

APPROVED:
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Regulations of the Council of Science of the Luther Academy

1. General Provisions

- 1.1. The Council of Science (hereinafter referred to as the Council) of the Luther Academy (hereinafter referred to as the Academy) is a collegial institution coordinating the scientific work of the Academy.
- 1.2. In its activities, the Council shall adhere to the Constitution of the Academy, the Law on Higher Education Institutions, relevant Cabinet Regulations, regulatory documents of the Academy, and these Regulations.
- 1.3. The staff of the Council shall be composed of:
 - 1.3.1. Vice-Rector for Science performing the duties of the Council Chairperson;
 - 1.3.2. representatives of the academic personnel according to the research directions of the Academy;
 - 1.3.3. Secretary of the Council, without the right to vote.
- 1.4. The staff of the Council shall be approved by the Senate for the period of three years.

2. Functions and Tasks of the Council of Science

- 2.1. The main duties of the Council shall be determination of the priority directions of the scientific work, planning and coordination of the scientific work carried out by academic staff and students; promoting improved scientific qualifications of lecturers; conducting international scientific cooperation; assessment and compilation of research results.
- 2.2. The functions of the Council shall be to oversee the development and implementation of the scientific strategy, scientific development processes, the use of funding intended for scientific development at the Academy.
- 2.3. The Council shall perform the following tasks:
 - 2.3.1. *assess and direct for approval by the Senate:*
 - scientific development strategy of the Academy;
 - documents related to the scientific activity of the Academy.
 - 2.3.2. *assess and approve:*
 - priority directions for scientific development at the Academy;
 - scientific activity plans and reports of the Academy;
 - financing intended for scientific development;
 - composition and reviewers of the scientific editorial council of the Academy's scientific article collections, conference article collections; composition of scientific council for conferences;
 - programmes for competitions of scientific research papers of the Academy students and other events;
 - action committees; assessment of results of the scientific competitions.
 - 2.3.3. *decide on:*

- scientific cooperation of the Academy with educational, scientific and research institutions in Latvia and abroad; with other state and municipal institutions;

- compliance with the provisions of ethics in scientific activity;

2.3.4. *provide suggestions:*

- on renewal, maintenance, and rational use of the scientific infrastructure;
- on delegation of representatives for participation in international scientific organisations;

- on providing access to international scientific information resources, including electronic resources.

2.3.5. perform other tasks defined in laws and regulations governing scientific activities and shall settle matters related to scientific activities.

3. Activities of the Council of Science

- 3.1. Meetings shall take place once every two months during the study year. If necessary, an extraordinary meeting may be convened upon a written request of the Vice-Rector for Science or at least two members of the Council.
- 3.2. The draft documents to be examined at the meeting of the Council shall be submitted to the Secretary of the Council at least 3 business days before the meeting of the Council.
- 3.3. The Council shall have quorum if at least half + 1 of the voting members of the Council participate in its work.
- 3.4. The Council shall adopt decisions by a simple majority vote in open ballot. A secret ballot may be held if requested by at least two of the present voting members of the Council. If the number of votes is equal, the Chairperson of the Council shall have the decisive vote.
- 3.5. Decisions adopted by the Council shall take effect as of the following day, except the cases when stated otherwise in the relevant decision.
- 3.6. In the case of dispute, the Vice-Rector for the Science, or half of the members present at the meeting of the Council shall be entitled to request examination and settlement of the issue by the Senate.
- 3.7. To be able to perform their activities, the members of the Council shall be entitled to familiarise themselves with the necessary information.
- 3.8. Members of the Council shall be entitled to suggest for examination at the Council any matter related to scientific activity or planning of the work of the Council and submit their draft decisions in the matters under examination.
- 3.9. Experts of the relevant scientific activity field may be invited as advisers in the work of the Council.

Chairman of the Senate

Hans Martin Jönsson

Riga, 08 May 2018.