



Statute of BOVA University Network

December 6, 2012

General provisions

1. The BOVA University Network is a network of four Baltic universities, providing higher education and research in agriculture, forestry, veterinary, food sciences, engineering, rural economics and other related sciences – Estonian University of Life Sciences (EMU), Latvia University of Agriculture (LLU), Aleksandras Stulginskis University (ASU) and Lithuanian University of Health Sciences, Veterinary Academy (LSMU-VA) hereinafter referred to as “BOVA member institutions”. It follows an Agreement between BOVA Universities, signed in Jelgava on February 25, 2000 and renewed Cooperation Agreement, signed in Kaunas on December 6, 2012.
2. The network was established in 1996 and the founders of the network are four BOVA member institutions. The official name of the network is “BOVA University Network” or in abbreviation “BOVA UN”.
3. The BOVA UN follows the Statute in its activities and each BOVA member institution follows national regulations in actions related to BOVA UN activities.
4. The BOVA UN has a status of non-formal organisation.
5. BOVA logo and BOVA webpage are approved by all member institutions and shall be used by all member institutions without any restrictions.
6. Each BOVA member institution has equal rights and obligations in the network.
7. BOVA member institutions are not restricted to any other activities between universities outside BOVA on bilateral or multilateral basis.

Mission and goals of the BOVA University Network

8. BOVA UN promotes the cooperation between the partner universities and enhances joint international high quality research and education in agriculture, forestry, veterinary, food sciences, engineering, rural economics and other related sciences based on strong international academic staff collaboration and fosters cooperation with partners outside the Baltic States.
9. General goals of BOVA University are:
 - a. Providing a base for active Baltic regional cooperation in education and research;
 - b. Raising the quality of the study process and developing international study opportunities for local and international students;
 - c. Promoting the visibility and recognition of the network in the Nordic-Baltic region and Europe.

Specific objectives are stated in the BOVA UN Strategy and action plans.

Structure and administration of BOVA UN

10. BOVA UN consists of operative units ensuring planning, development and implementation of BOVA activities between member institutions.
11. BOVA UN is governed by BOVA Rectors’ Board (BOVA RB), managed by BOVA Rector and coordinated by BOVA Secretariat and BOVA Coordination Committee (BOVA CC).

12. **The BOVA Rectors' Board** (BOVA RB) takes the key political decisions for the network activities, development and funding. The agreed actions are implemented through the BOVA Secretariat.
13. **BOVA RB** consists of rectors/chancellor of BOVA member institutions. Representative of BOVA Student Council is invited to the RB meetings and participates as an observer, providing student opinion to the Board's decisions. The Board has the following responsibilities and the powers of decision:
 - a. defines the mission of the BOVA UN;
 - b. states long-term objectives and strategy for the development of cooperation among BOVA member institutions and outside BOVA;
 - c. approves annual action plans;
 - d. secures basic economic platform for cooperation;
 - e. approves basic BOVA UN budget;
 - f. evaluates implementation of Strategy of the BOVA UN;
 - g. appoints/elects and dismisses the BOVA Rector and the BOVA Secretary General;
 - h. defines and approves necessary Bodies inside the BOVA UN.
14. **The BOVA Rector** is elected by the BOVA RB for a three year period and takes a voluntary position aimed to supervise the BOVA Secretariat's daily activities and manage internal BOVA funds according to the budget approved by the BOVA RB. The position of **the BOVA Rector** rotates between the member universities.
15. **The BOVA Rector** of the BOVA UN has the following responsibilities, tasks and the power of decision. It:
 - a. supervises the implementation of decisions of the RB and CC;
 - b. initiates necessary actions to implement agreed and declared tasks in the BOVA strategy and action plans;
 - c. supervises the preparation of the Rector Board's meetings, chairs these meetings;
 - d. continues dialogue with the Rectors of the member universities in between RB meetings;
 - e. supervises the preparation of reports of the BOVA Secretariat;
 - f. represents the BOVA University network externally on international arena;
 - g. manages internal BOVA funds;
 - h. supervises and evaluates the external cooperation, including NOVA-BOVA cooperation.
16. **The BOVA Coordination Committee** (BOVA CC) formulates strategic objectives and supervises academic activities and acts as an advisory body to the BOVA RB. BOVA CC serves as a bridge for the universities to express their interests of cooperation at the operational level.
17. **The BOVA CC** is established by the RB. The Committee consist from one or two representatives appointed by each BOVA member institution and one student representative from BOVA SC. The chairperson is appointed by the RB for the period of two years. Subsequently the position rotates between the CC members. The main tasks for the CC are:
 - a. promoting BOVA cooperation activities among home institution academic and administrative staff and students;
 - b. overall coordination of BOVA cooperation;

