

APPROVED BY
the sitting of May 31, 2022
of the Council of Jāzeps Vītols Latvian Academy of Music
Minutes No. 5

**REGULATIONS
FOR THE ELECTION OF RECTOR OF
JĀZEPS VĪTOLS LATVIAN ACADEMY OF MUSIC**

*Issued in accordance with
paragraph one, part one, Section 72 of the
State Administration Structure Law and
paragraph nine, part one, Section 14² of the
Law on Higher Education Institutions*

1. General issues

- 1.1. *Regulations* (hereinafter - the Regulations) for the election of rector of Jāzeps Vītols Latvian Academy of Music (hereinafter in the text – the Academy) have been developed in accordance with the Law on Higher Education Institutions and the Constitution of the Academy which determine:
 - 1.1.1. the requirements for candidates for the position of rector and the procedure for their evaluation;
 - 1.1.2. the procedure for the selection of candidates for the position of rector;
 - 1.1.3. the procedure for making a decision regarding the nomination of candidates for the position of rector for the election at the Constitutional Assembly;
 - 1.1.4. the procedure for the election of rector;
 - 1.1.5. the procedure for documenting and publishing information regarding the selection and nomination procedure and results.
- 1.2. The purpose of the Regulations is to ensure a clear and fair selection procedure for candidates for the position of rector, which facilitates the nomination of a candidate for the position of rector for the election at the Constitutional Assembly whose competence meets the requirements specified in the Regulations and is supported by a majority of the Council of the Academy.
- 1.3. The Regulations shall be binding on the persons involved in the process of selection and nomination of rector, including persons who wish to submit or have submitted an application for the position of rector of the Academy.
- 1.4. Issues related to how the Council of the Academy nominates the candidate/s for the position of rector for the election at the Constitutional Assembly, and which may arise in cases not provided for in these Regulations, shall be considered and decided by the Council.

2. Requirements for candidates for the position of rector and the procedure for their evaluation

- 2.1. The requirements for candidates for the position of rector shall result from:
 - 2.1.1. The restrictions specified in the Law on Higher Education Institutions;
 - 2.1.2. the competence specified for the rector as the highest official of the

Academy, who implements the general administrative management of the Academy and represents the higher education institution without special authorization;

2.1.3. the following **management competencies** shall be necessary for the performance of the duties of rector:

2.1.3.1. Team leadership;

2.1.3.2. Employee motivation and development

2.1.3.3. Change management;

2.1.3.4. Decision making and responsibility.

2.1.3.5. Orientation to achieve results;

2.1.3.6. Strategic vision;

2.1.3.7. Understanding of the Academy as an organization and acceptance of values.

2.1.4. **Professional competencies** necessary for the performance of the rector's duties (at least one of them):

2.1.4.1. Management of a higher education and/or science and/or cultural institution of national significance;

2.1.4.2. Management of cultural projects or processes (in the field of music, dance, cultural education shall be considered an advantage).

2.2. **The following requirements shall be imposed on the candidates for the position of rector:**

2.1.1. a scientific or professional doctoral degree in art or an academic position of professor in the field of art in any Latvian or foreign higher education institution;

2.1.2. achievements in science or art (excellence in one's profile);

2.1.3. gained management experience (head, deputy head of an institution or head of a structural unit) in an organization with the main activity in at least in one of the following areas - higher education; culture (music, dance, cultural education shall be considered an advantage); science; a private, state or local government institution or a capital company founded by them, the competence of which is related to the field of higher education, music, dance, cultural education, cultural management or science; or gained management experience in the management of cultural projects or processes (music, dance, cultural education shall be considered an advantage).

