

## **Internal Rules and Regulations of National Defence Academy of Latvia**

### **I. General Rules**

1. Internal Rules and Regulations of the National Defence Academy of Latvia (hereinafter - Regulations) determine the issues of the study process organization at the National Defence Academy of Latvia (hereinafter — NDAL), the rights and obligations of students and teaching staff, as well as student admission, immatriculation, exmatriculation and other issues.

2. The purpose of these 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 keeping to 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, by signing the education acquisition agreement, certify with their signature that they undertake to comply with the requirements of these Regulations. The management of the NDAL shall acquaint students with these Regulations before the signing of the education acquisition agreement. The faculty shall be informed of these Regulations prior to the delivery 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 cooperation institutions and other documents related to studies.

6. For students of the master's degree programme, the provisions of Paragraph 10, 14, 18, 19, 20.2, 21, 25, 26, 27, 28, 29, 31, 32, 36.1, 36.2, 36.3, 36.4, 36.7, 36.8, 36.12, 36.13, 36.15, 36.17, 36.18, 36.21, 36.25, 36.27, 37.1, 37.2, 37.3, 37.4, 37.5, 37.6, 37.7, 37.8, 37.9, 37.10, 37.11, 37.13, 37.14 and 38 apply.

7. For students enrolled in short-cycle study programmes, the provisions of Paragraph 10, 14, 16, 17, 18, 19, 20.3, 21, 23, 24, 25, 26, 27, 28, 29, 31, 32, 33, 34, 35, 36, 37, and 38 apply.

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

## **II. Organization of the Study Process**

9. 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.

10. 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 lecture. The duration of a lecture is 90 minutes, and the faculty has the right to set breaks. The duration of field and practical classes is determined in the lecture plan, if it can exceed 90 minutes. In the short-cycle study programme, classes – including class schedules and the lunch break – are conducted in accordance with the established training plan in line with the specifics of part-time studies.

11. NDAL lecture timetable:

- 11.1. *Lecture 0* 6:00 a.m. – 7:30 a.m.;
- 11.2. *Lecture 1* 8:00 a.m. – 9:30 a.m.;
- 11.3. *Lecture 2* 9:45 a.m. – 11:15 a.m.;
- 11.4. *Lecture 3* 11:25 a.m. – 12:55 p.m.;
- 11.5. *Lecture 4* 1:40 p.m. – 3:10 p.m.;
- 11.6. *Lecture 5* 3:20 p.m. – 4:50 p.m.

12. Additional classes, if necessary, shall be planned in the afternoon, after 4:50 p.m. (military drill instruction classes, ballroom dancing, sports, guest lectures, field classes, etc.).

13. Students who do not meet the requirements of the Military Training Command (hereinafter – MTC) military study course programmes with regard to health capacity and physical fitness level may be permitted to undertake military study courses by decision of the Study Council.

14. The faculty shall plan and provide consultations within the framework of their course of study upon student request, and in prior coordination with the student group and the Course Chief.

15. Lunch break shall be held from 12:55 till 1:40 p.m. To ensure the training process during field and practice classes, a lunch break can be scheduled at another time.

16. Classes shall be held at the NDAL premises, partner premises or locality, according to the lecture plan.

17. The list of classes shall be 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 at the NDAL Department of Study Planning and Support (DSPS).

18. 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 Admission, Immatriculation, Transfer to the Next Year of Studies, Change of the Study Programme, Academic Leave, and Exmatriculation**

19. Admission and matriculation to the professional bachelor's degree programmes "*Land Forces Military Leadership*", "*Naval Forces Military Leadership*", and "*Air Forces Military Leadership*", the short-cycle professional higher education programme "*Command Staff Officer*", and the professional master's study programme "*Military Leadership and Security*" shall be conducted in accordance with the NDAL Admission Regulations applicable to the respective study year. The NDAL Admission Regulations shall be published on the NDAL website no later than 30 November of the current year.

#### **20. Immatriculation:**

20.1. In the professional bachelor's degree programmes "*Land Forces Military Leadership*", "*Naval Forces Military Leadership*", and "*Air Forces Military Leadership*", and in the short-cycle professional higher education programme "*Command Staff Officer*", admission shall be conducted annually at the beginning of the spring semester, in accordance with the National Armed Forces Main Plan; The professional master's study programme "*Military Leadership and Security*" shall be held annually in early November, but foreign students can be immatriculated later after receiving the recognition of diplomas at the Academic Information Centre;

20.2. In the second-cycle professional master's study programme "*Military Leadership and Security*", admission is conducted annually at the beginning of November, while foreign students may be matriculated at a later date upon receipt of diploma recognition from the Academic Information Centre;

20.3. In the short-cycle professional higher education study programme “*Practical Military Leadership*”, admission is conducted annually at the beginning of the autumn semester.

