for the UL Institute of Literature, Folklore and Art (hereinafter – UL ILFA).

15. The Vice-Rector for Development implements projects for the development and commercialisation of the knowledge, technologies and services of the UL, the promotion of the collaboration of the UL with industry, the attraction of financial resources to support the innovative activities of the UL, and manages the collaboration of the UL with industry, with the following UL Administration units in direct subordination:

- 15.1. UL Centre for Development and Cooperation;
- 15.2. Third Mission Centre.

16. The Vice-Rector for Development oversees the following institutions:

- 16.1. UL Innovation and Acceleration Centre;
- 16.2. UL Press;
- 16.3. Project Support Centre;
- 16.4. UL Botanical Garden;
- 16.5. UL Professional Development Academy;
- 16.6. UL Culture Centre;
- 16.7. UL Museum;
- 16.8. UL Sports Centre;
- 16.9. Confucius Institute at UL.

17. The UL Chancellor ensures uniform financial management and accurate accounting of financial and infrastructure resources in accordance with the laws and regulations, with the following UL Administration units in direct subordination:

- 17.1. Department of Finance and Accounting;
- 17.2. Real Estate Revenue Unit.

18. The UL Chancellor oversees the following institutions:

- 18.1. Serviced Accommodation Service;

- 18.2. Infrastructure Management Service.
19. The Head of the Administration exercises general administrative management of all UL Administration units, ensuring unified functioning of the Administration and coordination of cooperation and activities among its units. The Head of the Administration is directly reported by:
- 19.1. Quality Manager;
 - 19.2. Head of the Occupational Health and Safety System;
 - 19.3. Head of Sustainable Development.
20. The following departments report directly to the Head of the Administration:
- 20.1. Legal Department;
 - 20.2. Strategic Information and Data Centre;
 - 20.3. Department of Human Resources;
 - 20.4. Document Management Department.
21. The following UL institutions are under the authority of the Head of the UL Administration:
- 21.1. Centre for Institutional Development;
 - 21.2. Information Technology Service.
22. The functions of the Vice-Rectors, the Head of the UL Administration and the Secretariat of the UL Chancellor are provided by the employees of the University of Latvia who are institutionally part of the UL Administration. Other officials and employees of the UL Administration who are not included in any UL Administration unit report directly to the Head of the UL Administration.
23. Sub-units may be created within the units of the UL Administration. The names and competences of the sub-units of the UL Administration units are determined by these Rules of Procedure.
24. The establishment, reorganisation or liquidation of the UL Administration units may be initiated by a representative of the UL management (the Rector, Vice-Rectors, Head of the Administration or the UL Chancellor). The decision on the establishment, reorganisation or liquidation of the units and sub-units of the UL Administration is taken by the Rector.
25. The Heads of the UL Administration units may have deputies whose competences are defined in their job descriptions.

III. Organisation of the work of the Administration

26. Representatives of the UL management give tasks within their competence (authority) to the UL Administration units and UL institutions and employees under their direct subordination.
27. If a member of the UL Administration receives a direct assignment from the Rector, a Vice-Rector, the Head of the UL Administration, the UL Chancellor or any other senior official other than their immediate supervisor, they shall inform their immediate supervisor thereof.

28. Officials and employees of all institutions and departments of the UL cooperate with each other to ensure the effective performance of the UL functions and tasks.

IV. Organisation of UL management meetings

29. The work of the UL management Board and the UL Extended Management Board is organised in the form of regular meetings, which are held in accordance with the UL Order on Meetings and Events for the semester of the year.

30. The meetings of the UL management are attended by the UL management, the Head of the Rector's Office, and the Rector's advisers, and consider:

- 30.1. operational issues in all core business areas;
- 30.2. conceptual issues related to the UL development;
- 30.3. issues of effective governance;
- 30.4. high and medium level risks and safety issues
- 30.5. draft administrative decisions and regulatory enactments that have a significant impact on the activities of the UL or are not within the competence of a single UL management official;
- 30.6. reports by participants on current developments and challenges;
- 30.7. reports from the persons invited (in person or remotely)
- 30.8. other matters in accordance with the agenda of a meeting of the UL Management Board.

31. The extended meetings of the UL management shall be attended by the UL management, deans, the ULSC Chair, the Rector's Office Manager, the Rector's advisers, and consider:

- 31.1. issues related to the functioning of academic institutions;
- 31.2. reports by the heads of academic institutions (deans) on current developments and challenges;
- 31.3. long-term challenges, potential high-impact decisions and new initiatives;
- 31.4. ULSC initiatives and proposals to improve its work.

32. Persons involved in the issue or authors of initiatives may be invited to participate at meetings of the UL Management Board and at extended meetings of the UL Management Board,.

33. Decisions of the UL management meetings are taken by the UL management on the basis of unanimity; in the absence of unanimity, the Rector takes the decision.

34. The meetings of the UL management are minuted by the Rector's Office. The minutes of the UL Management Board shall be the basis for the issuance of administrative decisions and normative acts.

35. Proposals on the agenda of the UL management meeting may be submitted by the participants of the management meeting to the Rector's Office not later than two working days before the relevant UL management meeting.

36. The proposal shall be accompanied by documents directly relevant to the matter under consideration - a draft legislative act, a draft protocol decision, a presentation, an information report or other materials relevant for the adoption of the decision. At the request of the management, the proposal shall also be accompanied by information on the impact on other decisions of the Administration of the UL and on the budget of the UL.

37. Decisions and draft laws and regulations prepared by the UL Administration units are reviewed at a meeting of the Directors and Executive Directors of the UL Administration units before being submitted to the UL management meeting for consideration. In case of urgency, if the matter needs to be dealt with immediately, the draft decision or normative act of the UL Administration may be submitted directly to a UL management meeting with consent of the UL Rector. In this case, the applicant shall attach to the submission a substantive justification of the urgency, indicating the specific circumstances affecting the UL essential interests. The grounds of the urgency shall not be deemed to be a delay in the completion of a task which is known in advance.

38. The Head of the Rector's Office summarises the submitted proposals and prepare the agenda of the meeting of the UL Management Board and the documents to be considered not later than one working day before a regular meeting, and sends them electronically to the entire UL Management Board in agreement with the Rector. Documents relating to the particular item under consideration are sent to the persons invited for the consideration of particular items.

39. The decision to include additional items in a meeting of the UL Management outside the agenda is taken by the Rector on the basis of a proposal by the Vice-Rectors, the Head of the UL Administration, the UL Chancellor or the Head of the Rector's Office.

40. The Rector's Office, within three working days after the relevant meeting of the UL management, ensure the preparation of the minutes of the meeting and submit them to the Rector for signing. The minutes are signed by the chair of the meeting, the minute-taker and the verifier appointed by the chair of the meeting at the beginning of the meeting.

41. The Head of the Rector's Office monitors the tasks specified in the minutes of the UL management meeting.

42. The minutes of the UL management meetings are registered and kept by the Rector's Office in accordance with the laws and regulations governing the management of the UL documents.