2.1.4. the candidate for the position of rector, in case of election, would not be elected for the third consecutive term of the rector of the Academy;

2.1.5. knowledge of Latvian and English;

2.1.6. impeccable reputation;

2.1.7. understanding of the education system in general and the cultural education system in Latvia;

2.1.8. knowledge of market trends in the music and performing arts industry and a vision of how to raise the profile of the music and music pedagogy industry;

2.1.9. ability to supervise educational, creative, scientific and research processes;

2.1.10. understanding of financial planning and monitoring of budget use;

2.1.11. vision of the strategic goals of the Academy, the place and the direction of development of the Academy in the Latvian and European context, efficient structure of human resources, financial resources and infrastructure management, and the candidate is able to present it, advancing arguments and basing them on the current regulatory framework and available resources;

- 2.1.12. motivation to work at the Academy, understanding of the basic tasks of the Academy and the role of the rector in performing them;
- 2.1.13. is a socially active personality with excellent communication skills;
- 2.1.14. has the support of the majority of the Council of the Academy (calculated from the full complement) for the nomination of a candidate for the position of rector for the election at the Constitutional Assembly.
- 2.1.15. has the support of the majority of the Constitutional Assembly of the Academy (calculated from the full complement) for the election of a candidate for the position of rector.
- 2.2. The requirements listed in Clauses 2.2.1-2.2.4 of the Regulations shall be assessed in round 1 of the selection according to information indicated in the candidate's CV, the application letter and from the generally available information about the candidate.
- 2.3. The requirements listed in Clauses 2.2.5-2.2.13 of the Regulations shall be assessed in round 2 of the selection according to:
 - 2.3.1. the information indicated in the candidate's CV, the application letter and from the generally available information about the candidate;
 - 2.4.2. the answers to questions provided during the interview.
- 2.4. The requirement set forth in Clause 2.2.14 of the Regulations shall be assessed by a vote of the Council of the Academy, following the procedure specified in Clause 4 of the Regulations.
- 2.5. The requirement set forth in Clause 2.2.15 of the Regulations shall be assessed by a vote of the Constitutional Assembly of the Academy, observing the procedure specified in Clause 5 of the Regulations.

3. Procedure for selection of candidates for the position of rector

- 3.1. The regular election of rector shall be organized by the Council of the Academy (shall initiate the procedure for the selection of candidates for the position of rector) at least six months before the expiry of the term of office of the rector. The term specified in this paragraph - six months before the end of the rector's term of office - shall not apply to the rector's elections in 2022.
- 3.2. The compliance of the candidates for the position of rector with the requirements of the position of rector shall be assessed by the Council in two rounds of the tender. After evaluation of the candidates in round 2 of the selection, the Council of the Academy shall decide by a vote on the nomination of one or more candidates for the position of rector for election at the Constitutional Assembly. The Constitutional Assembly of the Academy shall elect the candidate for the position of rector nominated by the Council.
- 3.3. The procedure for selecting candidates for the position of Rector shall consist of the following stages:
 - 3.3.1. **announcement of the vacancy** – *secured by the Personnel department;*
 - 3.3.2. **registration of submitted applications** – *secured by the Personnel department;*
 - 3.3.3. **evaluation of submitted applications** (round 1 of the selection), in order to establish the compliance of the candidate with the requirements specified in Clauses 2.2.1-2.2.4 of the Regulations and to direct the corresponding candidates to round 2 of the selection - *ensured by the Council, if necessary, by inviting experts at its own discretion;*
 - 3.3.4. **evaluation of candidates** (*from the information indicated in the motivation letter of the candidate, from the vision expressed and presented by the candidate or answers provided during the interview*) to establish the candidate's compliance with the requirements specified in

Clauses 2.2.5-2.2.13 of the Regulations (round 2 of the evaluation selection) - *ensured by the Council, if necessary, by inviting experts at its own discretion;*