21. 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 shall conclude a contract for studies at the NDAL.

22. When matriculating at the NDAL, a student shall be assigned an NDAL identification number consisting of eight characters: the first letters represent the abbreviation of NDAL or the professional master's degree programme “*Military Leadership and Security*” (MLS); the next two digits indicate the abbreviated year of admission (e.g., 23, 24, 25); and the final three digits indicate the student's sequential number within the respective course (001, 002, 003, etc.).

23. The student shall be transferred to the next year of studies if he or she has completed at least 75% of the study plan of the previous year.

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

25. Students, with the exception of the officers specified in the National Armed Forces Commander's Order No. 702 “*On the Provision of First-Cycle Professional Higher Education Bachelor Studies to Officers*” of 14 October 2024, have the right to request the granting of academic leave in the following cases:

- 25.1. during maternity leave;
- 25.2. during parental leave;
- 25.3. for other objective reasons that interfere with the continuation of the studies.

26. An academic leave may be granted to a student whose academic debts do not exceed 25% of the study plan requirements and who meets the age requirements in accordance with the Military Service Act. For students of the professional master's study programme “*Military Leadership and Security*”, the possibility of granting academic leave shall be assessed on an individual basis.

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

28. 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.

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

30. During the academic leave, the student shall lose the position of a cadet, but retains the status of a student.

31. The student shall be exmatriculated after a successful acquisition of the study programme and obtaining higher education qualification — degree or professional qualification.

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

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

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

32.3. if the student has academic debts and they have not been settled within the deadlines provided in the Regulations on the Assessment of Study Results at the NDAL;

32.4. if the academic leave of the student has passed and the student has not submitted a written application on the resuming of studies;

32.5. if the period of studies of the student has expired based on the agreement on the student has failed the State Examination;

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

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

33. If a student is exmatriculated due to academic failure, the student may resume studies no earlier than after one year, in the same or a lower year of study in the following academic year. An individual study plan shall be approved for the student by the Academic Council.

34. A repeat State examination shall be organized in accordance with regulations of the National Agency for Higher Education Quality Assurance.

35. If a student is exmatriculated for the second time due to academic failure, which is not caused by health problems, and wishes to resume studies again, the Academic Council shall decide on re-enrolment, based on an objective assessment of the student's academic performance, academic debts, personal characteristics, and other objective criteria.

## **IV. Rights and Obligations of the Student**

36. The duties of the student are:

36.1. To abide the military order and discipline as provided by regulatory enactments;

36.2. To attend classes in accordance with the lecture plan;

36.3. To come to classes on time (no later than five minutes before the start of the lecture);

36.4. To comply with the regulatory documents and operating regime of the NDAL;

36.5. To check his or her military e-mail at least once a day (except during military training);

36.6. To use the NDAL electronic e-learning information system and administrative electronic system to access NDAL documents and other up-to-date information related to studies, including the lecture schedule, materials posted by teachers, academic performance, etc.;

36.7. To adhere to the generally accepted norms of behaviour and etiquette;

36.8. To adhere to the values and standards of the NAF soldier, cadet values and norms of professional ethics;

36.9. To inform the Course Senior in a timely manner (before the beginning of the lecture), who shall in turn inform the Course First Sergeant of the student's absence and the reason for the absence;

36.10. To submit the documents justifying the absence from classes to the Course First Sergeant no later than two working days after returning to the NDAL. The documents justifying the absence are:

36.10.1. evidence of illness or of a preventive medical examination,

36.10.2. an application, approved by the Course Chief, for a justified absence,

36.10.3. an application, approved by the member of the faculty and the Course Chief, regarding participation in another event (such as sports competitions, training, an olympiad, parade, etc.),

36.11. If the student participates in an event during a scheduled lecture, he or she submit an application to the Course Chief regarding the absence in advance, having previously obtained agreement from the relevant member of the faculty;

36.12. To treat other students, faculty, soldiers, staff, and NDAL visitors with respect;

36.13. To greet:

36.13.1. civilians — with the phrase “Good morning” (until noon 12:00), “Good afternoon”, “Good evening” (after. 7:00 p.m.),

36.13.2. soldiers — 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 7:00 p.m.);

36.14. On command of the head of the study course or his/her assistant or faculty, to stand at attention when senior officers of the Ministry of Defence, the National Armed Forces or the TRADOC/NDAL enter the audience;

36.15. To study in good faith and consciousness, systematically prepare for classes and cooperate with the teaching staff in order to successfully study the chosen study programme;

