

APPLICATION

Studiju virziena "Management, Administration and Management of Real Property" for assessment

Study field	<i>Management, Administration and Management of Real Property</i>
Title of the higher education institution	<i>Juridiskā koledža</i>
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Self-evaluation report

Study field "Management, Administration and Management
of Real Property"

College of Law

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I - Information on the Higher Education Institution/College

1.1. Basic information on the higher education institution/ college and its strategic development directions, including the following information:

The College of Law is one of the leading private colleges in Latvia that was accredited in 2001. The College of Law offers study opportunities in four major study fields – Economics; Management, Administration and Real Estate Management; Legal Science and Information Technology, Computer Engineering, Electronics, Telecommunications, Computer Management and Computer Science. Within the study field “Economics”, one study programme “Accounting and Finance” is implemented; three study programmes “Human Resource Management”, “Real Estate Management and Administration”, “Cyber Security and Personal Data Protection” are implemented within the study field “Management, Administration and Real Estate Management”; one study programme “Administration and Programming of Computer Systems, Computer Networks” is implemented within the study field “Information Technology, Computer Engineering, Electronics, Telecommunications, Computer Management and Computer Science”; and one study programme “Law” – within the study field “Legal Science”.

The aims and tasks of the study programmes correspond to the Framework for Qualifications of the European Higher Education Area and Level 5 of the European Qualifications Framework (EQF) <https://ec.europa.eu/ploteus/content/descriptors-page> .

In 2016, the College of Law (hereinafter referred to as the CL) was recognised as the **third best** college in Latvia, and in 2018 the College was ranked second in the top three (Appendix 1).

The mission and vision of the College

The mission of the College of Law is to educate and train qualified specialists for the labour market both in Latvia and abroad, who have acquired not only good theoretical knowledge, but also practical skills. The College of Law educates and trains mid-level professionals with first level professional higher education not only in management, administration, and real estate management but also in other most demanding occupations in the labour market, where the management, administration, and real estate management aspects play an important role in full-fledged work. Developing creativity and new ideas is the foundation of the study process.

Main strategic goals:

- to educate and train qualified specialists that are in demand in the labour market;
- to ensure the growth of the College by acquiring international experience and constantly improving the quality of studies;
- to be the best college in Latvia;
- to pay particular attention to the legal aspects in the field of management, administration and real estate management.

The development of the College is based on the key policy documents and regulatory framework of our state.

Development strategy of the College of Law <http://jk.lv/eng/aboutus/strategy>

The development of the College is based on the key policy documents and regulatory framework of

our state, including the Sustainable Development Strategy of Latvia until 2030 (Latvia 2030) <https://www.vestnesis.lv/ta/id/191187> (Latvian language), the Guidelines for the Development of Education for 2014–2020 <https://m.likumi.lv/doc.php?id=266406>.

The College also offers the opportunity to acquire professional competences in continuing education and professional development programmes. Within the study field “Economics”, the College implements the professional further education programme “Accounting”, while within the study field “Management, Administration and Real Estate Management” – the programme “Real Estate Trade and Management”, professional qualification – house manager.

The College of Law has developed the Strategy that defines the vision, mission, main values, strategic goals and objectives of the College. The College of Law implements the Bologna Process Guidelines, its activities focus on obtaining international accreditation of the study programmes with the aim of implementing the Strategy of the College on the way to the Excellence Model for Quality Assurance and International Recognition. The CL is the member of several international organisations – PRME (Principle for Responsible Management Education), WFCP (World Federation of Colleges and Polytechnics), AACCC (American Association of Community Colleges), EURASHE (European Association of Institution in Higher Education) and FIABCI (International Real Estate Federation).

The Sustainable Development Programme of the College envisages not only the acquisition of high quality education and professional competences, but also high standards in business, information technology and security, health, environmental protection, freedom of expression and respect for equality principles, protection of intellectual property, fight against corruption and compliance with ethical standards, etc.

It is important to develop cooperation with the regions; the College already has four affiliations in different regions of Latvia (in Gulbene, Liepāja, Valmiera and Ventspils), which provide the opportunity to acquire education, professional skills and competences closer to the place of residence. Under changing economic conditions, it is not always possible for everyone to go a long way to the capital, where all higher education institutions are located. The affiliations of the College provide the study programmes required in the labour market of the region, enabling all those interested persons to acquire professional competences and integrate into the labour market.

It is important to continue to provide regions with the same high quality education opportunities available in the capital.

Implementation of the Study Programme at Liepāja and Valmiera Affiliations

The Board of the College of Law made a decision on establishment of a branch in Liepāja right after starting the operation of the College of Law in Riga on 1 October 2000 (Minutes of the Shareholder Meeting of the CL No. 3). Establishment of the College in Riga created a widespread public interest across the whole Latvia, considering that it was the first higher education institution of such kind in Latvia. Administration of the College received dozens of letters and calls from various locations in Latvia with a request to establish branches of the College in various cities in Latvia. Considering that Liepāja and Ventspils showed the most activity, and distance to Riga was rather significant for students to travel for studies, a decision was made to research the technical possibilities for opening of a branch. The local governments of the cities were very responsive and interested in opening the branches in their cities, helped in finding the premises and settle other necessary matters. When clarifying the opinion of the potential employers in Liepāja and Ventspils, we came to an insight that opening of a branch would be useful, and on 1 February 2001 the branch of Liepāja began work, and a month later, on March 1, the branch of Ventspils was opened.

The same can be said about the affiliation in Valmiera. The opinion of the local authorities was

asked, and it proved to be positive. Special interest was shown by Valmiera City Council, which supported the establishment of the College's affiliations and assisted in finding appropriate premises and employees. The employer surveys also demonstrated that the graduates of the College would be in demand in the local labour market.

The decision to establish affiliations in Gulbene and Valmiera was made on 13 February 2007 (Minutes of the Board meeting of the CL No. 24).

The affiliations are integrated in the system of College, and all work is coordinated from Riga. The affiliations of Liepaja and Ventspils each have one employee working at the affiliation on days when studies take place, and also once a week ensures that students have access to the library, computers and all information necessary for studies. Both the economic activity and the study work are centrally organised from Riga.

The affiliations, just like the whole College, receive revenue mostly from tuition fees. Tuition fee is transferred into one account (to which money is transferred by everyone: both the students in Riga and the affiliations), and this account is centrally serviced by the Accounting Department of the College.

The goal of the CL is to create at its affiliations a learning environment, to organise and implement the study process that would ensure reaching the goals set by the study programmes, making rational use of the resources of the institution. To be able to achieve a high-quality service in compliance with the requirements of the work environment, it is essential to analyse the learning process, the curricula, and to improve them, renew and supplement them in accordance with the newest trends in the sector and the labour market.

Priority is given to the quality of studies, qualified academic staff and up-to-date material and technical facilities.

Academic staff members are hired by the College of Law. The study process at the affiliations is centrally planned from Riga, and it is practically ensured by the same academic staff members who work in Riga; in some cases local lecturers/practitioners, as well as guest lecturers are attracted. Transport from Riga to lectures at the affiliations and back home is provided to the academic staff members.

The academic staff members at the affiliations are not hired separately, the College has one Personnel Unit, Accounting Department, Study Department, etc.; consequently, all employees are hired at the College of Law, stating separately in the agreements that the workplace of the employee is 1a Kronvalda Boulevard (Riga) and additionally specifying affiliations. The total time and workload are calculated together at the College of Law, without distinguishing the work at affiliations, and the planning of study work is performed centrally, not by each affiliation separately.

The transportation of the academic staff members to the affiliations is provided by the College, i.e., on the days when studies take place, the academic staff members are driven to a particular affiliation and back home at the end of the working day by transport provided by the College. Lectures and practical classes at the affiliations are planned according to the study schedule of the academic year, which is coordinated with the managers of the affiliations and the Study Department, and published by 30 July of the current year.

There are no separate accounting sub-accounts for operations at the affiliations. As all College activities are organised centrally, all financial flows are included in the total funding. Affiliates are places where the study process is ensured. To ensure the study process, the College draws up a plan for the procurement of material facilities each year, which includes the necessary resources for the study process in Riga and four affiliations, including library resources. For example, in the case

of library resources, they are allocated in proportion to the study seats, according to the number of students available. Weekly working meetings (on Wednesdays) also address the issues of material and technical facilities.

In order to improve students' practical skills, an integral part of the study process is field trips to enterprises, institutions and organisations, including, for example, the Saeima of the Republic of Latvia, the Cabinet of Ministers of the Republic of Latvia, the Land Register, etc.

The CL implements full-time, part-time, extramural studies, including e-studies. The CL uses Moodle learning platform, licensed Zoom Business platform. To better support students, the College has created its own electronic library, which contains books published by the College as well as other teaching aids, lectures are filmed and materials available on Moodle <http://e.jk.lv/> (Latvian language). At the College, e-learning is offered within the study programmes - "Law", "Human Resource Management", "Commercial Science" and "Real Estate Management and Administration".

1.2. Description of the management of the higher education institution/ college, the main institutions involved in the decision-making process, their composition (percentage depending on the position, for instance, the academic staff, administrative staff members, students), and the powers of these institutions.

Structure of the College of Law is formed by employees, the Board and Director of the educational institution, Deputy Directors, Council, Study Department, Student Self-government, directors of the study programmes, academic staff and guest academic staff, as well as the Library, Archive, Accounting Department, Personnel and Records Management Department, Maintenance Department, International Relations and Projects Department.

The College operates in accordance with the Regulation of the College of Law. The Director of the College is responsible for the content and financial operation of the College; the Deputy Director for Academic Affairs ensures the management of the study process, as well as coordinates the International Relations and Projects Department; the Deputy Director of Administration ensures administrative and maintenance management of the College.

The Council is the highest representation and management institution and decision-making body in education and research matters. The Council includes academic staff of the College and representatives of employers, as well as the representatives of the Student Self-government. The Council is chaired by the Chairperson of the Council. The total number of Council members is 18. The Council consists of director, deputy director, one board member, seven members of the academic staff (the College is their main place of work), two general staff members, four representatives of the Student Self-government, two authorised representatives of employers and NGOs according to the specifics of the study programmes.

The College implements six study programmes; each programme is headed by a director/consultant. When establishing new study programmes, the structure of the College will be supplemented with new administrative units. In future, the plans are to expand the organisational unit - Training Centre - by establishing Legal Consultations that would provide advice to the residents of the Republic free of charge in cooperation with the academic staff and students. The idea is also to establish the Career Centre; the main duties of it would be cooperation with the employers and cooperation partners, provision of placement for the students of the College, providing consultations on job matters and organisation of career days.

The following organisational units are involved in the implementation of the study process:

Study Department, which plans the study process (schedule of lectures and practical classes, lecturers' work, etc.) in Riga and its affiliations, organises its implementation. It keeps student personal files, registers the academic performance; is responsible for software and technical resources; provides students with information; offers students and academic staff members to engage in the local and international projects, etc. Director/consultant of a study programme is responsible for provision, self-assessment of the content performance of a study programme.

Academic staff members perform pedagogical, methodological and scientific activities. Within the framework of the study process, they deliver lectures, organise workshops and conduct practical classes, administer tests, check reports, independent assignments (incl. homework), provide tutorials, supervise and review qualification papers, and perform other duties related to the organisation of the study process.

The academic staff members involved in the implementation of the accredited study programme should have the necessary skills to transfer their knowledge and experience to students and receive feedback on their work. All academic staff members are provided with the opportunity to develop their knowledge, by undertaking qualification development courses, pursuing Doctoral studies, conducting scientific research and undergoing internship abroad within the framework of mobility programmes.

Maintenance Department that deals with material and technical maintenance issues.

Library that provides students and academic staff members with information.

Archive collects, stores and ensures the circulation of documents.

Personnel Department that deals with employment and contractor agreements; keeps records of employees; informs about the occupational health and safety requirements; promotes the participation of academic staff in professional development courses and further training, etc.

Affiliations ensure the study process at the affiliations.

Student Self-government represents the students' interests in study issues and in leisure time organisation; conducts student surveys on the quality of the study process.

International Relations and Projects Department – coordinates Erasmus+ mobility, promotes cooperation with foreign partners, organises international conferences; participates in international projects.

Accounting Department collects and analyses financial data, draws up accounting records, documents and reports, records all financial transactions.

Structure Annex No. 2

The evaluation of the effectiveness of the governance structure of the College of Law was conducted in July 2019, assessing it in accordance with the international standard ISO 9001: 2015. As part of the evaluation, the College's governance structure was assessed, taking into account the underlying and support processes. The College's governance structure is evaluated as functionally efficient, with opportunities to improve individual activities in the field of marketing.

Legislative Acts of the College of Law -Annex No. 3

<http://jk.lv/eng/for-students/rules-are-regulations>

The Quality Management Policy of the College of Law, <http://jk.lv/eng/aboutus/quality-management>

Student Self-government

Student Self-government represents the interests of students <http://jk.lv/eng/for-students/student-s-council> . Student Self-government is the highest institution defending students' interests at the College(Regulation of the College of Law of 16 March 2001), which started its activities immediately after the establishment of the College. http://jk.lv/NOLIKUMS_Studentu_Pasparvalde.pdf

The task of Student Self-government is to promote the social life of the College's students and to enhance the efficiency of their study process.

Representatives of Student Self-government participate in the activities of the Council of the College of Law. By decision of the Board of the College of Law as of 18 January 2011 (Minutes No. 116), financial resources are allocated for the needs of the Student Self-government in accordance with Section 53, Paragraph 4 of the Law on Institutions of Higher Education. It is possible for the Student Self-government to receive financial support by prior agreement with the administration of the College.

To facilitate the efficiency of the study process, scientific conferences are regularly organised that always attract the most active students of the College. At several student scientific conferences, students have conducted a lot of research, also analysed, solved various problems and defended their thesis statements on some of today's topical issues.

The Student Self-government organises independent student surveys at least once a year to evaluate the quality of studies and presents the results to the administration of the College of Law. Surveys are available in students' personal [profiles at the website of the College](#).

In 2017, the Student Council of the Latvian College Association was established with its president and 4 representatives, one of whom is from the College of Law. On 8 February 2018, the Student Council of the Latvian College Association undertook an exchange visit to Tartu (Estonia), where they attended Tartu Health Care College (THCC) that was a partner of several Latvian colleges. During the meeting, it was possible to get acquainted not only with the College's premises and the latest technologies used in the study process, but also with the College's students, including the Student Self-government.

For several years, the College's most active students have the opportunity to represent the College at the international education exhibition "School". It is a great opportunity to share one's experiences with others.

The annual participation of the College' team of full-time students in the inter-college bowling tournaments organised by the Latvian College Association (LCA), which takes place every year, has already become a tradition. In 2017, the College's team won the first place, thus being given the opportunity to organise the 2018 bowling tournament. Within the framework of the Lawyers' Day (in April), the team of the College of Law participates every year in the Lawyers' Day Bowling and within the Science Week - in the Liepāja Golden Pin tournament at Liepāja Affiliation.

Students of the College of Law, at least five each year, are actively involved in Lattelecom Riga Marathon, where all the payments related to the marathon are covered by the College.

The Student Self-government also participates in organising student recreation events; thus, it organises trips every year, one of the traditions has become the excursion to Sigulda, boat trip, which is organised thanks to the lecturers' activity. The Student Self-government also organises Christmas events, evening parties, and joint cultural events.

The Student Self-government participates and organises meetings with secondary school pupils who have expressed a desire to study at the College of Law and are interested in legal sciences. Students actively participate in the Career Days of their former schools to popularise the College

and tell about their studies at the College, as well as participate in court games.

Every year field trips are organised to the Saeima (Parliament) of the Republic of Latvia to get acquainted with its activities, as well as field trips within the framework of study courses to the Supreme Court of the Republic of Latvia, the Prosecutor's Office of the Republic of Latvia, the State Land Service of the Republic of Latvia, the Land Registry Office of Riga City, the State Forensic Science Bureau, the Brasa Prison, the State Archive of Latvia, etc.