V. Competence of the UL management officials

43. The competence and responsibility of the Rector are determined by the Law on Higher Education Institutions, the UL Constitution, the UL Administrative Regulation and other normative acts. The delegation of authority contained in these Rules to other officials and employees of the UL Administration and to structural units in no way limit the competence and authority of the Rector. The Rector is entitled to exercise any of the rights of an official, employee and unit of the UL Administration, as set out in these Rules or in other documents issued by the Rector, to the extent that this does not conflict with higher-ranking laws and regulations. In accordance with the Law on Higher Education Institutions, the Rector ensures the management and is responsible for the achievement of the objectives set out in the development strategy of the higher education institution, as well as for the efficient and lawful use of its financial resources in accordance with the laws and other normative acts, as well as the institution's constitution, decisions of its Council and the Senate.

44. The Rector supervises and is responsible for:

- 44.1. the UL strategic development;
- 44.2. the effectiveness of the UL management;
- 44.3. the UL institutional international cooperation;
- 44.4. the cooperation with:
 - 44.4.1. the UL Student Council;
 - 44.4.2. Riga Graduate School of Law Ltd;
 - 44.4.3. Riga School of Economics Ltd;
 - 44.4.4. Riga School of Economics - SSE Riga Foundation;
 - 44.4.5. UL Foundation.

45. The Rector signs:

- 45.1. employment contracts with the Vice-Rectors, the Head of the UL Administration, the UL Chancellor, the Heads (Deans) and their deputies (including Vice-Deans) of the UL academic institutions, the Secretary of the UL Senate, the Head of the Rector's Office, the Rector's advisors and other employees of the Rector's Office, the staff of the institutions and departments under the authority and supervision of the UL Administration, as well as the directors of the UL agencies;
- 45.2. contracts and related documents
 - 45.2.1. on institutional international cooperation at the UL;
 - 45.2.2. on the allocation of state budget funds;
 - 45.2.3. on the allocation of large amounts of EU funds;
 - 45.2.4. important cooperation agreements;
- 45.3. the UL regulations issued by the UL Rector;

45.4. UL Orders on general matters of the UL activities;

45.5. On behalf of the UL.

46. In the absence of the Rector (temporary incapacity, mission, leave, etc.), the duties of the Rector are performed by a UL management official designated by the Rector.

47. The UL management - the Vice-Rectors, the Head of the UL Administration and the UL Chancellor - in accordance with their competences laid down in these Rules:

47.1. sign, except in the competence of the Rector, in accordance with paragraph 45 of these Rules:

47.1.1. without specific authorisation, on behalf of the UL, payment contracts for goods or services in which the UL is the contracting authority and the amount of each contract does not exceed EUR 100 000;

47.1.2. together with the UL Chancellor, on behalf of the UL, contracts for goods or services in which the UL is the contracting authority and the value of each contract exceeds EUR 100 000. The UL Chancellor, together with the Head of the UL Administration, signs contracts for which the UL is the purchaser of goods or services and the amount of each contract exceeds EUR 100 000;

47.1.3. project documentation, including project contracts;

47.1.4. letters, certificates and reports;

47.1.5. documents related to the UL participation in procurement, including contracts;

47.1.6. invitation to people from abroad;

47.1.7. contracts with international student recruitment agents

47.2. award or propose to the Rector the awarding of prizes or commendations to the UL staff;

47.3. impose or propose to the Rector disciplinary measures against the UL staff;

47.4. coordinate leave schedules for officials and employees under its direct authority;

47.5. report and present reports to the meetings of the UL management on matters within its competence;

47.6. have the power to delegate to the UL staff:

47.6.1. to sign documents relating to the performance of procurement contracts, including handover and acceptance certificates and other documents;

47.6.2. to sign an enterprise agreement with a natural person or the transfer and acceptance acts of author agreements.

48. The Vice-Rector for Studies:

48.1. oversees and is responsible for:

48.1.1. study programmes and the study process at the UL, its content and development, including the modernisation and digitisation of the study process;

48.1.2. ensuring the quality of education and the study process, academic freedom, ethics and integrity in the study process;

48.1.3. the improvement of study (learning) and pedagogical skills (teaching) methods, including the development of new innovative technologies for the study process to provide user-friendly, digitally enhanced management of students' skills and experiences;

48.1.4. the educational process representation and cooperation in Latvia and abroad;

48.1.5. procedures for saving learning outcomes;

48.1.6. student admission requirements and procedures;

48.1.7. planning and controlling student numbers;

48.1.8. uniform requirements and compliance with national education standards in all forms of study, including e-learning;

48.1.9. setting and ensuring compliance with content requirements for studies (including e-learning);

48.1.10. compliance of student admission and matriculation with the requirements of external and internal laws and regulations;

48.1.11. establishing, in cooperation with the Vice-Rector for Research, a procedure for planning academic staff workloads;

48.1.12. establishment and operation of the tenured professor system at the UL in cooperation with the Vice-Rector for Science;

48.1.13. setting guidelines and procedures for recruiting guest lecturers;

48.1.14. the quality and efficient performance of the tasks and functions of the UL institutions and agencies;

48.2. signs:

48.2.1. employment contracts with the employees of the institutions, branches and departments of the UL Administration;

48.2.2. UL orders in matters of studies, insofar as this does not affect the competence of other UL management representatives;

48.2.3. exmatriculation orders due to the award of a degree and/or qualification and the award of a diploma.

49. The Vice-Rector for Science:

49.1. oversees and is responsible for:

- 49.1.1. the scientific process and its development, including modernisation
- 49.1.2. ensuring the quality of scientific activity, academic freedom, research ethics and academic integrity in the research process;
- 49.1.3. representation and cooperation within the UL research activities in Latvia and abroad;
- 49.1.4. setting and enforcing scientific performance requirements;
- 49.1.5. ensuring the activities of science projects and new science-based initiatives, including their documentation and scientific data;
- 49.1.6. developing research infrastructure;
- 49.1.7. implementing programmes to stimulate scientific activity
- 49.1.8. establishing procedures for planning academic staff workloads in cooperation with the Vice-Rector for Studies;
- 49.1.9. attracting visiting researchers and setting up appropriate procedures;
- 49.1.10. the procedures for planning the work of scientific and technical staff and scientific support staff;
- 49.1.11. coordination of scientific activities and mutual cooperation in line with the UL Development Strategy, including with the UL ILFA, the UL Institute of Solid State Physics (hereinafter - the ISSP) and the UL Institute of Mathematics and Computer Science (hereinafter - the IMCS);
- 49.1.12. publication policy at the UL, provision of scientific activity data and data on individual scientific achievements of academic staff;
- 49.1.13. organising and running the UL Scientific Conference and the support system for scientific events;
- 49.1.14. the quality and efficient implementation of the tasks and functions of the subordinate units and the UL institutions, as well as of the tasks and functions within the competence of the UL ISSP, UL IMCS and UL ILFA;
- 49.1.15. Establishment of the tenured professor system and its operation at the UL in cooperation with the Vice-Rector for Studies;
- 49.1.16. the innovation process and commercialisation, and the protection of intellectual property in cooperation with the Vice-Rector for Development on knowledge and technology transfer;
- 49.1.17. the procedures for organising doctoral studies and the quality of doctoral studies, including at the UL Doctoral School;

49.2. signs:

49.2.1. employment contracts with the employees of the UL institutions and UL Administration units under their subordination;

49.2.2. the UL orders on matters concerning the scientific process, insofar as this does not affect the competence of other UL management representatives;

49.2.3. contracts for the UL scientific activities, including the development of scientific infrastructure

49.2.4. science project contracts and documentation;

49.2.5. orders of exmatriculation for the award of doctoral degree and diploma.

