

Internal Rules and Regulations for Studies at National Defense Academy of Latvia

I. General rules

1. Internal Rules and Regulations at the National Defense Academy of Latvia (hereinafter - Regulations) determine the issues of organization of the study process of the National Defense Academy of Latvia (hereinafter — NDAL), the rights and duties of students (cadets, except students of the professional master's study programme) and teaching staff, as well as student admission, imatriculation, exmatriculation and other issues.

2. The purpose of the Regulations is to improve the organization of the study process at the NDAL, in order to ensure full and high-quality acquisition of NDAL study courses, while respecting the norms of professional ethics and respecting the academic freedom of students.

3. The regulations are drawn up in accordance with the Law on Higher Education Institutions, the Military Service Law and Regulations of the Cabinet of Ministers.

4. Compliance with the rules is mandatory for students and faculty. Students, signing an agreement on the acquisition of education, certify with their signature that they undertake to comply with the requirements of these Regulations. The management of the NDAL introduces students to these Regulations before signing an agreement on obtaining education. The teaching staff shall be introduced to these Regulations prior to the implementation of the course of study.

5. Compliance with these Regulations is also mandatory for students in partner universities and cooperation institutions that ensure the study programme. Students shall also comply with the internal rules and regulations of partner universities and liaison institutions and other documents related to studies.

6. For students of the master's degree programme, the provisions of Paragraph 8, 12, 17, 18, 19.2, 20, 23, 24, 25, 26, 27, 30, 31.1, 31.2, 31.3, 31.7, 31.8, 31.12, 31.13, 31.13, 31.15, 31.17, Paragraphs 31.18, 31.21, 31.25, 32.1,

32.2, 32.3, 32.4, 32.5, 32.6, 32.7, 32.8, 32.9, 32.10, 32.11, 32.13, 32.14 and 33 apply.

7. Listeners enrolled in career and qualification courses organized by the NDAL shall comply with the requirements of these Terms as directed by the course management.

II. Organization of the study process

8. The organization of the study process takes place in accordance with the Cabinet of Ministers Regulations No. 305 “Regulations on the State Standard of Professional Higher Education”, internal regulatory enactments and documents of order, as well as other external regulatory enactments and documents of order relating to the organization of the study process.

9. The duration of the week of classes is five working days. If necessary, classes can also be organized on Saturdays and Sundays. The basic form of the organization of classes is a lesson. The duration of a lesson is 90 minutes, and the faculty has the right to set breaks. The duration of field and practical classes is determined in the lesson plan, if it can exceed 90 minutes.

10. NDAL lesson timetable:

10.1. *Lesson 0* 6.00 A.M.- 7.30 A.M.;

10.2. *Lesson 1* 8.00 A.M.- 9.30 A.M.;

10.3. *Lesson 2* 9.45 A.M.- 11.15 A.M.;

10.4. *Lesson 3* 11.25 A.M.- 12.55 A.M.;

10.5. *Lesson 4* 1.40 P.M.- 3.10 P.M.;

10.6. *Lesson 5* 3.20 P.M.- 4.50 P.M.

11. Additional classes, if necessary, are planned in the afternoon, after 4.50 P.M. (military drill instruction classes, ballroom dancing, sports, guest lectures, field classes, etc.).

12. The teaching staff plans consultations within the framework of their course of study at the request of the students and in prior coordination with the student group and the head of the course.

13. Lunch break is held from 12.50 till 1.30 P.M. During field and practice classes, a lunch break can be scheduled at another time to ensure the training process.

14. Classes are held at the NDAL premises, partner premises or locality, according to the lesson plan.

15. The list of classes is available to students no later than one week before the start of the semester in the NDAL electronic information system, partner university e-environment and the NDAL Department of Study Planning and Support (DSPS).

16. The head of the course shall designate for a period of not less than one month in each group of the course the senior of the course and his or her assistant, who shall be responsible for the students of his or her course.

17. When the fire alarm sounds, students and faculty immediately leave the premises and gather in a pre-determined order in the central square, unless other indications are given. In emergencies, students and faculty shall act in accordance with response plans and instructions or as directed by the responsible officer.

