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CABINET OF MINISTERS OF THE REPUBLIC OF LATVIA

31.10.2006

Regulations No. 887

Riga

Regulation of the College of Law

(Minutes No. 56 24.§)

Published in accordance with
Section 1 of Article 10¹ of
Law On Institutions of Higher Education

I. General Provisions

1. Limited Liability Company “College of Law” (hereinafter – the College) is a commercial company founded by private individuals (hereinafter – the Founder) that provides the opportunity to natural entities after the acquisition of secondary education to acquire the first level professional higher education and obtain the fourth level professional qualification.

2. The name of the College:

2.1. in Latvian – limited liability company “Juridiskā koledža” (abbreviated form – JK);

2.2. in English – *College of Law, Limited*.

3. Legal address of the College and its affiliations:

3.1. the address of the College – Kronvalda Boulevard 1c, Riga, LV-1010;

3.2. the address of Liepaja Affiliation – Dunikas Street 9/11, Liepaja, LV-3400;

3.3. the address of Ventspils Affiliation – Kuldīgas Street 1, Ventspils, LV-3600.

4. The College’s representation, management and decision-making bodies in the field of study and research are the College Council (hereinafter – the Council) and the Head of the College (hereinafter – the Director). The Council is the collegial management body and decision-making body of the staff of the College. The Director

is the College's highest official who implements the overall administrative and economic management of the College as well as represents the College in all its affairs.

5. The College Board (hereinafter – the Board) is the highest governing and decision-making body of the College in strategic, financial and economic matters. The Board shall have all the rights and obligations set forth in the Statutes of the College and this Regulation.

6. The College may have its own flag, coat of arms, emblem, motto and hymn.

7. The College may establish associations and affiliations.

II. Basic Directions and Tasks of the College

8. The basic directions of the College are as follows:

8.1. to develop and implement first level professional higher education programmes in the fields of law, social and commercial sciences;

8.2. by implementing the educational process, to promote the development of the personality of the students and to provide them with an opportunity to acquire the first level professional higher education and obtain the fourth level professional qualification, as well as to issue a diploma on the first level professional higher education in accordance with the procedure specified in regulatory enactments;

8.3. to provide the students with an opportunity to prepare themselves for further education in order to obtain the second level professional higher education and the fifth level professional qualification.

9. The tasks of the College are as follows:

9.1. to develop professional study programmes and organise their implementation in accordance with occupational standards and national vocational education standards;

9.2. to develop the content and methods of examination and to organise qualification examinations;

9.3. to educate and train the qualified and competitive specialists, taking into account the demand and supply in Latvia;

9.4. to ensure the quality of the study process, tests and examinations so that the professional education and professional qualifications obtained at the College are recognised in Latvia and abroad;

9.5. to conduct research according to the study profile and to promote the research activities of the students;

9.6. to organise activities that correspond to the basic directions of the College (e.g., public courses, lectures, conferences);

9.7. to cooperate with Latvian and foreign education institutions and employers in the field of vocational education;

9.8. to inform the public about the activities of the College and the opportunity of acquiring vocational education at the College;

9.9. to carry out economic activities and other activities that do not contradict the regulatory enactments and the basic directions of the College.

III. Council

10. Council elections are organised by the Board. The Director and Deputy Director are included in the Board without election. Representatives of the Council shall be elected only by staff members by secret ballot.

11. The Council shall consist of 18 members:

11.1. Director;

11.2. Deputy Director;

11.3. one board member;

11.4. seven members of the academic staff (the College is their main place of work);

11.5. two general staff representatives;

11.6. four representatives of the Student Self-government;

11.7. two authorised representatives of employers and non-governmental organisations according to the specifics of the study programmes.

12. The Council shall elect a Chair and a Secretary of the Council by secret ballot. The secretary shall take minutes of the Council and keep records.

13. The procedure for the election of representatives and the chair of the Council shall be specified in the regulations regarding the functioning of the College Council. Regulations are approved by the Board.

14. The composition of the Council shall be approved by the Board. The term of office of the Council is two years.

15. The Council:

15.1. approves study programmes;

15.2. approves research and scientific directions;

15.3. puts forward proposals for admission of students and implementation of new study programmes;

15.4. puts forward proposals for the establishment, reorganisation and liquidation of the College's organisational units and affiliations and approves their regulations after coordination with the Board;

15.5. after coordination with the Board, approves the regulations on academic and administrative positions at the College and the procedure for their election;

15.6. after coordination with the Board, approves the regulations governing the study and examination procedure at the College;

15.7. develops the internal regulations of the College;

15.8. adopts the Director's report;

15.9. supports and promotes the activity of Student Self-government, as well as coordinates regulations of the Student Self-government;

15.10. approves the flag, coat of arms, emblem, motto and hymn of the College;

15.11. elaborates and amends the Regulation of the College;

15.12. proposes a change in the name or legal status of the College;

15.13. decides on other matters that are within the competence of the Council in accordance with this Regulation.