Table No. 3

Field Trips of the Students of the College of Law

No.	The institution attended	Date
1.	State Land Service	1 March 2016
2.	Land Registry Department of Vidzeme District Court of Riga City	8 March 2016
3.	Cabinet of Ministers of the Republic of Latvia	11 March 2016
4.	Civil Registration Office of Pardaugava Branch of Riga City	31 March 2016
5.	Brasa Prison	5 and 15 April 2016
6.	Seminar at the European Parliament Information Office in Latvia and familiarization with the institutional structure of the European Union	19 April 2016
7.	Embassy of the Republic of Georgia	9 May 2016
8.	Saeima (Parliament) of the Republic of Latvia	9 June 2016
9.	War Museum	13 September 2016
10.	National Archive of Latvia	20 September 2016
11.	Prosecutor General's Office of the Republic of Latvia	4 October 2016
12.	Supreme Court of the Republic of Latvia	11 November 2016
13.	Cabinet of Ministers of the Republic of Latvia	2 December 2016

14.	Prosecutor General's Office of the Republic of Latvia	26 January 2017 23 February 2017
15.	Supreme Court of the Republic of Latvia	29 March 2017
16.	Saeima (Parliament) of the Republic of Latvia	29 March 2017
17.	State Forensic Science Bureau	23 April 2017
18.	Central Prison	29 September 2017
19.	Prosecutor General's Office of the Republic of Latvia	9 October 2017
20.	Supreme Court of the Republic of Latvia	2 November 2017
21.	Civil Registration Office of Pardaugava Branch of Riga City	2 November 2017
22.	Prosecutor General's Office of the Republic of Latvia	4 December 2017
23.	Division of Riga Regional Court	16 January 2018
24.	Riga Municipality Police	1 February 2018
25.	Cabinet of Ministers of the Republic of Latvia	7 March 2018
26.	Dependent Centre of Olaine Prison	21 March 2018
27.	Prosecutor General's Office of the Republic of Latvia	19 April 2018
28.	State Forensic Science Bureau	26 April 2018
29.	State Revenue Service	9 May 2018
30.	Prosecutor General's Office of the Republic of Latvia	16 May 2018
31.	Supreme Court of the Republic of Latvia	8 October 2018
32.	Prosecutor General's Office of the Republic of Latvia	17 October 2018

33.	Supreme Court of the Republic of Latvia	8 November 2018
34.	Prosecutor General's Office of the Republic of Latvia	7 December 2018
35.	Saeima (Parliament) of the Republic of Latvia	7 February 2019
36.	Supreme Court of the Republic of Latvia	13 February 2019
37.	Land Register	5 March 2019
38.	Latvia's State Forests	12 March 2019
39.	State Forensic Science Bureau	12 March 2019
40.	Dependent Centre of Olaine Prison Administration	2 April 2019
41.	Saeima (Parliament) of the Republic of Latvia	2 May 2019
42.	Prosecutor General's Office of the Republic of Latvia	19 May 2019
43.	Prosecutor General's Office of the Republic of Latvia	19 June 2019
44.	Visit to the Supreme Court of the Republic of Latvia	15 October 2019
45.	Visit to Riga Central Prison	5 December 2019

Activities:

- In April 2016, full-time students took part in the bowling tournament of the Latvian College Association and won the 20th place.
- In June 2016, full-time students celebrated the end of the study year going to the cinema to watch a movie "How you see me 2".
- On 19 October 2016, students took part in the opening of the photo exhibition of the Minister of Justice Dz. Rasnačs.
- In April 2016, within the Lawyers' Day, photo exhibitions "The World through the Eyes of Students, Teachers and Employees of the College of Law" and "We are from the College of Law" were opened at the College of Law.
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- In February 2016, 2017, 2018, full-time and part-time students represented the College of Law at the exhibition "School".
- In May 2016, 2017, 2018, students of the College of Law participated in Lattelecom Marathon.
- In April 2016 and 2017, within the Lawyers' Day, part-time and extramural students took part in the bowling tournament "Liepāja Pin" of the College of Law.
- In April 2018, within the Lawyers' Day, part-time and extramural students took part in the

International Bowling Tournament in Riga.

- In April 2017, full-time and part-time students took part in the bowling tournament of the Latvian College Association and won 1st place.
- In November 2017, a photo exhibition of students of the College of Law “My Latvia” was opened.
- In April 2018, full-time and part-time students took part in the bowling tournament of the Latvian College Association and won 13th place.
- In 2016, 2017, 2018 graduates – the authors of the highly-evaluated qualification papers – presented the main thesis statements, conclusions and proposals of the qualification papers in the form of scientific articles, which were published in the collection of scientific articles of the College of Law along with the scientific papers of the College’s lecturers.
- ERASMUS traineeship.
- Full-time students wrote articles on ERASMUS traineeship in Italy, which were published in the Journal of the College of Law.
- Participation of students (two) in Southwestern Advantage Practice in the USA.
- Part-time students (two) wrote articles on traineeship in the USA, which were published in the Journal of the College of Law.
- An article on the studies at the College of Law published in the Journal of the College of Law was written by the full-time student.
- On 7 November 2017, the Student Council Meeting of the Latvian College Association took place, where Statutes were adopted. Student of the College of Law E.Sniedzītis was elected to the Board of the Council.
- Participation of students in guest lectures organised by the College of Law.
- In October 2018, full-time students went on a day trip to Sigulda and Līgatne.
- On 28 November 2018, the full-time student Ilze Kublinska participated in the scientific practical conference “Law Enforcement Institutions in Latvia and Europe – The Basis and Guarantor of the Rule of Law”.
- On 28 November 2018, ERASMUS student Ibrahim Demir participated in the scientific practical conference “Law Enforcement Institutions in Latvia and Europe – the Basis and Guarantor of the Rule of Law”.
- On 14 February 2019, Valentine’s Day Ball was organised for students of the LCA.
- On 9 April 2019, the LCA bowling tournament took place.
- On 27 April 2019, the bowling tournament of the College of Law “Liepāja Golden Pin 2019” took place.
- May 2019 Riga Marathon.
- Meeting of the Graduate Council of the College of Law etc.

1.3. Description of the mechanism for the implementation of the quality policy and the procedures for the assurance of the quality of higher education, as well as the stakeholders involved in the development and improvement of the quality assurance

system and their role in these processes.

see part No.2 (2.1. - 2.5)

http://jk.lv/QUALITY_POLICY.pdf

1.4. Fill in the table on the compliance of the internal quality assurance system of the higher education institution/ college with the provisions of Section 5, Paragraph 21 of the Law on Institutions of Higher Education by providing a justification for the given statement. In addition, it is also possible to refer to the respective chapter of the Self-Assessment Report, where the provided information serves as evidence for the full compliance, partial compliance or non-compliance.

1.	The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.	Complies The College of Law has a quality management system and procedures that have been evaluated by external experts - the international certification body BUREAU VERITAS. The goal of quality management at the College of Law is to ensure the transparency of internal processes and the performance of operations in accordance with regulatory requirements. http://jk.lv/eng/aboutus/quality-management See Part II, 2.1-2.5.
2.	A mechanism for the creation and internal approval of the study programmes of the higher education institution/ college, as well as the supervision of their performance and periodic inspection thereof has been developed.	Complies The mechanism for the development of study programmes is stipulated in the Regulation on Study Program Self-Assessment, and the criteria of study course supervision and requirements are defined in the job descriptions of the academic staff. See Part II, 1.1, 2.1, 2.2 and Part III, 2.3 etc.

3.	The criteria, conditions, and procedures for the evaluation of students' results, which enable reassurance of the achievement of the intended learning outcomes, have been developed and made public.	<p>Complies</p> <p>http://jk.lv/eng/for-students/rules-are-regulations Criteria for the assessment of learning outcomes Criteria for the assessment of learning outcomes are publicly available to students and academic staff (in e-environment). Criteria for the assessment of academic performance are stipulated in the Examination Regulation, the Regulation on Student Knowledge Assessment and the Qualification Examination Regulation, as well as in the course descriptions. Criteria for the assessment of learning outcomes are based on Cabinet Regulation No.141 (adopted 20 March 2001) "Regulations regarding the State Standard for First Level Professional Higher Education".</p>
4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	<p>Complies</p> <p>The evaluation of the work of the academic staff takes place at least twice a year based on the results of the student survey. The job descriptions of the academic staff state that at least every three years the research activity (conferences, publications, etc.) shall be carried out that the Study Department pays attention to. See 3.3-3.6, 4.1, 4.2, 4.5, etc.</p>
5.	The higher education institution/ college ensures the collection and analysis of the information on the study achievements of the students, employment of the graduates, satisfaction of the students with the study programme, efficiency of the work of the academic staff, the study funds available, and the disbursements thereof, as well as the key performance indicators of the higher education institution/ college.	<p>Complies</p> <p>Information on students' academic performance and graduates is collected and compiled in the database of the College of Law. Information on student's academic performance is regularly analysed and discussed at Council meetings, weekly staff meetings. Learning outcomes are evaluated and summarised, as well as final results are made and decisions on further action are taken twice a year, following a state examination. Student satisfaction with the study programme is evaluated not less than twice a year by conducting student surveys. The evaluation of the work efficiency of the academic staff is most closely related to the results of the student survey and the qualification improvement of the academic staff, which is evaluated by the Study Department.</p> <p>See Section II, 1.6-1.7, 2.1-2.3, 2.4, 3.1-3.3, 3.7, 4.2, 4.5, 5.2, Section III, 2.6, etc.</p>

6.	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study direction whilst implementing their quality assurance systems.	Complies Appendix 30 The Appendix confirms that the College provides an opportunity on the continuity basis to those who are willing to continue their studies to complete a full cycle, to obtain a Bachelor degree. It means that quality is assured in cooperation with partner higher education institutions that implement Bachelor study programmes.
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II - Description of the Study Direction (1. Management of the Study Direction)

1.1. Economic and/or social grounds for the creation of the study direction and the relevant study programmes, the assessment of the interrelation among the study programmes, as well as the analysis of the significance (singularity) of the study programmes in comparison with other similar study programmes in Latvia and abroad.

Knowledge and skills are needed to successfully enter the labour market. It is important for employers that the potential employee is educated and knowledgeable in his/her field, so jobseekers with higher education have more advantages. Under the impact of rapid economic change and globalisation, basic knowledge is no longer sufficient and employees need to continuously upgrade their professional qualification. Nowadays, it is no longer possible to acquire knowledge for a lifetime, even in 4-5 years, because the acquired knowledge becomes gradually obsolete. Consequently, it is essential to ensure the development and functioning of a lifelong learning support, so that the newly recruited employees have the opportunity to increase their competitiveness, raise their qualification, increase their productivity, thus contributing to the overall state income and welfare.

On 20 December 2012, the Saeima of the Republic of Latvia approved the National Development Plan of Latvia for 2014-2020. The National Development Plan is the main medium-term development planning document in Latvia, which envisages that in a globalised and digitalised world, where the competitiveness of countries is increasingly determined by creative ideas that are transferred into innovative products and services, Latvian residents, owing to widely available new technologies and adult education programmes, develop creative business. They provide jobs for themselves and others and are able to compete successfully with their products and services in the global marketplace. Therefore, it is important to note that there is no area where management competencies is not required.

Part of the National Development Plan "Advanced Research, Innovation and Higher Education" aims at providing opportunities for developing competences in quality formal education and beyond the formal education system throughout the life cycle, so that we can see and find solutions in all circumstances.

The Sustainable Development Strategy of Latvia until 2030 (Latvia 2030) stipulates that the education system will not be able to survive only by enrolling students from one's own country (§

64; p. 16); the goal of the 21st century education system is to strengthen the individual's skills for continuous learning and innovation (§ 67; p. 17); already a large group of students at higher education institutions and colleges belong to the so-called non-traditional age groups over the age of 23, so higher education institutions should move to adult education as a stable and necessary course of action (§ 80; p. 20); higher education institutions can develop programmes that are completely implemented in the e-environment (§ 94; p. 22).

The study field "Management, Administration and Real Estate Management" implemented by the College of Law aims at ensuring that in a relatively short time, as a result of mastering the study field, every graduate of the College of Law is competitive not only in the labour market of Latvia, but also his/her skills and knowledge would be highly evaluated in the European Union and worldwide.

Within the study field "Management, Administration and Real Estate Management", the College of Law implements three study programmes "Real Estate Management and Administration", 80 CP (120 ECTS), qualification - house manager; "Human Resource Management", 80 CP (120 ECTS), qualification - personnel specialist; "Cyber Security and Personal Data Protection", 82 CP (123 ECTS), qualification - security specialist.

The study programme "Real Estate Management and Administration" implemented by the College of Law is unique in that it was developed in 2006 and the equivalent programme was only offered at Riga Technical University. The need arose from the demand for mid-level specialists in the field of real estate, as well as from a regulatory enactment of 2010, which made this type of education a mandatory requirement for all persons performing the duties of a house manager in the residential property management sector. During these years, the programme has been improved and supplemented both in terms of content and teaching methodology.

Both in Latvia and other European Union countries, some social problems can be observed, such as shortage of qualified specialists, special mid-level specialists, insufficient correspondence of education level to the demand of the labour market, labour migration to other economically developed countries of the European Union.

Regulatory enactments, as well as labour market demand, setting new requirements for professional qualifications, are evolving rapidly, thus creating a need for the provision of an appropriate professional first level higher education programme.

Successful integration into the labour market in today's turbulent environment no longer requires one-time knowledge, skills and advanced abilities, as it is necessary to continuously develop, upgrade one's professional qualifications, skills, abilities and competences, as well as acquire the new ones.

Building management encompasses legal and technical activities related to the maintenance of buildings and the solution to the relevant problems. Residential property management is a topical issue both in Latvia and in European countries, where housing stock makes up a significant part of real estate.

A modern house manager should be an expert in the field of his/her own management sphere; he/she should understand the regulatory framework, know building design elements, be information literate and be able to use and manage technologies; should have an appropriate level of accounting and records-keeping knowledge, and in communication with people he/she should be communicative and psychologically resilient to successfully perform building management activities. Management of multi-apartment residential buildings also involves planning and organising the construction processes, which is a very responsible task.

Residential building management is considered in conjunction with other socially and economically important sectors in the country and it cannot be viewed as the provision of only one standard service. The residential building management sector affects all levels of society, from the state to the individual, and it is not only economic but also social in nature.

There is a growing public debate on residential building management and the related issues. The state would be willing to implement the residential insulation programme more actively at the expense of the European Union, while for various reasons apartment owners in Latvia are still not convinced of making such a decision. With the acquisition of apartments, the responsibility for the maintenance of the residential building has shifted to apartment owners, but the owners' understanding of the maintenance of the property is poor due to a lack of experience in performing the duties of the owner. Pre-war and Soviet apartment building stock in Latvia is rapidly aging, so with much more commitment and awareness it is necessary to renovate and rebuild residential buildings, as well as to take other energy efficiency measures, attracting significant European Union co-financing.

One of the key tasks in developing a legal framework for real estate management is to ensure the continuity of the management process for each building so that it does not harm either the property owners or the manager in carrying out management activities.

Identifying the customer's point of view and attitude is an ongoing process – in today's changing world, the demands of society are growing day by day and yesterday's achievements are now considered the norm. Real estate management companies also need to be able to provide their clients with a level of service that makes the fulfilment of contract obligations as convenient, easy and enjoyable as possible.

By acquiring mandatory professional study courses in real estate management and administration, as well as general courses included in the curriculum, individuals can organise their own property management and work at professional companies both as employees and managers of these companies.

According to central statistics, the number of economically active enterprises in the sector (68.32) "Real estate management on a fee or contract basis" from 2013 to 2017 ranged from 2896 to 3568 (Fig. 1). Statistics show that companies engaged in real estate management are growing every year, which means that the demand for specialists is increasing as well.

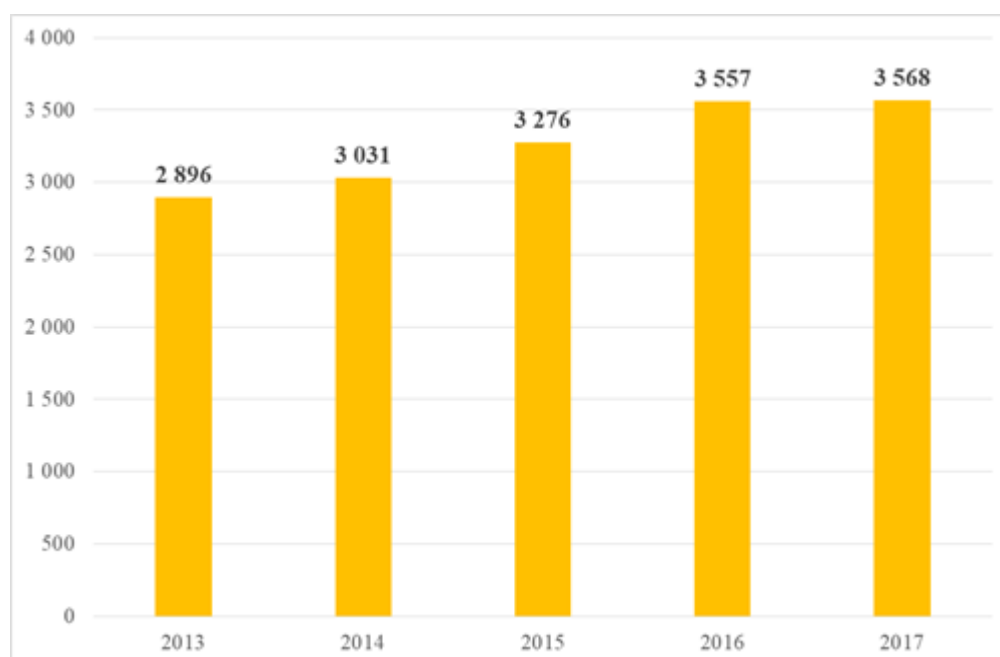
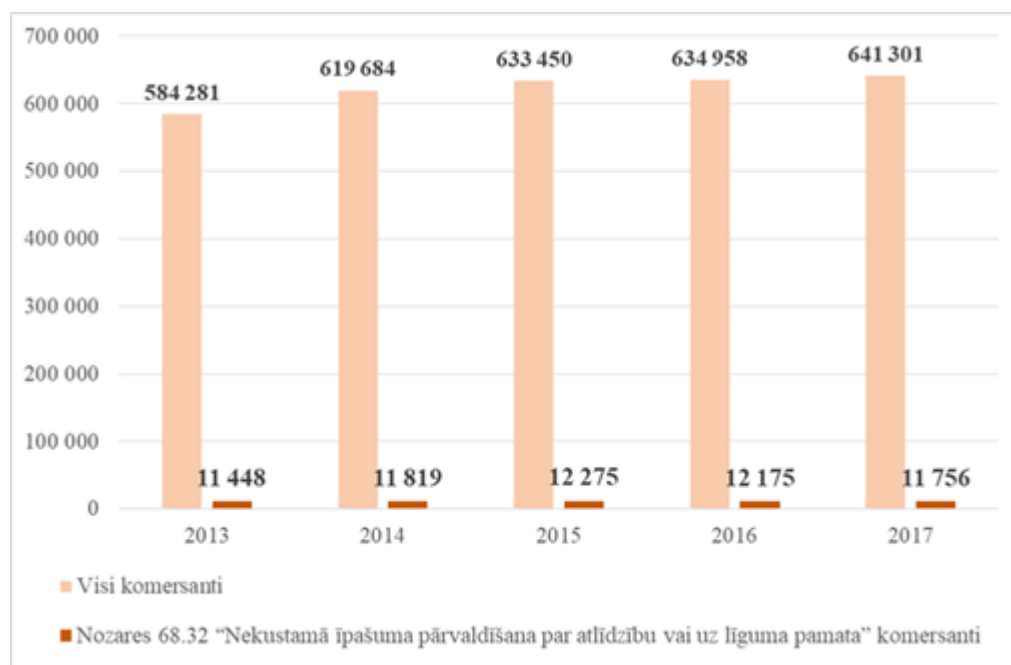


Fig. 1. Economically active enterprises in the sector 68.32 “Real estate management on a fee or contract basis” from 2013 to 2017, (units)^[1]

House manager – the first level professional higher education, basic knowledge in real estate management, technical maintenance, construction.

