

APPROVED
With NDAL Senate meeting
Decision No.2 of 29.09.2025,
Minutes No. 8/2025
In force with Order No. 35
of the NDAL Rector of 29.09.2025

Regulations on the Study Council of the National Defence Academy of Latvia

I. General rules

1. The Regulations of the Study Council of the National Defence Academy of Latvia (hereinafter - the Regulations) have been developed in accordance with the Constitution of the National Defence Academy of Latvia (hereinafter - the NDAL).

2. The NDAL Study Council (hereinafter - the Council) is a collegial governing body established by the NDAL Senate with advisory and decision-making powers in educational matters.

II. Composition of the Council

3. The following shall participate in the Council with voting rights:
 - 3.1. Chair of the Council of Studies - Vice Rector NDAL;
 - 3.2. Vice-Chair of the Council - the Head of the Training Planning and Support Department (hereinafter referred to as the "TPSD"), or his/her designee;
 - 3.3. Head of the TPSD Study Department;
 - 3.4. Head of the TPSD Study and Methodological Support Department or his/her designee;
 - 3.5. Director of the Land Forces Department (hereinafter referred to as "LF")/ study programme, or his/her designee;
 - 3.6. Head of the LF courses at the LF Department (first-cycle professional higher education programme) or his/her designee;
 - 3.7. Head of the course "Mid-level Staff Officer" (or his/her designee;
 - 3.8. Head of the Naval Forces (hereafter referred to as "NF") Department/study programme or his/her designee;
 - 3.9. Head of the NF course or his/her nominee;
 - 3.10. Head of the International Mid-level Staff Officer Course or his/her designee;
 - 3.11. Director of the Air Forces (hereafter "AF") Study Programme/Head of the course or his/her designee;

3.12. Head of the Department of Military Leadership Studies (hereinafter referred to as DMLS) or his/her designee;

3.13. Head of the Distance Learning Department (hereinafter DLD) or his/her designee;

3.14. Head of the Physical Training and Sport Studies Department or his/her designee;

3.15. Director of the Master's programme or his/her designee;

3.16. Head of the Security and Strategic Research Centre or his/her designee.

4. The following shall participate in the Council without voting rights:

4.1. Secretary of the Council of Studies, who is a member of staff appointed by the head of the TPSD;

4.2. Heads of short-term training courses (including training courses and further training courses);

4.3. Invitees.

4.4. Representatives of the Student Council in matters that are not related to student performance, dismissal (exmatriculation), or other issues concerning their studies.

5. The Council of Studies shall be entitled to invite any soldier or civilian employee of the Ministry of Defence (hereinafter - MoD) or the National Armed Forces (hereinafter - NAF), without the right to vote, for consideration of specific or relevant issues of the NDAL.

III. Tasks of the Council

6. The tasks of the Council are:

6.1. review and submit to the Senate for approval regulations related to the teaching and study process;

6.2. review and approve the courses of study, the examination plan, the content of the final and national examinations and the internship programmes;

6.3. review and approve or recommend to the rector for approval the programmes of officers' professional career, further education and professional development courses;

6.4. to consider questions concerning the matriculation of staff in and exmatriculation from study programmes;

6.5. to consider questions concerning the granting of an academic leave;

6.6. review and approve students' admission to the national examination;

6.7. approve the award of degrees and qualifications to students;

6.8. review and approve the internship plan, specifying the internship location and the internship supervisor;

- 6.9. to consider and recommend to the rector of the NDAL for approval the list (draft) of members of the National Examinations Board;
- 6.10. to review and submit to the NDAL Vice Rector for approval the content of the National Examinations for NDAL courses;
- 6.11. to review the Admission Rules for each academic year and forward them to the Senate for approval;
- 6.12. to review and approve guidelines for the preparation and defence of a course, research and a study paper, qualification, diploma, bachelor's and master's theses;
- 6.13. to approve the schedule for the final thesis preparation for each course of study;
- 6.14. to review and decide on student and learner performance issues;
- 6.15. to hear, evaluate and approve Quality Reports of the heads of courses or programme directors;
- 6.16. to review and approve changes to study programmes;
- 6.17. to consider and approve the establishment of new study programmes;
- 6.18. to review and approve the planned staff for teaching or supervision and review of study courses, study papers, research thesis, bachelor's and master's thesis;
- 6.19. to approve the theme, supervisors and reviewers of the paper or thesis;
- 6.20. to deliberate on other matters related to the instructional and learning processes of students.

IV. Activities and decision-making procedures of the Council

7. The form of action of the Council is a meeting. The Chairperson of the Council, or in his/her absence the vice-chairperson, shall plan, convene and chair meetings, organise the preparation of the matters to be discussed and monitor the implementation of the decisions of the Council.

8. Meetings of the Council are convened as necessary, but at least twice a month.

9. The quorum of the Council shall be more than half of the members of the Council of Studies, according to the establishment plan in force.

10. Proposals for inclusion on the agenda of a meeting of the Council may be submitted by any member of the general or academic staff of the NDAL by sending a report on the matter to the chairperson of the Council.

11. The questions, proposals and materials to be included in the agenda of the meeting of the Council, together with the draft decision on the matter to be considered, shall be sent by the applicant to the Secretary of the Council electronically and submitted in hard copy not later than two working days before the regular meeting.

12. One working day before the meeting of the Council, the Secretary of the Council shall circulate electronically to the members of the Council agenda of the meeting, the draft documents and decisions to be considered at the meeting and shall ensure the preparation of the materials for the meeting.