16. The Council shall be convened on the proposal of its Chair, Director, Board or at least six members of the Council. The Council meetings are held at least once every two months.

17. The Council shall have a quorum if at least 12 members of the Council participate in its meeting. Decisions shall be made by a simple majority, by open or secret ballot. Voting shall be by secret ballot if requested by at least one third of the members present. If the votes of the members of the Council are similar, the vote of the Chair of the Council is decisive.

18. The Director has the right of veto over decisions of the Council. After the veto is applied, the issue is examined by the Conciliation Commission. The Conciliation Commission is set up by the Council and consists of the Director, the Chair of the Council, a member of the Board and one representative of the academic staff, general staff and students. The decision of the Conciliation Commission shall be approved at the next meeting of the Council. The decision of the Council shall come into force if, by secret ballot, not less than two-thirds of the members present vote for it.

19. Decisions taken by the Council on strategic, financial and economic matters shall enter into force upon their approval by the Board.

20. To solve particular issues, the Council may establish advisory councils and approve their regulations.

IV. Director

21. The Director is recruited and dismissed by the Board. The Director is elected by the Board for five years by secret ballot. The Director shall have higher education and at least five years of pedagogical or scientific experience, as well as at least three years of managerial experience.

22. The Director shall be responsible for the operation of the College, the administrative and economic management of the College and shall be the official representative of the College in all matters of the College.

23. The Director:

23.1. issues binding orders to the staff of the College;

23.2. in accordance with its authority, decides on the rational use of the resources of the College;

23.3. determines the number of posts at the College after coordination with the Board;

23.4. organises the election of the academic and administrative staff;

23.5. submits to the Council and the Ministry of Education and Science the annual activity report of the College and provides the staff with the opportunity to familiarise themselves with the annual report;

23.6. upon approval by the Council of Higher Education, approves additional requirements for the person's special prior education, special suitability and readiness for admission to a particular study programme;

23.7. performs other obligations specified in this Regulation.

24. Administrative acts issued by the Director and actual activities may be challenged by the Board. Decisions of the Board may be appealed to a court.

V. Organisational Units and Affiliations of the College

25. To implement the educational process and conduct research, organisational, economic and service activities, the College may establish organisational units and affiliations.

26. The tasks, functions and rights of the organisational units are stipulated by the regulations of the organisational units. The head of the organisational unit is responsible for the operation of the unit.

27. Department is the main unit of the College responsible for education and research activities. To conduct organisational, economic and service activities, the College may also establish other organisational units.

28. The department is an organisational unit that implements the first level professional higher education study programmes. The task of the department is to implement the study programmes, carry out research and promote scientific research in collaboration with other departments of the College, educational institutions, employers and non-governmental organisations.

29. The department shall have at least eight members of the academic staff who hold elected positions. The head of the department shall be elected in accordance with the regulations referred to in Subparagraph 15.5 of this Regulation.

30. The organisational units and affiliations of the College shall be established, reorganised and liquidated by the Board.

VI. Staff of the College

31. The staff of the College (hereinafter – staff) shall consist of:

- 31.1. academic staff;
- 31.2. general staff;
- 31.3. students.

32. Staff are entitled to use the premises, equipment, inventory, library and other facilities of the College in accordance with the internal regulations of the College.

33. Staff have an obligation to promote the operation of the College and to facilitate openness in its administration. Staff have the right to participate in the development of management and self-government decisions and internal regulations, as well as in decisions affecting the interests of staff, to attend collegial management bodies of the College and to be heard, as well as to make proposals on the operation of the College.

34. Academic staff consist of:

- 34.1. assistant professors;
- 34.2. lecturers;
- 34.3. assistants.

35. Persons in academic and elected administrative positions shall be elected in the form of open competition in accordance with the regulations for appointments to academic and administrative positions. The competition shall be announced at least one month before the election by publishing a notice in the newspaper “Latvijas Vēstnesis”.

36. A person holding a Doctoral or Master degree may be elected to an academic position.

37. A person holding the diploma of higher education without a scientific degree may take the position of an assistant professor in the study courses of a professional study programme profile if a candidate has at least seven years of practical experience corresponding to the relevant study course. Requirements imposed on candidates for such assistant professor positions shall be approved by the Council. In the study courses of the professional study programme profile, the position of a lecturer or assistant may be occupied by a person holding the diploma of higher education without a scientific degree if a candidate has at least five years of practical experience corresponding to the relevant study course.