The number of companies and persons employed by Latvian companies in the sector (68.32) “Real estate management on a fee or contract basis” is also increasing, as shown in Figure 2 from 2013 to 2017 the number of employees increased by almost 10%.



- Visi komersanti - All merchants
- Nozares 68.32 "Nekustamā īpašumapārvaldīšana par atlīdzību vai uz līguma pamata" komersanti - Branches 68.32 “Management of real estate on a fee or contract basis”

Fig. 2. Number of companies and persons employed by Latvian companies in the sector 68.32 “Real estate management on a fee or contract basis” from 2013 to 2017 (units)^[2]

Personnel (human resource) management has become a strategic function of companies, which derives from the fact that people are the main resource of companies, any other resource (finance, information and communication technologies) requires human participation and creative activity. It can only become a strategic function if there is an understanding of the need for human resource management at the organisation, and if there is a qualified human resource specialist (manager). Employees are willing to have a well-organised work environment, work-life balance, transparency, and the involvement that an organisation can provide, as long as it is staffed by professional employees, educated managers. Personnel management helps attract, select and retain talented persons, thus contributing to the competitiveness of the organisation.

As of November 2019, 191000 companies and merchants were registered in Latvia. The study programme “Human Resource Management” is suitable for working people who need additional, next level or professional development education. The study programme is not only suitable for people who are willing to work in a particular profession (human resource manager / specialist), but it is also a good opportunity to improve management skills as such. Consequently, the study programme is binding on anyone who is or is willing to become a mid-level manager. Managers need to understand not only the details of the function they are managing, but also the performance of the organisation as a whole, accounting and human resources. The role of the study programme in economic activity is very important, especially if one considers the current trends of

business development, where the person is in focus as the decisive creator and enhancer of added value and, thus, competitiveness. Being previously considered a support function, human resource management has already reached the strategic level in modern organisations and human resource managers are strategic partners.

The Cyber Security Strategy of Latvia for 2019-2022. The development of information and communication technologies (ICT) in Latvia and abroad has reached unprecedented speed and scope. New generation ICT solutions provide access to large-scale information on domestic or foreign processes anytime and anywhere, allow communicating and exchanging information, making transactions and settlements on the Internet, receiving electronic services, drawing up, signing and sending electronic documents and storing information in electronic form, taking advantage of the daily benefits of smart devices and cloud service providers. There is a reason to talk about the development of digital society in Latvia and abroad, with the changes in the way the society, entrepreneurs and public administration function and interact with each other every day. However, the broad potential of the digital society also poses risks associated with cyber attacks against ICT and its users in the private and non-governmental sectors as well as in public administrations. A prerequisite for a successful digital society is the trust of the public, businesses and public administrations in the ability of ICT solutions and digital technologies to guarantee access to services and the security of information stored, processed or transmitted. Otherwise, the impact of information technology (IT) security incidents (cyber attacks) can be socially, financially or politically devastating with lasting consequences. The guidelines have been developed taking into account the measures included in the Sustainable Development Strategy of Latvia until 2030 (http://www.zs.mil.lv/~media/AM/Ministrija/Sabiedribas_lidzdaliba/2018/11/AIMstrat_kiber_projekts_181022.ashx)

ICT solutions and digital technologies play an important role in the functioning of Latvian society, economy and public administration. In 2017, approximately 84% of the population in Latvia had access to the Internet and 78.5% of the population aged 16–74 used the Internet regularly (at least once a week). 75.3% of the population use internet banking services regularly (logged in to the Internet banking at least six times in the last six months) and 99% of bank transfers in Latvia are made electronically. 70.2% of internet users used mobile devices to access the internet from home or work. 55% of citizens make online purchases of goods or services, and there is a gradual increase in the number of small and medium-sized enterprises (SMEs) selling products online and e-commerce turnover is growing. 77% of citizens submit their documents electronically to public administrations, and entrepreneurs have access to a wide range of public electronic services. There is widespread electronicisation of state-provided services and public administration processes, with the introduction of, for example, a national health information system “eHealth” and an official e-mail address, which are mandatory for public authorities from 1 June 2018. These indicators point to the emergence of a digital society in Latvia, where the use of ICT solutions and digital technologies serves as a basis for prosperity, economic activity and economic growth.

At present, there is no separate study programme in Latvia for training mid-level specialists in cyber security management, and students in the respective fields abroad are not motivated to return to Latvia due to limited salary and lack of professional development opportunities. According to the study by the World Economic Forum, Latvia ranks only 110th in terms of the availability of scientists and engineers in the country. Developing new study programmes, educating experts in ICT management and professionals of other disciplines (such as specialists in legal science) require instructors with the appropriate expertise. Expertise should be promoted through the establishment and support of security research teams at universities and research institutes. It would attract Latvian specialists currently working abroad; it would serve as a basis for the establishment of a national cyber security (including cryptography) school, enable them to successfully participate in

EU scientific projects in the future and to create high value-added commercial products. (Cyber Security Strategy of Latvia, <https://www.mod.gov.lv/sites/mod/files/document/kiberstrategija.pdf> (Latvian language))

The seriousness of the situation and the need for specialists in this field are also evidenced by the fact that on 30 July 2013 the Cyber Defence Unit of the National Guard was established on the basis of an order signed by the Minister of Defence regarding changes in the organisational structure of the National Armed Forces (NAF). The unit was established in compliance with the Law on the National Guard of the Republic of Latvia, bringing together experts in the private sector and volunteering experts who are interested in developing regular cooperation in IT security, developing expertise and knowledge at the national and international level, participating in cyber attack prevention training and providing support to public and private entities, when needed. The primary goal of the Cyber Defence Unit is to develop capabilities to provide support in crisis or threat situations to prevent IT security incidents and cope with the consequences in cyberspace, if the resources available to the NAF or CERT.LV were insufficient, if the engagement of the Unit accelerated the implementation of emergency measures or it had special resources for these activities. (Cyber Defence Unit Concept)

https://www.zs.mil.lv/sites/zs/files/document/cyberzs_April_2013.pdf (Latvian language)

In Lithuania, the Bachelor study programme in cyber security is implemented at Vilnius University and in Estonia – at Tallinn University. In Latvia, Master studies in Business Administration are provided by BA School of Business and Finance, studies in cyber security engineering – by Vidzeme University of Applied Sciences.

The aim of the study programme “Cyber Security and Personal Data Protection” is to educate and train professionals in information system/cyber security and personal data protection who will have the basic and practical *knowledge in cyber security management and advanced skills required for secure analysis, structuring and maintenance of information systems and personal data protection.*

This programme is the first and only first level professional higher education study programme in cyber security and personal data protection in Latvia. There is a significant demand for cyber security and personal data protection professionals with higher education both in the European Union and in international labour markets. Demand will undoubtedly increase in the future as: (1) the legal environment for data and information security in the European Union and other countries increases; (2) the growing demand of international companies and countries is better protected against economic espionage; (3) there is threat of e-war among countries. Professionals familiar with information system security technologies and personal data protection will be able to compete successfully in the local, the EU and global labour market. Nowadays, the concept of remote workplace has been introduced in the European Union, which allows working remotely at international companies. Such work requires special education. As a result, international companies highly value professionals with the appropriate specialisation skills that can demonstrate their expertise. Thus, the given study programme would allow students to acquire the knowledge and develop the skills needed to obtain an appropriate professional qualification.

Graduates of this study programme will be able to work as experts, consultants and information systems security/personal data protection specialists at government organisations and companies of all sizes; as project managers in the field of information systems; as information security analysts; as security management professionals or managers and IT security auditors at organisations. The graduates will be able to develop their business initiatives, provide consultancy services, or undertake quality information systems design and management analysis.

The study programme “Cyber Security and Personal Data Protection” has been developed within

the European Social Fund project **No. 8.2.1, specific aid objective (SAO) “To reduce fragmentation of study programmes and strengthen resource sharing”**. Appendix No.13.

Topicality of programme development and implementation has been discussed with the Data State Inspectorate (*opinion on the study programme in data protection, letter No. 1-4.2/731_N, as of 22 May 2018*), State Police, Latvia’s State Forests, Latvian Bar Association (*opinion on the study programme in data protection, as of 28 February 2018*), CERT, Employer Advisory Council of the College of Law, etc.

Project implementation is related with projects SAO 8.2.2 and SAO 8.2.3, within the framework of which professional foreign academic staff, Doctoral students will be involved in the study process, the academic staff of the College will be provided with an opportunity to undertake internship at the company, improve their foreign language skills, acquire additional knowledge, etc.

Implementation of the study programme will attract students from abroad, thus contributing to the achievement of the goals of the Latvian higher education policy, in compliance with the Guidelines for the Development of Education for 2014–2020, Guidelines for Science, Technology Development and Innovation for 2014–2020 and the Smart Specialisation Strategy of Latvia https://www.izm.gov.lv/images/zinatne/IZM_Viedas_Specializ_strategija_2013.pdf (Latvian language).

Nowadays cyber security is a very topical issue. Systems are often set up, but nobody cares about their maintenance and security.

Without an IS plan, security is not updated, and there is a high risk that an attacker can access sensitive information. If it happens, the penalties may be very high, as a new European data regulation has been adopted. Data protection regulation 2016/679 stipulates how sensitive data shall be processed and what penalties are imposed if it is not observed.

Hackers fall into three categories – white, grey, black, where some take care of system security by testing and verifying whether it can be hacked and others use security holes for malicious purposes.

Fake posts increasingly appear on social sites, which are often difficult to distinguish from true or false. Each generation perceives them differently. The causes of fake news tend to be various: to deliberately mislead, make money, influence someone’s reputation, etc. Mostly all fake messages will be negative. Nowadays, there is a particular need to educate the public so that they can discern the difference between false and true messages. Likewise, representatives of all generations need to be educated and informed about reliable sources of information.

Many people today are registered users of social networks such as facebook.com, draugiem.lv etc. There is a good chance that these portals can be addictive, i.e., it is so tempting to get like and share for the information provided. Site users may start sharing sensitive information, such as a credit card or any other document has been found, and now they are looking for the owner, etc. It is necessary to penalise the dissemination of this type of information while also educating these individuals. Spreading sensitive information on social networks is not allowed, especially if the purpose is not to help but to be praised for “fake help” as a thank-you getting as much like and share as possible. There is no other way to describe this situation if we are all well aware that the first steps when losing a document are to block access to the document and to notify the appropriate authorities.

The strategic development of the College of Law is directly related to the strategic specialisation of the College of Law, which covers the currently highly relevant issue of personal data protection. On 25 May 2018, Regulation (EU) 2016/679 on the protection of individuals with regard to the

processing of personal data, the free movement of such data and cyber security entered into force. As far as the requirements of the Regulation are concerned, it is undeniable that the field of information is one of the most relevant to the requirements of the Regulation. When starting work on the development of the new study programme, the opinion of the Data State Inspectorate was also heard and it was acknowledged that specialists in this field were needed.

The implementation of the study programme at the College of Law is motivated by the situation in the labour market and the national strategic development plans in the fields of support of the national economy and education. To ensure sustainability, competitiveness, knowledge and innovation-based economic growth, the learning process requires knowledge that can be obtained from qualified, competence-based academic staff (Smart Specialisation Strategy of Latvia).

A national information technology security incident response institution CERT.LV has been established in Latvia, which provides daily support to state and municipal institutions, businesses and natural entities in incident prevention and maintains unified representation of activities in the state electronic information space. The Law on the Security of Information Technologies defines the most important requirements for state and municipal institutions and businesses, as well as the duties and tasks of CERT.LV in peacetime. (Cyber Defence Unit Concept, 2013) (http://www.mod.gov.lv/~media/AM/Par_aizsardzibas_nozari/Plani,%20konceptijas/%20cyberzs_April_2013.ashx).

Taking into account the new security environment – virtual space, threats to it, and limited resources of the public administration, the Ministry of Defence calls for closer collaboration with the private sector by developing IT expert pool as a back-up unit that in the case of IT security crisis or threat in cooperation with CERT.LV could support the public and the private sector.

1. The dangers of virtual space know no borders and affect the state as well as the private sector and everyone individually. We are united by cyberspace and the growing threats that we as cyberspace users can also prevent together.
2. To be able to act together, we need to get to know each other, cooperate, train regularly, and acquire new skills both at the national and international level.
3. The Ministry of Defence cooperates with NATO and EU institutions, organisations of the Baltic and Nordic countries, USA and other partners. The knowledge, training and exercises available at the international defence unit are an opportunity for Latvian IT experts to develop their skills and knowledge, to use them on a daily basis and to provide support in crisis situations. <https://cert.lv/lv/iniciativas-un-aktivitates/kiberaizsardzibas-vieniba> (Latvian language)

Comparison of Study Programmes

The study programme “Real Estate Management and Administration” has been compared with the RTU study programme “Real Estate Management”. RTU, like the College of Law, offers full-time and part-time studies with a volume of 80 CP. Both comparable study programmes have been developed according to the occupational standard (PS 0286). The RTU study programme focuses more on the issues of the construction field, while the legal aspects are the main focus in the study course “Legal Basics of Real Estate and Movable Property”. The College of Law, owing to its uniqueness, i.e., the field of law, pays more attention to the field of law providing an understanding of both Civil, Administrative and Criminal Law as part of the course “Fundamentals of Law” and within free elective courses, including Procedural Law. The day-to-day work and practice in real estate management have demonstrated that it is essential for a house manager to be aware of legal issues related to the area of activity. The study programme has also been compared with the study programme “Real Estate Management” at Karlstad University (Sweden), with a volume of 180 ECTS. The curriculum at Karlstad University is tailored to the needs of the industry and students.

The programme is based on three areas of expertise: business management, law and building construction. All courses are tailor-made and industry-specific. The curriculum is similar in the two comparable study programmes, the curriculum of the study programme at Karlstad University is not so detailed in terms of the number of credit points as in the College of Law, i.e., the content of one field is covered by one study course accounting to a larger number of credit points. The programme of the College of Law focuses more on legal issues, including a number of courses in this area that are not provided in the study programme at Karlstad University. Both study programmes have the same goal – to provide the labour market with qualified specialists, who are undoubtedly demanded by property owners, real estate agencies, state and municipal companies, etc.

Comparison of the study programme has been made with Utena University of Applied Sciences, with which the College of Law has concluded a cooperation agreement on the opportunity to continue studies. Utena University of Applied Sciences implements the study programme “Management” within the study field “Business and Public Management”. The study programme, as well as the programme “Human Resource Management” of the College of Law, is implemented in full-time and part-time form; the total volume of the study programme is 180 ECTS; at the end of the studies the Bachelor Paper is elaborated and publicly presented. The aim of the study programme is to educate and train specialists who are able to carry out work that requires personal responsibility for business process management, business planning, organisation, management of employees with general competences in a company that allow adapting to changing environmental conditions and labour market demands. The major difference between the two comparative study programmes lies in the free elective courses, where Utena University of Applied Sciences puts more emphasis on trade and service management, international business management and international market management, while the study programme of the College of Law offers a wide range of choices, emphasising law and highlighting the importance of Procedural Law, as well as of personal data protection by offering a course on personal data protection as well as courses in Mediation, Public Relations, Organisation of Training in a Company and Coaching.