50. Vice-Rector for Development:

50.1. oversees and is responsible for:

50.1.1. developing the UL cooperation with industry and the public sector;

50.1.2. implementing the functions of the subordinate units and UL institutions;

50.1.3. establishing and operating a system where university research results are put into practice, commercialised and contribute to business and national economic growth;

50.1.4. raising finance and setting up a fund to provide funding and support for new developments through incubator, accelerator and reactor programmes and attracting business investment, thereby promoting the commercialisation of inventions and newly created knowledge and the growth of start-ups;

50.1.5. the innovation process and commercialisation, and the protection of intellectual property in cooperation with the Vice-Rector for Research on knowledge and technology transfer;

50.1.6. processes and procedures at the UL that promote cooperation between the UL, the public and non-governmental sectors and industry;

50.1.7. the UL participation in procurement, initiating and ensuring its process;

50.1.8. implementing further training programmes and courses;

50.1.9. working with leading partners in various industries in the EU and abroad;

50.1.10. the quality and efficient implementation of the tasks and functions of the subordinate UL institutions;

50.1.11. increasing internship opportunities for the UL students;

50.1.12. cooperation with the UL alumni organisations;

50.2. signs:

50.2.1. commercialisation agreements;

50.2.2. cooperation agreements in the fields of sport, culture, publishing and museums;

50.2.3. agreements on cooperation in lifelong learning;

50.2.4. employment contracts with the employees of the UL institutions and the subordinate UL Administration units;

50.2.5. orders on the annual sports plan and the regulations governing sports events and competitions.

51. In the absence of the Vice-Rector (temporary incapacity, mission, leave, etc.), the duties of the Vice-Rector are performed by a UL management official designated by the Rector.

52. The Head of UL Administration:

52.1. oversees and is responsible for:

52.1.1. the organisation of the activities of the UL Administration units and the UL institutions under its direct subordination, as well as of the officials and employees under their direct subordination;

52.1.2. the quality and efficient implementation of the tasks and functions of the UL institutions under their authority;

52.1.3. organisation, cooperation, information exchange and student- and staff-oriented service delivery between the UL Administration, UL Institutions and the Executive Directorates of academic institutions;

52.1.4. setting up and operating a quality management system;

52.1.5. setting up and operating an operational risk management system;

52.1.6. cooperation with state administration and other institutions in the development of normative acts related to the UL activities;

52.2. signs:

52.2.1. employment contracts with the employees of the UL institutions and the UL Administration units, as well as with the executive directors of academic institutions, unless otherwise provided in these Rules;

52.2.2. contracts related to the implementation of the functions within the competence of the UL Administration and the UL institutions of the University;

52.2.3. orders:

52.2.3.1. for missions of the staff of the UL Administration, UL Management and UL institutions (except the faculties) under the subordination and supervision, based on the proposals of the heads of the units and those responsible for the corresponding financial resources;

52.2.3.2. on the award of scholarships;

52.2.3.3. on the functioning of the UL Administration;

52.2.4. the UL enquiries on administrative matters, including enquiries for foreign students;

52.3. confirms:

52.3.1. the annual public procurement plan;

52.3.2. mission reports;

52.4. endorses the UL orders on general matters concerning the UL activities.

53. In the absence of the Head of the Administration (temporary incapacity, mission, leave, etc.), the duties of the Head of the Administration are performed by the UL Chancellor or another UL management official designated by the Rector.

54. The UL Chancellor:

54.1. oversees and is responsible for:

54.1.1. the rational and efficient use of funds in accordance with the UL strategy for achieving the objectives set out in the UL Constitution;

54.1.2. compliance of the UL financial management with the regulatory enactments;

54.1.3. preparing the draft budget and ensuring and monitoring its implementation;

54.1.4. drafting and improving the laws and regulations governing financial management at the UL, in cooperation with the Legal Department;

54.1.5. financial monitoring of the UL business activities;

54.1.6. monitoring the financial commitments of the UL procurement;

54.1.7. the organisation of the activities of the directly subordinate UL Administration units;

54.1.8. the implementation of the functions of the UL institutions under the responsibility;

54.2. approve the UL financial documentation, including estimates and calculations;

54.3. signs:

54.3.1. banking transaction documents, including documents evidencing and justifying payments in accordance with the approved UL budget, agreements on the placement of funds in accordance with the established procedure at the UL;

54.3.2. correspondence on behalf of the UL on the UL financial matters;

54.3.3. contracts for cash and non-cash operations in the UL institutions;

54.3.4. reports to the budget reporting information system of the Treasury, ministries, central state institutions and local governments

54.3.5. employment contracts with the staff of the UL institutions and UL Administration units under their subordination, with the approval of the UL management;

54.3.6. material responsibility agreements;

- 54.3.7. contracts not exceeding EUR 100 000 each and related documentation for the management, use, rental, lease, disposal and related matters of immovable property. Contracts referred to in this paragraph and exceeding EUR 100 000, and their related documentation, the UL Chancellor signs together with the Head of the UL Administration;
- 54.4. endorses the UL orders on general financial matters, including orders on the admission of non-residents whose accommodation expenses are borne by the UL.
55. In the absence of the Chancellor (temporary incapacity, mission, leave, etc.), the duties of the Chancellor are performed by the Head of the Administration of the University or another UL management official designated by the Rector.
56. The UL management act in accordance with the competences laid down in the UL Administrative Regulation and in these Rules:
- 56.1. endorsing and issuing the UL orders in accordance with their competences;
 - 56.2. supervise the implementation of the UL orders.

VI. Mandates for the Dean of an academic institution (faculty)

57. In addition to the competences laid down in the UL Constitution and the UL Regulation on Academic Institutions, the Dean ensures the administrative, organisational and technical functioning of the Faculty, represents the Faculty and communicates with the public on Faculty issues:
- 57.1. oversees and is responsible for:
- 57.1.1. development and implementation of the Faculty's strategy in line with the Development Strategy of the Faculty and achievement of the set performance indicators;
 - 57.1.2. effective faculty functioning and staff career planning;
 - 57.1.3. compliance with and enforcement of laws and regulations at the Faculty, as well as efficient use of the Faculty's financial and other resources;
 - 57.1.4. the development of the scientific fields relevant to the Faculty and the provision of adequate capacity (human resources, cooperation partners, financial attraction, scientific infrastructure, etc.), including the attraction of visiting researchers and visiting professors;
 - 57.1.5. fostering an international environment for study and research at the Faculty;
 - 57.1.6. the Faculty's study programmes conducted in accordance with the regulatory enactments and appropriate study provision, as well as entrance examinations for study programmes;
 - 57.1.7. setting tuition fees;
 - 57.1.8. the implementation of the Faculty's budget;