- 3.3.5. **vote on the support by the majority of the Council of the Academy** and nomination of the candidate/-s for the position of rector for the election at the Constitutional Assembly - *ensured by the Council;*
- 3.3.6. At the discretion of the Council, **public debates** may be organized for the candidate/-s for the position of rector nominated by the Council with the staff of the Academy - *organized by the Council, attracting representatives of support staff;*
- 3.3.7. **procedure of election of rector** – *ensured by the Constitutional Assembly.*
- 3.4. The vacancy for the rector's position shall be announced at least on the website of the Academy, in "Latvijas Vēstnesis" and in the digital information tools (for example, *Facebook*), indicating:
 - 3.4.1. information regarding the competence for the position of rector and the term of office of rector - 5 years;
 - 3.4.2. requirements for candidates for the position of rector;
 - 3.4.3. documents to be submitted:
 - A CV *in the form of Europass*, which must include information on: the candidate's professional and academic career, scientific and/or artistic achievements, work experience in music and management, foreign language management and other skills that the candidate considers useful for the work of rector of higher education establishment;
 - motivation/application letter, in accordance with the form specified in Annex No. 1 to the Regulations;
 - a document certifying the election of a candidate for the position of rector for the academic position of professor in the field of art and/or a document certifying a scientific or professional doctoral degree in art. If the scientific or professional doctoral degree was obtained abroad, a statement must also be submitted as to which degree or diploma awarded in Latvia the degree or diploma awarded abroad complies with.
 - 3.4.4. the term for submission of documents - *recommended not shorter than 10 days from the day of announcement of the vacancy;*
 - 3.4.5. the procedure and place for submission of documents;
 - 3.4.6. the date/s when the discussions/interviews with the candidates for the position of rector with the members of the Council are planned;
 - 3.4.7. the date, time and place where the public debates of the candidates for the position of rector will take place (if planned);
 - 3.4.8. the date on which the Constitutional Assembly of the Academy shall hold the election of rector;
 - 3.4.9. information that the position of rector is the position of a public official;
 - 3.4.10. information regarding the planned remuneration;
 - 3.4.11. information about the fact that the evaluation of submitted applications and the adoption of a decision, as well as publication of the decision shall take place in accordance with these Regulations;
 - 3.4.12. contact information in case of questions or uncertainties and other necessary information;
 - 3.4.13. other information which the Council considers relevant.
- 3.5. The candidate shall submit the documents in the Latvian language within the term and in accordance with the procedure specified in the announcement.

- 3.6. The Personnel department shall register applications in the order in which they are submitted. If the application is incomplete (incl., if not all of the required documents have been submitted or they are unclear), the Head of the Personnel department shall inform the candidate thereof within 1 working day and shall not register the application until the deficiencies have been eliminated.
- 3.7. Within two working days of the deadline for the submission of applications, the Head of the Personnel department shall submit the applications together with the register to the Chairman of the Council and shall provide an opportunity for the members of the Council to get acquainted with the applications submitted by the candidates for the position of rector.
- 3.8. **Round 1 of the selection - evaluation of the submitted applications:**
 - 3.8.1. Members of the Council shall evaluate the documents submitted by the candidates for the position of rector to determine their compliance with the requirements listed in Clauses 2.2.1-2.2.4 of the Regulations.
 - 3.8.2. If a member of the Council is also a candidate for the position of rector, he or she shall not participate in the selection of candidates for the position of rector and in the vote on the nomination of candidates for the position of rector for the election at the Constitutional Assembly.
 - 3.8.3. The sitting of the Council of round 1 of the selection shall be closed - only members of the Council and persons invited by the Council shall participate in the sitting.
 - 3.8.4. The Council, by open voting and simple majority (calculated from the attending members of the Council), shall make a decision regarding those candidates who meet the requirements specified in Clauses 2.2.1-2.2.4 of the Regulations and are nominated to round 2 of the selection - discussions/interview.
 - 3.8.5. Candidates with regard to whom the Council has decided that they meet the requirements specified in Clauses 2.2.1-2.2.4 of the Regulations shall be invited by the secretary of the Council or an employee of the Personnel department for discussions/interview with the members of the Council.
 - 3.8.6. The secretary of the Council or an employee of the Personnel department shall inform the candidates with regard to whom the Council has decided that they do not comply with the requirements specified in Clauses 2.2.1-2.2.4 of the Regulations of the decision adopted by the Council.
- 3.9. **Round 2 of the selection - evaluation of candidates:**
 - 3.9.1. The Council shall organize and ensure discussions/interviews with the candidates for the position of rector who meet the requirements specified in Clauses 2.2.1-2.2.4 of the Regulations and have been nominated for round 2 of the selection.
 - 3.9.2. The sitting of the Council of round 2 of the selection shall be closed - only members of the Council and persons invited by the Council shall participate in the sitting.
 - 3.9.3. The content of the discussions/interview questions is aimed at ensuring that the candidate complies with the requirements set out in the Regulations.
 - 3.9.4. The discussions/interview shall be conducted in Latvian and English.
- 3.10. The Council shall have the right to request from the candidate for the position of rector or from institutions, additional documents or information that is necessary for making a decision regarding the compliance of the candidate with the requirements for the position of rector;