Comparison of the study programme “Cyber Security and Personal Data Protection” has been made with the first cycle Bachelor study programme “Cyber Security” at De Montfort University (Leicester) and the first cycle Bachelor study programme “Cyber Security and Forensic Computing” at the University of Portsmouth (Great Britain). Colleges and universities in the United States offer a wide range of cyber security programmes. In the European Higher Education Area, Great Britain and Belgium offer sufficient opportunities to study cyber security at first cycle study programmes. Both study programmes have been selected for comparison because they, like the study programme developed by the College of Law, focus on management, law and information technology. Having carried out the comparison, it should be noted that all study programmes include internship and graduation paper.

[1] Central Statistical Bureau of Latvia. SRG020. Economically active enterprises by the main kind of economic activity (NACE Rev. 2). - https://data1.csb.gov.lv/pxweb/lv/uzn/uzn__01_skaitis/SRG020.px/table/tableViewLayout1/. - (Retrieved 15 January 2020).

[2] Central Statistical Bureau of Latvia. SBG010. Number of persons employed by companies (units). - http://data1.csb.gov.lv/pxweb/lv/uzn/uzn__uzndarb/SBG010.px/table/tableViewLayout1/?rxid=5d65223e-41f0-417e-9500-6c30843b896a. - (Retrieved 15 January 2020).

1.2. Aims of the study direction and their compliance with the scope of activities of the higher education institution/ college, the strategic development directions, as well as the needs and the development trends of the society and the national economy.

The strategic goal of the study field fully complies with the strategic goals of the College, i.e., to offer high quality studies, to ensure that the theoretical knowledge acquired at the study programmes is related as effectively as possible with internship, etc. http://jk.lv/documents/public/DEVELOPMENT_STRATEGY_OF_THE_STUDY_FIELD_MANAGEMENT_ADMINISTRATION_AND_REAL_ESTATE_MANAGEMENT_OF_THE_COLLEGE_OF_LAW_2018%E2%80%932023.pdf

One of the main strategic goals of the College in the period of 2012–2017 was to become the top three colleges in Latvia, which the College successfully achieved, becoming the third best in 2017 and the second best in 2018 (according to data of Prakse.lv organised by Employers' Confederation of Latvia together with cooperation partners). The strategic goal for 2018–2023 is to become the best college in Latvia.

The development strategy of the study field “Management, Administration and Real Estate Management” for 2018–2023 is provided in Appendix 4.

See Section 1.1

The Sustainable Development Strategy of Latvia until 2030, which outlines the main problems related to the education system in the country, as well as the most significant challenges in the field of higher education, has been used as the basic document for the study field, sustainable development of the College and prospective assessment from the perspective of Latvia's interests. The following strategy areas have been used in the study field development:

- Access to good quality education, both as a result of income inequalities and the development of spatially unequal demographics, is becoming a major long-term challenge;
- In the long term, Latvia's competitiveness will depend on the link between the education system and labour market changes and the ability to educate and train people to work in changing conditions throughout their lives;
- The 21st century education system aims at strengthening the individual's skills for continuous learning and innovation;
- Education is not just about acquiring specific competences and qualifications, but about the process of developing people's talents, emotional and social intelligence and personality;
- Particular emphasis should be placed on (...) adult continuing education;
- Higher education institutions can develop programmes that are fully implemented in the e-environment, etc.

1.3. SWOT analysis of the study direction with regard to the set aims by providing explanations on how the higher education institution/ college expects to eliminate/improve weaknesses, prevent threats, and avail themselves of the given opportunities, etc. The assessment of the plan for the development of the study direction for the next six years and the procedure of the elaboration thereof. In case there is no development plan elaborated or the aims/ objectives are set for a shorter period of time, information on the elaboration of the plan for the development of the study direction for the next assessment period shall be provided.

Assessment of Strengths and Weaknesses (SWOT Analysis) of the Study Programme “Management, Administration and Real Estate Management”

Table 4

Strengths	Weaknesses
1. Opportunity to obtain qualified, labour market relevant, useful education in a relatively short period of time (2-2.5 years)	1. Insufficient student mobility and involvement in <u>studies</u> abroad
2. Material and technical support for the study process (there are computer classes where computers are available for use)	2. Difficult economic situation affecting student's solvency, especially at affiliations
3. Annual scientific research activity	3. Insufficient research and analysis of the target audience
4. Acquisition of theoretical and practical knowledge based on practical experience and recent changes in the legal framework	4. More field trips, collaboration with representatives of the industry
5. High qualification and long-term experience of the academic staff ensures a high quality study process	5. Attraction of foreign specialists/guest lecturers
6. Opportunity to receive state-guaranteed study and student loans	-
7. Participation in the European Social Fund projects	
8. Participation in the Erasmus+ programme	
9. Geographical location - opportunity to study in different regions of Latvia, College's affiliations	
Development opportunities	Risks
1. To expand cooperation with foreign higher education institutions, paying more attention to international aspects	1. Social condition of students, which forces them to have heavy workload and, thus, they have a lack of interest in studies
2. To overcome the problems caused by the economic crisis and in the conditions of competition to continue to increase the number of students based on high quality studies	2. Emigration of residents, especially young people, in search of work and free study abroad

3. To provide opportunities for academic staff members and students to improve their knowledge of foreign languages	3. Providing modern and high-quality technologies increases the cost of the study process
4. Labour market demand for qualified professionals	4. Professionally oriented knowledge, mainly related to the labour market demand in Latvia
5. To provide work-based learning	
6. Internship of the academic staff at the company	
7. Different cooperation opportunities with social partners, municipalities and graduates, creating a solution to labour market demand and resource development	

To address weaknesses of the study programme – insufficient student mobility and involvement in studies abroad –, the College plans to make concrete offers for interested students, and to provide more support on practical issues such as finding a place to live. In the framework of the target audience research and attraction, more attention should be paid to the research of the target audience who is willing to improve their knowledge and practical competences or to retrain. Attention should also be devoted to cooperation with state and municipal institutions.

At the moment, students are offered many different field trips, most of which are related to the field of law, and in the future more attention will be paid to field trips related directly to the profession.

In order to avoid a significant increase in tuition fee related to an increase of study costs due to the purchase of modern and high-quality equipment for studies, the College should continue to actively participate in available European Social Fund projects and other projects related to the development of material and technical facilities. The study period of two, two and a half years is a relatively short period of time, so that the international dimension of the study programme can also be addressed to a large extent. Therefore, in the future the College plans to attract foreign guest lecturers – professionals of the field, who will provide students with the opportunity to learn about the topicality of the field in other countries within the framework of guest lectures. In this situation, the possible solution is to supplement the free elective study courses (Part C) with new courses, if there is a demand for them.

Development plan of the study field “Management, Administration and Real Estate Management” is provided in Appendix 5.

1.4. The structure of the management of the study direction and the relevant study programmes, and the analysis and assessment of the efficiency thereof, including the assessment of the role of the director of the study direction and the heads of the study programmes, their responsibilities, and the cooperation with other heads of the study programmes, as well as the assessment of the support by the administrative and technical staff of the higher education institution/ college provided within the study direction.

Management structure of the study field is provided in Appendix 32.

The College operates in accordance with the Regulation of the College of Law. The Director of the College, together with the Deputy Director for Academic Affairs and the Deputy Director of Administration, ensures the College's study process as well as administrative and maintenance management. The Council is the highest representation and management institution and decision-making body in education and research matters. The Council consists of academic staff of the College, students and representatives of employers. The Council is chaired by the Chairperson of the Council. The College implements six study programmes; each programme is headed by a director. When establishing new study programmes, the structure of the College will be supplemented with new administrative units.

The College also has four affiliations: in Gulbene, Liepaja, Valmiera and Ventspils. The Training Centre of the College organises continuing education courses. The International Relations and Projects Unit coordinates work with Erasmus+ students, organises internships and study opportunities abroad. Since 2018, the College has been actively participating in various projects funded by the European Union. In the future, it is planned to create a separate organisational unit – the Career Centre –, whose main duties would be cooperation with employers and partners, provision of internship for students of the College, counselling on work issues.

The management structure of the study field is organically linked to the management structure of the College. Appendix 2

The study field, as a general rule, is headed by the head of the Study Department, who is a member of the Council of the College of Law and other collegiate management groups that provide direct relation and influence on the decision-making process at the College and ensure the representation of the field and respect for interests. The next level of leadership in the study field management is the director of the programme. The director of the study programme is primarily responsible for the content of the study process and the quality of the academic provision. It is within the competence and responsibility of the director of the study programme to interview students in order to determine their satisfaction with the curriculum of the study programme and the quality of the performance of the academic staff.

The management structure of the study field functions efficiently in accordance with the basic management principles of the College. *See Surveys in Part III 2.6, Part II 2.1–2.4, Part I 1.2.*

1.5. Description and assessment of the requirements and the system for the admission of students by specifying, inter alia, the regulatory framework of the admission procedures and requirements. The assessment of the study period, professional experience, and the options for the students to have their previously acquired formal and non-formal education recognised within the study direction by providing specific examples of the application of these procedures.

The target audience of the study programme is persons with at least secondary education.

Admission to the studies is based on the **Admission Regulations of the CL**, which are published annually at [the CL website: http://www.jk.lv/uznemsanas_noteikumi](http://www.jk.lv/uznemsanas_noteikumi), posted on bulletin boards, as well as available in the CL Library and CL e-environment.

At the College of Law, there is non-formal and formal education recognition, which is governed by “Regulations on Recognition of Competences Developed outside Formal Education or from Professional Experience and Learning Outcomes Achieved in Previous Education” (2 February 2018).

http://jk.lv/dokumenti/02_REGULATION_ON_RECOGNITION_OF_COMPETENCE.pdf

The Regulations stipulate that the CL assesses the learning outcomes achieved outside formal education, in previous education or professional experience and determines their relevance to the study programmes implemented by the CL; if they meet the relevant requirements of the study programmes implemented by the CL, they are recognised and the relevant credit points are awarded. In academic year 2018/2019, previous education was recognised for 22 persons in the study programme “Real Estate Management and Administration”, and for 5 persons in the study programme “Human Resource Management”.

1.6. Assessment of the methods and procedures for the evaluation of students' achievements, as well as the principles of their selection and the analysis of the compliance of the evaluation methods and procedures with the aims of the study programmes and the needs of the students.

By organising the study process, the study methods should promote the student's responsibility for self-learning; the methods are focused on the acquisition of practical skills. In the study process, the principle of module training is used – the examinations take place at the end of the study course, rather than during the examination period. Special attention is devoted to practical assignments. Internship is an integral part of the study process.

Students' achievements are assessed already during the study process and at the end of the study course and qualification examination. Students' assessment during the study process takes place through the assessment of students' practical work, involvement in studies, active participation in lectures, seminars, which help understand the correspondence of theoretical questions to the students' individual experience, stimulating discussions, exchanging knowledge and skills, as well as providing an opportunity to match one's knowledge and skills with those of other group members. The evaluation forms include homework, group work, assessment tests, reports, essays, examination, etc. If the volume of study course is two or more credit points, an examination is compulsory, whereas if there is only one credit point, a credit test is passed. When approving a study programme, the mandatory requirement for some study courses is the development of a report, which is mainly related to the opportunity to train students to elaborate a qualification paper.

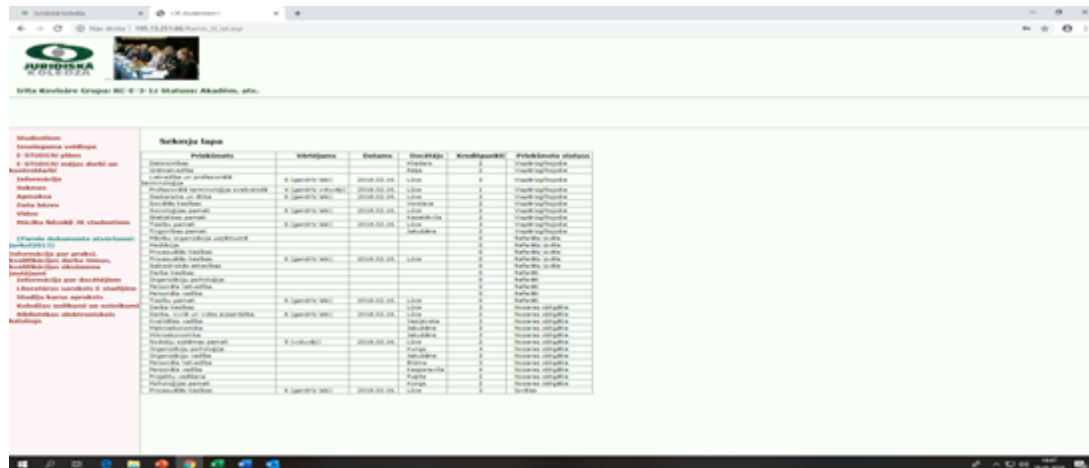
The course of studies is determined by the Study Regulation, the Internship Regulation and other regulations.

The study programme determines the study courses to be acquired, their volume in credit points, tests, internship, the number of reports, the examination.

Assessment of students' achievements is based on several regulations: the Examination Procedure Regulation at the College of Law (15 July 2004), Regulation on Student Knowledge Assessment (17 July 2002), State Examination (Qualification Examination) Regulation (10 April 2003). Annex No. 6.

The students can regularly follow their results in the student's profile

No.1



1.7. Description and assessment of the academic integrity principles, the mechanisms for the compliance with these principles, and the way in which the stakeholders are informed. Specify the plagiarism detection tools used by providing examples of the use of these tools and mechanisms.

The College attaches great importance to academic honesty by informing students about it on the first day of study. The regulation of academic honesty is stipulated in the Regulation on Academic Integrity and the Inadmissibility of Plagiarism (24 January 2019) http://jk.lv/dokumenti/04_REGULATION_ON_THE_ACADEMIC_INTEGRITY.pdf as well as in the Examination Procedure Regulation at the College of Law (15 July 2004). Annex No. 6

Academic integrity – a set of core values that include honesty, respect, trust, fairness, objectivity and courage, promoting a responsible attitude to the study process and scientific activities, eliminating fraud and deception.

Academic integrity requires following formal rules, regulations, rules of procedure, acting impartially, ethically, and honestly.

So far, there have been no cases that would have required a radical response of academic honesty violation and plagiarism at the College.

As of April 2019, the College has joined the Single Computerised Plagiarism Control System (SCPCS), Annex No.7. (agreement between University of Latvia and College of Law).

Students' reports, internship reports and qualification papers are checked in the unified Computerized plagiarism control system.

1.8. Specify the websites (e.g. the homepage) on which the information on the study direction and the relevant study programmes is published (in all languages in which the

study programmes are implemented) by indicating the persons responsible for the compliance of the information available on the website with the information published in the official registers.

Latvian: <http://jk.lv/lv/studiju-programmas/personala-vadiba>

<http://jk.lv/lv/studiju-programmas/nekustama-ipasuma-parvaldisana>

<http://jk.lv/lv/studiju-programmas/kiberdrosiba-un-personas-datu-aizsardziba>

English: <http://jk.lv/eng/study-programmes/human-resources-management>

<http://jk.lv/eng/study-programmes/real-estate-management>

<http://jk.lv/eng/study-programmes/cyber-security-and-personal-data-protection>

The Deputy Director for Administrative Affairs is responsible for the consistency of the information available on the website with the information available in the official registers.

II - Description of the Study Direction (2. Efficiency of the Internal Quality Assurance System)

2.1. Assessment of the efficiency of the internal quality assurance system within the study direction by specifying the measures undertaken to achieve the aims and outcomes of the study programmes and to ensure continuous improvement, development, and efficient performance of the study direction and the relevant study programmes.

In the knowledge-intensive and information age, with ever higher criteria and standards of professionalism, the role of vocational education in the education system is growing rapidly. Social partners, vocational education policy makers and students, the public at large assess the functioning of educational institutions and increasingly express their views. The society sets high requirements for the operation of educational institutions, and thus the quality of education, the objective and comprehensive evaluation of the quality of the educational institution's operation are of great importance.

Based on the Strategy for the Development of the College of Law from 2018 to 2023, **a quality policy, including a quality management manual**, has been developed at the College. College of Law has received the ISO 9001: 2015 certification. on August 1, 2019.



It has been taken into account that the College's mission is to educate and train qualified specialists who have acquired not only good theoretical knowledge but also practical skills for the labour market both in Latvia and abroad. The College of Law educates and trains middle-level professionals with first-level higher professional education not only in the field of law but also in other most demanding occupations in the labour market, where the legal aspects play an important role in full-time work. The aim of the quality policy is to contribute to the implementation of the College's mission by setting principles that can ensure the high quality of the College's activities.

1. The objective of the College's quality management is:

- to ensure the College's activities in accordance with Investors in Excellence and ESG, ISO 9001;
 - to ensure a high level of stakeholders' satisfaction with the quality of the education and other services provided by the College;
 - To ensure that the strategic objectives are accomplished.
2. The College shall observe in its activities:
- valid regulatory enactments regulating education and other documents;
 - binding international regulations, requirements and guidelines, including the Bologna Process Guidelines;
 - the European Qualifications Framework;
 - ISO 9001 standard;
 - Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG, Brussels, 2015);
 - Investors in Excellence standard.
3. To achieve the goals, the College has put forward the following objectives:
- to receive Investors in Excellence certificate;
 - to maintain the management system of the College in accordance with ISO 9001 standard;
 - to ensure the development and implementation of programmes in accordance with the requirements of the laws and regulations of clients and industry;
 - to involve industry representatives in developing and evaluating educational programmes;
 - to provide a high level of qualification to staff;
 - to actively monitor, review and improve all our activities;
 - to set realistic and measurable quality goals every year and monitor their achievement on a regular basis.
4. The quality management documentation at the College is divided into five levels:
- management documents;
 - strategic and planning documents;
 - documents regulating basic activities;
 - documents regulating support functions;
 - support elements.

