

APPROVED

Board Decision

No. 1-1.3./2024/01

March 14, 2024

with amendments

July 2, 2025

Board Decision No. 1-1.3./2025/01

Riga Management College Regulations

Issued in accordance with Section 15, Paragraph 1
of the Vocational Education Law

I. General Provisions

1. Riga Management College (hereinafter – the College) is a limited liability company that provides individuals who have completed secondary education (hereinafter – students) the opportunity to obtain short-cycle professional higher education and level 5 professional qualifications. The founder of the College is the limited liability company “Riga Management College” (hereinafter – the Founder), registered in the Commercial Register of the Register of Enterprises of the Republic of Latvia on September 29, 2016, with unified registration number 50203022521.
2. Name of the College:
 - 2.1. In Latvian – Rīgas Menedžmenta Koledža
 - 2.2. In English – Riga Management College
3. Legal address of the College – Valērijas Seiles Street 1 k-4, Riga, LV-1019. Legal address of the Founder – Valērijas Seiles Street 1 k-4, Riga, LV-1019.
4. The representative and management body of the College, as well as the decision-making authority in academic and research matters, is the College Council (hereinafter – the Council) and the Head of the College (hereinafter – the Director). The Council is a collegial management and decision-making body representing the College’s personnel. The Director is the highest official of the College, responsible for the general administrative and operational management of the College, and serves as the official representative of the College in all matters. The composition, number of members, establishment, and operation of the Council are determined by these Regulations.
5. The highest management and decision-making body of the College in strategic, financial, and operational matters is the Board established by the Founder (hereinafter – the Board). The Board has all the rights and responsibilities stipulated in the Company’s Statutes and these Regulations.
6. In its activities, the College adheres to these Regulations and other regulatory enactments in the field of education.
7. The College may have its own flag, coat of arms, emblem, motto, and anthem.
8. The College may establish branches, associations, and foundations.

II. Strategic Specialization, Main Directions, and Tasks of the College

9. The strategic specialization of the College is in the following educational thematic areas: Business and Administration, Social Welfare, Personal Services, and Computer Science.
10. The main directions of the College’s activities are as follows:
 - 10.1. To prepare specialists required by the labour market, as well as to develop and implement short-cycle professional higher education programs (hereinafter – study programs) in the educational thematic areas specified in Clause 9 of these Regulations;
 - 10.2. In the implementation of the educational process, to promote the personal development of students and provide the opportunity to obtain short-cycle professional higher education and Level 5 professional qualifications;

- 10.3. To provide students with the opportunity to prepare for continuing education in order to obtain first-cycle professional higher education and Level 6 professional qualifications.
11. The tasks of the College are as follows:
- 11.1. To develop study programs and organize their implementation in accordance with professional standards and regulations on national professional higher education standards;
 - 11.2. To develop the content and methods of examinations (tests and exams), as well as to organize state examinations, which include the preparation and defence of a qualification paper;
 - 11.3. To theoretically and practically prepare qualified specialists competitive in the labour market, taking into account labour market demand and supply;
 - 11.4. To ensure such a level of quality in the study process and examinations that the professional education obtained at the College is recognized in Latvia and abroad;
 - 11.5. To conduct applied research in relevant sectors of the national economy, using an analytical approach to solve practical problems in the field and dynamically adapting to changes in the external environment, participate in the development of the respective sector, and promote student research activities;
 - 11.6. To organize events corresponding to the main directions of the College (e.g., public courses, lectures, conferences);
 - 11.7. To cooperate with Latvian and foreign educational institutions and employers in the field of professional education;
 - 11.8. To inform the public about the College's activities and opportunities to obtain professional education at the College;
 - 11.9. To conduct economic and other activities that do not contradict regulatory enactments and the main directions of the College's activities;
 - 11.10. To participate in the development and implementation of various projects and project competitions, including in the areas of educational policy, educational content, social integration, public relations, and communication;
 - 11.11. To develop and implement professional continuing education and professional development programs.