- 3.11. The Council shall consider an applicant to be of good repute unless there is evidence to the contrary and there is no reasonable doubt about the person's good repute, reliability, integrity and ability to take an independent decision. In order to assess the candidate's reputation, the Council shall take into account the information provided in the candidate's application form and available to the Council, at least in the following aspects of reputational risk:
- 3.11.1.1. the conviction of the candidate for an intentional criminal offense, except for a person who has been rehabilitated or whose conviction has been expunged or removed;
 - 3.11.1.2. the involvement of a candidate in corruption or fraud scandals (bribe taking, bribe giving, embezzlement, mediation in bribery giving, unauthorized participation in property transactions, unauthorized acceptance of benefits, commercial bribery, claim, taking or giving of an illegal advantage, trading in influence, fraud, embezzlement or money laundering, etc.)
 - 3.11.1.3. the candidate's activity as a staff member of the USSR, the Latvian SSR or foreign country state security services, intelligence services or counter-intelligence services "unfriendly" to Latvia;
 - 3.11.1.4. compliance with the basic principles of academic integrity in the candidate's academic or scientific papers).
- 3.12. A candidate for the position of rector may be excluded from further participation in the tender if:
- 3.12.1. the candidate for the position of rector has not submitted the application within the term specified in the announcement or has not submitted all the documents indicated in the announcement;
 - 3.12.2. the candidate for the position of rector does not arrive at round 2 of the evaluation selection at the time specified in the invitation without coordination at least one day in advance;
 - 3.12.3. in round 1 of the selection, it is established that the candidate for the position of rector does not comply with the requirements specified in Clauses 2.2.1-2.2.4 of the Regulations;
 - 3.12.4. it is established that the candidate for the position of rector does not comply with the requirements specified in Clause 2.2.6 of the Regulations;
 - 3.12.5. the candidate for the position of rector has acted in an unworthy manner or knowingly provided false information;
 - 3.12.6. In the case specified in Clause 5.5 of the Regulations - if the candidate for the position of rector does not appear for the election upon the invitation of the Constitutional Assembly.
- 3.13. **Vote on the support of the majority of the Council of the Academy** - in accordance with the procedure specified in Clause 4 of the Regulations.
- 3.14. **Public debates of the candidate/s nominated by the Council for the position of rector:**
- 3.14.1. The Council may decide on the organization of public debates of the candidates for the position of rector, indicating this in the announcement of the vacancy for the position of rector;
 - 3.14.2. all candidates nominated for the election at the Constitutional Assembly after round 2 of the selection with the support of the majority of the Council shall be guaranteed equal rights to participate in the Public debates;
 - 3.14.3. debates shall be organized in person or remotely;
 - 3.14.4. during the debates, questions may be asked and answers shall be given in Latvian and in English;

- 3.14.5. the candidate shall have the right not to take part in the debates, notifying the President of the Council not later than one day before the debates.
- 3.15. **Procedure of election of rector** – in accordance with the procedure specified in Clause 5 of the Regulations.

