

APPROVED
at the Regular General Meeting of Shareholders on 17th May 2022
(Protocol No. 2/2022)

APPROVED
at the meeting of the Constitutional Assembly on 26th April 2022
(Protocol No. 2)

CONSTITUTION OF TRANSPORT AND TELECOMMUNICATION INSTITUTE (TSI)

I. General Provisions

1. The Transport and Telecommunication Institute (hereinafter - TSI) is an institution of higher education and science operating in accordance with the Constitution of the Republic of Latvia, the Law on Higher Education Institutions, the Law on Education, the Law on Scientific Activity, other laws and regulations in force in the country and the norms of international activity and this Constitution. The registration certificate number of the TSI in the Higher Education Institution Register is 3394801782.
2. TSI is a joint stock company (JSC) operating in accordance with the Commercial Law, to the extent not contrary to the Law on Higher Education Institutions. It has a seal with the full name of the university and its own symbolism.
3. The founder of the Transport and Telecommunication Institute is its shareholders, entered in the register of shareholders of JSC "Transporta un sakaru institūts" and registered as shareholders of JSC "Transporta un sakaru institūts" in the Commercial Register Office.
4. The following names shall be used interchangeably in official correspondence:
Transporta un sakaru institūts, abbreviated as TSI;
Transport and Telecommunication Institute (English).
5. TSI was founded on September 6, 1999. September 6 is TSI's Celebration Day.
6. Registered address of TSI: 1 Lomonosova Street, Riga, LV-1019.
7. TSI is a higher education institution of applied sciences, which implements bachelor's, master's, doctoral and professional study programs, and conducts scientific activities and research, organizes scientific conferences, courses, publishes scientific and methodological collections, and engages in other teaching and research activities.
8. TSI's strategic areas of specialization are:
 - Engineering and technology (thematic areas: Engineering and technology, Computer science)
 - Social sciences (thematic areas: Business and administration, Transport services).

II. TSI autonomy, tasks and academic freedom

9. TSI is an autonomous institution of higher education and science with self-governing rights.

9.1. TSI's autonomy is characterized by academic freedom and the division of power and responsibility between state institutions and the higher education institution, between the founder of the higher education institution and its decision-making bodies.

9.2. The autonomy of the TSI is expressed in its right to freely choose the ways and forms of implementation of the tasks set by the founder of the higher education institution, as well as in its responsibility for the quality of education received at the higher education institution and the scientific and creative activities carried out therein, the observance of democratic principles, purposeful and rational use of financial and material resources.

9.3. TSI has the right to financial autonomy within the budget and mandate set by the Founder.

10. The mission of the TSI is to create and disseminate knowledge and bring about positive change in society and the wider Baltic Sea Region. The main objectives of the TSI are:

10.1. To develop study, research and lifelong learning programmes that provide the human resources needed for the future development needs of the economy, the country and society, in line with labour market requirements, and to promote the development of those involved in education into enterprising, creative, responsible and competitive members of society.

10.2. To carry out applied research and, through innovation and lifelong learning processes, to transfer knowledge and technology to the relevant sectors of the economy, enabling them to adapt dynamically to changes in the external environment.

11. Tasks of the TSI:

11.1. to ensure the indivisibility of study and research, the possibility to acquire knowledge, academic education and professional skills, academic and scientific degrees and professional qualifications

11.2. to develop study programs, to select academic staff, equip scientific and study laboratories, libraries and other facilities in order to enable students to acquire knowledge, academic education and professional skills in the most concentrated and didactic manner appropriate to the level of scientific development; to ensure such requirements of study programmes, tests and examinations, so that the degrees and titles granted, diplomas and professional qualifications obtained, as well as the acquisition of parts of study programmes are mutually recognised in Latvian and foreign higher education institutions

11.3. to promote innovative forms of study; to cooperate with other higher education institutions, as well as with scientific research and educational institutions; to promote the exchange of students and academic staff with Latvian and foreign higher education institutions.

11.4. to organise one's work in the public interest, identifying the current needs of society, as well as informing society about its activities, directions and possibilities of studies and scientific research, promoting the choice of studies and research work according to the interests and abilities of the individual. To present the scientific and professional findings, methods and research results obtained to the public

11.5. to provide training for young scientists and to enable them to integrate into the world's academic, research processes

11.6. to guarantee the academic freedom of the academic staff and students

11.7. implement and develop its internal quality management system.