The Quality Management System (QMS) of the College is fundamentally designed to meet the requirements of the internationally recognised and widely used ISO 9001 standard and is based on the following principles:

- Customer-oriented organisation
- Leadership
- Involvement of people
- Process approach
- Systematic approach to management
- Continuous improvement
- Factual approach to decision making
- Mutually beneficial supplier relationships

QMS is a set of clearly defined operational processes that encompass the classic organisation's development cycle: plan - do - check - act and allow managing the quality of our services and processes to achieve or exceed the quality of service our customers expect.

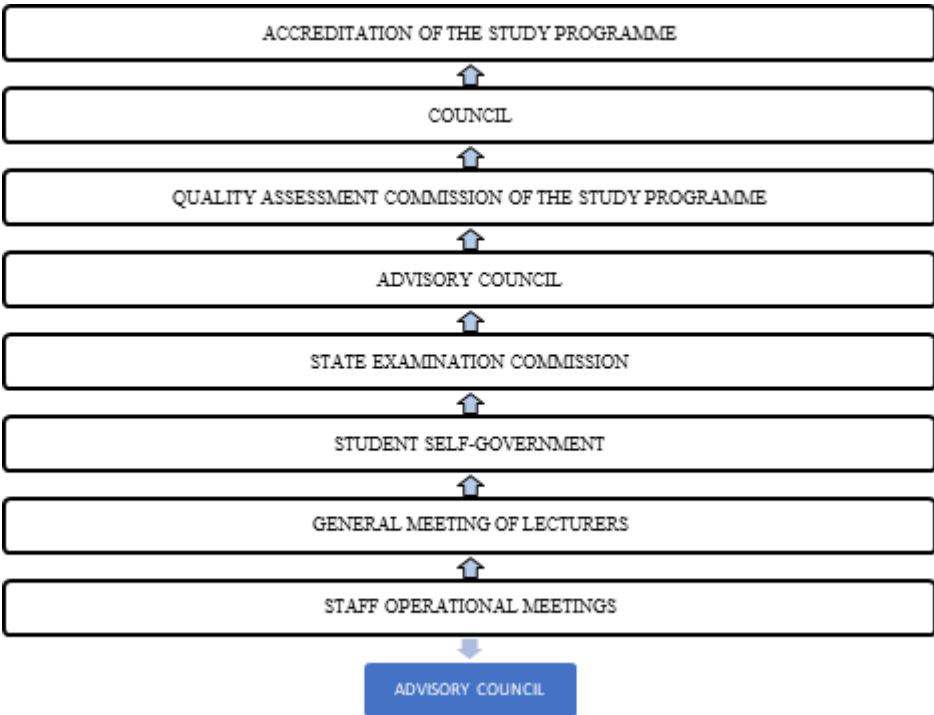
In November 2018, the College has received financial support from the European Social Fund for Specific Aid Objective 8.2.3 "Ensure Better Governance in Higher Education Institutions", project

“Development and Evaluation of Management System, Improvement of Competence and Skills of Management Personnel in Compliance with the Standard of Excellence in Management”. The project will develop a management system model that includes organisational and management structure and approach to the College’s services based on the principles of excellence and regular comparison of good practice, and a set of performance indicators to measure the College’s work practices, a description of the content of the practice of a higher education institution, incl. a description of the College’s operational processes - identifying educational processes, inter-institutional and inter-professional cooperation mechanism or cooperation models with institutions and other industry professionals, industry associations, defining staff motivation and remuneration criteria, and developing a remuneration system that is directly related to staff performance. At the end of the project in international comparative assessment, based on the criteria of excellence model according to the audit methodology (to ensure the comparability of the results with the initial assessment), it is envisaged to assess compliance with the criteria of excellence, as well as to evaluate the effectiveness of the implemented project activities in the improvement of the management system model, incl. assessing the performance of the management system of the College of Law (incl. stakeholders’ feedback) and the progress of these results. The assessment will also include recommendations for further improvement of the management system, which will be taken into account in further development (incl. improvement of the management and implementation plan and measures of the modernisation of the study programme supply and the practical implementation of improvements).The long-term quality assurance policy is one of the current challenges being widely addressed, including the integration of ESG standards.

The College of Law is assessed according to ISO 9001 “Quality Management Systems. Requirements”; “Investor in Excellence” and “Standards and Guidelines for Quality Assurance in the European Higher Education Area”, ENQA (European Network for Quality Assurance in Higher Education).

The quality management system of the internal study fields of the College is characterised by:

Scheme No.1



The accreditation of the study programme takes place in accordance with the requirements of the effective regulatory enactments, including the Regulation of the Cabinet of Minister No. 793 of

11December 2018 “Regulations for Opening and Accreditation of Study Fields”. The activities of quality assessment commission of the study programme are regulated by the Regulations of the Study Programme Self-evaluation Commission. The advisory function of the Advisory Council is governed by the Statute of the Convention of the Advisers of the CL. The activities of the State Examination Commission are based on the Regulations of Qualification Examination. Student Self-government is based on the Regulations of Student Self-Government. The general meetings of lecturers are convened twice a year by the director, while staff operational meetings are held weekly (on Wednesdays).

2.2. Analysis and assessment of the system and the procedures for the development and review of the study programmes by providing specific examples of the procedures for the development of new study programmes within the study direction (including the approval of study programmes), the review of the study programmes, the aims, and regularity, as well as the stakeholders and their responsibilities. Description of the mechanism for obtaining and providing a feedback, including with regard to the work with the students, graduates, and employers.

Quality assurance is based on stakeholders’ independent assessment that underpins the academic process improvement measures. <http://jk.lv/eng/for-students/rules-are-regulations>

Two times during the academic year student survey about the quality of the study process takes place. The student can express his/her opinion on the content, quality, course of studies, material and technical provision of the study courses, evaluate the work of a particular lecturer. The survey results are discussed at the CL Council meeting, the general meeting of lecturers, as well as at the operational meetings of the CL. Students can express their opinion individually by writing to the director of the study programme, deputy director and director, as well as express their opinion in the e-environment.

Employer surveys are carried out once a year on a particular study programme. Employer survey results and feedback are used to improve the study programmes, to make corrections to the content of individual study courses and internship management. Employers are involved in the CL Council and the CL Council of Advisers, as well as in the State Examination Commission.

Students’ work is assessed both during the study process and at the final examination (qualification examination and defence of the qualification paper). The CL Study Regulation stipulates that students who have completed at least 70 % of the study course credit points (CP) included in the study programme with a grade of at least 4 in the course of the academic year move up to the next year.

Graduates are very actively involved in the proceedings of Law College. A graduate council has been set up and operates in college, meeting at least once a year, bringing college leadership representatives to the council, and giving graduates an assessment of the activities of college, academic and administrative staff, which is conducted in the form of a survey. In recent years, college graduates have also been actively engaged in Erasmus + practice mobility, then sharing their experience with college students, academic and administrative staff. Several college graduates have become college lecturers.

An integral part of quality assurance is the annual self-assessment of the study field/programme

drawn up by the programme director/consultant in cooperation with the self-assessment commission of the study field/programme.

Annual study field/ study programme self-evaluation reports are approved by the Council of the College of Law.

Keeping up with the current developments and the demand of the labour market, the Council of the College of Law also considers the current issues of closing existing study programmes and opening new ones. In 2018, after in-depth research and analysis of statistical data and the labour market, it was decided to close the study programme “Commercial Science” and to develop a new, up-to-date study programme “Cyber Security and Personal Data Protection”.

The new study programme “Cyber Security and Personal Data Protection” has been developed within the framework of the European Social Fund project 8.2.1 “To reduce fragmentation of study programmes and strengthen resource sharing”.

2.3. Description of the procedures and/or systems according to which the students are expected to submit complaints and proposals (except for the surveys to be conducted among the students). Specify whether and how the students have access to the information on the possibilities to submit complaints and proposals and how the outcomes of the examination of the complaints and proposals and the improvements of the study direction and the relevant study programmes are communicated by providing the respective examples.

Students have the opportunity to speak freely. Students can submit their proposals and complaints electronically in the e-environment where the application form is available, as well as those who do not want to disclose their identity but wish to communicate to the CL administration may put the letter in a specially designated mailbox with the indication “Suggestions and Complaints”. To applications submitted formally and in writing, replies are given in writing in accordance with the requirements of regulatory enactments. Likewise, an anonymous student survey provides students the opportunity to speak freely. They are encouraged to express their suggestions and dissatisfaction, if any, at the administration meetings with students, otherwise the administration will not be able to find out about their claims and thus prevent them. Over the past three years, the College has not received any student written complaints, and student groups (two) have expressed their desire to meet the Deputy Director of Academic Affairs in order to discuss the basic principles of report assessment. College management is open and accessible to students to address any issues related to the study process. The State Examination (Qualification Examination) Regulation (10 April 2003) and the Regulation on Student Knowledge Evaluation (17 July 2002) set out the appeals procedure.

One of the cases when the control is carried out is after the results of the surveys of students and graduates are collected (twice a year a survey of students is carried out – the surveys include questions about the work of academic staff members and organisation of study programmes and study process). If the results of the survey show, for example, that a large majority of students are dissatisfied with the work of a particular instructor, discussions are held with that instructor. The instructor is asked to give his/her opinion on the current situation, and if the instructor does not change the style of work, which is demonstrated in the repeated survey, it is decided to terminate cooperation with the particular lecturer. In this situation, if the decision is based on the survey results, which have been anonymously provided, changes are not communicated in writing.

The other situation is when students approach the Study Department or the Director at the respective affiliation and verbally inform about problems, difficulties or ideas that would improve the learning process or study environment, but do not write an application. The specific situation is considered and resolved according to the affiliation; the student is informed about the changes in person, by phone or electronically (by e-mail). For example, when acquiring a particular study course, the group is willing to consult with the instructor before the examination or, depending on the volume of the course, to take the examination not within a week after the completion of the course but within two weeks. Accordingly, such a request is mostly made by students either in person or electronically; in this case changes are made to the schedule (the list is available at the website) and each student of the group is sent an e-mail with information about the changes.

If a written student's application/complaint is received, it is registered, submitted for review, changes are made (if necessary) and a written response is drawn up.

Taking into account that the study programme is not changed during the academic year (if the student has already started studying at a particular programme), the study programme and its content are available at the website of the College of Law.

The students can express their opinion (complaints and suggestions) not only in surveys, but it is also provided by the Regulations of the State Examination (Qualification Examination) (10.04.2003.), Regulations for Assessment of Students' Knowledge (17.07.2002.). In any other case the students can submit a written application to the College Director; the application will be registered and reviewed, and a response will be provided to the student. In cases when a student does not wish to reveal him/herself, but still wants to express an opinion, he/she can use the anonymous post box with a writing "Suggestions".

2.4. Provide information on the mechanism for collecting the statistical data, as developed by the higher education institution/ college. Specify the type of the data to be collected, the collection frequency, and the way the information is used to improve the study direction.

The College combines the statistical data in accordance with the Cabinet Regulation of 2 May 2006 No. 348 "Procedures for Submission of Information on its Activity by a Higher Education Institution and College to the Ministry of Education and Science"

(university, college report form, Latvian language)

<https://www.csb.gov.lv/lv/respondentiem/veidlapas/2018/1-augstskola-koledza>

Mostly the statistical data on the number of students is used for improvement of the study direction, i.e., matriculated students, exmatriculated students; each exmatriculation item is analysed separately, for example, a tuition fee debt, non-performance of a study programme, voluntary withdrawal, etc.

The following data protection principles (Personal Data Protection Policy of the CL) are observed by the Colleges of Law (CL) in collecting, storing and processing personal data:

- personal data are collected and summarised only for specific, explicit and legitimate

- purposes and they are processed only in the manner and to the extent prescribed by law;
- only such personal data are collected, processed and summarised that are necessary for specific purposes or needed to comply with requirements of regulatory enactments;
- personal data allowing for the identification of the data subject shall be kept for no longer than is necessary for the purposes for which the personal data have been collected and processed;
- after the expiry of the collection or storage period for physical personal data, the CL destroys the data media in order to prevent any data leakage;
- appropriate technical and organisational measures are taken to ensure the protection of personal data against unauthorised or unlawful processing and against accidental loss, damage and destruction;
- personal data are neither processed without a specific purpose nor transferred to other organisations, institutions, individuals or foreign countries without a reliable, adequate justification for their protection and legitimate data processing.

The CL processes personal data in compliance with confidentiality requirements and ensures the security of personal data at its disposal. The CL uses a variety of security measures to prevent unauthorised access or disclosure of personal data or other inappropriate data processing. Employees who have access to personal data are trained to work with them in accordance with regulatory requirements (Deputy Director Arta Šneidere and Head of Study Department have completed the Data Protection Training Course).

The Personal Data Protection Officer, appointed by the Director, supervises the protection and processing of personal data at the CL and is responsible for informing and consulting employees and students in the field of data protection, as well as for obeying the principles of personal data protection. The Personal Data Protection Policy and the Regulation on Student Personal Data Protection are in force at the College of Law as of 24 January 2019.

<http://jk.lv/eng/for-students/rules-are-regulations>

2.5. Description and assessment of the integration of the standards set forth in Part 1 of the ESG. Specify which of the standards are considered a challenge and which require special attention.

The College of Law in its study process has integrated all standards and guidelines of ESG Part I for internal quality assurance, i.e., quality assurance policy (part II, 2.1., 2.2.), development and approval of programmes (part II, 1.1.), student-centred learning, teaching and assessment (part II, 2.2., part III, 2.3.), student matriculation, study process, recognition and certification of qualifications (part I, 1.6., part III, 2.3., 2.4.), teaching staff (part III, 4.1.), study resources and support to students (part II, 3.1., 3.2.), information management (part I, 1.2., part II, 1.1., 1.2.), information of the public (part II, 2.2., 3.3., 5.1., 5.3.).

Aligning ESG Part 1 standards with the direction of study, the known challenge was to strengthen Standard 1.3 (Student-centered learning, teaching and assessment). Student-centered learning and teaching involves student motivation, self-reflection and engagement in the learning process. And it was precisely 'involvement in the learning process' that posed a challenge as students of different ages, with different practical experiences and a variety of needs, and so there was and is a need to

find and apply different teaching and learning paths, pedagogical methods

II - Description of the Study Direction (3. Resources and Provision of the Study Direction)

3.1. Provide information on the system developed by the higher education institution/college for determining the financial resources required for the implementation of the study direction and the relevant study programmes. Provide data on the available funding for the relevant study programmes, as well as the sources of the funding for the scientific research and/or artistic creation activities and their use for the development of the study direction. Provide information on the costs per one student (for each relevant study programme of the study direction) by specifying the headings indicated in the calculation of costs and the percentage of the funding among the indicated headings.

The College of Law (hereinafter also referred to as the CL) is funded by its founder, observing the minimum cost of implementing the education programme per student set by the Cabinet of Ministers. The studies at the College are implemented on a tuition fee basis. The amount of tuition fee and that of other paid services are determined by the CL Board. The student, in accordance with the procedures set by the CL, has the possibility to be partially or totally exempted from the payment of the tuition fee in agreement with the board.

Tuition fees have been unchanged for several years, with tuition fees for the academic year 2019/2020 increasing by an average of 15%, taking into account the economic situation in the country and the solvency level of the population. In turn, the tuition fee for 2020/2021 has been reduced to 21%, the reduction of the tuition fee is related to the state of emergency in the country (COVID-19) and the financial constraints of many students.

The College's financial resources include:

- tuition fee
- revenue from other education services
- revenue from the organisation of courses and seminars
- revenue from publishing
- revenue from the EU Structural Funds projects.

The tuition fee is the source of funding for the study programmes of the College of Law.

The analysis of study field funding and available resources is carried out annually, identifying current needs and planning long-term required investments. In order to implement it successfully, the College management meets with lecturers, study programme directors, discussing the results achieved during the previous academic year and prioritising the needs of the study field for the next stage.

Implementation of international projects and availability of funds contribute not only to the quality of processes, improvement of the content of study programmes and professional development of

the College staff, but also affect the financial stability of the College and provide additional funding for activities that would not otherwise be implemented due to limited resources.

Students' tuition fees and other payments related to the study process are stipulated in the Tuition Fee Regulations of the College of Law.