4. Procedure for adoption of the decision of the Council - *on the nomination of the candidate/-s for the position of rector for voting at the Constitutional Assembly*

- 4.1. After round 2 of the selection, the Council shall, in a closed session by a majority vote on a show of hands (calculated from the full complement of the Council), make a decision on the nomination of the candidate for the position of rector for voting at the Constitutional Assembly.
- 4.2. Before the vote, the Council shall take a decision (by open vote and a simple majority of the attending votes) on the action to be taken if none of the candidates for the position of rector obtains a majority of the attending votes.
- 4.3. The vote shall be taken for each of the candidates nominated for round 2 of the selection.
- 4.4. All candidates for the position of rector of the selection round 2 who have received the support of the majority of the Council (calculated from the full complement of the Council) shall be nominated for voting at the Constitutional Assembly.
- 4.5. After round 2 of the Selection, but not later than 5 calendar days before the elections at the Constitutional Assembly, the Council shall publicly announce the list of candidates for the position of rector, indicating which candidates are nominated for voting at the Constitutional Assembly and delivering to the Chairman of the Constitutional Assembly the applications submitted by the candidate/-s for the position of rector (the applications of only those candidates who were nominated by the Council for voting at the Constitutional Assembly).
- 4.6. If none of the candidates receives the support of the majority of the Council for promotion at the Constitutional Assembly, the tender shall close without a result and the announcement of a new vacancy and submission of the candidate applications shall be organized.

5. Procedure for election of rector at the Constitutional Assembly

- 5.1. The rector shall be elected for five years by the Constitutional Assembly of the Academy by secret ballot in accordance with these Regulations.
- 5.2. Members of the Constitutional Assembly shall be provided with access to the documents submitted by those candidates for the position of rector who are nominated for the vote at the Constitutional Assembly, not later than 5 calendar days before the elections.
- 5.3. The Chairman of the Council shall prepare a notice and provide information at the sitting of the Constitutional Assembly on the compliance of the documents submitted to the Constitutional Assembly by one or more candidates for the position of rector with the requirements specified in the Regulations.
- 5.4. The Chairman of the Constitutional Assembly in cooperation with his deputy and the secretary shall prepare ballot papers or electronic voting forms for the secret ballot before the announced sitting of the Constitutional Assembly.

- 5.5. The Chairman of the Constitutional Assembly, upon announcing the meeting at which the vote on the candidates for the position of rector will take place, shall determine:
 - 5.5.1. the form of the meeting of the Constitutional Assembly (in person or remotely, or in person with the possibility to connect also remotely);
 - 5.5.2. the type of organising the secret ballot (with bulletins or using information technology tools);
 - 5.5.3. other organisational issues of the course of the meeting.
- 5.6. If public debates with the candidates for the position of rector have not been organized before the vote at the Constitutional Assembly, then the Chairman of the Constitutional Assembly may invite the candidates for the position of rector nominated by the Council to the sitting of the Constitutional Assembly and ask them questions of the members of the Constitutional Assembly. In this case, if a candidate for the position of rector does not appear for the election, the Constitutional Assembly may remove him or her from the list of candidates.
- 5.7. Before the vote, the Constitutional Assembly shall take a decision (by open ballot and a simple majority of the attendees) on the action to be taken, if the rector is not elected after the next vote.
- 5.8. If the secret ballot is organised with bulletins and elections of the rector of the ballot boxes, for the election of rector, the Constitutional Assembly, by open voting during the sitting, shall elect a ballot counting commission consisting of five people; the commission may not include candidates for the position of rector.
- 5.9. Election of a candidate requires 50% plus one vote of the full complement of the Constitutional Assembly (i.e. at least 21 votes).
- 5.10. The Constitutional Assembly shall approve the results of the secret ballot by an open vote and a majority of the attending votes.
- 5.11. If one or more candidates nominated by the Council do not obtain a majority of votes at the Constitutional Assembly:
 - 5.11.1. The Constitutional Assembly shall determine the date and time of the sitting of the Constitutional Assembly, at least one week later, at which the Council shall nominate another candidate (if any) from the candidates evaluated during round 2 of the selection of the tender for the election at the Constitutional Assembly by open voting and if the majority of the Council (calculated from the full complement of the Council) supports the nomination of a candidate for the election at the Constitutional Assembly). In this case, if this candidate for the position of rector does not receive a majority of votes at the Constitutional Assembly, the Council of the Academy shall organize a new open international competition within six months to select the next candidate for the position of rector.
 - 5.11.2. and in the absence of any other candidate evaluated in round 2 of the tender, the Council shall hold a new open international tender within six months, to select the next candidate for the position of rector.
- 5.12. Until the approval of the rector elected in the re-organized elections, the duties of the rector shall be performed by the acting rector of the Academy appointed by the Council.
- 5.13. If the Constitutional Assembly is not quorate, the competence of the Constitutional Assembly specified in these Regulations shall be transferred to the Senate. If the rector is elected by the Senate, the candidate must obtain the support of a majority of senators.
- 5.14. The newly elected rector shall take office after the expiry of the term of office of the previous rector.