12. TSI guarantees freedom of study and research work and creativity, provided that such freedom does not contravene the rights of other persons, this Constitution and the valid laws and regulations of the country.

12.1. freedom of research is reflected in the right of the academic staff to choose the topic and direction of their research activities.

12.2. academic staff have the right to choose teaching methods.

12.3. the TSI administration has a duty to guarantee and respect the rights of students and academic staff provided for in this Constitution.

13. TSI carries out business activities (academic, research, and economic) corresponding to the profile of the higher education institution in accordance with the laws and regulations of the Republic of Latvia and independently determines the standards and pricing of the provided services. Proceeds from the economic activities of TSI shall be used for the development needs of the institution.

III. TSI self-government and structure

14. The supreme governing body and decision-making body of the TSI in strategic, financial and economic matters is its Founder, while the representative, management and decision-making bodies of the TSI are:

- Board (Executive body established by the Founder)
- Constitutional Assembly
- Senate
- Rector
- Academic Arbitration Court.

15. The Board is the governing body of the higher education institution established by the Founder for strategic and financial matters of the higher education institution and has the following competences:

15.1. to propose the Rector's candidature for election to the Constituent Assembly and the removal of the Rector;

15.2. to propose to the Senate to convene an extraordinary Constitutional Assembly;

15.3. to comply with the guidelines for the strategic long-term goals and strategic action plan of the higher education institution approved by the Founder;

15.4. to make proposals to the Senate on the establishment, reorganisation or liquidation of the structural units of the higher education institution;

15.5. to determine the remuneration of the staff of the higher education institution, to approve the budget of the higher education institution;

15.6. perform other duties assigned to it.

16. The highest representative and governing body of TSI and the decision-making body in academic and scientific matters is the Constitutional Assembly. The Constitutional Assembly is an institution representing the academic, general staff and students at the higher education institution.

16.1. The Constitutional Assembly shall be elected for a term of three years by secret ballot from:

- TSI academic staff;
- students;
- general staff of the institute.

16.2. The Constitutional Assembly consists of 50 persons, incl. thirty (60%) academic staff representatives, ten (20%) general staff representatives and ten (20%) student representatives.

16.3. The operation of the Constituent Assembly is determined by the Constitutional Assembly Regulations of the TSI.

16.4. The Constitutional Assembly shall elect the Chairman, the Deputy and the Secretary for the whole period of operation.

16.5. One third of the members of the Constitutional Assembly, the Senate or the Rector may convene the convening of the Constitutional Assembly. After receiving such a proposal, the Chairman of the Constitutional Assembly shall convene the Constitutional Assembly within 30 days and announce it not later than one week before the meeting.

16.6. The Constitutional Assembly is convened at least once a year.

16.7. The Constitutional Assembly is entitled to make decisions if at least 2/3 of its members are present. Decisions are made if approved by the majority of the members present.

16.8. Any member of the Constitutional Assembly shall be recalled if not less than 75% of the staff entitled to elect the relevant Member of the Constitutional Assembly vote in favour of the recall. The student representative shall be recalled by the student self-government in accordance with its regulations.

16.9. 16.9. Constitutional Assembly:

16.9.1. elects and removes the Rector by secret ballot;

16.9.2. elect the Academic Court of Arbitration by secret ballot;

16.9.3. elect and recall members of the Senate from among the academic and general staff by secret ballot;

16.9.4. other decisions shall be taken by the Constitutional Assembly in an open vote.

17. The Senate is a collegial higher academic decision-making body of the higher education institution, responsible for the excellence, development and compliance with internationally recognized quality standards of the higher education institution's education, research and creative activities. The Senate regulates the academic, creative and scientific activities of the higher education institution. Within the autonomy of the higher education institution, the Senate protects and ensures the academic freedom of the academic staff and students.

17.1. The term of office of the TSI Senate is three years. The TSI Senate elects the Chairman, Secretary and Senate Commissions from the members of the Senate for three years. The Chairman of the Senate may be re-elected at the request of 75% of the members of the Senate.

17.2. The TSI Senate adopts all decisions by open majority voting. Lecturers' elections are organised by secret voting.

17.3. TSI Senate:

17.3.1. develops the draft of the Constitution of the higher education institution and its amendments. The Senate shall be responsible for the conformity of the Constitution with the development needs and regulatory enactments of the higher education institution.