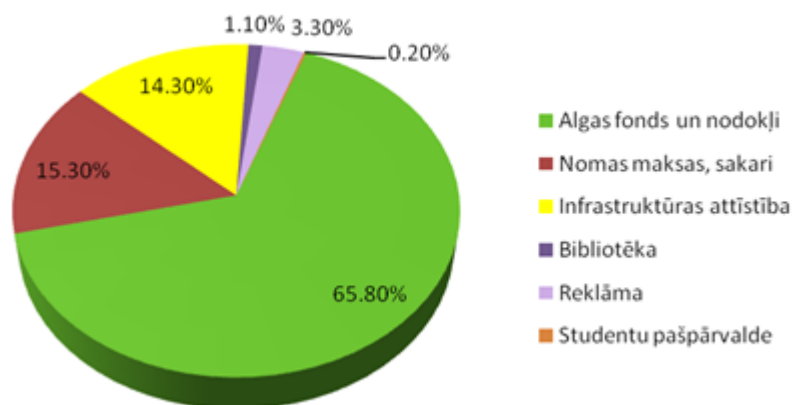
Every student concludes a learning agreement for studies, which indicates the tuition fee for the whole study period. The costs of one student in the study program are calculated according to the basic principles of the Cabinet of Ministers Regulations No.994 (12.12.2006.). Students enrolled in 2019/2020 total tuition fee: full time - 2726,00 euro, part time - 2606,00 euro.

A breakdown of expenditure is shown in Figure 2.

The costs of the study programme (for all study programmes) are divided as follows:

- Salary fund and taxes- 65.8 %
- Rental rates, communication - 15.3 %
- Infrastructure development - 14.3 %
- Library- 1.1 %
- Advertising - 3.3 %
- Student Self-government - 0.2 %.

Figure No.2



3.2. Provide information on the infrastructure and the material and technical provision required for the implementation of the study direction and the relevant study programmes. Specify whether the required provision is available to the higher education institution/ college, availability to the students, and the teaching staff (the specific equipment required for the relevant study programme shall be indicated in Part III, Chapter 3 below the respective study programme).

The material resources and technical facilities of the College of Law Ltd. are used to ensure the study process at the College.

In order to ensure the study process in Riga, the College of Law, based on lease agreements, uses the premises of Riga State Technical School, Kronvalda Boulevard 1a. At the affiliations, the lecture rooms are leased in Liepaja, Dunikas Street 9/11; in Ventspils, Kuldigas Street 1; in Valmiera,

L.Paegles Street 1; in Gulbene, Lika Street 21. All rooms are rented in educational institutions, so they are modern and well-equipped. Computer rooms, hall of events, etc. are also available in all places. Affiliation directors have well-equipped workplaces; each affiliation also has the CL library and a reading room, where students have access to computers, as well as there is an opportunity for students to reproduce materials. All material resources and technical facilities are organised centrally from Riga.

The following material resources and technical facilities are available for the implementation of study programmes at the College of Law Ltd.: projectors and screens; special boards – projectors for Board (UBOARD) system; copy machines; printers; scanners; portable computers; binding equipment; laminating devices; acoustic systems and amplifiers; camcorders and cameras; audio and video equipment; voice recorders, video projectors, etc., Moodle platform, Zoom Business platform.

Special accounting software is available for computer accounting program implementation:

- Zalktis (updates are made every year, in accordance with current tax changes);
- Tildes Jumis (software updates are made according to the changes sent by the developer).

The learning process uses the computer platform of the accounting game "I Trust My Copetences in Accounting and Finance" www.trustvglp.com

Programs are also available at college affiliates.

In the lecture rooms of the College of Law, within Informatics and Computer Accounting classes students are provided with portable computers. In the library, students have access to portable computers, as well as to copy machines and printers (colour and black and white).

All computers are equipped with an audio visual system that provides both recording and playback. Computers are connected to a local network and provided with in-built fast network interface cards. The equipment of lecture rooms and the provision of software allows conducting classes:

- in computer science, incl. work on the Internet;
- in foreign language acquisition using multimedia;
- in other study courses, if they have appropriate software.

As part of its cyber security and personal data protection program, the College will work with A.P.N. Promises on Using Microsoft Azure Virtual Machines With the rapid change and development of modern technologies, this model of collaboration has been considered by the College to be the most appropriate at present.

3.3. Provide information on the system and procedures for the improvement and purchase of the methodological and informative provision. Description and assessment of the availability of the library and the databases to the students (including in digital environment) and their compliance with the needs of the study direction by specifying whether the opening times of the library are appropriate for the students, as well as the number/ area of the premises, their suitability for individual studies and research work, the services provided by the library, the available literature for the implementation of the study direction, the databases available for the students in the respective field, the statistical data on their use, the procedures for the replenishment of the library stock, as well as the procedures and options for the subscription to the databases.

Every year a procurement plan for the materials and technical facilities is drawn up and approved.

The Library of the College of Law is a structural unit of the educational institution, its target audience – college students, academic and general staff members. The library fund is located and user service is provided both at the College premises in Riga, in its affiliations in Liepaja, Ventspils, Valmiera and Gulbene. The Library of the College of Law is accredited in accordance with the law, and has the status of a local library (Accreditation Certificate No.6). The main task of the Library is to ensure the study process and research activities of the College of Law with the latest study and scientific literature, topical business, social and political information, as well as the use of relevant databases.

The Library of the College of Law has a subscription section where students can get literature to be studied at home and a reading room. Students have computerized workplaces in the reading room, and can use their own and the computer equipment at of the College of Law, free access to databases, and periodicals.

Funding required for the library activities is determined by the founders of the College of Law, in accordance with the Library Law and the regulations of the Cabinet of Ministers on the financing required for the operation of libraries. In study year, EUR 3497.70 was spent on the purchase of books and subscriptions to periodicals and the fund was supplemented with 316 new books. At the end of the year, the library has had 24,500 print units (books purchased for a total of EUR 105,890.84 and donations, which make up 22 % of the entire library stock), i.e., at the moment we have an average of 41.28 printed items (physical units) per reader. The aim is to ensure that books in foreign languages are available for each study course.

New acquisitions in the library fund: Torgāns K. "Līgumu un deliktu problēmas Eiropas Savienībā un Latvijā" / "Contract and Tort Issues in the European Union and Latvia", Načisčionis J. "Administratīvās tiesības: Monogrāfija" / "Administrative Law: Monograph" (2018), Korčagins E. "Darba attiecības no A līdz Z: darba attiecību dokumentu paraugi, darba aizsardzības dokumentu paraugi, jurista skaidrojumi par darba tiesībām" / "Labour Relations from A to Z: Labour Relations Document Templates, Labour Protection Document Templates, Lawyer Explanations on Labour Law", Danovskis E. "Publisko un privāto tiesību dalījuma nozīme un piemērošanas problēmas Latvijā" / "The Importance and Application Problems of Public and Private Law Division in Latvia", Ešenvalde I. "Personāla vadības mūsdienu metodes" / "Modern Methods of Personnel Management", Leibus R. "Pirmie soļi komercdarbībā: darbības uzsākšana, grāmatvedība un nodokļi" / "First Steps in Business: Start-up, Accounting and Taxation", Lukašina O. "Komerccdarījumu grāmatvedības uzskaitē un nodokļu piemērošana" / "Accounting of Commercial Transactions and Taxation", Jaunzeme J. "Starptautiskie finanšu pārskatu standarti: standartu apkopojums un pielietojuma piemēri" / "International Financial Report Standards: Summary of Standards and Application Examples", "Finanšu grāmatvedība" / "Financial Accounting", "Social Psychology", Jobber D. "Principles and Practice of Marketing", "Marketing" (2019), "Sustainable Development in the European Union: Monitoring Report", Krugman P. "Economics", "Microeconomics", Hernandez G. "International Law", King G. Wachs R. "Understanding Jurisprudence", "Smarter, Greener, More Inclusive?", etc.

New acquisitions in the library fund: R. Anderson "Security Engineering"; Y. Diogenes "Cybersecurity – Attack and Defense Strategies: Infrastructure Security with Red Team and Blue Team Tactics", R. Bejtlich "The Practice of Network Security Monitoring: Understanding Incident Detection and Response"; Stallings "Effective Cybersecurity: A Guide to Using Best Practices and Standards"; M. Melone "Think like a Hacker: A Sysadmin's Guide to Cybersecurity", "Cybersecurity: Essentials", Murray A. "Information Technology Law: The Law and Society", "Social Psychology", "Green Economy and Competences of Organisations", "Sustainable Development in the European

Union: Monitoring Report”, Krugman P. “Economics”, “Microeconomics”, “Marketing”, Collins A. “Contemporary Security Studies”, Hernandez G. “International Law”, Lukašina O. “Komercedarījumu grāmatvedības uzskaitē un nodokļu piemērošana” / “Accounting of Commercial Transactions and Taxation”, “Līgumu un deliktu problēmas Eiropas Savienībā un Latvijā” / “Contract and tort issues in the European Union and Latvia”, “Tiesu izpildītāja institūts Latvijā (1918-2018)” / “Bailiff Institute in Latvia (1918-2018)”, “Latvijas tiesību sistēma: Kolektīvā monogrāfija” / “Latvian Legal System: Collective Monograph”, “Juridisko personu publiski tiesiskā atbildība” / “Public Liability of Legal Entities”, Neimanis J. “Paziņošanas likuma komentāri” / “Commentary to the Notification Law”, Načisčionis J. “Administratīvās tiesības: Monogrāfija” (2018) / Administrative Law: Monograph” (2018), Danovskis E. “Publisko un privāto tiesību dalījuma nozīme un piemērošanas problēmas Latvijā” / “The Importance and Application Problems of Public and Private Law Division in Latvia”, Beinaroviča O. “Ārpus laulības kopdzīve. Tiesiskais regulējums Eiropā” / “Non-marital Cohabitation. Legal Framework in Europe”, Gereiša Z. “Mediācija. Jēdzieni. Testi. Lomu spēles: Mācību grāmata” / “Mediation. Concepts. Test. Role Games: Textbook”, Mieriņa A. “Starptautiskās privāttiesības: ģenēze un sistēma” / “Private International Law: Genesis and System”, etc.

College of law provides regular textbooks for college study courses. Recent editions: "Vasilevska D." Quality Assurance Management ", " Law Enforcement Institutions in Latvia and Europe ", " International Law: Documentation with Comments ", Klieder J." Computer Science: Microsoft Office 2013/2016 ", Bolis J., Gereisha Z Mediation and Negotiation."

For the needs of students and academic staff members, the Library of the College subscribes to periodicals in 18 different fields: “Kapitāls” / “Capital”, “Bilance” / “Balance”, “Balances Juridiskie Padomi” / “Balance Legal Advice”, “Forbes”, “Ifinances”, “Jurista vārds” / “Lawyer’s Word” etc., as well as “Dienas Bizness” / “Daily Business” subscriptions (“Nekustamais īpašums” / “Real Estate”, “Darba likuma komentāri” / “Commentary to the Labour Law”, “Grāmatvedības rokasgrāmata” / “Accounting Manual”, “Personāla vadības rokasgrāmata” / “Personnel Management Manual”, “Uzņēmuma vadītāja rokasgrāmata” / “Company Manager’s Manual”). The students of the College have access to the legal information resource Juridica during the study process and are also offered to use the Lursoft Student Kit during the development of the qualification paper. The College of Law also recommends using digital manuals of Biznesa rokasgrāmata Ltd. for the acquisition of the study programme.

To ensure the study process, we use the archive of the portal “ Latvijas Vēstnesis”, the official publisher of the Republic of Latvia, information resources Nozare.lv, Letonika.lv, Leta.lv; we allow the students for a trial period to use the foreign full-text databases offered by the Centre for Culture Information Systems: in 2019 they were PressReader (a single platform for newspapers and magazines), Russian Library Online LAN database with over 600 online books and magazines, EBSCO Database Academic Search Complete (full text data in humanities and social sciences), EMERALD (business management) information), Journal of the Royal Society Interface. For information purposes, the College website has access to the world's largest scientific database, ScienceDirect (books and full-text journal articles), and a universal source of scientific publications, Springer Link, EDX course materials, and other databases.

The number of active users in 2019 – 582 (students, graduates, academic and general staff members of the College of Law). A total of 4950 visitors used library services during the academic year. 973 bibliographic references were prepared and provided to the visitors, the total number of issue items was 13854 units. Working hours are in line with the lecture schedule of the College and meet the needs of users –the Library works 5 days a week.

The Library has a permanent exhibition of scientific publications of the academic staff members of the College of Law for the period of 2000–2020.

During the year, at the fund acquisition exhibition we introduce the latest books acquired, as well as a regular collection of textbooks, methodological materials and conference proceedings issued by the College of Law. In accordance with the study courses and research directions of the College of Law, thematic exhibitions are also organised at the Library.

Proceedings of the College of Law

TEXTBOOKS

1. Levits E. Principles of the European Union Law and Their Implementation in Latvia. – Riga: College of Law, 2001. – 78 p.
2. Tauriņš G. Politics. Part 1: Basics of Political Science. –Riga: Higher School of Social Technologies Higher School of Social Technologies; College of Law, 2001. – 368 p.
3. Tauriņš G. Politics. Part 2: Political Philosophy. –Riga: Higher School of Social Technologies, College of Law, 2001. – 516 p.
4. Klierdere I. Applied Informatics: Methodological material – Riga: College of Law, 2001. – 40 p.
5. Stucka A. Fundamentals of Administrative Law: Lecture Course. –Riga: College of Law, 2002. – 116 p.
6. Tauriņš G. Politics. Part 3: History of Political Thought. –Riga: Higher School of Social Technologies, College of Law, 2002. – 592 p.
7. Klierdere I. Microsoft ACCESS 2000: Creating a Database. Case Studies. –Riga: College of Law, 2003. – 115 p.
8. Stucka A. Introduction to Administrative Law and Administrative Procedure Law. –Riga: College of Law, 2003. – 167 p.
9. European Law.– Riga: College of Law, 2004. – 388 p.
10. Sniedzītis A. Methodical Material in Civil Procedure. – Riga: College of Law, 2004. – 84 p.
11. Klierdere I. Applied Informatics. – Riga: College of Law, 2005. – 154 p.; il.
12. Stucka A. Administrative Law. – Riga: College of Law, 2006. – 209 p.
13. Auxiliary Material for Study Course: Record Keeping (Applied Communication). – Riga: College of Law, 2005.– 88 p.
14. Klierdere I. Applied Informatics –2nd supplementary ed.– Riga: College of Law, 2006. –185 p.; il.
15. Sources of Latvian Law. Texts and Comments. Volume 2: Sources of Polish and Swedish Law (1561-1795). – Riga: College of Law, 2006. – 408 p.
16. European Law.– 2nd supplementary ed. –Riga: College of Law, 2007. – 627 p.
17. Klierdere I. Applied Informatics – 3rd ed. – Riga: College of Law, 2007.–185 p.; il.
18. Mizovska L. Methodological Material in Property (Ownership) Law. – Riga: College of Law, 2007. – 76 p.
19. Mekša R. Methodological Guidelines in Constitutional Law. – Riga: College of Law, 2007. – 82 p.
20. Bolis J. Mediation.– Riga: College of Law, 2007.– 121 p.
21. Deksnis E.B. Lisbon Treaty and Constitutional Basis of the European Union. – Riga: College of Law, 2008. – 153 p.
22. Krogzeme H. Fundamentals of Accounting.– Riga: College of Law, 173 p.
23. Klierdere I. Applied Informatics. – 4th updated ed. – Riga: College of Law, 2008. – 212 p.
24. Klierdere I. Applied Informatics. – 5th updated ed. – Riga: College of Law, 2008. – 212 p.
25. Stucka A. Administrative Law. – 2nd updated ed. – Riga: College of Law, 2009. – 352 p.
26. Krogzeme H. Finances and Credit. – Riga: College of Law, 2010. – 412 p.
27. Tauriņš G. Conjuncture of Professional Policy. –Riga; Stuttgart: Aut. ed., 2011. – 224 p.
28. Tauriņš G. Democracy without People. –Riga; Stuttgart: Aut. ed., 2012. – 142 p.
29. Tauriņš G. The Future of Democracy. –Riga; Stuttgart: Aut. ed., 2013. – 143 p.

30. Bolis J., Gereiša Z. Mediation and Negotiation. – Riga: College of Law, 2015. – 132 p.
31. Tauriņš G. The Fate of Democracy. –Riga; Stuttgart: Aut. ed., 2015. – 95 p.
32. Klierders J. Computer Science: Textbook. – Riga: College of Law, 2015. – 262 p.
33. Tauriņš G. Modern Challenges of Democracy. –Riga; Stuttgart: Aut. ed., 2016. – 80 p.
34. Tauriņš G. D Modern Crisis and Revivalof Democracy. –Riga; Stuttgart: Aut. ed., 2017. – 79 p.
35. Vasiļevska D. Quality Assurance Management. – Riga: College of Law, 2017, 233 p.
36. Klierders J. Computer Science: Microsoft Office 2013/2016. – Riga: College of Law, 2018. – 296 p., il.
37. Tauriņš G. Modern Democracy and the Cold War. –Riga; Stuttgart: Aut. ed., 2018. – 80 p.
38. International Law: Collection of Documents with Comments / author of commentary T.Jundzis. – Riga: College of Law, 2018.– 276 p.
39. Law enforcement institutions in Latvia and Europe. - Riga: College of Law, 2019.

