

APPROVED
by Decision No. 3.2 of the Constitution Assembly
of the Luther Academy, dated 23.08.2011
AMENDMENTS
by Decision No. 3 of the Constitution Assembly
of the Luther Academy, dated 22.03.2012.

**REGULATIONS
OF THE SENATE
OF THE LUTHER ACADEMY (LA)**

1. The Senate of the Luther Academy is a collegial management institution of the LA personnel and a decision-making body approving documents by which the academic and scientific activity areas of the LA are governed.
2. The Senate shall be elected by the LA Constitution Assembly for the period of 3 (three) years, by means of secret ballot.
3. The members of the LA Senate shall be called the LA senators.
4. The LA Senate shall consist of 9 (nine) senators:
 - 6 (six) representatives of the academic staff;
 - 2 (two) students;
 - 1 (one) representative of the LA Founders.
5. The Rector and 1 (one) representative of the general staff shall participate in meetings of the Senate with the right to vote.
6. More than half of the members of the LA Constitution Assembly should participate in election of the Senate. The candidates who have received the majority votes of the present persons shall be elected.
7. A Chairperson, a Deputy Chairperson, and a Secretary shall be elected from among the Senate by secret ballot. More than half of the elected senators should participate in election of the Chairperson, Deputy Chairperson, and the Secretary of the Senate.
8. A senator shall lose official authority when he or she terminates the contractual or student relationships with the LA. The student representative may be removed by the Student Council in accordance with its Regulations. A representative of the general staff shall be elected and removed by the management body of the administrative staff.
9. If the elected senators terminate their contractual relationships or student relationships with the LA, other representatives from the relevant institution shall

be elected within 1 month by submitting a decision to the chairperson of the Constitution Assembly within the period of 3 business days.

10. The Chairperson of the Senate or at least one third of the senators may convene the Senate.
11. The Senate meetings shall take place at least three times per semester, and the interval between meetings may not exceed two months.
12. The Senate shall have quorum if at least 2/3 of senators participate in the Senate meeting. If the number of senators is insufficient, a repeatedly convened Senate shall have quorum regardless of the number of participating senators. Decisions of the Senate shall be adopted openly by a simple majority voting of present senators. Election of officials shall be organised by secret ballot. In the case of equal number of votes, the Rector's vote shall be decisive.
13. The work and meetings of the Senate shall be managed by the Chairperson of the Senate or his or her Deputy in his or her absence. Minutes of the meetings shall be taken by the Secretary, or another person appointed by the chair of the meeting in the absence of the Secretary.
14. The time of the Senate meeting shall be appointed and announced by the chairperson of the Senate at least 2 weeks in advance.
15. The agenda of the Senate meeting, draft decisions of items under discussion and other materials shall be received by the senators at least one week before the Senate meeting. Agenda of the Senate meeting shall be approved at the beginning of the Senate meeting.
16. Proposals for the agenda of the Senate meeting may be submitted by senators, the Management Board, Rector, and the Convent of Advisers.
17. The LA Senate:
 - 17.1. shall elect
 - The LA Convent of Advisers.
 - 17.2. shall elect and remove
 - the Chairperson of the Senate, the Deputy Chairperson, and the Secretary;
 - Directors of study programmes.
 - 17.3. shall approve
 - documents governing the study process, including approval of study plans, programmes, and calendar schedules;
 - regulations on academic positions and procedures of election thereof;
 - the Regulations of the LA Convent of Advisers;
 - regulations and articles of association of the LA structural units, branches, institutions, commercial companies, and other institutions established to achieve the aims set forth in the LA Constitution;

17.4. shall decide

- on academic and scientific activity matters of the LA and its structural units, and shall approve procedures and rules governing the academic activity areas of the LA,
- and shall determine procedures for development and approval thereof;
- by the Rector's approval, acceptance of visiting professors, visiting teaching staff, or visiting lecturers without announcing a tender, for a period of two years.

17.5. shall determine

- the amount of the tuition fee;
- shall determine procedures for qualification of violations and imposing of penalties for failure to perform duties of the Academy personnel based on effective laws and regulations.

17.6. shall examine

- the Rector's annual report on execution of budget;
- the written report of the LA Audit Commission on results of inspection.

18. By the decision of the Senate, the Senate may form commissions for preparation and discussion of separate items at the meeting of the Senate.

19. When making decisions, the Senate shall adhere to the LA budget which has been approved by the Founder.

20. Unless otherwise provided by the decision, the Senate's decision shall take effect on the following day after its adoption.

21. Decisions of the Senate may be appealed to the LA Arbitration Court within the period of 10 business days. The persons and institutions entitled to appeal decisions of the Constitution Assembly are: the LA Founder, Rector, senator, or a person to whom applies the decision of the Senate. In these cases, the operation of the Senate decision shall be suspended until the LA Arbitration Court has made a decision.

22. Minutes of the Senate meetings shall be taken. Most significant debates may be recorded in an audio recording. The minutes shall be approved at the beginning of the following meeting and signed by the chair and the secretary of the meeting.

23. Decisions of the Senate shall be publicly available.

24. The Regulations shall take effect as of the moment of adoption thereof.

.....
P. Brūvers

Chairman of the Constitution Assembly