III. Student enrolment, imatriculation, transfer to the next year of studies, change of the study programme, granting of study break and exmatriculation

18. Admission and imatriculation in the professional bachelor's degree programmes "Land Forces Military Leadership", "Naval Forces Military Leadership" and "Air Forces Military Leadership", the first cycle professional higher education programme "Command Staff Officer" and the professional master's study programme "Military Leadership and Security" is conducted in accordance with the NDAL Admission Regulations for each study year. The NDAL Rules of Admission shall be published on the NDAL website by 30 November of the current year.

19. Imatriculation:

19.1. In professional bachelor's degree programmes "Land Forces Military Leadership", "Naval Forces Military Leadership" and "Air Forces Military Leadership", and the first cycle professional higher education programme "Command Staff Officer" it shall be held annually at the beginning of the spring semester in accordance with the National Armed Forces main plan;

19.2. The professional master's study programme "Military Leadership and Security" is held annually in early November, but foreign students can be so imatriculated later after receiving the recognition of diplomas at the Academic Information Center.

20. The rector of the NDAL and the student before starting his or her studies at the academy shall conclude an agreement on the acquisition of education in accordance with the procedures laid down by the Cabinet of Ministers, under which the soldier is sent to the educational institution. With a student of a foreign professional master's degree programme, the NDAL Rector concludes a contract for studies at the NDAL.

21. When imatriculating a student in the NDAL, he is assigned a NDAL identification number consisting of 8 characters, where the first letters are NDAL, the next 2 digits — a shortened year of admission (23; 24; 25, etc.) and the last three digits indicate the order number of the student in the given course (001; 002; 003, etc.).

22. The student is transferred to the next year of studies if he or she has completed at least 75 per cent of the study plan of the previous year.

23. The student has the right to change the study programme without being exmatriculated, only in the first semester of studies.

24. The student has the right to ask to grant him a break in his or her studies in the following cases:

24.1. during maternity leave;

24.2. during parental leave;

24.3. for other objective reasons that interfere with the continuation of the studies.

25. An academic leave may be granted to a student whose academic debts do not exceed 25% of the fulfillment of the study plan and if there are no age restrictions in accordance with the Military Service Act. For students of the professional master's study programme "Military Leadership and Security", the possibilities of granting an academic leave are considered individually.

26. If a student expresses a desire to take an academic leave, he or she submits an application to the Study Council with a request and justification for granting him/her an academic leave, accompanied by supporting documents.

27. The Study Council shall examine the student's application on granting an academic leave and take a decision on granting or refusing an academic leave and inform the student within five working days of the decision.

28. The minimum duration of an academic leave is one semester, the maximum duration of an academic leave is 4 semesters during the study period.

29. The student loses the position of cadet during an academic leave, but retains the status of a student.

30. The student is exmatriculated after successful acquisition of the study programme and obtaining higher education qualification — degree or professional qualification.

31. The student can also be exmatriculated during his or her studies:

31.1. based on the desire expressed in writing by the student himself or herself;

31.2. if it is established that the student's admission took place in violation of regulatory enactments;

31.3. if the student has academic debts and they have not been settled within the deadlines provided for in the Regulations on the Assessment of Study Results at the National Defense Academy of Latvia;

31.4. if the student has violated these Regulations or the internal rules of procedure of partner universities and liaison institutions;

31.5. if the student does not fulfil the conditions of the study contract.