- c. ensuring the implementation of action plan and strategy by the development of proposals for joint actions according to the stated objectives of BOVA UN;
 - d. annually evaluating the proposals for joint courses and submitting them for financial support to BOVA RB;
 - e. advising BOVA RB on new initiatives related to joint studies and research;
 - f. keeping the quality assurance procedures of the partner institutions in respect to joint education activities under review;
 - g. motivating students and teachers to participate in joint study activities between BOVA member institutions and in cooperation with NOVA;
 - h. supervising the BOVA WG operation;
 - i. making recommendations to the RB for the establishment of academic structures necessary to implement the courses and/or study programs;
 - j. evaluating the results of BOVA educational activities;
 - k. drafting the action plans and other regulations and principles and submitting these to the BOVA RB for confirmation.
18. **The BOVA Secretariat** serves as an executive body in the BOVA UN and is primarily aimed at the coordination of cooperation activities and generation of new initiatives.
19. **The BOVA Secretariat** consists of Rector, Secretary General and BOVA coordinators from each member institution. BOVA Secretary General is appointed by the BOVA RB and rotates together with the BOVA Rector's position.
20. **BOVA coordinators** are appointed at each member institution. They perform a part of BOVA Secretariat's tasks in order to ensure the proper realization of BOVA activities at respective BOVA member institutions and serve as the communicative channel on various levels.
21. The main tasks and responsibilities of the **BOVA Secretary General** are the following:
- a. Execute decisions taken by the BOVA RB and BOVA CC, provide necessary information to these bodies;
 - b. Coordinate the implementation of Annual Action Plans;
 - c. In cooperation with the BOVA CC, initiate activities necessary to implement BOVA strategy;
 - d. Assist the BOVA Rector in organizing the RB meetings and be a secretary in the meetings;
 - e. Arrange the meetings of BOVA CC and be a secretary in the meetings;
 - f. Prepare reports to the BOVA RB and BOVA CC;
 - g. Assist the BOVA Rector to prepare draft budgets for the BOVA UN;
 - h. Maintain daily contacts with the BOVA coordinators of the member universities and NOVA UN Secretariat;
 - i. Support new and existing academic networks for joint international projects in the field of studies and research;
 - j. Raise external funds for joint activities;
 - k. Maintain the visibility of the BOVA UN;
 - l. Organise BOVA conferences, seminars, meetings;
 - m. Keep contacts with the relevant organisations.
22. **BOVA Student Council** (BOVA SC) was established to represent the students' interest in the development of BOVA cooperation and to strengthen the cooperation between

student organisations among BOVA member institutions. Members of BOVA SC are members of local university's students' parliament, council or self-government. BOVA SC works according to their working plans presented and approved by the BOVA RB. Members of BOVA SC are invited to take part in BOVA CC and BOVA RB meetings. BOVA SC closely cooperates with BOVA Secretariat.

23. **BOVA Working Groups** (BOVA WG) are established by the initiative of the BOVA CC and work according to the mandate issued by BOVA RB to develop and implement strategic tasks.
24. **BOVA Academic networks** (BOVA AN) are groups of teachers in specific academic fields from at least two BOVA member institutions willing to work together for the development of joint activities for the benefit of all involved partners. The main outcome of BOVA academic networks are BOVA Intensive Master Courses or BOVA Intensive Doctoral Courses and other relevant projects. BOVA AN submits their project proposals to the BOVA Secretariat to be forwarded for evaluation to the BOVA CC and final approval to the BOVA RB.

Financial framework of the BOVA UN

25. BOVA UN budget consist of annual membership fee from each member institution agreed every year by BOVA RB. RB decides on the division of joint funds between the administrative and academic activities, however, the further use of these funds is the responsibility of the BOVA Rector and BOVA Secretary General, who prepare an annual financial report to the RB.
26. BOVA Secretariat submits or supervises the academic networks in the preparation of applications to external donors for academic activities in the BOVA UN. BOVA Secretariat manages the acquired grants according to the donor's rules but co-financing part should be agreed with the BOVA RB.
27. Additional internal input to the joint pool from each BOVA member institution is ensured accordingly the needs and resources.

Procedure to approve Statute

28. The Statute of the BOVA University Network, its amendments and changes are approved by the BOVA Rectors' Board.

Reorganisation and termination of BOVA UN

29. Decisions on the BOVA University Network reorganisation and termination are taken by the BOVA Rectors' Board.

This Statute was developed on the basis of the previous Statute of the BOVA University, in force from January 2006 till December 2012 and in accordance with the related changes within the network. The present Statute is discussed and approved by the BOVA Rector Board on December 6, 2012.