III. Council

12. The elections of the Council are organized by the Director. The Director is included in the Council without election. Representatives for the Council are elected from the academic and general staff by a vote at the academic and general staff assembly for the nominated candidates. Student representatives to the Council are delegated by the Student Self-Government.
13. The Council consists of 9 members:
- 13.1. the Director;
 - 13.2. five representatives of the academic staff;
 - 13.3. one representative of the general staff;
 - 13.4. two representatives delegated by the Student Self-Government.
14. The Council elects a Chairperson and a Secretary from among its members. The Secretary records the minutes of the Council meetings and manages the documentation.
15. The procedure for the election of representatives and the Chairperson of the Council is determined by the Council's Rules of Procedure. The Rules of Procedure are approved by the Board.
16. The composition of the Council is approved by the Board. The term of office of the Council is three years.
17. The Council:
- 17.1. coordinates the draft long-term and medium-term development strategies of the College and submits them for approval to the Founder;

- 17.2. develops and approves regulations regarding academic positions at the College and the election procedure for these positions, as well as criteria for evaluating academic staff;
- 17.3. elects academic staff;
- 17.4. decides on the requirements, procedures, and assessments for obtaining qualifications;
- 17.5. prepares proposals regarding tuition fees for short-cycle professional higher education programs in study places not financed from state budget funds and submits them for approval to the Founder;
- 17.6. determines the allocation procedure for study places financed from the state budget in short-cycle professional higher education programs if the College acquires the right to implement state-funded places;
- 17.7. In accordance with the College development strategy approved by the Founder, the Council:
 - 17.7.1. approves the development plan of the College study process;
 - 17.7.2. approves the applied research development plan and proposes specific directions for applied research development;
 - 17.7.3. decides on the opening, content, and development, as well as the closure, of short-cycle professional higher education programs;
 - 17.7.4. decides on the opening, content, and development, as well as the closure, of other professional education programs.
- 17.8. approves the College flag, coat of arms, emblem, motto, and anthem;
- 17.9. decides on other issues within the competence of the Council in accordance with regulatory enactments and the College regulations.
- 18. The Council convenes at the initiative of its Chairperson, the Director, the Board, or at least five members of the Council. Council meetings are held at least once every two months.
- 19. The Council has a quorum if at least two-thirds of its members are present. Decisions are made by a simple majority, either openly or by secret ballot. A secret ballot is conducted if requested by at least five Council members present. In case of a tie in an open vote, the Chairperson's vote is decisive. In case of a tie in a secret vote, a repeat vote is held.
- 20. The Director has a suspensive veto regarding the Council's decisions. After applying the veto, the issue is reviewed by a Reconciliation Committee. The Council establishes the Reconciliation Committee and determines its operating procedures. It consists of the Director, the Chairperson of the Council, one Board member, and one representative each from the academic staff, general staff, and students. The Reconciliation Committee makes decisions by open vote with a simple majority. The decision of the Reconciliation Committee is approved at the next Council meeting. A Council decision enters into force if at least two-thirds of the members present vote "for" in a secret ballot.
- 21. Council decisions in strategic, financial, and economic matters enter into force after their approval by the Board.
- 22. For addressing specific issues, the Council may establish advisory councils and approve their regulations.
- 23. A Council member can be recalled by the assembly of the personnel group that elected the member. The procedure for recalling a Council member is determined by the Council's Rules of Procedure. A Board member is recalled by a decision of the Board. Student representatives are recalled by a decision of the Student Self-Government.

IV. Director

- 24. The Director is appointed and dismissed by the Board through a competitive selection process. The Director's term of office is five years. The Founder may decide to extend the Director's term for a second five-year period. The Director must have higher education, at least a Master's degree or an equivalent qualification, a minimum of five years of teaching experience, and at least five years of experience in a managerial position.