IV. Rights and obligations of the student

32. The duties of the student are:

- 32.1. observe the military order and discipline established by regulatory enactments;
- 32.2. attend classes according to the lesson plan;
- 32.3. come to classes on time (no later than five minutes before the start of the lesson);
- 32.4. comply with the regulatory documents and operating regime of the NDAL;
- 32.5. check his or her military e-mail at least once a day (except during military training);
- 32.6. use the NDAL electronic e-learning information system and administrative electronic system to get acquainted with the NDAL documents and other up-to-date information about studies, lesson schedule, materials posted by teachers, their success, etc. ;
- 32.7. adhere to the generally accepted norms of behavior and etiquette;
- 32.8. adhere to the values and standards of the NAF soldier, cadet values and norms of professional ethics;
- 32.9. inform the senior of the course in a timely manner (before the beginning of the lesson), who accordingly informs the First Sergeant of the course about the absence during the lesson and the reasons for the absence;
- 32.10. submit documents justifying the absence in the classes to the First Sergeant of the course not later than two working days after returning to the NDAL. The documents justifying the absence are:
 - 32.10.1. evidence of disease or preventive medical examination,
 - 32.10.2. application approved by the head of the course on a justified absence,
 - 32.10.3. an approved application by the teaching staff and the chief of the course regarding participation in another event, such as sports competitions, training, olympiad, parade, etc. ;
- 32.11. if the student participates in an event during the lesson, he or she writes an application to the head of the course about the absence of the lesson before, having previously agreed with the teaching staff;
- 32.12. treat other students, faculty, soldiers, employees and NDAL visitors with respect;
- 32.13. greet:
 - 32.13.1. civilians — with the phrase “Good morning” (until noon 12.00), “Good afternoon”, “Good evening” (after. 7.P.M.),
 - 32.13.2. soldier — a soldier studying indoors removes his/her headdress and greets the soldiers with a hint of his/her head and the phrase “Good morning” (until noon) 12.00), “Good afternoon”, “Good evening” (after 7 A.M.);

32.14. on command of the head of the study course or his/her assistant or teaching staff stand up when senior officers of the Ministry of Defense, the National Armed Forces or the TRADOC/NDAL enter the audience;

32.15. study honestly and conscientiously, systematically prepare for classes and cooperate with the teaching staff in order to successfully study the chosen study programme;

32.16. timely and accurately fulfil the requirements of teaching staff and staff related to the study process, study course tests, deadlines for submission of final thesis, etc. In case of failure to comply with the requirements, immediately submit written reports to the head of the study course and the Study Council;

32.17. keep track of one's success and the acquisition of the curriculum;

32.18. prepare for and take examination within the prescribed time limits;

32.19. timely settle academic debts and report to the head of the study course on the measures that will be taken to timely settle the academic debt;

32.20. wear a uniform during the lesson, it is allowed to remove the elements of the uniform only after the permission of the teaching staff;

32.21. comply with the requirements of the teaching staff during the lesson and actively participate in the successful acquisition of the teaching material;

32.22. familiarize oneself with the changes in the schedule of classes for the next day;

32.23. use the premises, inventory and equipment of the NDAL only for their intended purposes and as part of the study process;

32.24. observe the cleanliness and order at the NDAL premises and territory, observe sanitary-hygienic requirements in common areas, as well as observe personal hygiene;

32.25. familiarize oneself with and comply with the requirements of labor protection, safety and fire safety;

32.26. immediately notify of the change of name, surname, personal identification number, actual and declared place of residence, telephone number, e-mail address to the first sergeant of the course and the head of the study course.

33. The rights of the student shall be:

33.1. when starting studies, get acquainted with the content of the study programme and receive information about changes in study programmes and plans;

33.2. when starting the study course, learn the requirements for studying the course of study;

33.3. receive tutorial advice both during the course of study and before the tests;

33.4. use study literature and aids permitted by the teaching staff during classes and tests;

33.5. receive an objective assessment of one's study assignment or a test in a timely manner;

33.6. familiarize oneself with the marked written test and ask the teaching staff for the reasons for the assessment of the test;

33.7. to challenge the assessment of the examination in accordance with the procedures established by the NDAL (Regulations on National Examinations at the National Defense Academy of Latvia, Regulations on the Assessment of Study Results at the National Defense Academy of Latvia and Regulations on the Academic Arbitration Court of the Latvian National Defense Academy);

33.8. during classes, ask questions to the teaching staff, having previously raised his or her hand;

33.9. use the facilities, equipment and equipment of the NDAL, library and teaching aids for the study course;

33.10. in accordance with the procedure established by the NDAL, to stop and start studies, change the study programme;

