

European Social Fund project “Development and evaluation of management system of SIA “Juridiskā koledža”, compliant with the standards of excellence management, improvement of management staff competences and skills, and improvement of the quality of the study programme “Computer System, Computer Network Administration and Programming”, project No.8.2.3./18/A.006.



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I E G U L D Ī J U M S T A V Ā N Ā K O T N Ē

REGULATION OF VALMIERA AFFILIATION OF THE COLLEGE OF LAW

APPROVED: at the meeting of the Council of the College of Law on 8 March 2007, Minutes No.9.

Issued in accordance with

First Paragraph of Article 10 of the Law on Higher Education Institutions and
Paragraph 25 of the Regulation of the College of Law

1. Valmiera Affiliation of the College of Law (hereinafter – the affiliation) is a structural unit established by the limited liability company “College of Law” (hereinafter – the College), which after obtaining secondary education provides persons with the opportunity to obtain first level professional higher education and fourth level professional qualification.
2. The name of the affiliation – Valmiera Affiliation of the College of Law (abbreviated version – VACL).
3. Legal address of the affiliation - L.Paegles Street 40, Valmiera, LV - 4200.
4. The general administrative and economic management as well as representation of the affiliation in all its affairs shall be exercised by the head of the affiliation.
5. The Board of the College (hereinafter – the Board) is the highest management institution and decision-making body in strategic, financial and economic matters of the affiliation.
6. In its activities, the affiliation shall comply with the Regulation of the College of Law, the regulations and rules approved by the Council of the College of Law, as well as the regulatory enactments in force.
7. The documents regulating the internal procedures of the affiliation shall be developed by the head of the affiliation and approved by the Council of the College.

8. The study process at the affiliation is coordinated by the Study Department of the College.
9. All original documents related to the activities of the affiliation and the study process at the affiliation shall be kept at the College.
10. The affiliation uses the flag, coat of arms, emblem, motto and anthem of the College.
11. The main activities of the affiliation are as follows:
 - 11.1 by implementing the educational process, to promote the personal development of students and provide them with the opportunity to obtain first level professional higher education and fourth level professional qualification;
 - 11.2. to enable students to continue education in order to obtain second level professional higher education and fifth level professional qualification.
12. The tasks of the affiliation are as follows:
 - 12.1. to organise the implementation of study programmes in accordance with professional standards and state vocational education standards;
 - 12.2. to theoretically and practically educate and train qualified, competitive specialists, taking into account the labour demand and supply in Latvia;
 - 12.3. to ensure the quality of the study process and examinations so that the professional education and professional qualification obtained at the college are recognised in Latvia and abroad;
 - 12.4. to conduct research in accordance with the study profile and to promote students' scientific research activities;
 - 12.5. to organise events corresponding to the basic areas of the activity of the College (for example, public courses, lectures, conferences);
 - 12.6. to co-operate with Latvian and foreign educational institutions and employers in the field of vocational education;
 - 12.7. to inform the public about the activities of the affiliation and the opportunities for acquiring professional education at the affiliation;
 - 12.8. to perform economic and other activities that do not contradict the regulatory enactments and the basic areas of the activities of the affiliation;
 - 12.9. to establish the case nomenclature of the affiliation in accordance with the case nomenclature of the College.
13. The operation of the affiliation shall be ensured by the staff of the affiliation (hereinafter – the staff), which consists of:
 - 13.1. academic staff;

13.2. general staff;

13.3. students.

14. The affiliation does not keep separate records of personnel (drawing up personnel files), it is performed by the Personnel Department of the College.
15. The staff of the affiliation is entitled to use the premises, equipment, inventory, library and other facilities of the affiliation in accordance with the internal regulations of the College.
16. The staff of the affiliation, as well as other staff of the College, shall be hired and dismissed by the Director of the College.
17. The staff of the affiliation has a duty to promote the activities of the affiliation and to support transparency in its management. The staff is entitled to participate in the development of management and self-government decisions and internal regulations, as well as in the adoption of decisions that affect the interests of the staff
18. The Director of the College shall sign a learning agreement with the students of the affiliation.
19. Students of the affiliation are obliged to comply with the regulations of the College, the regulations and rules approved by the Council, the rules of internal procedure and other binding regulatory enactments
20. Students of the affiliation may establish the Student Self-government. The Student Self-government is entitled to request and receive from the head of the affiliation information and explanation on the issues that affect the interests of the students
21. The affiliation is entitled to participate in international co-operation organised by the Ministry of Education and Science, and other state, municipal or non-governmental organisations.
22. The affiliation may invite lecturers and specialists of higher education institutions of other countries as guest lecturers or guest lecturers to give separate lectures or lecture courses.
23. The activities of the affiliation shall be financed by its founder, observing the minimum costs for the implementation of the educational programme per student specified by the Cabinet of Ministers of the Republic of Latvia.
24. A decision regarding the reorganisation or liquidation of the Affiliation shall be made by the Board.