- 57.1.9. filling budget study places, ensuring the planned number of students;
 - 57.1.10. maintaining an optimal study programme structure, licensing and accreditation, including the development of new study programmes;
 - 57.1.11. scientific performance, including scientific performance evaluation;
 - 57.1.12. new development and cooperation initiatives, in accordance with the procedures laid down by the UL;
 - 57.1.13. providing support for the Faculty's academic activities;
 - 57.1.14. reporting on the Faculty's activities.
58. in accordance with the procedure laid down by the UL, signs:
- 58.1. employment contracts with the Faculty staff, including professors and associate professors (except the Executive Director);
 - 58.2. matriculation orders for short-cycle, cycle I and cycle II study programmes (from 01.01.2025);
 - 58.3. exmatriculation orders in short-cycle, cycle I and cycle II non-degree programmes (from 01.01.2025);
 - 58.4. orders on study data changes;
 - 58.5. Faculty student mobility orders;
 - 58.6. travel orders and travel reports for Faculty staff;
 - 58.7. Faculty leave schedules;
 - 58.8. diploma annexes.

VII. Competence of the Executive Board of the academic institution (Faculty)

59. The Executive Board of an academic institution (Faculty) is headed by the Executive Director of the Faculty.
60. The Faculty Executive Board:
- 60.1. is responsible for the organisation of the Faculty management in accordance with the UL Administrative Regulation, the Faculty Development Strategy, the principles of good governance and the UL Quality Policy;
 - 60.2. supports the Dean in ensuring the administrative, organisational and technical functioning of the Faculty, including the compliance of the Faculty's activities with the regulatory enactments and in line with the aim of ensuring the success of the academic process;

- 60.3. ensures the financial management of the Faculty in accordance with the procedures established by the Faculty, including the preparation of the budget plan and ensuring budget implementation;
- 60.4. ensures workload planning, time and absence recording, and performance appraisal;
- 60.5. organises procurement in accordance with the procedures laid down by the UL;
- 60.6. ensures the rational and efficient use of the Faculty's infrastructure and fosters material accountability;
- 60.7. drafts and circulates the Faculty's personnel management documents (contracts of employment, contracts of authorship, company contracts and travel and leave orders);
- 60.8. ensures the registration, processing and circulation of documents at the Faculty, and their transfer to the UL Archives;
- 60.9. provides administration of Faculty users sanctioned by the UL information systems;
- 60.10. supports projects and new scientific initiatives of the Faculty, in accordance with the procedures laid down by the UL;
- 60.11. cooperates in organising student and staff mobility;
- 60.12. organises academic performance records;
- 60.13. provides other UL functions as laid down in its laws and regulations;
- 60.14. certifies the accuracy of copies, transcripts and extracts of documents, the originals of which are held by the relevant UL institution. The certificates are signed by the Executive Director of the institution concerned.

VIII. Competence of the Rector's Office and the Faculty Administration

61. The Rector's Office operates in accordance with the competences set out in the UL Administration Regulation, including the secretariat function for the Rector, as well as the information link between the Rector, Vice-Rectors, advisors, University staff, students, state administration and other institutions.
62. The Rector's Office:
 - 62.1. provides administrative and institutional support for the Rector's initiatives;
 - 62.2. where necessary, engages legal, development, investment and other consultants, and supports the Rector in the preparation and adoption of decisions;

62.3. organises the Rector's communication and exchange of information with the state administration institutions of the Republic of Latvia, cooperation partners, as well as all the UL institutions;

62.4. in cooperation with the UL Administration units and all the UL institutions within their respective competences, ensures the quality and compliance of the documents submitted for the Rector's signature with the laws and regulations;

62.5. ensures the preparation and management of documents on behalf of the Rector;

62.6. organises, drafts and keeps minutes of meetings of the UL management;

62.7. in cooperation with the Department for International Cooperation, organises the Rector's official visits and ensures compliance with diplomatic protocol;

62.8. performs secretarial functions of the Rector, including reception of guests.

63. The UL Administration units, according to their competences and functions:

63.1. implement the provisions of the UL Development Strategy and the Action Plan for the Implementation of the UL Development Strategy, as well as the provisions of the Rector's Programme and other UL development planning documents;

63.2. draft, monitor, update and improve laws and regulations (internal and external) and administrative decisions in their area of competence;

63.3. ensure the quality of the assigned task completion;

63.4. ensure that the information systems (including LUIS) relevant to the tasks of the Department are functioning properly and contain correct data, and make proposals for their improvement;

63.5. make proposals to the line manager or the Head of the UL Administration on the improvement of the matters within the area of competence and on the improvement of the activities of the unit or coordination with other units and all the UL institutions;

63.6. implement data management in cooperation with the Strategic Information and Data Centre and in compliance with its requirements, and produce information for internal and external data and information requests in accordance with the unit's competence;

63.7. are involved in financial planning within the unit's area of responsibility;

63.8. in agreement with the Head of the UL Administration and based on an assessment of expediency and legality, prepare proposals for the outsourcing of certain functions and, in the event of a positive decision, organise the outsourcing and monitor the quality of its performance;

63.9. provide paid services in accordance with the UL laws and regulations in force;

63.10. initiate and implement projects related to their competences in accordance with the established UL procedure;

63.11. provide information and cooperation on tasks where the responsible department needs support;

63.12. keep records of commitments in accordance with the procedures laid down by the UL and transmit the data to the joint register.

64. **The Safety Risk Management Unit** is responsible for ensuring a uniform and safe working and study environment, identifying safety risks, developing action plans and updating them for events organised by the UL, as well as requirements for events organised by other organisations at the UL, including:

64.1. in the event of any external or internal threat;

64.2. for environmental risks;

64.3. in cases of danger to a person;

64.4. in the security measures for the UL information and communication technology infrastructure, which are organised and implemented by the Information Technology Security Manager.

65. The Head of the Security Risk Management Unit coordinates the actions of the UL officials and responsible persons in the event of security risks.

66. The **Study Department** comprises the Study Quality Unit and the Regional Studies Unit:

66.1. The Study Quality Unit:

66.1.1. in accordance with the UL Development Strategy, develops the UL Study Development Plan and, after its approval, organises and monitors its implementation;

66.1.2. develops and monitors the regulatory framework for all short cycle, cycle I and cycle II study processes (study programmes, internships, teaching staff and students);

66.1.3. monitors compliance with external laws and regulations in the field of studies;

66.1.4. develops and monitors guidelines for managing students' experiences and skills;

66.1.5. supervises and provides methodological support to the Faculties in the development of new study programmes and the implementation and development of existing ones;

66.1.6. in cooperation with the Research Department and the Human Resources Department develops criteria for the evaluation of academic staff, and, once approved, oversees their use and development;

66.1.7. develops (in cooperation with the Science Department), monitors and analyses the workload records of academic staff and staff involved in the study process;

66.1.8. organises internal quality assurance processes in studies, organises and coordinates the work of the Study Programme Quality Assessment Commission (SPQAC), as well as external quality assessment;

66.1.9. supports and monitors the development of joint and double degree programmes and the international accreditation process;

66.1.10. manages and analyses study data;

66.1.11. establishes an e-learning standard, ensures the development of e-learning content and procedures;

66.1.12. supports and improves the delivery of studies, evaluates the results and competitiveness of study programmes, and engages in resource assessment;

66.1.13. develops, plans and coordinates the development of the UL study programmes, including study development projects and projects of the Study Quality Fund;

66.1.14. develops norms for the alignment of study courses and professional experience in cooperation with Study Service;

66.1.15. draws up and, once approved, monitors the implementation of continuing (lifelong learning) education development plans;

66.1.16. develops and monitors the internal framework for further education;

66.1.17. organises and monitors the quality control of further education programmes;

66.1.18. supports the Vice-Rector for Studies in organising the work of the Board of Studies.