33.11. request recognition of knowledge, skills and competences acquired outside formal education or professional experience and study results achieved in previous education in accordance with the procedure specified by the NDAL (Regulation on recognition of competences acquired outside formal education or acquired in professional experience and study results achieved in previous education in the National Defense Academy of Latvia (NDAL));

33.12. elect and be elected to the Student Council, the Senate of the NDAL and the Academic Arbitration Court;

33.13. participate in projects organized by the NDAL (exchange studies at partner universities, abroad, etc.);

33.14. submit appeals in accordance with the procedures established by the NDAL (Regulations on the Assessment of Study Results at the National Defense Academy of Latvia, Regulations on National Examinations at the National Defense Academy of Latvia, Regulations on the Study Council of the National Academy of Latvia, Regulations on the Academic Arbitration Court of the NDAL).

34. The student is forbidden:

34.1. lie or hide the truth;

34.2. steal or move NDAL inventory and equipment without permission;

34.3. damage and allow other persons to damage the premises, inventory and equipment of the NDAL;

34.4. use electronic devices (mobile phones, tablets, laptops, etc.) during classes, except with the permission of the teaching staff. All electronic devices before the lesson are turned off and placed in a specially designated place for them. Electronic devices are allowed to be used only in breaks between classes;

34.5. use unauthorized teaching materials and aids by the teaching staff during the tests;

34.6. use the intellectual property of others without reference in any independent assignment;

34.7. be in the lesson under the influence of alcoholic, narcotic, psychotropic substances;

34.8. delay the commencement of classes, except in the cases specified in Section 31.10 of this Regulation;

34.9. leave the classroom during the lesson without the permission of the teaching staff;

34.10. make noise, insult and disturb the rest of the students and faculty during the lesson;

34.11. enter the training rooms in outerwear;

34.12. play table games and gambling;

34.13. use uncensored words and show indecent gestures;

34.14. refuse to comply with the legal requirements of faculty and NDAL staff;

34.15. to come to classes in dirty, torn or everyday clothes;

34.16. bring food and drink to the training room, except drinking water.

V. Duties of the course senior and his/her assistant

35. Course senior:

35.1. at the beginning of the lesson, report to the faculty about the correspondence of the composition of the student group with the list and students who have not come to the lesson and about the reason for absence;

35.2. helps the teaching staff to distribute teaching materials, collect assignments performed during the lesson, bring the necessary teaching materials, stationery, etc. ;

35.3. during the temporary absence of the teaching staff, ensure order, silence and discipline of the group.

36. Course senior assistant:

36.1. open and arrange the audience at least five minutes before the start of the lesson;

36.2. ventilate the audience before classes and during breaks;

36.3. after the end of the lesson, turn off the computer, projector, close the windows, put the blinds in order, clean the board, switch off the light and close the audience if the next lesson does not take place in this room;

36.4. hand over the key to the Training and Doctrine Command Security and Key Control Unit;

36.5. if necessary, perform the duties of the course senior.

VI. Rights and obligations of teaching staff

37. The teaching staff is an employee of the NDAL or an invited field specialist who conducts classes for students, including professors, visiting professors, associate professors, visiting associate professors, docents, visiting docents, lecturers, visiting lecturers, assistants, visiting assistants, lead researchers, researchers, senior lecturers, lecturers, lecturers instructors, senior training specialists.

38. Before starting the employment relationship, the teaching staff shall send the information and documents requested to the Personnel and Administration Department of the Training Doctrine and Command Headquarters.

39. The teaching staff shall sign an employment contract at least two working days before the start of the employment relationship. When signing an employment contract, the teaching staff certifies with his/her signature that he/she is familiar with these rules and undertakes to comply with them.