38. Persons are elected to academic and elected administrative positions by secret ballot. The elected person concludes an employment contract for the election period.

39. Academic staff are elected by the Council for six years.

40. Academic staff have the following responsibilities:

40.1. to participate creatively and responsibly in the implementation of study programmes;

40.2. to constantly improve their professional qualifications, attend methodological seminars, engage in scientific research;

40.3. to observe the code of conduct;

40.4. to be responsible for their activities and results;

40.5. to provide students with opportunities to enforce their rights at the College.

41. Academic staff shall have the following rights:

41.1. within the framework of the study programmes to be implemented, to freely determine the content, forms and methods of the study programme and examinations in accordance with the study and examination regulations;

41.2. carrying out research activities, to freely choose research methods, evaluate and publish the research results;

41.3. to submit proposals for the organisation of activities that correspond to the operational goal of the College;

41.4. to offer new study programmes and propose implementing new study programmes;

41.5. to make proposals for the development of the College and ensuring internal regulations;

41.6. to be elected to the representation, management and decision-making bodies of the College.

42. The person shall be enrolled at the College in accordance with the student enrolment requirements and additional requirements of the College.

43. Student responsibility is to comply with the regulations of the College, regulations approved by the Council and internal regulations.

44. Students establish the Student Self-government at the College. The Student Self-government has the right to request and receive information and explanations on issues that affect the interests of students from the representation, management institutions, decision-making bodies of the College and heads of organisational units.

45. Representatives of the Student Self-government have the right to participate in the decision-making bodies of the College. Representatives of the Student Self-government in the Council have the veto right on issues that affect the interests of students. If necessary, the Council establishes a Conciliation Commission and reconsiders the issue at the next meeting of the Council. The decision of the Conciliation Commission shall be approved by the Council. The decision of the Council shall come into force if, by secret ballot, not less than two-thirds of the members present vote for it.

46. Decisions of the Student Self-government after their approval by the Council are binding on all students.

VII. Development and Approval of Study Programmes

47. The study process is regulated by the regulations approved by the Council.

48. Academic organisational units may develop and submit application of the study programme in accordance with the prescribed procedure.

49. The Study Department is responsible for the content of the study programme and its implementation.

50. The study programme is concluded by a state examination. Part of the state examination is the elaboration and defence of a diploma paper.

51. The Council approves the study programme and decides on termination of the programme implementation.

52. If the study programme is liquidated, the College shall provide students with the opportunity to continue their studies at another study programme of the College or at a corresponding study programme implemented by another college or university.

VIII. Adoption of Internal Regulatory Documents

53. Documents regulating the internal order of the College shall be approved by the Director.

54. The documents regulating the internal order of the organisational units of the College shall be approved by the head of the organisational unit in accordance with the regulations of the structural unit, but if the head of the structural unit has no such right stipulated in the regulations of the structural unit, the documents regulating the internal order of the unit shall be approved by the Director.

55. The regulations on matters that are beyond the competence of the Director shall be approved by the Council, taking into account the recommendation from the Director.

IX. International Relations of the College

56. The College is entitled to participate in international cooperation organised by the Ministry of Education and Science, other state, municipal or non-governmental organisations, as well as to establish bilateral (multilateral) international contacts.

57. The College may invite academic staff members and specialists from other foreign higher education institutions as guest lecturers to deliver individual lectures or a set of lectures.

58. The College may organise staff exchange trips both abroad and in Latvia.

X. Funding Sources of the College

59. The College shall be financed by its Founder, observing the minimum amount of educational programme implementation costs per student determined by the Cabinet of Ministers.

60. Studies are provided on a tuition fee basis at the College. The amount of tuition fees and other paid services is determined by the Board. After coordination with the Board, the student may be exempted from the tuition fee in full or in part according to the procedure set by the College.

61. The financial resources of the College consist of:

- 61.1. tuition fee;
- 61.2. own revenue;
- 61.3. foreign financial resources;
- 61.4. donations and gifts from legal and natural entities;
- 61.5. credit resources from banks and other credit institutions.

XI. Proposal and Elaboration of the College Regulation and Its Amendments

62. The College Regulation and Amendments are drafted by a Commission established by the Council. The rules of procedure of the Commission shall be determined by the regulations approved by the Council.

63. Proposals for amendments to the College Regulation may be submitted to the Commission by the Director, members of the Council, Student Self-government, heads of organisational units, as well as one-tenth of the total staff of the College.

64. The Board shall coordinate the College Regulation and amendments thereto.

XII. Reorganisation and Liquidation of the College

65. The founder shall decide on the reorganisation or liquidation of the College upon the proposal of the Board.

Prime Minister

A.Kalvītis

Minister of Education and Science

B.Rivža