

REGULATIONS

of Vidzeme University of Applied Sciences Unit „Institute of Social, Economic and Humanities Research”

1. General Conditions

- 1.1. "Institute of Social, Economic and Humanities Research" (hereinafter - the Institute) is a scientific unit of Vidzeme University of Applied Sciences (hereinafter – ViA), which has taken over rights and obligations of ViA, and has been established by the decision No 9/7.1., on December 16, 2015, of the Senate of Vidzeme University of Applied Sciences.
- 1.2. Full name of the Institute:
 - 1.2.1. in the Latvian language: “Vidzemes Augstskolas Sociālo, ekonomisko un humanitāro pētījumu institūts”;
 - 1.2.2. in the English language: „Institute of Social, Economic and Humanities Research of Vidzeme University of Applied Sciences”;
- 1.3. Abbreviation of the Institute: HESPI.
- 1.4. The aim of the establishment of the Institute is scientific activities, participation in the implementation of the study programmes, and public services in the sectors, sub-sectors and cross-sectors of social, natural sciences and humanities. The Institute is free from the influence of ViA in achieving its scientific goals.
- 1.5. In its activities, the Institute follows Law on Scientific Activity, Law on Public Agencies, Law on Institutions of Higher Education, Constitution of Vidzeme University of Applied Sciences, the Institute's internal laws and regulations, including these and other laws and regulations in force.
- 1.6. The Institute has its own stamp with the full name of the Institute, letterhead, symbols, and accounts in credit institutions and the State Treasury, which have been opened for the Institute by ViA.
- 1.7. The legal address of the Institute is: Cēsu Street 4, Valmiera, LV-4201, Latvia.

2. Functions of the Institute

- 2.1. Scientific and academic activity, as well as acquiring and promotion of the scientific qualification, related to the activities in sectors, sub-sectors and cross-sectors of social sciences and humanities.
- 2.2. Preparation, submission and implementation of international, national and regional fundamental and applied research projects and programmes.
- 2.3. Public services for state and municipal institutions, as well as other legal and physical persons.
- 2.4. Organization of scientific conferences, promotion of scientific achievements and education of the public.
- 2.5. Publishing of collections of scientific papers.

3. Authority of the Institute

- 3.1. According to the Institute's goals and functions, to independently choose direction of activity and methods, and without special authorization to take the decisions related to their implementation and responsibility for the activity results.
- 3.2. With authorization of ViA rector to cooperate and enter into contracts with natural and legal persons and receive payments for services, determine the prices of services in the field of research and qualification development.

- 3.3. Without special authorization to organize the procurement procedures of state and municipal orders, as well as to participate in the tender processes.
- 3.4. In line with the agreement (hereinafter – Agreement) between HESPI director and ViA rector use ViA movable and immovable property that is necessary in order to fulfill the Institute's functions.
- 3.5. Enter into transactions, undertake the responsibilities, be a claimant and defendant in court.

4. Administration, structure, personnel of the Institute

- 4.1. The highest decision-making body of the Institute is the general meeting of scientists, consisting of researchers with the doctoral and habilitated doctoral degrees employed by the Institute in elected positions. The General Meeting shall be valid if attended by the majority of the total number of persons elected with doctoral degree.
- 4.2. The Institute is managed by the collegiate institution of Institute's scientists - the Scientific Council and its elected director.
- 4.3. The Scientific Council of the Institute consisting of 5 (five) people is elected by the General Meeting of the Institute's scientists for the duration of 5 (five) years.
- 4.4. The Scientific Council has the authority:
 - 4.4.1. To determine the main directions of the research activities of the Institute in accordance with its goals;
 - 4.4.2. To elect the director of the Institute, and approve the officials of the management of scientific activity;
 - 4.4.3. To elect persons to academic positions;
 - 4.4.4. To initiate the question of the dismissal of a leading researcher, researcher or scientific assistant before the end of the term of office;
 - 4.4.5. To approve the structure of the Institute;
 - 4.4.6. To approve the development strategy, work plan, and budget project;
 - 4.4.7. To assess the expedience of the reorganization or liquidation of the Institute.
- 4.5. The director of the Institute is the highest official and performs the general administrative management of the Institute in accordance with the Law on Scientific Activity, Law on Public Agencies, these Regulations and the Administration contract, and without special authorization represents the scientific institute in all departments of Vidzeme University of Applied Sciences, state and municipal institutions, courts and other organizations.
- 4.6. The director is elected by the Scientific Council of the Institute for the duration of 5 (five) years and no more than two times in a row.
- 4.7. The position of the director of the Institute shall be publicly announced in the newspaper "Latvijas Vēstnesis". The competition for the position of the Director of the Institute is launched at least two months before the end of the term of office of the former Director. Until the approval of the newly elected Director, the former Director shall perform the duties.
- 4.8. The director of the Institute is approved by the rector of Vidzeme University of Applied Sciences, signing a labour contract with him/her.
- 4.9. The Director takes up his duties following the approval in office and signing of the labour contract.
- 4.10. In accordance with legislative requirements, the rector of Vidzeme University of Applied Sciences, on his own initiative or following the directions of the Scientific Council, dismisses the director, if he or she, while performing the duties, has proven guilty of misdemeanour or a criminal offence, or through their actions have caused substantial damage to the property or intangible interests of the Institute or Vidzeme University of Applied Sciences. On its own initiative, the rector of Vidzeme

University of Applied Sciences may dismiss the director only after receiving the resolution of the Scientific Council. The rector shall attach the statement of reasons to the order of dismissal of the director, and appoint an acting director for a period up to approval of the newly elected director.