40. The duties of the teaching staff shall be:

40.1. perform job duties in accordance with the job description stipulated in the employment contract;

40.2. prepare and submit to the Study Council for approval a course description of the course he or she runs before starting the course;

40.3. prepare and conduct classes in accordance with the approved study course descriptions; prepare and insert training materials in the NDAL ILIAS system in a timely manner, no later than before the start of the course, as well as design the training environment of the course in accordance with the requirements specified by the NDAL;

40.4. when starting a course of study, inform students about the purpose of the course, the requirements and conditions of execution, the results to be achieved and the evaluation criteria;

40.5. transfer the test, interim tests and individual examination protocols to the NDAL Department of Study Planning and Support Study Unit employee within five working days of the examination;

40.6. enter in the NDAL electronic e-learning information system and administrative electronic system or issued forms student attendance of classes;

40.7. identify what sources of information, educational materials and aids students are allowed to use during classes and examinations;

40.8. ensure equal opportunities and requirements for all students, evaluate the student's knowledge fairly and objectively, in accordance with the established requirements;

40.9. comply with the start and end times specified in Paragraph 10 of these Regulations;

40.10. conduct consultations during the course of study and consultation prior to the examination of the study course at the request of the student in advance;

40.11. conduct and review the final papers of studies, participate in national boards for pre-defense and defense of examinations;

40.12. act in accordance with the instructions of the NDAL management;

40.13. avoid actions that could diminish the student's respect for other students, faculty and staff. Use the powers given by his/her office only to achieve virtuous and pedagogical goals;

40.14. observe labor discipline;

40.15. maintain cleanliness and order in your workplace;

40.16. treat colleagues with respect, respect the work, rights and duties of each colleague. Prevent personal relationships in the workplace and during work;

40.17. adhere to generally accepted norms of behavior, etiquette and professional ethics;

40.18. constantly improve one's knowledge and skills;

40.19. improve training methods and provide support to students in the course of study;

40.20. take responsibility for their activities and its consequences, make decisions within their competence;

40.21. in the process of work comply with the laws and regulations related to data protection and timely transfer of information to the addressee;

40.22. for the visiting teaching staff to sign the Service Acceptance Act at the end of each month;

40.23. at the end of the employment relationship, transfer the issued passes and pass the course sheet issued by the Personnel and Administration Division of the Training and Doctrine Command Headquarters.

41. The rights of the teaching staff shall be:

41.1. Familiarize oneself with the planned workload in the NDAL at least two weeks before the start of the semester;

41.2. coordinate lesson and test times with the person responsible for planning at the NDAL Department of Study Planning and Support;

41.3. in coordination with the NDAL Department of Study Planning and Support, reschedule classes for justifying reasons;

41.4. familiarize yourself with the internal regulatory enactments of the NDAL and documents of order relating to studies;

41.5. get acquainted with the evaluation of students about their performance;

41.6. not to admit the student to the test if the student has not fulfilled all the requirements for the study course by entering the test report — “NP” (not admitted);

41.7. withdraw from the test at any stage of the test and remove from the audience a student who uses unauthorized aids or interferes with the conduct of the test by typing “A” (suspended) in the test protocol;

41.8. count the test as not passed if the student has not arrived for the test on the scheduled date by making an entry in the test protocol — 'N' (absent);

41.9. deny participation in the test to a student who has delayed classes without the permission of the teaching staff or has missed the start of the examination without justifiable reason;

41.10. at the oral examination, ask questions to students about the entire course of study in order to determine an objective assessment of the student's knowledge;

41.11. finding plagiarism or absolutely identical works for several students, for all those involved annul the examination assessment by submitting a report to the Study Council on the detected violation.

42. The teaching staff is prohibited to:

42.1. request and accept payment from students for training and consultation. It is forbidden to teach paid private lessons to students in courses taught by the faculty;

42.2. ask personal opinion on the views of officials of the Ministry of Defence, National Armed Forces or NDAL management;

42.3. present original ideas created by the student and use them in their publications as their own without reference to the author of the idea;

42.4. conduct political, ideological, religious, anti-religious agitation during classes and consultations, as well as promote commercial products or services.

43. The requirements of these regulations must also be met by all other NDAL staff providing support to students and faculty in the implementation of NDAL study programmes.

44. Each violation of these rules shall be reported by students, faculty or employees in the order of subordination.

VII. Final provisions

45. To declare the regulations “Internal Rules of Procedure of the National Defense Academy of Latvia” approved with order of the NDAL Rector No. 195 of 02.12.2022.

Rector
Colonel

Māris Utināns