17.3.2. on a proposal from the Rector, decide on:

- opening, development and closing of study fields,
- opening, content and development of study programs, as well as closing,
- requirements, procedures and examinations for obtaining degrees and qualifications.

17.3.3. approves the development plans of the academic and scientific activities of the higher education institution, encourages the implementation of specific directions of scientific activities;

17.3.4. determine the requirements for election to academic positions and the evaluation criteria for the academic staff;

17.3.5. determine the requirements and procedures related to the observance of academic integrity;

17.3.6. provide opinions and make proposals regarding the development strategy of the higher education institution, the establishment, reorganization and liquidation of the structural units of the higher education institution;

17.3.7. may initiate the removal of the Rector from office, as well as decide on the removal of the Rector from office, observing the provisions provided for in the Law on Higher Education Institutions:

17.3.8. shall be entitled to deal with other matters, in accordance with the competence established by the Law on Higher Education Institutions.

17.4. The composition of the Senate is laid down in the Statute of the Senate, which is approved by the Constitutional Assembly. The Senate of the TSI shall consist of 21 Senators, including the rector by office, and 20 (twenty) elected Senators, including fifteen (75%) TSI academic staff representatives, four (20%) student representatives and one (5%) general staff representative.

17.5. Student representatives to the Senate shall be elected and recalled by the student self-government. The members of the Senate elected by the students' self-government shall be confirmed by the Senate of the higher education institution. Members of the Senate may be recalled in accordance with the procedure laid down in the Law on Higher Education Institutions. If the elected members of the Senate terminate their employment with the TSI or lose their status as a TSI student, their mandate as members of the Senate shall expire.

17.6. Representatives of the students' self-government in the higher education institution Senate, the Faculty Council and the Constitutional Assembly shall have the right of veto in matters concerning the rights and legitimate interests of students. Following the application of the veto, the matter shall be examined by a conciliation commission set up by the relevant governing body on a parity basis. After reviewing the issue and making a decision, the Conciliation Commission shall consider it at the next meeting of the relevant governing body, taking a decision by a 2/3 majority of the votes present.

18. The Rector is a senior official responsible for the overall administrative management of the Institute and represents TSI in the academic and scientific field without specific authorisation. In the financial area, the Rector shall represent the Institute after coordination with the Founder. On the recommendation of the Founder, the Rector shall be elected by the Constitutional Assembly of the TSI for a term of five years, not more than twice in succession. The elected Rector shall be approved by the Cabinet of Ministers. A person with a doctoral degree may be elected

Rector of TSI. Within a week after the election of the Rector, the higher education institution shall inform the Ministry of Education and Science of the result of the election of the Rector.

18.1. The procedure for the nomination, election, confirmation, and dismissal of the Rector shall be laid down in the Regulations on the Procedure for the Election of the Rector of the TSI, which shall be approved by the Senate.

18.2. Rector:

18.2.1. is responsible for the compliance of TSI activities with the Law on Higher Education Institutions and other regulatory enactments, as well as with the Constitution of TSI;

18.2.2. is responsible for the quality of the education and research conducted at TSI;

18.2.3. ensures purposeful use of the budgetary resources allocated by the Founder for the needs of the TSI, is personally responsible for the financial activities of the TSI within the budget established by the Founder;

18.2.4. promotes the development of TSI staff and ensures academic freedom of the academic staff and students;

18.2.5. performs other duties of the Rector established in the Law on Higher Education Institutions and other regulatory enactments, as well as in the Constitution of TSI.

18.3. The Rector shall determine the powers of the Vice-Rectors and shall direct all activities of the TSI, complying with the requirements of this Constitution, the decisions of the Constitutional Assembly of the TSI and the Senate, observing the requirements of the regulatory enactments of the Republic of Latvia

18.4. Administrative acts issued by TSI, or actual actions may be appealed by TSI personnel in the TSI Academic Arbitration Court. The decision of the Academic Arbitration Court may be disputed and appealed in accordance with the procedures specified in the Administrative Procedure Law. Persons who are not members of the Institute staff may challenge administrative acts or actual actions of the Institute by submitting an application to the Rector. The decision of the Rector may be appealed in accordance with the procedures specified in the Administrative Procedure Law. If the disputed administrative act has been issued or the actual action has been taken by the Rector of the Institute, persons who are not members of the Institute staff may appeal the respective administrative act or actual action to the Ministry of Education and Science. The decision of the Ministry may be appealed in court in accordance with the procedures specified in the Administrative Procedure Law.