4.11. The director has the authority:

- 4.11.1. To ensure the administrative, organizational and material functioning of the Institute;
- 4.11.2. To manage and take responsibility for the use of the Institute's financial resources and movable and immovable property.
- 4.11.3. To implement the decisions taken by the Scientific Council of the Institute;
- 4.11.4. To approve the development programmes of the Institute;
- 4.11.5. To develop the structure, medium-term operational strategy, the current annual work plan and the budget project, and approve within the Scientific Council;
- 4.11.6. To ensure the implementation of the medium-term operational strategy, current annual work plan and the budget;
- 4.11.7. To give a report to the rector of Vidzeme University of Applied Sciences or his/her authorised official on the implementation of medium-term operational strategy and the current annual work plan;
- 4.11.8. To provide the necessary information and recommendations to the rector of Vidzeme University of Applied Sciences or the authorized official on the issues concerning the functioning of the Institute;
- 4.11.9. To participate in submitting requests for state budget base funding;
- 4.11.10. To enter into transactions and issue mandates on behalf of the Institute.

4.12. The Director shall not be entitled to make decisions, which include evaluation of scientific research.

4.13. Director of the Institute may have deputies. The number of deputies is determined and they are recruited by the Director of the Institute, in coordination with the Institute's Scientific Council.

4.14. The staff of the Institute consists of scientific personnel, scientific technical personnel and scientific service staff.

4.15. There are the following academic positions in the Institute: leading researcher, researcher, scientific assistant.

4.16. The personnel are elected for the academic positions for six years as a result of an open competition according to the regulations of the research institute. The position is announced at least one month in advance by a notice published in the newspaper "Latvijas Vēstnesis".

4.17. The person elected in the academic position enters into an employment contract with the rector of the ViA.

4.18. A person may be elected in a leading researcher, researcher or scientific assistant position only in one scientific institution.

4.19. The Institute has its own budget within the framework of ViA budget.

4.20. The Institute's revenues are financing attracted to the projects, tasks conducted by agreement and other revenues for the provided services, and the calculated part of ViA science base and performance funding.

5. Agreement between the Institute and the ViA rector

5.1. The Agreement between the Institute's director and the ViA rector is an Agreement on the Institute's principles of operations, and use of the allocated financial resources and

other property. The Agreement is signed by the rector on behalf of ViA, and the director of the Institute on behalf of the Institute.

- 5.2. The Agreement between the Institute's director and the ViA rector determines:
 - 5.2.1. the transferred funds from ViA budget to the Institute
 - 5.2.2. assessment of the performance results of the Institute;
 - 5.2.3. the order in which the Institute provides information to ViA;
 - 5.2.4. the requirements and procedures for amendments of the Administration contract;
 - 5.2.5. other issues that ViA Rector and the Director of the Institute consider essential.
- 5.3. Administration contract may be supplemented or amended by the mutual agreement of both parties
- 5.4. Administration contract is adjusted annually within one month after the ViA budget is approved, mutual agreement by signing the amendments or additions.

6. Monitoring of the Activities of the Institute

- 6.1. The activities of the scientific institute are monitored by the rector of Vidzeme University of Applied Sciences or his/her authorized person.
- 6.2. Implementing the monitoring, the rector of Vidzeme University of Applied Sciences or his/her authorized person:
 - 6.2.1. approves the medium-term operational strategy of the Institute;
 - 6.2.2. hire and dismiss the Institute's director and academic positions;
 - 6.2.3. evaluates the performance of the Institute;
 - 6.2.4. proposes to carry out inspection visits in the Institute;
 - 6.2.5. proposes disciplinary proceedings or official inspection in relation to the work of the director of the Institute (including disciplinary penalty);
 - 6.2.6. performs other measures foreseen in the regulations.
- 6.3. The rector of Vidzeme University of Applied Sciences and his/her authorized official shall have the right to request and receive information on the activities of the Institute.
- 6.4. The rector of Vidzeme University of Applied Sciences may revoke unlawful decisions and orders given by the director of the Institute.
- 6.5. The rector of Vidzeme University of Applied Sciences, outside of his/her competence, may not take direct decisions to intervene in the work of the Institute.

7. Establishment, Reorganization and Liquidation of the Institute

- 7.1. The Institute is established, reorganized and liquidated by the Senate of Vidzeme University of Applied Sciences on its own initiative, subject to the requirements foreseen in the regulations of the Republic of Latvia.
- 7.2. Upon establishing, reorganizing or liquidating the Institute, the Senate of Vidzeme University of Applied Sciences evaluates the need for its establishment, reorganization or liquidation, depending on the usefulness, effectiveness and other management principles.