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

36.17. To keep track of one's performance and the acquisition of the curriculum;

36.18. To have knowledge of and take examinations within the prescribed time limits;

36.19. To settle the academic debts in a timely manner and to report to the Course Chief on the measures that will be taken to ensure the timely settlement of the academic debt;

36.20. To wear a uniform during the lecture, it is allowed to remove the elements of the uniform only after the permission of a member of the faculty;

36.21. To comply with the requirements of the faculty during the lecture and actively participate in a successful acquisition of the teaching material;

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

36.23. To use the premises, inventory and, equipment of the NDAL only for the intended purposes and as a part of the study process;

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

36.25. To have knowledge of and comply with the requirements of labour protection, safety and fire safety;

36.26. To immediately notify the Course First Sergeant and the Course Chief of any change of name, surname, personal identification number, actual or declared place of residence, telephone number, or e-mail address;

36.27. To submit, in a timely manner – at least two weeks before the end of the academic leave – a report to the NDAL Rector on the resumption of studies.

37. The rights of the student are:

37.1. When starting studies, to have knowledge of the study programme content and receive information about the changes in study programmes and plans;

37.2. When starting the study course, to learn the requirements of the study course;

37.3. To receive consultation and guidance both during the course of study and prior to tests;

37.4. To use study literature and instructional aids permitted by the faculty during classes and tests;

37.5. To receive an objective assessment of one's study assignment or a test on time;

37.6. To review the marked written test and to request from the teaching staff the justification for the assessment;

37.7. To dispute the assessment of the examination in accordance with the procedures established by the NDAL (Regulations on the Assessment of Study Results at the NDAL, Regulations on National Examinations at the NDAL, and Regulations on the Academic Arbitration Court of the NDAL);

37.8. To ask questions of the teaching staff during classes after first raising his or her hand;

37.9. To use the NDAL facilities, equipment, library resources, and instructional aids required for the study course;

37.10. To suspend or resume studies, and to change the study programme, in accordance with the procedures established by the NDAL;

37.11. To 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 Defence Academy of Latvia (NDAL));

37.12. To participate in elections and to be elected to the Student Council, the NDAL Senate, and the Academic Arbitration Court;

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

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

38. The student is forbidden:

38.1. To lie or conceal the truth;

38.2. To steal, remove, or relocate NDAL property or equipment without authorization;

38.3. To damage, or allow others to damage, NDAL premises, property, or equipment;

38.4. To use electronic devices (mobile phones, tablets, laptops, etc.) during classes, except with the permission of the teaching staff. Before the lecture, all electronic devices shall be switched off and placed in a designated area. Electronic devices may be used only during breaks between classes;

38.5. To use, during tests, any teaching materials or aids not authorized by the teaching staff;

38.6. To use the intellectual property of others without proper citation in any independent assignment;



- 38.7. To attend the lecture under the influence of alcoholic, narcotic, psychotropic substances;
- 38.8. To be late for the start of the classes, except in the cases specified in Section 36.10 of these Regulations;
- 38.9. To leave the classroom during the lecture without the permission of the teaching staff;
- 38.10. To make noise, insult, or otherwise disturb other students and the teaching staff during a lecture;
- 38.11. To enter the training/ lecture rooms wearing outerwear;
- 38.12. To engage in board games and gambling;
- 38.13. To use obscene language or display indecent gestures;
- 38.14. To refuse to comply with the lawful instructions of the teaching staff or NDAL staff;
- 38.15. To attend classes wearing dirty, torn, or inappropriate civilian clothing;
- 38.16. To bring food and beverages to the training room, except drinking water.

## **V. Duties of a Platoon Commander and a Platoon Sergeant**

- 39. The Platoon Commander:
  - 39.1. at the beginning of the lecture, shall report to the teaching staff on the conformity of the student group roster with the attendance list, and on the students who are absent and the reasons for their absence;
  - 39.2. shall assist the teaching staff in distributing instructional materials, collecting assignments completed during the lecture, and providing the necessary teaching materials, stationery, and other required items;
  - 39.3. during the temporary absence of the faculty, shall ensure order, silence, and discipline of the group.
- 40. The Platoon Sergeant shall:
  - 40.1. open and prepare the lecture-room at least five minutes before the start of the lecture;
  - 40.2. ventilate the lecture-room before classes and during breaks;
  - 40.3. after the lecture, switch off the computer, projector, close the windows, adjust the blinds, clean the board, turn off the lights, and lock the audience if the next lecture is not scheduled to take place there;
  - 40.4. hand over the key to the Training and Doctrine Command Security;
  - 40.5. if necessary, perform the duties of the Platoon commander.

## **VI. Rights and Obligations of the Faculty**

- 41. A member of a faculty 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.