66.2. The Regional Studies Unit:

66.2.1. supervises and coordinates the work of the UL branches;

66.2.2. develops cooperation with Latvian municipalities to identify services that meet regional needs for different population groups;

66.2.3. coordinates the cooperation of the UL Faculties and branches in the implementation, development and accreditation of the study process in the branches;

66.2.4. settles accounts with the Faculties and other UL units for the implementation of study and continuing education programmes at the branches;

66.2.5. promotes and implements projects tailored to regional needs.

67. The Science Department is a coordinating, supervising and supporting unit of the UL Administration, and consists of the Scientific Activities Unit, the Scientific Projects Unit and the Scientific Initiatives Unit:

67.1. The Scientific Activities Unit:

- 67.1.1. in accordance with the UL Development Strategy, develops the UL Scientific Activity Development Plan, supervises and coordinates its implementation;
- 67.1.2. coordinates science funding mechanisms and develops proposals to improve them (baseline and performance funding, the Research Excellence Support Programme, etc.)
- 67.1.3. analyses the UL scientific activities and makes proposals for their improvement and development;
- 67.1.4. supports the representation of the UL research activities outside the UL;
- 67.1.5. supports the Vice-Rector for Science in the operation of the Research Council and other research advisory boards;
- 67.1.6. manages research data and coordinates and ensures the UL representation in information databases fostering scientific activities;
- 67.1.7. cooperates with the Study Department in the determination, recording and analysis of academic staff workloads;
- 67.1.8. in cooperation with the Study Department and the Department of Personnel Management, develops criteria for the evaluation of academic staff and, once approved, monitors their use and improvement;
- 67.1.9. accounts for and monitors the resources and results of the implementation of scientific activities;
- 67.1.10. organises the annual international scientific conference of the UL and supports the organisation of other events related to scientific activities;
- 67.1.11. in cooperation with the Department of Communication, participates in the organisation of large-scale scientific conferences and events at the UL, and provides support for the implementation of other scientific events at the UL;
- 67.1.12. ensures quality control of scientific activities;
- 67.1.13. develops guidelines for organising scientific conferences;
- 67.1.14. develops and, once approved, implements a publishing and publication policy;
- 67.1.15. organises external evaluation of scientific activities and monitors the implementation of the recommendations;
- 67.1.16. coordinates and ensures the UL representation in information systems fostering scientific activities;
- 67.1.17. supports the functioning of the UL Research Ethics Committees;
- 67.1.18. supports the organisation of school students' scientific research activities;

67.1.19. establishes procedures and organises support for the involvement of students in scientific work.

67.2. The Science Projects Unit:

67.2.1. collects information on national and international research project calls and inform the UL staff about them;

67.2.2. provides practical and methodological assistance in the preparation and administration of research project applications and individual advice to the UL staff;

67.2.3. prepares, manages and administers project applications for research support programmes at the institutional level of the UL;

67.2.4. monitors compliance with the internal framework for research project management;

67.2.5. coordinates cooperation and provides support to internal and external parties involved in research projects at all stages of the project;

67.2.6. supervises the implementation and publicity, as well as coordinates the follow-up of research projects implemented by the UL;

67.2.7. manages risks in research projects;

67.2.8. administers research development projects, including the UL Research Support Programme;

67.2.9. monitoring project results.

67.3. The Science Initiatives Unit:

67.3.1. follows science-related issues in Latvia, and supports research and faculty initiatives;

67.3.2. launches new science-related initiatives at the UL;

67.3.3. prepares priority international research project proposals for the UL;

67.3.4. supports the preparation of other international research projects.

68. The Strategic Information and Data Centre coordinates and plans the management, storage and analysis of institutional data in the UL information systems, participates in planning the development of information systems containing institutional data and infrastructure required, and consists of the Strategic Information Unit and the Data Analysis Unit:

68.1. The Strategic Information Unit:

68.1.1. organises and coordinates the identification, collection, accumulation and processing of data on the performance of the UL (hereinafter - institutional data);

68.1.2. supervises data managers (owners) and data experts, controlling the preparation of data passports;

68.1.3. oversees the structure and definitions of the UL institutional data, as well as the quality of the information produced on their basis;

68.1.4. organises the identification, assessment and recording of institutional data and information requests (needs) and the provision of responses;

68.1.5. supervises and coordinates the publication of institutional data and reports;

68.1.6. prepares and advises on the production of data-based information on the UL;

68.1.7. advises users on institutional data issues and creates a data-driven culture;

68.1.8. provides a common framework for surveys and their data storage;

68.1.9. organises procedures for the accumulation of institutional data.

68.2. The Data Analytics Unit:

68.2.1. ensures and coordinates the analysis of institutional data and the production of information based on them, in accordance with the procedures laid down by the UL;

68.2.2. organises and reports on the UL institutional surveys, processing and analysing the data obtained;

68.2.3. provides data needed for decision-making;

68.2.4. collaborates with other organisations, including international ones, to represent the UL in the development and integration of information systems using the UL data, including rating agencies, academic databases, etc.

69. The Director of the Strategic Information and Data Centre approves the data to be submitted for international ratings.

70. The Education Innovation Unit:

70.1. in accordance with the UL Development Strategy, develops a plan for the development of study innovations at the UL and, after its approval, organises and monitors its implementation, monitors international innovations in the development of the study process and assesses their suitability for integration into the UL study process;

70.2. develops, tests and implements mechanisms to improve the learning process;

70.3. develops and implements an e-learning environment improvement plan in cooperation with the IT Service;

70.4. develops guidelines for modern and innovative learning methods at the UL, and monitors their implementation;

70.5. performs the validation and implementation of AI technologies in the study process, develops guidelines;

70.6. conducts the integration of modern technologies, including augmented reality, virtual reality tools, into the learning process;

70.7. provides methodological support to teaching staff in the methodology of study programme implementation and the use of technology in the study process;

70.8. collaborates with the HR Department in the development of skills development programmes for teaching staff;

70.9. develops a coherent UL policy on engagement with schools and school students, and ensures its implementation;

70.10. coordinates and analyses the effectiveness of the UL activities with schools and school students.

