

# LATVIAN ACADEMY OF SPORT EDUCATION

REGISTERED AT LASE  
with No. 16  
Date: 06.12.2019.

APPROVED  
by the Senate of LASE  
protocol No. 4  
of December 5, 2019

## REGULATION FOR SCIENCE DIVISION

*Issued in accordance with section 72, paragraph one, clause 2  
of the State Administration Structure Law*

### 1. General Provisions

- 1.1. The Science Division of the Latvian Academy of Sport Education, shortened to Science Division (hereinafter referred to as *Science Division*) is the structural unit of scientific research work of the Latvian Academy of Sport Education (hereinafter referred to as *LASE*), which, within the scope of its competence, coordinates LASE research activities, implements scientific research work programmes, provides research in science fields of sport and health care, implements LASE scientific strategy.
- 1.2. The Science Division operates in accordance with the Law on Institutions of Higher Education of the Republic of Latvia, Law on Scientific Activity, the Constitution of LASE, this Regulation and other internal and external regulatory enactments related to the activity of the Science Division.
- 1.3. The Science Division reports on its activities to the Senate of LASE.
- 1.4. Name of the Science Division in foreign languages:
  - English - *Science Division of Latvian Academy of Sport Education;*
  - German - *Abteilung für Wissenschaft der Akademie für Sportpädagogik Lettlands;*
  - Russian - *Отдел науки Латвийской академии спортивной педагогики.*
- 1.5. The Science Division directs and coordinates the functions of the Health Care in Sport Research Centre and the Sport Science Research Laboratory, as well as the research activities carried out by:
  - 1.5.1. lecturers and researchers of LASE structural units;
  - 1.5.2. students of LASE.

### 2. Operational Objectives and Tasks

- 2.1. The operational objective of the Science Division is to promote and coordinate scientific and methodological research in sport science and health care in cooperation with LASE structural units, other higher education institutions, scientific centres, scientific research organizations in Latvia and abroad.
- 2.2. Tasks of the Science Division:
  - 2.2.1. to promote the research co-operation between LASE and the Latvian Olympic Unit, sports federations, unions and associations of Latvia in carrying out scientific research in the directions and topics of its interests;
  - 2.2.2. to organize scientific activities and co-operation with scientific and other organizations in Latvia and abroad, to hold conferences and seminars;
  - 2.2.3. to promote the development of methodological literature related to sport science and health care and to recommend it for publishing;
  - 2.2.4. to promote the acquisition of academic and professional study courses related to sport science and health care for students to acquire academic and higher professional education in accordance with the study plans approved by LASE;
  - 2.2.5. to promote qualitative implementation of research carried out within the framework of academic (Bachelor, Master, Doctoral) study programmes;

- 2.2.6. to develop proposals on the allocation of the state budget and other financial resources for the provision and promotion of scientific activity of LASE.

### **3. Organizational Structure**

- 3.1. The Science Division is subordinate to the Vice-Rector of Development and Science of LASE and its activities are implemented by:
  - 3.1.1. the Council, which consists of LASE researchers;
  - 3.1.2. the Head of the Science Division.
- 3.2. The Council is the highest decision-making body of the Science Division, which:
  - 3.2.1. decides on matters within its competence;
  - 3.2.2. reviews other issues related to the operation of the Science Division, as well as prepares and submits proposals to the management bodies of LASE;
  - 3.2.3. the Council meetings are summoned and chaired by the Vice-Rector of Development and Science. Meetings take place at least twice per academic year. The meeting shall have a quorum if more than a half of the members of the Council are present. Decisions are made by majority vote.
- 3.3. The Head of the Science Division is approved by the Rector's decision.
- 3.4. The Head shall direct and be responsible for the operation of the Science Division and shall represent it in relations with legal and natural persons.
- 3.5. The Science Division may form:
  - 3.5.1. its own structural units or expand its activities by coordinating the matter and obtaining the approval of the Senate of LASE;
  - 3.5.2. work groups and commissions operating permanently or temporarily, inviting specialists from other organizations, institutions.
- 3.6. Decisions adopted by the Council within the competence of the Science Division are binding to LASE structural units, their academic and scientific staff.

### **4. Finances and Material Resources**

- 4.1. Finances of the Science Division consist of:
  - 4.1.1. budgetary resources allocated by LASE to the Science Division;
  - 4.1.2. other state, municipality and institution (incl. European funds) resources allocated for the promotion of science;
  - 4.1.3. contributions and donations of legal and natural persons for the promotion of science at LASE;
  - 4.1.4. income from the economic activity of the Science Division;
  - 4.1.5. other income not prohibited by law and other regulatory enactments.
- 4.2. Financial accounting and reporting is done by the Accounting of LASE.
- 4.3. The Head of the Science Division is responsible for the purposeful use of financial resources.
- 4.4. The Science Division uses LASE premises, equipment and facilities in order to ensure its activity in accordance with the procedure established by LASE.
- 4.5. Management of the movable property and premises of LASE may be granted to the Science Division.

### **5. Rights and Responsibilities**

- 5.1. The Head of the Science Division has the right:
  - 5.1.1. to request and receive information from LASE structural units and employees not included in the structural units in order to perform work duties;
  - 5.1.2. to receive information necessary for the duties of the position from the Vice-Rector of Development and Science of LASE in a timely manner;
  - 5.1.3. in the performance of work duties, to use information for the performance

- of the delegated tasks in accordance with the received power of attorney and in the extent necessary for the performance of work duties;
- 5.1.4. to receive the necessary financial, material and technical security for the fulfilment of the tasks of the structural unit of the Science Division;
  - 5.1.5. as required, to organize consultations, seminars, meetings and other events for the fulfilment of the tasks within the competence of the structural unit of the Science Division;
  - 5.1.6. to make suggestions and proposals to improve the quality and efficiency of LASE activity.
- 5.2. The Head of the Science Division is responsible:
- 5.2.1. for the planning and organization of work in the structural unit, legal and qualitative performance of the tasks set by the Regulation, duties set by the job description and tasks assigned by the Rector of LASE and the Vice-Rector of Development and Science at LASE within the deadlines set by regulatory enactments and the Rector of LASE;
  - 5.2.2. for the preservation, protection and non-disclosure of restricted, confidential information and for the use of the mentioned information in the performance of the work duties;
  - 5.2.3. for the compliance of documents developed in the work process with regulatory enactments and the truthfulness of the information provided;
  - 5.2.4. for the implementation and observance of regulatory enactments related to the performance of the work duties.

## **6. Final Provisions**

- 6.1. Other provisions may be specified, as well as forms may be determined by orders of the Rector.
- 6.2. The Head of the Science Division shall be responsible for the annual review of the *Regulation for Science Division* and its compliance with the current regulatory enactments.
- 6.3. The *Regulation for Science Division* enters into force and may be amended or repealed by a decision of the Senate of LASE.
- 6.4. With the entry into force of this *Regulation for Science Division*, the *Regulation for LASE Sport Science Centre* approved by the Senate of LASE on January 12, 2012, as amended on December 6, 2012, becomes invalid.

**LASE**