19. At the initiative of the TSI Senate, the TSI may establish a Convention of Advisers to advise the Senate and the Rector on the institution's development strategy. The Convention of Advisers has the right to initiate the consideration of issues in the Senate and in the Constitutional Assembly. The procedure for election, reorganisation and liquidation of the higher education institution's Convention of Advisers, the number of members and the term of office shall be determined by the regulations of the Convention of Advisers approved by the TSI Senate. Its members are approved by the Senate.

20. The Academic Arbitration Court shall be composed of five representatives. Three representatives shall be elected by the Constitutional Assembly of the TSI from among the academic staff elected by the TSI. The Academic Arbitration Court may not be composed of TSI administrative staff. Two student representatives in the Academic Arbitration Court are elected

by the Student Council. Representatives of the academic staff elected by the TSI are recalled by the Constitutional Assembly, while representatives of the students are recalled by the Student Council.

20.1. The Academic Arbitration Court considers:

- submissions of students and academic staff regarding restrictions or violations of the academic freedoms and rights specified in the constitution of the higher education institution;
- disputes between the officials of the higher education institution, as well as the administrative institutions of the structural units, which are in the relationship of subordination;
- in the cases specified in the Law on Higher Education Institutions - submissions regarding contestation of an administrative act or actual action and take relevant decisions on them.

21. The structural units of TSI are faculties, departments, institutes, study departments, groups of professors, centres, clusters, scientific and teaching laboratories, and other academic, scientific and administrative units. The TSI Senate decides on the formation, reorganisation and liquidation of TSI academic and scientific structural units.

21.1. The tasks, functions and rights of a unit of a higher education institution shall be determined by the regulations of the structural unit, which shall be approved by the Rector of the higher education institution.

21.2. The faculty is established by merging departments in the thematically related fields of research, artistic creation and study. The faculty is chaired by the Dean. The Dean of the faculty shall be appointed by the Rector, in consultation with the Faculty Council, for a term not exceeding five years, but not more than twice in succession. The proportion of students in the Faculty Council cannot be less than 20 per cent. Student representatives in the Faculty Council shall be delegated by the student self-government of the faculty.

21.3. TSI may open their own branches and representative offices of the higher education institution, in accordance with the Higher Education Law and other regulations. Branches and representative offices shall operate on the basis of regulations approved by the TSI Senate.

IV. TSI staff

22. TSI staff, their rights and obligations.

22.1. TSI staff shall consist of:

- academic staff - staff elected in TSI academic positions;
- general staff of the institute;
- students.

22.2. TSI academic staff consists of:

- professors, associate professors;
- assistant professors, leading researchers;
- lecturers, researchers;
- assistants.

22.3. TSI students are:

- students of all Bachelor's study programmes;
- students of professional study programmes;

- students of the Master's study programme (master students);
- PhD students.

22.4. General TSI staff includes administrative, teaching, technical and other personnel except for the academic staff and students.

23. The procedure, rights and obligations for the election of academic staff are determined by the Law on Higher Education Institutions, the Law on Education, the Law on Scientific Activities, and the relevant TSI regulations.

24. The right to become a TSI student is granted to any citizen or non-citizen of the Republic of Latvia, citizen of the European Union, the European Economic Area or the Swiss Confederation, permanent resident of the European Community, as well as to foreigners who have been issued permanent residence permits or temporary residence permits for the full-time paid study period.

24.1. Admission of students to study programmes is determined by the TSI Admission Rules for the respective academic year. Admission requirements for the higher education institution are developed in accordance with the laws and regulations of the Republic of Latvia and approved by the Senate.

24.2. Studying at TSI is for a fee. The tuition fee for students is determined annually by an order of the Rector of TSI.

24.3. TSI students have their own Self-government - an elected, independent institution representing students' rights and interests at the higher education institution. It operates in accordance with the regulations developed by the students and approved by the higher education institution Senate. Students' Self-government representatives have the right to participate in TSI municipal institutions at all levels.

24.4. It is the duty of TSI management to support and promote the Self-government of students. TSI management finances the student Self-government to the extent provided by the existing legislation. These funds are used by the Student Self-government to fulfil its statutory functions.