71. **The Study Service** comprises the Academic Services Division, the Admission Division:

71.1. The Academic Services Division:

71.1.1. supervises the preparation of matriculation, exmatriculation, orders on a change of study data and prepares the instructions concerning personal data change;

71.1.2. ensures the execution and record-keeping of study documentation, as well as diploma production and issuance stipulated by the UL regulations;

71.1.3. prepares qualification documents, registers diplomas to be issued, and produces duplicate qualification documents;

71.1.4. administers state-guaranteed loans and grants;

71.1.5. administers the free elective part of study programmes and the mandatory study courses set by the Cabinet of Ministers;

71.1.6. informs, advises and registers students;

71.1.7. administers the allocation and disbursement of the budget scholarship fund;

71.1.8. produces and issues student certificates;

71.1.9. prepares statements and statistical reports on students and study data, and ensures the availability of the reports in cooperation with the Strategic Information and Data Centre;

71.1.10. administers study courses and professional experience;

71.1.11. prepares and archives student files;

71.1.12. organises and ensures the exchange of student data with other information systems;

71.1.13. provides information and advice on the study opportunities offered by the UL;

71.1.14. organises and provides career choice support activities for students and provides psychological counselling.

71.2. The Admission Division:

71.2.1. organises, ensures and methodically manages the admission process of Latvian and foreign students to short cycle, cycle I and cycle II study programmes;

71.2.2. collects information on the UL study programme offer for admission and draws up normative acts regulating the admission process;

71.2.3. compiles and reports on the admission process and its results in short cycle, cycle I and cycle II study programmes.

72. The Director of the Study Service:

72.1. signs:

72.1.1. certificates and attestations for students;

72.1.2. answers to requests for information on student status and study data;

72.1.3. instructions on changing students' personal data;

72.1.4. contracts with study course attendees;

72.1.5. instructions on the registration and withdrawal of students;

72.2. confirms:

72.2.1. the accuracy of copies and transcripts of diplomas issued by the UL in cooperation with the Legal Department and the Document Management Department;

72.2.2. the accuracy of copies and translations of educational documents required for study abroad and for foreign nationals to study at the UL;

72.2.3. the UL student staff rosters.

73. **The Communication Department** is responsible for integrated brand and communication management of the University of Latvia, and consists of the Public Relations Division, Marketing Division, Branding Division, Student Attraction Division and Conference Support Division.

73.1. The Public Relations Division:

73.1.1. develops the UL communication strategies and plans;

73.1.2. proactively communicates with the public, including the availability of information to local and foreign audiences about the study opportunities, scientific achievements, lifelong learning, cultural and sports offerings, as well as other services offered by the UL;

73.1.3. ensures the functioning of the UL media - Radio "NABA", the official UL website and social network accounts, as well as the UL internal portal, creates UL media content, maintains and updates information, and monitors its content;

73.1.4. organises photo and video services and live broadcasts of the UL events;

73.1.5. enables crisis communication management;

73.1.6. organises and plans the UL publicity activities, coordinating the work of the UL institutions;

73.1.7. monitors and analyses media and social media results and makes recommendations to improve the UL communication;

73.1.8. coordinates the development process of the UL structural units and related websites in cooperation with the Information Technology Service;

73.1.9. plans and implements the internal communication at the UL, including methodical management of the content of internal communication;

73.1.10. develops cooperation between the UL and the UL Alumni Club, the UL Foundation and other organisations promoting the activities of the UL;

73.1.11. plans and designs the Alma Mater magazine and its content.

73.2. The Marketing Division:

73.2.1. develops and implements the UL marketing plan;

73.2.2. develops and implements the UL advertising campaigns;

73.2.3. develops the UL marketing material, including the brochure, annual report, etc;

73.2.4. produces and organises the UL events;

73.2.5. researches and analyses the higher education market and makes proposals for the development of the UL offer;

73.2.6. develops value propositions for new study programmes in collaboration with the Faculties, the Study Department and Study Service;

73.2.7. organises the attraction of advertisers and services for the UL;

73.2.8. provides search engine optimisation (SEO) processes and web advertising and statistics tools for the UL websites;

73.2.9. organises the planning, production and distribution of the UL souvenirs and other promotional materials;

73.2.10. accepts and places third-party advertising on the UL channels.

73.3. The Student Attraction Division:

73.3.1. develops a strategy and plan for attracting local and international students;

73.3.2. develops cooperation with international partners and agents in attracting students, including ensuring compliance with the Agreement between the Ministry of Education and Science of the Republic of Latvia and higher education institutions on good practice in attracting foreign students and providing studies in the activities of agents, as well as regular monitoring of student satisfaction with the internships provided by commercial agents;

73.3.3. organises participation of the UL in local and international student recruitment events, including exhibitions, fairs, etc;

73.3.4. organises student recruitment events in cooperation with the UL Faculties;

73.3.5. prepares information on study opportunities for local and foreign students in cooperation with the Study Service;

73.3.6. builds cooperation between the UL and Latvian secondary education institutions.

73.4. The Branding Division:

73.4.1. manages and develops the UL brand;

73.4.2. organises the updating of the UL visual style book and creates a common graphic identity for all UL institutions, develops guidelines for its application and monitors compliance with them;

73.4.3. manages and oversees the development process of the UL advertising campaigns;

73.4.4. develops guidelines and samples of the UL souvenirs and representative materials.

73.5. The Conference Support Division:

73.5.1. draws up guidelines for the organisation of conferences and public events at the University and ensures that they are followed;

73.5.2. supports the organisation of conferences and public events at the UL, including technical support, marketing and communication.

74. The Department of International Cooperation implements the international cooperation strategy and development concept and directions in accordance with the UL Development Strategy, initiates their development, as well as plans the international cooperation policy and action direction development, initiates new international institutional activities, and consists of the Foreign Affairs Division and the Mobility Division:

74.1. The Foreign Affairs Division:

74.1.1. organises the international institutional relations and cooperation of the UL, and represents the UL in institutional networks and organisations;

74.1.2. organises visits to the UL and hosts guests;

74.1.3. ensures communication and cooperation with the Ministry of Foreign Affairs, embassies and missions of the Republic of Latvia abroad;

74.1.4. provides support to the UL staff in consular issues related to study and work, if necessary;

74.1.5. ensures communication and cooperation with foreign embassies and missions in Latvia;

74.1.6. supports the faculties in attracting and hosting guest researchers and guest professors, as well as in creating an environment for international study and research at the UL;

74.1.7. organises and provides information and data on international cooperation at the UL, including within academic institutions and agencies;

74.1.8. organises and coordinates social activities for international students (including full-time students).