13. For urgent matters and decisions, the chairperson of the Council may initiate an electronic vote via military e-mail. In the case of an electronic vote, the Secretary of the Council shall send out e-mails to the members of the Council within the same working day of receipt of the relevant proposal.

14. The Council shall take its decisions by open vote, with a majority of votes. In the event of a tie vote, the vote of the chairperson of the Council or, in his/her absence, of the vice-chairperson shall be decisive. The votes shall be counted by the secretary of the Council.

15. The minutes of the meetings of the Council shall be kept by the secretary. The minutes of the meeting of the Council shall be signed by the secretary of the Council and the chairperson of the Council, and in his/her absence by the vice-chairperson (Annex 1).

16. The secretary of the Council shall, within two working days, prepare for signature the minutes of the meeting of the Council on the matters discussed at the previous meeting, together with the annexes sent by the applicant.

17. An electronic vote shall be deemed to have taken place if the results of the vote have been received from the members of the Council by the time specified in the email on the date of receipt of the email.

18. After the voting period has expired, the secretary of the Council shall summarise the result of the electronic voting and indicate the decision taken, which shall be recorded in the minutes and sent electronically to the members of the Council within the next working day (Annex 2).

19. The secretary of the Council shall, within three working days, prepare and send extracts of the minutes of the required meetings:

19.1. to the Senate, if the approval of the issue or document supported by the Council falls within the competence of the Senate;

19.2. to the officials of the Training and Doctrine Command Headquarters, in accordance with their competencies in matters considered by the Council.

20. The minutes and annexes shall be kept by the NDAL TPSD.

V Duties and rights of the members of the Council

21. The members of the Council have the following duties:

21.1. to attend the meetings of the Council and review in a timely manner the issues, documents, draft documents, and draft decisions to be considered at the meeting;

21.2. to send to the Secretary of the Council, in good time, the items to be discussed at the meeting under their responsibility, including draft laws, presentations, proposals, etc.

22. The members of the Council have the following rights:

22.1. after a meeting of the Council, to familiarize themselves with all the minutes of the Council of Studies, the decisions and documents adopted or the draft decisions and documents;

22.2. to submit to the secretary of the Council, prior to the meeting of the Council, proposals for amendments or additions in the context of the matter under consideration, including the draft legal act;

22.3. to speak on the same issue (voting item, paragraph or part thereof) at a meeting of the Council of Studies for up to 5 minutes.

VI. Complaints submission and review procedure

23. A student, listener or learner may appeal against the decision of the Council by submitting a complaint to the rector of the NDAL within three working days of receiving the reply of the Council.

24. At the request of the Rector of the NDAL, the Vice Rector of the NDAL shall, within two working days, submit all information relevant to the complaint to the Rector of the NDAL. The Rector of the NDAL shall review the complaint within seven working days and provide the student, trainee or learner with a written reply.

25. A student, listener or learner may challenge the decision of the rector of the NDAL by submitting an application to the Academic Arbitration Court of the NDAL, which shall consider the complaint in accordance with its competence and regulations.

VII. Closing Provisions

To invalidate the "Regulations of the Council of Studies of the National Defence Academy of Latvia", approved by Order No 46 of the Rector of the National Defence Academy of Latvia 13.03.2024.

Annex 1

For the rules of procedure of the meeting of the Council of Studies

SAMPLE

MINUTES OF THE MEETING OF THE COUNCIL OF STUDIES

Riga dd.mm.yyyy.

Chairperson: rank, name, surname

Vice-chairperson: rank, name, surname

Recorded by the Secretary: rank, name, surname

Present:

Members of the Council of Studies(voting): rank, name, surname

Invited persons (non-voting): grade, name, surname

Absent: rank, name, surname

Agenda

<u>No.</u>	<u>Author</u>	<u>Issue under consideration</u>	<u>Discussions</u> (Rank, name, indicate relevant comments, objections, additions, etc.)	<u>Vote of CS members</u>	<u>Decision of CS members</u>	<u>Responsible</u> <u>Rank, name, surname</u>	<u>Deadline</u> <u>dd.mm.yyyy.</u>
		<u>About...</u>		<u>FOR</u> <u>AGAINST</u> <u>ABSTENTIONS</u>			

SAMPLE

COUNCIL OF STUDIES
MINUTES OF THE ELECTRONIC VOTING PROCEDURE
Riga dd.mm.yyyy.

dd.mm.yyyy, time _____ MPs: *rank, surname, first name*, urgent message was sent to the military email:

with a request to send objections, if any, on the matters under consideration to the secretary of the Council of Studies (e-mail address) by
dd.mm.yyyy. time _____. _____.

Members of the Council of Studies shall send their votes on the issues to be discussed to the Secretary of the Council of Studies (email address) **by dd.mm.yyyy time _____. _____.**

Decisions taken

No.	Author	Issue under consideration	Discussions (<i>rank, name, indicate relevant comments, objections, additions, etc.</i>)	Vote of CS members	Decision of CS members	Responsible <i>Rank, name, surname</i>	Deadline <i>dd.mm.yyyy.</i>
		About...		FOR _____ AGAINST _____ ABSTENTION S _____			
		About...		FOR _____ AGAINST _____ ABSTENTION S _____			

Chairman

Rank

Secretary

Rank

Signature

/N.Surname/

Signature

/N.Surname/