25. The Director is responsible for the College's operations, implements the College's administrative and economic management, and is the official representative of the College in all College matters.
26. The Director:
 - 26.1. issues binding orders to the College staff;
 - 26.2. within the scope of their authority, decides on the rational use of the College's resources;
 - 26.3. determines the number of positions at the College in coordination with the Board;
 - 26.4. organizes elections for the Council, academic staff, and administrative personnel;
 - 26.5. submits the annual report on the College's activities to the Council and the Founder, and ensures its publication on the College website;
 - 26.6. approves, in coordination with the Board and the Higher Education Council, additional requirements regarding a candidate's prior specialized education, particular suitability, and preparedness for admission to a specific study program;
 - 26.7. coordinates and implements cooperation with institutions and society, and represents the College in international relations;
 - 26.8. performs other tasks stipulated in these regulations.
27. The Director may be dismissed from office at the initiative of the Council or the Board if violations of regulatory enactments are identified in the Director's work, ensuring the proper functioning of the College. The procedure for initiating the dismissal of the Director is determined in the regulations on academic and administrative positions at the College.

V. College Units

28. To carry out educational, research, organizational, economic, and support activities, the College may establish structural units.
29. The tasks, functions, and rights of structural units are determined in the regulations of the respective structural unit. The head of the structural unit is responsible for its operations.
30. The primary structural unit in educational and research activities is the **Department**.
31. A Department is a structural unit that implements study programs of a related profile. The Department's tasks include implementing study programs, conducting applied research in relevant sectors of the economy, using analytical approaches to solve practical problems in the field, dynamically adapting to changes in the external environment, participating in the development of the respective sector, and promoting scientific research in cooperation with other College units, educational institutions, employers, and foundations.
32. The head of the Department is elected in accordance with the regulations specified in Clause 18.3 of these rules.
33. College structural units are established, reorganized, and liquidated by a decision of the Board.

VI. College Staff

34. The College staff (hereinafter – staff) consists of:
 - 34.1. academic staff;
 - 34.2. general staff;
 - 34.3. students.
35. The staff has the right to use the College's premises, equipment, inventory, library, and other facilities in accordance with the College's internal regulations.
36. The duty of the staff is to promote the College's activities and support transparency in its management. Staff has the right to participate in the development of management decisions and internal regulations, as well as in decision-making affecting staff interests, to attend meetings of the College's collegial governing bodies and be heard, and to submit proposals regarding the College's activities.
37. The academic staff consists of:

- 37.1. Associate Professors;
- 37.2. Lecturers;
- 37.3. Assistants.
- 38. Persons are elected to academic and elected administrative positions through an open competition in accordance with the regulations on academic and administrative positions at the College.
- 39. A person with a Doctoral or Master's degree may be elected to an academic position.
- 40. In subjects specific to a study program, an Associate Professor may be a person with higher education without a scientific degree, provided they have at least seven years of relevant professional experience. Requirements for such candidates are established and approved by the Council. In the same subjects, a Lecturer or Assistant may be a person with higher education without a scientific degree, provided they have at least five years of relevant professional experience.
- 41. Elections to academic and elected administrative positions are secret. The Director concludes an employment contract with the elected person for the term of office.
- 42. The Council elects academic staff for six years.
- 43. Academic staff duties include:
 - 43.1. participating creatively and responsibly in the implementation of study programs;
 - 43.2. continuously improving professional qualifications and engaging in scientific research;
 - 43.3. complying with professional ethics;
 - 43.4. being accountable for their work and its results;
 - 43.5. ensuring students can exercise their rights at the College;
 - 43.6. educating students.
- 44. Academic staff rights include:
 - 44.1. independently determining the content, forms, and methods of courses and assessments within study programs, in accordance with study and examination regulations;
 - 44.2. choosing research methods and evaluating and publishing research results;
 - 44.3. submitting proposals for events aligned with the College's goals;
 - 44.4. proposing new study programs and initiating their implementation;
 - 44.5. making suggestions regarding the College's development and internal regulations;
 - 44.6. being elected to representation, management, and decision-making bodies of the College.
- 45. Persons are admitted to the College in accordance with the admission requirements established by laws and additional requirements set by the College.
- 46. Students are obliged to comply with these regulations, Council-approved rules, and internal regulations.
- 47. Students form a **Student Self-Government** – an independent elected body representing students' rights and interests. The Student Self-Government has the right to request and receive information and explanations from the College's representative and management bodies, decision-making bodies, and heads of structural units on matters concerning student interests. The Student Self-Government operates in accordance with regulations developed by students and approved by the Council. The Council may only reject approval on legal grounds. College management must support and facilitate the activities of the Student Self-Government.
- 48. Representatives of the Student Self-Government have the right to participate in College decision-making bodies. They hold veto rights in the Council on issues affecting student interests. If necessary, the Council establishes a **coordination committee**, defining its operating procedures, and re-examines the issue at the next Council meeting. The coordination committee makes decisions by open vote with a simple majority. The committee consists of the Director, the Council Chair, one Board member, and one representative each from academic staff, general staff, and students. Decisions of the

