

**REGULATIONS
ON
ISMA UNIVERSITY OF APPLIED SCIENCES SCIENTIFIC INSTITUTE**

1. General provisions

- 1.1. ISMA University of Applied Sciences Scientific Institute (hereinafter – Institute) is ISMA University of Applied Sciences (hereinafter – ISMA) structural unit which is established for the organisation of scientific research and consultative activities relevant to the profile activity of ISMA.
- 1.2. The activity of the Institute is regulated by the legal enactments of the Republic of Latvia, ISMA Satversme and these Regulations, as well as other ISMA Regulations governing its activity.
- 1.3. The budget of the Institute is the section of ISMA budget.
- 1.4. To achieve the aim of its activity the Institute cooperates with other ISMA structural units in the established order.
- 1.5. The Institute uses ISMA symbolism in the established order. The Institute can have its own symbolism, forms and seal.

2. Aim and objectives

- 2.1. The aim of the Institute is to perform scientific-research activities in the fields of natural sciences, engineering and technology, social sciences and related sciences in order to increase the scientific potential of ISMA, which facilitates the implementation of ISMA studies in accordance with the latest scientific knowledge.
- 2.2. Objectives of the Institute:
 - 2.2.1. to perform applied research in the areas relevant to ISMA profile;
 - 2.2.2. to participate in national and international research projects and programmes;
 - 2.2.3. to provide research and consultative services;
 - 2.2.4. to organize scientific conferences, seminars and lectures;
 - 2.2.5. to publish research results and other informative materials;
 - 2.2.6. to participate in the implementation and improvement of ISMA study programmes.

3. Management

- 3.1. The Institute is managed by a collegial body of the Institute's scientists - the Scientific Council and the Director. The Scientific Council and the Director shall be elected by a simple majority of the members of the Institute for a term of five years by a general meeting of the Institute (hereinafter - the general meeting).
- 3.2. The scientists of the Institute participate in general meeting. The general meeting shall have a quorum of two-thirds of the total number of the Institute's scientists. The general meeting shall be convened on the initiative of the Director or the

Scientific Council of the Institute or at the request of at least 10% of the Institute's scientists.

- 3.3. Competence of Scientific Institute is regulated by the Law on Scientific Activity and Regulations on ISMA University of Applied Sciences Scientific Institute Council. Senate shall approve Regulations on ISMA University of Applied Sciences Scientific Institute Council and Scientific Council members.
- 3.4. Until the election of the Director, the duties of the Director shall be performed by a person appointed by Rector's order.
- 3.5. Director:
 - 3.5.1. officially represents Institute at ISMA and beyond, deals with all matters and performs the operational activity of the Institute in the bounds of Director's competence.
 - 3.5.2. is responsible for the compliance of the activity of the Institute with the legal enactments of the Republic of Latvia, ISMA Statute, Satversme, these Regulations and Rector's orders;
 - 3.5.3. is responsible for timely and qualitative implementation of the aims and objectives of the Institute and decisions taken by the Scientific Council;
 - 3.5.4. prepares the project of the budget of the Institute;
 - 3.5.5. ensures the administrative, organisational, material and technical performance of the Scientific Institute;
 - 3.5.6. is responsible and manages the use of the financial and tangible assets transferred to the use of the Scientific Institute;
 - 3.5.7. performs the division of duties;
 - 3.5.8. develops the projects of regulatory documents necessary for the completion of objectives and agrees these documents with relevant structural units;
 - 3.5.9. issues orders within Director's competence.
- 3.6. Scientific Institute shall prepare an annual report on the use of financial resources and submit it to ISMA Senate by January 26 of the following year.
- 3.7. Amendments to the Regulations on ISMA Scientific Institute shall be approved by ISMA Senate upon the decision of the Scientific Council.
- 3.8. ISMA Senate can reorganise or terminate the activity of the Scientific Institute upon the decision of the Scientific Council.
- 3.9. Director is subordinate to ISMA Senate.

4. Financing

- 4.1. The activity of the Institute is funded in compliance with ISMA budget.

5. Other provisions

- 5.1. The Regulations enter into force after they are approved by the Senate.
- 5.2. The activity of the Institute shall be reorganised or terminated in compliance with the procedures set by legal enactments.