74.2. The Mobility Division:

74.2.1. manages and monitors international learning mobility (through government contracts, bilateral cooperation, Erasmus+, ISEP and other networks);

74.2.2. organises the preparation and implementation of applications for international mobility projects, identifies proposals for student and staff mobility from the UL academic institutions, the UL Administration and the UL institutions, prepares project applications for funding under mobility programmes and ensures the record-keeping of mobility documents (including the conclusion of agreements with partner universities, the necessary reports and reviews);

74.2.3. ensures the documentation and record-keeping of Erasmus+ KA1 international education projects, administers the funding of mobility programmes and ensures the record-keeping of mobility documents (including all necessary reports and statements), including the conclusion of contracts with partner universities;

74.2.4. organises and coordinates exchange study and internship opportunities for the UL students, and teaching and exchange staff mobility opportunities for the UL staff, signing contracts and other documents;

74.2.5. organises and coordinates the processing and reception of documents for incoming mobility participants, including the processing of visa invitations, the coordination of accommodation in the UL hostels, the coordination of personnel reception with the UL academic institutions, UL Administration and UL institutions, the conclusion of contracts with mobility participants and the processing of other documents, and ensures the recording and analysis of mobility data;

74.2.6. supports students and staff on mobility issues (before, during and after mobility);

74.2.7. informs and advises the UL staff on mobility issues, and organises information events for mobility students;

74.2.8. registers mobility project activities, monitors the results of project implementation, coordinates the follow-up of mobility projects;

74.2.9. coordinates with the international cooperation officers (students and staff) of the academic institutions;

74.2.10. organises and coordinates social mobility activities for students from abroad.

75. The **Legal Department** includes a Legal Support Division and a Procurement Division.

75.1. The Legal Support Unit:

75.1.1. ensures the coherence, legal accuracy and compliance of the internal laws and regulations of the UL with external laws and regulations;

75.1.2. drafts internal regulations, contracts and other UL documents;

75.1.3. monitors and informs about changes in external laws and regulations related to the activities of the UL;

75.1.4. at the request of the UL management, prepares legal opinions on draft decisions of the UL management or of the UL units, as well as on other matters of importance to the UL management;

75.1.5. advises the UL management and staff on legal matters, prepares letters, replies to enquiries and statements on matters within the competence of the Department;

75.1.6. drafts documents, monitors processes and provides advice on whistleblowing and personal data protection;

75.1.7. advises the UL management and staff on legal matters, prepares letters, replies to enquiries and statements on matters within the competence of the Department;

75.1.8. implements preventive measures to avoid breaches of laws and regulations, including conflicts of interest and corruption risks;

75.1.9. represents the UL interests UL in institutions, organisations, companies and legal proceedings as authorised by the Rector;

75.1.10. maintains the UL Commitment Register.

75.2. The Procurement Division:

75.2.1. coordinates the public procurement function at the UL and ensures the development of related internal laws and regulations;

75.2.2. coordinates the procurement planning, needs gathering and technical specification process, and ensures the preparation of the annual procurement plan of the UL;

75.2.3. organises the activities of procurement commissions, except for the activities of the procurement commissions the administration and organisation of which have been assigned by the Rector to other UL units;

75.2.4. participates in the drafting and compliance checking of the documentation for UL procurement procedures;

75.2.5. advises, provides opinions, proposals and recommendations on the organisation and conduct of public procurement at the UL;

75.2.6. represents the UL interests in public procurement matters before institutions, organisations, companies and in legal proceedings as authorised by the Rector.

76. The Director of the Legal Department endorses orders on general matters concerning the UL activities and certifies the accuracy of copies, transcripts and extracts of documents issued by the UL.

77. The **Department of Human Resources** comprises the Labour Relations Division, the Human Resources Development Division and the Social Service.

77.1. The Labour Relations Division:

77.1.1. ensures the development of the UL human resource management (HRM) policy and the UL medium-term development plan and coordinates their implementation and enforcement;

77.1.2. evaluates the HRM and develops proposals for its improvement to the UL management;

77.1.3. follows changes in laws related to personnel management, develops and implements the laws and regulations governing personnel management at the UL, and ensures that they are up-to-date, complied with and improved;

77.1.4. ensures the processes for establishing, amending and terminating employment relationships, civil law relationships and voluntary employment relationships;

77.1.5. advises the UL management and staff on legal, civil and voluntary employment relations;

77.1.6. provides support and proposals to the Study Department and the Department of Science on general workload issues;

77.1.7. supervises the organisation of staff absences, including the recording of working time;

77.1.8. collects, accumulates and analyses information on the competences of the UL staff (participation and cooperation of the UL staff with the public administration (advisory

boards, etc.), NGO working groups and councils, members of the LAS and foreign scientific organisations, etc.);

77.1.9. updates and provides information on the UL staff in national information systems, and maintains a list of public officials;

77.1.10. develops and is responsible for the development of the HRM information system and the adequacy and integrity of the data contained therein, including the reasons for absence;

77.1.11. organises the creation, maintenance, storage and transfer of personal files to the UL Archives.

77.2. The Human Resources Development Division:

77.2.1. organises the planning, recruitment, selection and induction of general staff;

77.2.2. supports the development and improvement of staff development, career and succession planning systems, and implements staff development activities;

77.2.3. oversees the launch and results of competitions for academic posts, and monitors compliance with the election and employment deadlines for academic staff;

77.2.4. ensures the establishment, coordination and implementation of the staff remuneration and incentive scheme;

77.2.5. organises the development of the performance management system, ensures its introduction and coordinates its implementation;

77.2.6. supports the Study Department and the Department of Science in the development of performance criteria for academic staff, the definition of competences, performance assessment, and oversees their use and development;

77.2.7. introduces the latest trends in personnel management, including equal employment opportunities, gender equality, age balance, meeting field-specific qualification requirements, and develops proposals to improve processes;

77.2.8. promotes the principles of the UL culture and engages in internal communication processes;

77.2.9. contributes to ensuring a safe and healthy working environment, and implements welfare measures.

77.3. The Social Service:

77.3.1. develops social protection and inclusion policies and coordinates their implementation and enforcement;

77.3.2. provides social advocacy and activity support for retired long-serving UL staff.

78. The Director of Human Resources:

78.1. certifies the accuracy of copies, transcripts and extracts of documents relating to the UL staff (persons employed by the UL);

78.2. certifies signatures of the UL staff;

78.3. endorses documents relating to the management of the UL staff (persons employed by the UL);

78.4. signs the certificates on the employment relationship with the UL;

78.5. signs orders on:

78.5.1. granting leave to the UL staff and excused absences;

78.5.2. termination of the employment relationship by mutual agreement between the parties;

78.5.3. the performance of duties in the staff member's absence.

79. The **UL Development and Cooperation Centre** consists of the Cooperation Division and the Infrastructure Development Division.

79.1. The Cooperation Division:

79.1.1. plans and implements targeted cooperation between the private sector, the public sector and the UL academic staff, based on mutual understanding and trust;

79.1.2. promotes the UL recognition as a reliable partner in the business environment both in Latvia and abroad;

79.1.3. raises public awareness of innovation processes and how to finance them;

79.1.4. attracts funding to support innovation;

79.1.5. develops internal frameworks and processes for mutually beneficial and understandable collaboration between the UL, researchers and business, as well as with public sector partners;

79.1.6. records the results of cooperation.

79.2. The Infrastructure Development Division:

79.2.1. carries out strategic planning for the development of the UL infrastructure (real estate);

79.2.2. carries out financial calculations and financing assessments for development plans;

79.2.3. organises fundraising events;

79.2.4. implements major infrastructure development projects;

79.2.5. assesses the efficiency of the use of the UL infrastructure and makes proposals to improve it.