Conference proceedings of the College of Law

1. Problems of Creating and Applying Law: Scientific Conference Proceedings. – Riga: Higher School of Social Technologies, College of Law, 2001. – 74 p.
2. Topical Problems of Law Theory and History, Activities of the Institutions of Justice: First Student Scientific Conference Proceedings, 19 May 2001. – Riga: College of Law, 2001. – 70 p.
3. Politics and Law: Scientific Conference Proceedings. – Riga: Higher School of Social Technologies; College of Law, 2002. – 90 p.
4. Topical Legal Issues in Latvia: Student Scientific Conference Proceedings. – Riga: College of Law, 2002. – 107 p.
5. Topical Legal Issues: Graduate Scientific Conference Proceedings. – Riga: College of Law, 2003. – 96 p.
6. Politics and Law in the Context of the European Integration: International Conference Proceedings, 15–16 February 2003. – Riga: Baltic Centre for Strategic Studies; Latvian Academy of Sciences; Law College; Latvian Lawyer’s Association, 2003. – 237 p.
7. Topical Legal Issues in the Context of European Integration: Scientific Conference Proceedings. – Riga: College of Law, 2004. – 73 p.
8. Topical Legal Issues in the Context of European Integration: Student Scientific Conference Proceedings. – Riga: College of Law, 2004. – 79 p.
9. First Year in the European Union: Topical Commercial, Personnel and Legal Issues: Student Scientific Conference Proceedings. – Riga: College of Law, 2005. – 66 p.
10. First Year in the European Union: Current Legal Issues. International Conference Proceedings, 29–30 April 2005. – Riga: Latvian Academy of Sciences; Mykolas Romeris University; College of Law, 2005. – 464 p.
11. Scientific Articles of the College of Law. 2006. – Riga: College of Law, 2006. – 319 p.
12. Third Year within the European Union: Topical Problems in Management of Economics and Law: International Conference Proceedings, 27–28 April 2007. – Riga: Latvian Academy of Sciences, Mykolas Romeris University, College of Law, 2007. – 344 p.
13. Scientific Articles of the College of Law. 2008. – Riga: College of Law, 2008. – 240 p.
14. The Fifth Year as European Union Member States: Topical Problems in Management of Economics and Law. International Conference Proceedings, 8–9 May 2009. – Riga: Latvian Academy of Sciences; Mykolas Romeris University; College of Law, 2009. – 416 p.
15. Scientific Articles of the College of Law. 2010. – Riga: College of Law, 2010. – 176 p.
16. The Seventh Year as European Union Member States: Economics, Politics, Law. International Conference Proceedings, 6–7 May 2011. – Riga: Latvian Academy of Sciences; Baltic Centre for Strategic Studies, 2011. – 376 p.
17. Scientific Articles of the College of Law. 2012. – Riga: College of Law, 2012. – 196 p.

18. The Baltic States in the European Union: Ten Years as Member States. International Conference Proceedings, 25–26 April 2014. – Rīga: Latvian Academy of Sciences; College of Law, 2014. – 152 p.
19. Scientific Articles of the College of Law. 2014. – Rīga: College of Law, 2014. – 231 p.
20. Twenty-five Years of Renewed Latvia, Lithuania and Estonia: Experience of the Baltic States in Europe. Materials of the International Conference, Riga, Latvia, 22 April 2016. Riga: Latvian Academy of Sciences, 2016. – 191 p.
21. Scientific Articles of the College of Law. 2016. – Rīga: College of Law, 2016. – 322 p.
22. Sustainable Development and Rule of Law in a Turbulent Business and Political Environment. International Scientific Conference, 26–28 April 2018, Riga: Book of Abstracts. – Rīga: College of Law, 2018. – 80 p.
23. Scientific Articles of the College of Law. 2018. – Rīga: College of Law, 2018. – 320 p.
24. United Nations Sustainable Development Goals for 2030: the Role of the Rule of Law and the Social Sciences in their implementation: the Annual International Scientific Conference. ANO ilgtspējīgas attīstības mērķi 2030: īstenošana Latvijā: Starptautiskās zinātniskās konferences materiāli 2019.gada 25. – 26. aprīlis. – Rīga: College of Law, 2019. – 67 lpp.
25. Juridiskās koledžas zinātniskie raksti. 2006.- Rīga: Juridiskā koledža, 2006.- 319 lpp.
26. Juridiskās koledžas zinātniskie raksti. 2008.- Rīga: Juridiskā koledža, 2008.- 240 lpp.
27. Juridiskās koledžas zinātniskie raksti. 2010.- Rīga: Juridiskā koledža, 2010.- 176 lpp.
28. Juridiskās koledžas zinātniskie raksti. 2012.- Rīga: Juridiskā koledža, 2012.- 196 lpp.
29. Juridiskās koledžas zinātniskie raksti. 2014.- Rīga: Juridiskā koledža, 2014.- 231 lpp.
30. Juridiskās koledžas zinātniskie raksti. 2016.- Rīga: Juridiskā koledža, 2016.- 322 lpp.
31. Juridiskās koledžas zinātniskie raksti. 2018.- Rīga: Juridiskā koledža, 2018.- 320 lpp.
32. Juridiskās koledžas zinātniskie raksti. 2018.- Rīga: Juridiskā koledža, 2018.- 320 lpp.
33. The Development of Baltic States Over 30 Year Since Restoration of Independence: Political, Economic and Legal Aspects: Proceeding of an International Scientific Conference, 24 - 25 April 2020, Riga. Rīga: Juridiskā koledža, 2020. - 102 lpp. **COLLEGE OF LAW JOURNAL**

[JKV NR. 1 \(2014. gada maijs\)](#)

[JKV NR. 2 \(2014. gada novembris\)](#)

[JKV NR. 4 \(2015. gada maijs\)](#)

[JKV NR. 4 \(2015. gada novembris\)](#)

[JKV NR. 5 \(2016. gada maijs\)](#)

[JKV NR. 6 \(2016. gada novembris\)](#)

[JKV NR. 7 \(2017. gada maijs\)](#)

[JKV NR. 8 \(2017. gada novembris\)](#)

[JKV NR. 9 \(2018. gada maijs\)](#)

[JKV NR. 10 \(2018. gada novembris\)](#)

[JKV NR. 11 \(2019. gada maijs\)](#)

[JKV Nr.12 \(2019. gada decembris\)](#)

3.4. Provide information on the procedures for attracting and/or employing the teaching staff (including the call for vacancies, employment, election procedure, etc.), and the assessment of their transparency.

The Human Resource Development Plan (11 January 2018) has been developed and approved by the College of Law. The Human Resource Development Plan includes the goals to be achieved and the objectives to be accomplished in the key human resource management processes such as recruitment and selection of human resources, improvement of human resources and professional development, retention and motivation of human resources, renewal and succession of human resources. The Plan also outlines the goals in human resource management not included in the strategy but resulting from the strategy of the College of Law.

The goals and objectives of the Human Resource Development Plan are formulated to minimise or correct weaknesses through the strengths of human resource management processes and to avoid, through the opportunities offered by the external environment, the various threats and risks that currently and in the future endanger or could jeopardize the strategic goals of the College of Law.

The measures included in the Human Resource Development Plan focus on the entire staff of the College of Law- both academic and administrative or general, taking into account that changes to be effective and to achieve their goals cannot be attributed to one person alone.

Lecturers at the College are employed both on a contractual basis and a contractor agreement. The procedure for the election of academic staff at the College is determined by the Regulations for Academic and Administrative Positions, as well as the Principles of Remuneration and Personnel Policy are binding (4 January 2016). http://jk.lv/eng/for-students/rules-are-regulations_

The number of academic staff positions at the College is determined to ensure the requirements of the Law on Institutions of Higher Education. Vacant positions are announced either in a closed competition within the CL information space or in an open competition by publishing a notice in the newspaper Latvijas Vēstnesis and at the College of Law website http://jk.lv/eng/vacancies_

Elections of academic staff by secret ballot are held at the College Council meeting. Academic staff members are elected for a period of six years, in some cases for a shorter period. Within Specific Aid Objective 8.2.2 “To Strengthen Academic Staff of Higher Education Institutions in Strategic Specialisation Areas” of the European Social Fund project, in the project “Development of Competences and Skills of the Academic Staff of College of Law Ltd.”, a competition for lecturers, i.e., two foreign lecturers and two PhD students, was announced on the EURAXES Job portal. <https://euraxess.ec.europa.eu/jobs/321409>

Guest lecturers for individual lectures or study courses are also involved in the study process, including guest lecturers within the framework of Erasmus + mobility.

3.5. Specify whether there are common procedures for ensuring the qualification of the academic staff members and the work quality in place and provide the respective assessment thereof. Specify the options for all teaching staff members to improve their qualification (including the information on the involvement of the teaching staff in different activities, the incentives for their involvement, etc.). Provide the respective examples and specify the way the added value of the possibilities used for the implementation of the study process and the improvement of the study quality is evaluated.

The Human Resource Development Plan of the College (11 January 2018) sets out the basic principles for attraction and selection of human resources, professional development of human resources, retention and motivation of human resources, renewal and succession of human resources. Lecturers and administrative staff members of the College can contribute to their professional development in various ways:

- participating in ERASMUS+ mobility programme, within which to get acquainted with the traditions and topicalities of the study process in higher education institutions of other countries, to exchange experience and knowledge and to establish contacts with far-reaching significance in the development of new international projects; to learn from the experience and good practice of foreign partners, as well as to improve the practical skills necessary for current work and professional development, to promote the exchange of knowledge and pedagogical methods, to create links between universities and enterprises;
- participating in professional development activities organised within and outside the College;
- participating in seminars, open lectures, courses, etc. organised by the College;
- participating in local and international scientific conferences organised by the College and other events.

The professional development of the staff is crucial to the quality of the study process, i.e., both in terms of the study process itself, the content of the studies and the relationship between them. The professional development of the staff also plays a role in the annual performance assessment and compliance with the given work, in this case also taking into account the results of the student survey

Within Specific Aid Objective 8.2.3 “Ensure Better Governance in Higher Education Institutions” of the European Social Fund project, in the project of College of Law Ltd. “Development and Evaluation of Management System, Improvement of Competence and Skills of Management Personnel in Compliance with the Standard of Excellence in Management” and Specific Aid Objective 8.2.2 “To Strengthen Academic Staff of Higher Education Institutions in Strategic Specialisation Areas” in the project “Development of Competences and Skills of the Academic Staff of College of Law Ltd.” (Explanation of excellence standard requirements; LEAN method for reducing costs and saving resources; Using the method of Balanced ScoreCard for strategic development and implementation of measurement system; Risk management; Process management). The academic staff members have the opportunity to improve their English language skills and to undertake internship at a company.

The academic staff members also have the opportunity to participate in the study process by organising study tours. Within the study field study tours are also organised to the Saeima, the Prosecutor General’s Office of the Republic of Latvia, courts, the Cabinet of Ministers, prisons, the State Police, the Land Register, JSC Latvia’s State Forests. There is additional remuneration for organising study tours and accompanying students. Study tours provide an opportunity for students to learn how to apply the theoretical knowledge gained during their studies in practice.

The College publishes a collection of scientific articles and a book of abstracts every year, and not only the students but also the academic staff have the opportunity to submit and publish their scientific papers at no extra charge. The College also pays for the participation of academic staff members in conferences organised by other institutions (upon receipt of the application).

The College also publishes books, inviting academic staff members to become authors of books that

are then used in the study process, not only at the College but also in other higher education institutions, such as publishing a book “Law Enforcement Agencies in Latvia and Europe” in 2019; “International Law: A Collection of Documents with Comments” (2018); Quality management in 2017 etc.

If the academic staff member attends a seminar/conference, takes part in qualification development courses, the subject of which is relevant to the course delivered, the College covers the registration/participation fee (upon receipt of the academic staff member’s application).

In case distance students are unable to attend full-time lectures, lecturers record the lectures.

The academic staff members are also invited to participate in ERASMUS+ experience exchange activities by going to ERASMUS+ member states, getting acquainted with the experience of other higher education institutions, as well as participating in the study process, e.g., delivering lectures (in Turkey – I.Rebiņa, in Lithuania – I.Lūce, L.Mizovska). It is also an opportunity to travel and explore other countries. Experience exchange visits are also held regularly (Malta, Italy, Bulgaria, Lithuania).

Participation in project SAM 8.2.2.0/18/A/008 internship – the academic staff members develop their skills and competences, as a result of which they improve the content of the study courses. At the moment, the internship opportunity at the merchant has been used by five representatives of the academic staff, in companies - IK RATE, SIA AB InfoService, SIA Ārstu prakse Mazcenās 21, SIA Paul Mason Properties un SIA LSEZ Trilleborg Wheel System Liepāja. Currently, Doctoral students (elected as the academic staff members) (I.Amoliņa; V.Soneca) are attracted to the College for delivering lectures. As part of the project, the academic staff members will have the opportunity to improve their English skills.

3.6. Provide information on the number of the teaching staff members involved in the implementation of the relevant study programmes of the study direction, as well as the analysis and assessment of the academic and research workload. Provide the assessment of the incoming and outgoing mobility of the teaching staff over the reporting period, the mobility dynamics, and the issues which the higher education institution/ college must tackle with regard to the mobility of the teaching staff.

Thirty-three lecturers are involved in the implementation of the study field, of which 52% are elected academic staff. 91% of study courses, according to the number of credit points, are delivered by academic staff members holding a Master degree, and 9% of all study courses (according to the number of credit points) are ensured by academic staff members holding a Bachelor degree with practical experience. Lecturers, according to their study course, also teach at other study programmes of the College of Law. Apart from the academic activities, lecturers also engage in research. The job description of the academic staff indicates that at least every three years they have to carry out scientific activities, which all the lecturers do. The lecturers’ scientific research fields are diverse, mainly corresponding to the study field being taught. By engaging in scientific research activities, the lecturers also enrich the content of their study courses, and by updating and improving the content of the study courses, the lecturers carry out academic and research activities. The list of research areas is provided in Appendix 11, and the list of research activities is provided in Appendix 12. The academic and administrative staff members of the

College are actively involved in Erasmus+ study and traineeship mobility. In the 2018/2019 academic year outgoing mobility – 7 (including 2 lecturers), 2017/2018 academic year, 10 persons (including 3 lecturers) participated in outgoing mobility; in the 2016/2017 academic year, 3 persons participated in outgoing mobility, and in the 2015/2016 academic year there were 6 persons (incl. 2 lecturers). 2014/2015 academic year – 5 (including 2 lecturers) 2013/2014 academic year no mobility of administrative and academic staff was granted under the program. It has been possible for the academic and administrative staff of the College to use the opportunities provided by the Erasmus programme since 2013. In the framework of Erasmus+ study and traineeship mobility, incoming mobility is also implemented every year, with the most active cooperation partners from Lithuania, Turkey, Poland, Spain and Romania. In the 2017/2018 academic year, incoming mobility was chosen by 8, in the 2016/2017 academic year – by 7 and in the 2015/2016 academic year – by 5 academic and administrative staff members. All lecturers involved in mobility are also lecturers of the study field. Within the Erasmus+ project “TrustGLP”, where the College is one of the project partners, in 2018 there were 12 lecturers who participated in incoming mobility and in 2017 – their number was 14. Teachers from abroad are also mainly concerned with Erasmus + mobility. The most active partners are from Lithuania, Turkey, Poland, Spain and Romania. Incoming Mobility 2018/2019 academic year - 11, 2017/2018. academic year - 8, 2016/2017. - 7 and 2015/2016. -5. The involvement of academic staff in learning mobility is partly hampered by their knowledge of foreign languages.

3.7. Assessment of the support available for the students, including the support provided during the study process, as well as career and psychological support by specifying the support to be provided to specific student groups (for instance, students from abroad, part-time students, distance-learning students, students with special needs, etc.).

Students who travel abroad within the framework of the exchange programme are provided with information. Information on the country to which the student (teacher) will travel, its traditions and legal aspects is provided within the framework of the informative seminar; they are acquainted with the information concerning the receiving higher education institution, study options and peculiarities, as well as options for accommodation. When students (teaching staff) return from the exchange programme, informative seminars are organised for them to provide a report, information on the time spent abroad, and feedback.

The responsible employee of the College follows up with the student abroad by e-mail, as well as using social networks for communication.

Incoming students/teaching staff are received according to the best standards and requirements. Support in finding accommodation is provided already before arrival. Students and teaching staff are provided with regular availability of information, acquainted with the country, its traditions; together with the students of the College discussions, experience exchange and culture measures are organised. Foreign students have access to the information also on the website of the College (Guidebook) <http://jk.lv/eng/entry-information/guidebook/74-guidebook>

Study (e-learning) coordinators who are asked questions to ensure communication with students even on Saturdays when students attend lectures.

Distance learning – video lectures, electronic materials are available to students. (Moodle, Zoom Business)

Face-to-face lectures and consultations are revised for distance students.

Extramural students are provided parking and catering services.

If a student expresses the need for additional or repeated acquisition of a particular study course, there is the opportunity to attend lectures with another part-time group or full-time group.

There is the opportunity to participate in study tours and events organised by the College (expenses are covered by the College). There is also the opportunity to take advantage of the ERASMUS+ program.

For career support - students are offered internships and jobs, the offers which are received from employers. So far, no student has needed psychological support and support with special needs.

II - Description of the Study Direction (4. Scientific Research and Artistic Creation)

4.1. Description and assessment of the directions of scientific research and/or artistic creation in the study direction, their compliance with the aims of the higher education institution/ college and the study direction, and the development level of scientific research and artistic creation (provide a separate description of the role of the doctoral study programmes, if applicable).