6. procedure for documenting and publishing information regarding the selection and nomination procedure and results

- 6.1. The Academy shall not publish the received applications of the candidates, because the documents submitted by the candidates for the position of rector are restricted access information, the right of access to which shall have the Council, the staff of the Personnel department and with regard to those candidates who are nominated for the elections at the Constitutional Assembly - also the members of the Constitutional Assembly and in the event of a dispute - the parties involved in a dispute to the extent necessary for the protection of their interests and the dispute settlement institution - the Academic Arbitration Court of the Academy or the court that hears the dispute.
- 6.2. All persons listed in Clause 6.1 shall undertake not to disclose to other persons the information in their possession regarding the selection process and the candidates, during its course and after it. Disclosure and publication of information shall take place only in accordance with the provisions of these Regulations.
- 6.3. The Head of Personnel department, alongside with the delivery of the submitted applications to the Council, shall publish the information on the total number of candidates, without giving details of the candidates' personalities.
- 6.4. The secretary of the Council, immediately after taking a decision on the nomination of the candidates for the position of rector for voting at the Constitutional Assembly, shall ensure the publication of the names and surnames of the nominated candidate/-s.
- 6.5. The Chairman of the Constitutional Assembly shall publish the decision of the Constitutional Assembly on the website of the Academy and in "Latvijas Vēstnesis" after adoption of the decision on the election of the candidate for the position of rector or after closure of the tender without a result.
- 6.6. Within one week of the election of rector, the Chairman of the Constitutional Assembly shall inform the Ministry of Education and Science and the Ministry of Culture of the results of the election of rector.
- 6.7. Within 3 working days of the adoption of the decision on the election of a candidate for the position of rector, the secretary of the Constitutional Assembly shall submit to the Head of the Personnel department an extract from the minutes of the sitting of the Constitutional Assembly regarding the election of rector. The Head of the Personnel department shall place the documentation in the personal file. At the request of the candidate, the Head of the Personnel department may issue candidates an extract from the operative part of the minutes of the meeting relating to the person requesting the information.

7. Final provisions

- 7.1. Based on the decision of the Constitutional Assembly on the election of a candidate to the position of rector, the Council shall conclude an employment contract with the rector and shall determine the duties of the rector. The Council shall determine the remuneration of the rector and shall evaluate the activities of the rector.

Chairman of the Council

Helēna Demakova

**Application form of a candidate for the position of
rector of Jāzeps Vītols Latvian Academy of Music**

(form)

Name:	Surname:
Declared address:	
e-mail address, mobile telephone No.:	
<i>Please describe your motivation for applying for this tender and indicate your knowledge, qualifications and skills that best meet the requirements of this position (text size - not more than 1800 characters with spaces):</i>	
<i>Please describe your vision of the strategic goals of Jāzeps Vītols Latvian Academy of Music, the place and the development direction of the academy in the Latvian and European context, efficient structure of human resources, financial resources and infrastructure management, taking into account the current regulatory framework and availability of resources (text size - not more than 3600 characters with spaces):</i>	
<i>I hereby certify that I have attached to my application a description of Life and employment events (CV) in the Europass form containing complete and true information about my education and work experience, and that I have attached a document certifying my election to the position of professor in the field of art and/or certify that I have been awarded a scientific or professional doctoral degree in arts (copy).</i>	
<i>I hereby certify that I have read and agree with the requirements for the selection for the position of rector specified in the Regulations for the election of rector of Jāzeps Vītols Latvian Academy of Music;</i>	