42. Before starting the employment, the member of the faculty shall provide the requested information and documents to the Personnel and Administration Department of the Training Doctrine and Command Headquarters.

43. The member of the faculty shall sign an employment contract at least two working days before the start of the employment. By signing the employment contract, the member of the faculty certifies that he/she is familiar with these rules and undertakes to comply with them.

44. The duties of the teaching staff shall be:

44.1. To perform job duties in accordance with the job description specified in the employment contract;

44.2. To prepare and submit to the Study Council for approval, the course description of the course he or she delivers before the start of the course;

44.3. To prepare and conduct classes in accordance with the approved study course descriptions; to prepare and upload training materials in the NDAL ILIAS system in a timely manner, no later than before the start of the course; and to arrange the course training environment in accordance with the NDLA requirements;

44.4. To inform students, before the start of the study course, of the course aim, the requirements and conditions for completion, the expected learning outcomes, and the evaluation criteria;

44.5. To submit the test, interim test, and individual examination protocols to the NDAL Department of Study Planning and Support Study Unit within five working days of test completion.

44.6. To enter in the student attendance of classes into the NDAL electronic e-learning information system, the administrative electronic system or the prescribed forms;

44.7. To identify which information sources, educational materials and aids students are authorized to use during classes and examinations;

44.8. To ensure equal opportunities and requirements for all students, and evaluate students' knowledge fairly and objectively, in accordance with established requirements;

44.9. To comply with the lecture timetable specified in Paragraph 11 of these Regulations;

44.10. To conduct consultations during the study course and provide a pre-examination consultation upon the student's advance request.”;

44.11. To conduct and review final study papers, and participate in committees for the pre-presentation and presentation of national examinations;

44.12.To act in accordance with the instructions of the NDAL management;

44.13.To avoid actions that could diminish the student's respect for other students, faculty, and staff. Use the authority of the position solely for ethical and pedagogical purposes.”

44.14.To comply with labour discipline;

44.15.To keep cleanliness and order of his/ her workplace;

44.16.To treat colleagues with respect, to regard the work, rights and duties of other colleagues. Prevent personal relationships in the workplace and during duty;

44.17.To adhere to generally accepted norms of conduct, etiquette, and professional ethics;

44.18.To constantly improve one’s knowledge and skills;

44.19.To improve training methods and provide support to students during the study course;

44.20.To take responsibility for their actions and the resulting consequences, make decisions within their competence;

44.21.To comply with the laws and regulations related to data protection in the performance of duties and transfer information to the addressee in a timely manner.;

44.22.The guest teaching staff must sign the Work Acceptance Report at the end of each month.”

44.23.at the end of the employment, submit all the issued passes and to complete the course inspection sheet issued by the Training and Doctrine Command Headquarters Personnel and Administration Division.

45. The rights of the faculty shall be:

45.1. Review your planned workload at the NAA no later than two weeks before the start of the semester;

45.2. To coordinate lecture and test times with the person responsible for planning at the NDAL Study Planning and Support Department;

45.3. Reschedule classes, when justified, in coordination with the NDAL Study Planning and Support Department;

45.4. “Be familiar with the NDAL internal regulatory enactments and orders related to studies;

45.5. Familiarize yourself with the students’ evaluation of your performance;

45.6. Do not admit a student to the test if the student has not fulfilled all course requirements, and record ‘NP’ (not admitted) in the test report;

45.7. To dismiss from the test at any stage of the test and expel from the lecture-room a student who uses unauthorized aids or interferes with the conduct of the test by recording “A” (suspended) in the test report;

45.8. To mark the test as not passed if the student does not appear on the scheduled date, and record ‘N’ (absent) in the test report;

45.9. Not allow a student to attend classes without the permission of a faculty member, or if the student has missed the start of the examination without a justified reason;

45.10. At the oral examination, ask students questions covering the entire study course to ensure an objective assessment of their knowledge;

45.11. If plagiarism or identical work is detected among several students, cancel the examination assessment for all involved and submit a report on the violation to the Study Council.

46. The teaching staff is prohibited to:

46.1. Request and accept payment from students for training and consultation. It is forbidden to teach paid private lectures to students in courses taught by the faculty's staff;

46.2. Present personal opinions as those of the Ministry of Defence, the National Armed Forces, or NDAL management officials;

46.3. Present original ideas created by the student and use them in one's publications as their own without reference to the author of the idea;

46.4. Conduct political, ideological, religious, anti-religious agitation, as well as promote commercial products or services during the classes and consultations.

47. 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.

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

## **VII. Final Provisions**

49. To consider the NDAL Rector regulations No. 17 of May 6, 2025 on "Internal Rules and Regulations of the NDAL" as terminated.