24.5. TSI students are entitled:

24.5.1. to receive academic and professional education, scientific work and academic degrees in accordance with the study programmes approved by TSI;

24.5.2. to choose and change study directions;

24.5.3. to use TSI premises, laboratories, libraries, equipment, devices, etc. according to the TSI study regulations;

24.5.4. to elect and be elected to the Students' Self-government, to participate in the institutions of TSI at all levels;

24.5.5. to form societies, circles, clubs, etc.;

24.5.6. to receive information on all matters directly related to their studies and potential career;

24.5.7. to freely express and defend their thoughts and beliefs at the institution of higher education;

24.5.8. Other students attend TSI events and take the necessary examinations as prescribed by TSI.

24.6. TSI students are eligible for study and student loans in accordance with the applicable laws and regulations.

25. It is the right and duty of the general staff of the TSI to promote their studies and research in such a way that the TSI is able to carry out its tasks without interfering with the duties of others. In accordance with the Constitution of the TSI, the staff has the right to participate in the drafting of the decisions of TSI management and self-government and the Rules of Procedure. The procedure for the recruitment and dismissal of general TSI staff shall be in accordance with the Rules of Procedure approved by the Senate, in accordance with existing laws and regulations.

26. The TSI staff shall be responsible for the performance of their duties. The procedure for classifying violations and imposing penalties for noncompliance shall be determined by the TSI Senate by adopting the Rules of Procedure.

27. TSI management provides TSI staff with working or study conditions, health and recreation, opportunities for skills upgrading and retraining.

V. Property, business, and financial assets of TSI

28. In performing their tasks:

28.1. TSI has the right to carry out the following academic and scientific activities in Latvia and abroad:

28.1.1. open branches, affiliates, representative offices;

28.1.2. enter into agreements with natural persons, as well as perform other legal actions in accordance with the Law on Higher Education Institutions, other laws of the Republic of Latvia, the Constitution of the TSI;

28.2. TSI may, under the authority of the Founder:

28.2.1. announce tenders for the purchase and sale of movable and immovable property, various belongings and securities in accordance with the applicable laws and regulations and in accordance with the objectives of the TSI;

28.2.2. carry out business activities corresponding to the TSI profile, the income of which shall be transferred to the TSI budget for its development, as well as to invest the acquired funds in other companies in accordance with the TSI development goals;

28.2.3. to be the plaintiff and defendant in the courts.

29. TSI is funded by its founders. The founders of TSI provide the financial resources necessary for the continuous operation of the institution and control their use. TSI has the right to receive and use donations and gifts from legal and natural persons.

30. Types of financial resources allocated by the founder to ensure the basic activities of the institution:

30.1. core funding:

- of tuition fees;
- of resources intended for the realisation of certain objectives, incl. from investments and targeted programmes.

30.2. other income:

- from paid services;
- from scientific research work;
- from economic activities;
- from donations and gifts from organisations and individuals;
- from the sale of movable and immovable property in accordance with the procedures prescribed by regulatory enactments;
- from other sources of income prescribed by regulatory enactments.

31. The budget of TSI shall be approved by the Founder. The Rector shall submit a report on the implementation of the budget to the Founder.

32. Any state or municipal institution, private entity or natural person, may, at their own expense, conclude contract with TSI for training of specific specialists, conducting research or providing services corresponding to the TSI profile, provided that they do not contravene legislation.

VI. Procedure for Reorganisation and Liquidation of TSI

33. TSI shall be reorganised or liquidated by the decision of its Founder General Meeting or in the cases specified in the laws and regulations of the Republic of Latvia. The decision shall be accompanied by a reorganisation or liquidation plan.

34. In the event of liquidation or reorganisation of TSI, students are given the opportunity to continue their studies at another higher education institution.

35. In the event of liquidation or reorganisation of TSI, the Founder shall be liable for the obligations of the Institute in accordance with the laws of the Republic of Latvia and other laws and regulations.

VII. Procedure for Adoption and Amendment of the Constitution of TSI

36. The Constitution of TSI is adopted and amended by the Constitutional Assembly.

37. The Constitution and amendments of the higher education institution thereto shall be approved by the general meeting of the founding members.

38. The draft Constitution or draft amendments to the Constitution of a higher education institution shall be elaborated by the Senate of the TSI.

39. Proposals for amendments to the Draft Constitution or the Constitution may be submitted to the Senate by the Founder, the Senate, the Rector, at least 10 per cent of all members of the Constitutional Assembly, the Faculty Council and the Students' Self-Government.