80. **The Third Mission Centre** implements and coordinates the implementation of the UL community outreach programmes:

80.1. planning, implementing and coordinating cooperation programmes, public education and activities for the preservation of national values and cultural heritage, and the creation of know-how based on national values;

80.2. organising cooperation with the UL alumni and purposefully building the UL support community;

80.3. ensuring the results and accounting of the activities of the third mission.

81. The **Finance and Accounting Department** consists of the Financial Plans Division, the Accounting Division and the Infrastructure Plans Division.

81.1. The Financial Plans Division:

81.1.1. sets up and maintains the UL financial accounting system;

81.1.2. ensures the preparation of the budget and monitors the implementation of the approved budget of the UL;

81.1.3. provides the UL management, decision-makers and other bodies with financial reports and forecasts;

81.1.4. performs financial control of the departments and projects under its supervision;

81.1.5. provides the fee calculations and internal billing at the UL.

81.2. The Accounting Division:

81.2.1. carries out financial transactions and maintains accounting records of long-term investments, tangible assets, cash, equity, liabilities and claims, income and expenses in accordance with the laws and regulations in force in the state and in the UL;

81.2.2. calculates and disburses salaries, advances, mission-related payments and taxes in accordance with applicable laws and regulations;

81.2.3. draws up, agrees, approves and maintains the regulatory documents necessary for the exercise of financial and accounting functions;

81.2.4. prepares and submits financial reports and annual financial statements to the supervisory authorities and auditors.

81.3. The Infrastructure Plan Division:

81.3.1. ensures the development of the infrastructure budget and monitors the implementation of the approved budget and the achievement of the set objectives;

81.3.2. calculates the costs of using the infrastructure, develops calculations of rental costs, price lists, and agrees them in accordance with the procedures laid down by the UL;

81.3.3. maintains and updates the necessary data in the UL real estate databases;

81.3.4. organises regular and out-of-order inventories at the UL.

82. The Director of the Finance and Accounting Division certifies the accuracy of the derivation of financial documents and endorses the financial commitment agreements.

83. The Real Estate Revenue Department:

83.1. ensures the efficient management and rational use of the UL real estate assets;

83.2. ensures and organises the leasing and letting of the UL immovable property in accordance with the laws and regulations in force;

83.3. organises the process of acquisition of immovable property into the ownership of the UL or the disposal of the UL immovable property, in accordance with the Real Estate Development Plan approved by the established procedure;

83.4. provides publicly accessible information on the processes of leasing, renting and disposing of immovable property and maintains the necessary databases of immovable property;

83.5. arranged and manages the leasing of real estate for the UL operational activities in accordance with the UL long-term and medium-term strategic plans;

83.6. monitors the obligations of tenants and lessees and organises the control of debtors' financial obligations and the recovery of debts, including securing legal proceedings;

83.7. draws up internal documents and regulations within the Division's remit;

83.8. organises the use of the UL internal premises for the support of the UL core activities;

83.9. legalises buildings that are part of the UL immovable property.

84. The Head of the Real Estate Revenue Department signs:

84.1. applications and other documents relating to legal proceedings in cases where the amount of the claim does not exceed EUR 2 500;

84.2. lists within the Department's remit;

84.3. derivatives of documents relating to the activities of the Department.

85. The Document Management Department:

85.1. develops and implements regulations, methodologies and nomenclature governing the management of documents at the UL, and monitors compliance with and adherence to them;

85.2. implements, maintains and develops the UL regulatory system, as well as the document and workflow management system;

85.3. provides methodological guidance for the management of the UL documents throughout the document lifecycle, from creation to archival transfer or destruction;

- 85.4. The Document Management Department includes the **UL Archives**. The UL Archives collects, records and preserves archival documents and ensures their use in accordance with the requirements of internal and external regulatory enactments.
86. Heads of the UL Administration Units, in accordance with their competences and functions as laid down in these Rules:
- 86.1. ensure the functioning of the relevant unit;
 - 86.2. certify the accuracy of copies, transcripts and extracts of documents, the originals of which are held by the unit concerned.
87. The Heads of the UL Administration Units may be granted separate signatory rights in accordance with their respective competences and functions, subject to the following principles:
- 87.1. the right to sign documents the form of which has been approved by a decision of the UL Senate or a UL order;
 - 87.2. the right to sign documents that establish or confirm a fact, such as certificates, attestations, reports, deeds of transfer and other documents.
88. In the absence of the Head of the Administration Unit (temporary incapacity, mission, leave, etc.), the Deputy Head or a member of the relevant unit designated by the Head of the Administration Unit performs the duties of the director.
89. The duties of other officials and employees of the UL Administration in the performance of the UL functions and tasks as set out in the UL Administrative Regulation and these Rules are defined in the job description of the employee.
90. The Heads of the UL Administration Units have the right without any special authorisation to request and receive information from other UL Administration Units, UL institutions, UL officials and employees in order to perform their duties or to ensure the fulfilment of the Unit's tasks.

IX. Review of administrative decisions

91. The preliminary basic review of the appropriateness and legality of a decision of the UL Administration is carried out by the drafter of the draft decision and by the relevant senior official of the UL Administration when endorsing the draft decision, and by the decision-maker when signing the decision.
92. The Legal Department carries out an additional preliminary examination of the legality of the decision of the UL Administration.
93. Individual, random and regular follow-up of the UL administrative decision shall be carried out by the internal auditor or a UL official designated by the Rector.

X. Final Rules

94. The Rules of Procedure of the UL Administration shall enter into force on 22 July 2024, with the exception of Rules 15.1, 16.1, 16.3, 16.5, 18.2, 21.1, 21.2, 66.2 and 79.

95. The transitional period for the implementation of the items listed in Rule 94 shall be until 1 October 2024, during which time the reorganised or newly established UL institutions shall, on the basis of an appropriate UL order, commence their activities.

96. With the entry into force of these Rules of Procedure of the UL Administration, the Rules of Procedure of the UL Administration approved by UL Order No.1-4/559 of 15.11.2021 shall become null and void, with the exception of Paragraphs 9.1.6, 9.1.8, 9.1.10, 9.1.11, 9.1.12, 50.4, 61, 69, 71, 72 and 73. The relevant paragraphs of the Rules of Procedure of the UL Administration, approved by UL Order No 1-4/559 of 15.11.2021, listed in this paragraph shall cease to have effect upon the commencement of the activities of the reorganised or newly established UL institutions, the UL Administration Units in accordance with the procedure set out in paragraphs 94 and 95 of these Rules of Procedure.

97. All regulations and administrative decisions of the UL which have been issued with respect to the UL Administration Units as defined in the UL Administration Regulation approved by Order No 1-4/559 of 15.11.2021, shall remain in force and shall apply to the UL Administration Units as defined in these Rules (in accordance with their competences), insofar as they are not in conflict with these Rules.

98. The substructure Lifelong Learning unit of "Academic Department" of the UL Administration, established in the UL Administrative Regulation approved by UL Order No 1-4/559 of 15.11.2021, is added to the UL Administration substructure "Study Department" for the period until the establishment of the UL institution "**Professional Development Academy**".