I herewith inform you that the Council may receive feedback on my previous professional activities from the following persons (optional):

1) _____;
(name, surname, position, e-mail address, tel. No., type of cooperation)

2) _____
(name, surname, position, e-mail address, tel. No., type of cooperation)

3) _____
(name, surname, position, e-mail address, tel. No., type of cooperation)

I hereby certify that I have an impeccable reputation, including:

- I have not been convicted of an intentional criminal offense, except for a person who has been rehabilitated or whose sentence has been expunged or removed;
- I have not been involved in corruption or fraud scandals (bribe taking, bribe giving, embezzlement, bribery, unauthorized participation in property transactions, unauthorized acceptance of benefits, commercial bribery, illegal claim, taking or giving of an advantage, trading in influence, fraud, embezzlement or money laundering, etc.);
- I have not been a staff member of the USSR, the Latvian SSR or foreign country state security services, intelligence services or counter-intelligence services “unfriendly” to Latvia;
- I have not violated the basic principles of academic integrity (including cases of plagiarism in my academic or scientific papers).

LANGUAGE:	LEVEL OF KNOWLEDGE (according to the Common European Framework of Reference for Languages):					
	Basic level (A1-A2)		Average level (B1-B2)		Highest level (C1-C2)	
Latvian						
English language						
[to be specified by the applicant] foreign language						

Consent to the processing of the data provided in the candidate’s application and curriculum vitae

Jāzeps Vītols Latvian Academy of Music, registration No. 90000028796, legal address: Krišjāņa Barona Street 1, Riga, LV – 1050, tel.: +371 29353116, e-mail: dati@jvlma.lv, shall process the data specified in my application and curriculum vitae.

Within that framework, I _____, personal number _____,
(name, surname)

- I agree
- I do not agree

that Jāzeps Vītols Latvian Academy of Music shall process the data of the persons indicated in my application and CV in order to ensure the evaluation of the application and decision-making within the framework of the tender. The processing of the applicant’s personal data is necessary to assess whether the respective applicant meets the recruitment criteria of Jāzeps Vītols Latvian

Academy of Music. If the applicant does not provide the information necessary for such an assessment, it may affect the results of the assessment of the applicant, and Jāzeps Vītols Latvian Academy of Music shall not be liable for such consequences.

I agree I do not agree

that the Personnel department of Jāzeps Vītols Latvian Academy of Music will contact the management of the previous workplaces in order to obtain feedback from previous workplaces.

I agree I do not agree

If my candidacy is nominated for the vote at the Constitutional Assembly, Jāzeps Vītols Latvian Academy of Music shall publish information that I am applying for the position of rector.

If my candidacy is nominated for the vote at the Constitutional Assembly, Jāzeps Vītols Latvian Academy of Music shall make my application and CV available to the members of the Constitutional Assembly and shall keep it in the Personnel department.

I am informed that I have the right to withdraw my consent at any time by submitting a written notice to Jāzeps Vītols Latvian Academy of Music. In this case, Jāzeps Vītols Latvian Academy of Music shall not continue to process the applicant's personal data and shall delete the personal data permanently.

By signing this document, I certify that:

- 1) the consent is freely given, it is informed and fully meets my intentions;
- 2) the submitted consent shall be used in good faith and shall not infringe the rights and interests of other persons;
- 3) the consent shall be valid until revoked;
- 4) I have read and understand the Privacy Policy of Jāzeps Vītols Latvian Academy of Music, including information on the purposes of personal data processing, legal bases for processing, data storage terms, legitimate interests of Jāzeps Vītols Latvian Academy of Music, recipients of personal data, the right to get acquainted with my personal data held by Jāzeps Vītols Latvian Academy of Music, and the right to rectify or delete them, the right to restrict processing, the right to data portability and the right to object to data processing, the right to apply to the supervisory authority - the State Data Inspectorate, observing the provisions of the Privacy Policy, that all differences shall be resolved in accordance with the procedures specified in the effective regulatory enactments of the Republic of Latvia and the European Union.

_____ 202__

(signature)

Chairman of the Council

Helēna Demakova