coordination committee are approved by the Council. A Council decision becomes effective if at least two-thirds of Council members present vote “for” in a secret ballot.

49. Decisions of the Student Self-Government, once approved by the Council, are binding for all students.

VII. Development and Approval of Study Programs

50. The study process is regulated by rules approved by the Council.
51. Study programs are developed, and their independent evaluation is organized by the academic units responsible for implementing the study program.
52. The **Study Department** is responsible for the content of the study program and its implementation.
53. Decisions on the launch and termination of study programs are made by the Council. These decisions are coordinated with the Board.

VIII. Documents Regulating Internal Procedures

54. Documents regulating internal procedures of the College are issued by the Director.
55. The regulations of College structural units are issued by the head of the respective structural unit. A structural unit’s regulations enter into force after approval by the Director.

IX. International Cooperation of the College

56. The College is entitled to participate in international cooperation organized by the Ministry of Education and Science, state, municipal, private, or legal entities, foundations, or religious organizations, as well as to establish bilateral and multilateral international cooperation.
57. The College may invite lecturers and specialists from other countries as visiting professors or lecturers to deliver individual lectures or lecture courses.
58. The College may organize staff exchange visits both abroad and within Latvia.

X. Sources of College Funding

59. The College is funded by its founder, observing the minimum costs for the implementation of study programs per student as specified by law and other regulatory acts.
60. Studies at the College are fee-based. The tuition fee and other paid services are specified in the College’s fee schedule, which is approved by the founder. Students may be fully or partially exempted from tuition fees according to the College’s procedure and in coordination with the Board.
61. College financial resources consist of:
 - 61.1. tuition fees;
 - 61.2. donations and gifts from natural and legal persons;
 - 61.3. income from the College’s economic activities;
 - 61.4. state funding received according to regulatory acts;
 - 61.5. foreign financial resources;
 - 61.6. loans from banks and other credit institutions.

XI. Procedure for Contesting Administrative Acts and Actual Actions

61. The legality of the College’s activities is ensured by the Director.
62. Administrative acts and actual actions issued by the Director may be appealed in court.
63. Administrative acts and actual actions issued by College officials may be contested by submitting a relevant application to the Director.
64. Board decisions may be contested in court.

XII. Initiation and Development of the College Regulations and Their Amendments

65. The College regulations and their amendments are developed by the College Council in cooperation with the Director and are approved by the Board. The Council determines the procedure for drafting the regulations and amendments.
66. Proposals for amendments to the College regulations may be submitted to the Council by the founder, the Board, the Director, Council members, the Student Self-Government, heads of structural units, or one-tenth of the total staff.
67. The founder coordinates the College regulations and their amendments.

XIII. Reorganization and Liquidation of the College

68. Decisions regarding the reorganization or liquidation of the College are made by the founder upon the Board's proposal.
69. Reorganization and liquidation of the College are carried out in accordance with the procedures stipulated in the Commercial Law.
70. If the College is liquidated, the founder establishes a liquidation commission.
71. In the event of liquidation, the College's permanent documents are transferred to the **Latvian National Archive** in an organized manner.