Scientific research activities are regulated by the Regulations on Scientific Research (31 October 2013) and in relation to students' research activities-Methodological Guidelines for the Development and Defence of Qualification Papers and Reports (29 January 2004). By concluding an employment contract with the academic staff members, the job description includes an obligatory requirement that at least every three years there must be a research activity, i.e., publications, participation in scientific conferences, etc. (Annex No.10, Job Description).

The Council of the College of Law has approved the topics of the research papers (and, if necessary, approves their changes) for each lecturer according to the study course delivered at the College. (Annex No. 11. Research Areas of Academic Staff). The lecturers regularly introduce the students to the results of the research and often the students themselves are involved in the research topics of the lecturers. Within the framework of scientific activity, the fields of research of lecturers are related, for example, to the sustainable development of the property of the socially responsible housing life cycle management system, within the specific field of research Iveta Amoliņa, a lecturer of the college, is developing a doctoral thesis. The sufficiently wide list of researches of the academic staff (Appendix No.11) is closely related to the content of the study field and the achievement of the strategic goal of the study field - to prepare theoretically knowledgeable and practically capable specialists in the labor market, which is not possible without modern professional knowledge and skills provide only a knowledgeable and professional lecturer.

Students carry out research activities by elaborating reports and qualification papers, as well as participating in scientific conferences organised by the College, where students present and publish their research results on securities, real estate management, motivation, labour

relations and current income calculations, the nature and functions of taxes.

4.2. The relation between scientific research and/or artistic creation and the study process, including the description and assessment of the use of the outcomes in the study process.

During the first study semester, students are given several lectures on the methodology of scientific research (Dr .iur., Dr. habil. sc. pol. Talavs Jundzis). In practice, research exercises begin with tasks for students to write reports that are mandatory. The broadest and deepest research is carried out in the second year of study, by developing qualification papers, which are then publicly defended and the best papers are recommended for publication in the collection of scientific articles. Students in study courses develop reports on topical issues and present them in the International Science Week. Every year at least two students of the study programme participate in scientific conferences organised by the College, for example, with reports and publications "Current Issues in Residential Management", "Challenges in Shared Property Management", "Personnel Competence Development", "Personnel Selection", "Motivation", "Form and Contents of Employment Contracts", "Remote Administration of Workstations" etc.

The results of the research activities of lecturers and students as well as graduates are published at international conferences within the framework of International Science Week (in April) and at the conferences of the College of Law (in November). Conference materials (reports, theses) are also published once a year in conference proceedings. Every year, the Scientific Articles of the College of Law (scientific articles of students, graduates, lecturers, as well as foreign partners) are elaborated and published. These publications are used by students in preparation for seminars, writing reports and elaborating qualification papers. Until May 2020, the College has organised 10 International Scientific Conferences and 16 Local Conferences. (Scientific Articles/Scientific Conferences) Conferences are organised in cooperation with other higher education institutions of Latvia, such as Riga Stradins University etc., foreign cooperation partners (Mykolas Romeris University, Utena College (Lithuania), Nord University (Tallinn), Caucasus University (Georgia), Latvian Academy of Sciences, Baltic Centre for Strategic Studies, etc). Several academic staff members of the College are pursuing Doctoral studies and developing Doctoral Theses: J.Jakubāne and I.Puķīte (Riga Technical University), I.Lūce (University of Latvia), D.Līduma (Liepāja University). (Annex No. 12., List of Scientific Publications of Academic staff.)

4.3. Description and assessment of the international cooperation in the field of scientific research and/or artistic creation by specifying any joint projects, researches, etc. Specify those study programmes, which benefit from this cooperation. Specify the future plans for the development of international cooperation in the field of scientific research and/or artistic creation.

see 4.2.

All study programs implemented at the College of Law obtain from international cooperation, including, Human resource management, Real estate management and administration, Cyber

security and personal data protection. Throughout the study period, the college has established close co-operation within the framework of scientific activities, including the organization of conferences with foreign co-operation universities, with which it will be continued and new opportunities will be considered. For example, there is a productive cooperation with Utena College in Lithuania.

4.4. Specify the way how the higher education institution/ college promotes the involvement of the teaching staff in scientific research and/or artistic creation. Provide the description and assessment of the activities carried out by the academic staff in the field of scientific research and/or artistic creation relevant to the study direction by providing examples and the summary of the quantitative data on the activities in the field of scientific research and/or artistic creation relevant to the study direction over the reporting period, for instance, the publications, participation in conferences, activities in the field of artistic creation, participation in projects by the academic staff members, etc., by listing the aforementioned according to the relevance.

see 4.2.

The publications of the academic staff and their participation in scientific conferences are provided in Appendix 12, attesting that all lecturers have, during the past three years, either one or more scientific publications and/or participation in scientific conferences. In addition to attending conferences organised by the College of Law, lecturers also take advantage of other opportunities. Lecturers have published their articles in internationally recognised databases, such as Web of Science, EBSCO, ERIH, IEOM Society, etc. The articles published by the lecturers within scientific conferences organised by the College of Law are related to the following topics: Spiral Dynamics as a Coaching Method in Personnel Management; Employee motivation; Factors Affecting the Residential Building Management System; Donations, Representation and Advertising Expenses; Analysis of Short-Term and Long-Term Solvency of the Company and their Influencing Factors; Role of Developing a Rational Document Management Mechanism for Business Performance; Marketing and New Economy, etc. By concluding an employment contract with the academic staff members, the job description includes an obligatory requirement that at least every three years there must be a research activity, i.e., publications, participation in scientific conferences, etc. (Annex No.10, Job Description).

Several academic staff members have been involved in various European Social Fund projects (Appendix 12) and have developed a training platform – a computer game for accounting – within the framework of the project implemented with other countries. <http://trustvglp.com/>

The College organizes two scientific conferences each year, which are attended by representatives of the academic staff, students and graduates. An international scientific conference is usually held in April and a local scientific conference in November. The results of the conferences are summarized in collections of scientific articles / theses.

4.5. Specify how the involvement of the students in scientific research and/or artistic creation activities is promoted. Provide the assessment and description of the involvement of the students of all-level study programmes in the relevant study direction in scientific research and/or artistic creation activities by giving examples of the

opportunities offered to and used by the students.

see 4.2.

Students are actively involved in research activities. Within the framework of their studies, students are required to elaborate six reports and to develop and present a qualification paper upon completion of their studies. Elaboration of reports is not only important for the presentation and analysis of information, but it also enables students to develop a qualification paper. Students are given the opportunity to attend scientific conferences organised by the College and to publish their articles and/or theses. When presenting a qualification paper, the Qualification Examination Commission nominates the best candidates for publication based on the results of the presentation. It means that these papers are published in the Proceedings of the College of Law.

4.6. Provide a brief description and assessment of the forms of innovation (for instance, product, process, marketing, and organisational innovation) generally used in the study direction subject to the assessment, by giving the respective examples and assessing their impact on the study process.

The study process focuses on innovative solutions. Various technical improvements are made within the product innovation, the material and technical facilities are improved (library resources, copy machines, projectors, work surfaces, etc.), new software is purchased. In the learning environment Moodle, new software has been introduced that provides an opportunity to add unlimited video lectures. In the framework of innovations, a new website of the College has been developed, which provides more visible information. The Zoom Business platform is used in the study process. Within the European Social Fund project No.8.2.2 and No.8.2.3, the College has acquired new hardware, software and new workstation. Within the European Social Fund project No.8.2.3.0/1/A/006, one of the innovative solutions is the development of a new e-platform that could be used by all colleges. The common e-platform provides for the possibility for all colleges to place their scientific conference materials on it, to inform others about scientific conferences, open lectures, study tours, training modules, and other activities. Within the framework of the project, the College will develop a new e-solution for the College, which will include the base of students and graduates, library, personnel management and accounting (since 2003 such a database has been operating in the College, but it is necessary to develop it according to the existing technological development).

Annex No. 13. Tasks of Project Work).

Annex No. 11. Research Areas of Academic Staff

Annex No. 12. List of Scientific Publications of Academic Staff

II - Description of the Study Direction (5. Cooperation and Internationalisation)

5.1. Provide the assessment as to how the cooperation with different institutions from

Latvia and abroad (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the study direction contributes to the achievement of the aims and learning outcomes of the study direction. Specify the criteria by which the cooperation partners suitable for the study direction and the relevant study programmes are selected and how the cooperation is organised by describing the cooperation with employers. In addition, specify the mechanism for the attraction of the employers.

The College of Law (CL) is a member of several international organisations where it takes active participation, i.e.: PRME (Principles for Responsible Management Education) –UN organisation (New York) since 2013; <https://www.unprme.org/college-of-law>

WFCP (World Federation of Colleges and Polytechnics) since 2014; <https://wfcp.org/members/>

EURASHE (European Association of Institutions in Higher Education) since 2012;

<https://www.eurashe.eu/about/members/jk/>

FIABCI (The International Real Estate Federation) since 2014;

<https://fiabci.org/en/member-detail/14299>

The selection of cooperation partners is determined by the joint activities of the College of Law, evaluating the contribution to the activities of the College of Law and study fields. When choosing cooperation partners, the college is guided by the principle “quality” and not “Quantity”. Thus, the choice of cooperation partners takes into account the fact that the partners are strong and knowledgeable and in the relevant field they represent, or the cooperation partners have proven themselves as specialists in the respective field. Also important in the choice of cooperation partners is the fact - the cooperation partner with whom the values and attitude coincide.

Since 2013, the College has been active in the Erasmus+ programme. The CL regularly participates in the regular conferences and seminars of these organisations, where one aspect of cooperation is related to development of higher education, scientific research. We not only discuss the best practices in the higher education area and research, but also establish and develop bilateral relationships with higher education institutions and colleges. For example, science issues was addressed at the EURASHE seminar on 29–30 April in Brussels with the participation of the Director of the College of Law T.Jundzis as well as at the FIABCI regional meeting in Moscow in May 2019. Moreover, the FIABCI regularly awards the best CL students who have conducted original and practically significant research. Every two years, the CL reports to the PRME on how we have achieved the goals set by PRME, including research. We were represented in the WFCP working group, which worked on vision for research conducted by the college in relation to the requirements of the labour market (the CL Director T.Jundzis took part). The CL director T.Jundzis delivered a speech at the WFCP Annual Conference in Vitoria (Brazil), where he discussed the CL research experience. The College has concluded cooperation agreements, including in the field of administration with several foreign higher education institutions: Utena College (Lithuania), Mykolas Romeris University (Lithuania), SBA Business Academy (Georgia), Global College (Malta), Amasya University (Turkey), University of Nevsehir (Turkey), etc. Annex No. 14., Cooperation Agreements. Within the framework of bilateral cooperation, regular dissemination of the results takes place through the scientific publications of the College of Law and at international conferences of the College, as well as every year at the College of Law or at partner organisations. In the period of 2017–2019, our academic staff members delivered reports at international conferences organised

by Utena College (Lithuania), SBA Business Academy (Georgia) and University of Nevsehir (Turkey). Foreign participants of international conferences organised by the College of Law after or before these conferences deliver guest lectures to the students, thus enriching the study process. Within the European Union Strategic Partnership Project (KA202) TRUSTvGLP, successful cooperation has been developed with Nevsehir University (Turkey), University of Timisoara (Romania), Stucum Study Centre (Spain), Danmar Learning Centre (Poland), Ayshe Segnik Multi-Programme School (Turkey). Within the Erasmus+ programme, cooperation agreements have been concluded on the mobility of students, academic and administrative staff. (see Students and Academic Staff). In the last week of April each year, the College of Law organises the International Science Week, which has already become a traditional event of the College's academic staff reporting on the results of the research conducted and the opportunity to obtain information on the results of research abroad in relevant areas. Likewise, Utena College in Lithuania annually organises a scientific conference in April where representatives of the College of Law participate. International cooperation in scientific research directly influences the study programs of the respective study field. It allows enriching academic staff members' lectures with foreign experience, as well as giving students the opportunity to meet directly and listen to guest lecturers from different countries, incl. the results of their research. In the past three years, guest lecturers from the United States, Canada, Estonia, Lithuania, Poland, Georgia, Turkey, Pakistan, Russia have delivered lectures at the College. Apart from foreign guest lecturers, local guest lecturers are involved in the study process both for delivering individual lectures and as part of their study courses, for example, in 2017 - Erkan Guneş (Amasya University, Turkey) - International Trade Management; Hakan Jildirim (Amasya University, Turkey) - The Comparison between Europe and Turkish Banking System; in 2018 - Erkan Gunes (Amasya University, Turkey) - Ecommerce; Cem Juceturk (Amasya University, Turkey) - Advertising Techniques in International Marketing Process for a Wider Trade Volume of a Turkish and Latvian Company; Jusuf Bahadir Keskin (Amasya University, Turkey) - Trade Opportunities between Two Countries; Gintautas Bužinskas (Utena University of Applied Sciences, Lithuania) - Labour Dispute Settlement Procedure; Viktoras Žemčiugovas (Utena University of Applied Sciences, Lithuania) - The Impact of the EU on the Development and Strengthening of Human Rights; Aliona Siniciene (Utena University of Applied Sciences, Lithuania) - Personal Data Protection; Daiva Petrenaite (Utena University of Applied Sciences, Lithuania) - Legal Forms of Business in Lithuania, EU Company Law; Egidijus Gečiauskas (Utena University of Applied Sciences, Lithuania) - Political Conception. Interfaces with Other Sciences; in 2019 - Damla Ozden Celt and Eda Sahin Sengul (University of Erzincan, Turkey) - Civil Law in Turkey etc. (see Table 5).

Projects: <http://jk.lv/eng/projects>

Guest lecturers

Table No.5

	Guest lecturer	Theme
11 February 2015	Associate Professor, Dr.iur. Uldis Ķiniš (Judge of the Constitutional Court of the Republic of Latvia)	"Threats in the Electronic Environment. Fraud in Automated Data Processing System"

9 September 2015	Aivars Borovkovs (Chairman of Latvian Lawyers' Association; Creator of Encyclopaedic and Cultural-Historical Encyclopaedia of World Persons www.nekropole.info)	"Use of electronic resources in jurisprudence"
8 October 2015	Rūta Jurgelione (Utena College, Lithuania)	"Preparation of Young Specialists for the Labour Market Requirements. Career Planning"
2 October 2015	Dr.iur.Valdis Birkavs (former Minister of Foreign Affairs of the Republic of Latvia)	"Do We Live in a Legal State?"
8 October 2015	PhD Gintauts Bužinskas (Director of Utena College, Lithuania)	"Legal Relationships in the Baltic States"
4 November 2015	Egils Levits (Judge at the Court of Justice of the European Union)	"The European Union and the Constitution"
31 October 2015	Jānis Bolis (USA)	"Mediation –Conflict Resolution"
4 April 2016	Hatice Yalmana Konsunalpa (PhD Student, Nevsehir University, Turkey)	"Computing and Engineering"
23 April 2016	Prof. Viktoras Justickis (Mikola Romeris University, Lithuania)	"Global Trends in Crime and New Opportunities to Combat It"
23 April 2016	Ina Gudele (former Special Assignments Minister for Electronic Government Affairs)	"Application and Opportunities of E-Commerce"
23 April 2016	Prof. Nikolajs Markevičus (Lithuania)	"Baltic Economy in the European Context"
23 April 2016	Tatjana Hrističa (Head of IS Development Department, Latvia's State Forests JSC)	"Data Security"
21 May 2016	Mārīte Noriņa (State Labour Inspectorate, Head of Labour Rights Division)	"Employment Relationships"
3 June 2016	Gunita Špēla (Sworn Bailiff)	"Fixing Facts"

6 July 2016	Juris Dreifelds (Doctor of Political Science, Professor at Brock University, Canada)	“Presidential Election Campaign in the USA and the Potential Impact of Its Results on the Baltic States”
30 July 2016	Guntars Gedulis (Member of Educational Council of the World Federation of Free Latvians, Educator, Venezuela)	“Public Political Situation in Venezuela and Latvia: A Comparative Analysis”
10 September 2016	Uldis Bluķis (former Latvian Diplomat at the United Nations, USA)	“The Performance of Latvian Diplomats at the UN”
1 October 2016	Arvīds Dravnieks (Director of the Institute of Public Law)	“Development of Public Law in Latvia ”
10 November 2016	M.iur. Normunds Streņģe (Sworn Attorney)	“Shared Property Problems”
18 January 2017	Edijs Stikuts (RATE Business Solutions Ltd.)	“Setting up and Configuring Network Servers”
26 Aril 2017	Aleksejs Solovjovs (Doctoral Student, RTU)	“System Administration”
26 April 2017	Prof. Ando Leps (Estonia)	“Problems of Combating Crime Nowadays”
10 May 2017	Egils Stūrmanis (Representative of CERT.LV Development Projects)	“Reality in Virtual Environment 2017”
10 June 2017 (course)	Indra Lūse (Senior Inspector of Control and Planning Group, Professional Development Department of the State Police College)	“Implementation of Personnel Management Policy in the Institution”
17 June 2017 (course)	Diāna Ziediņa (Head of the Education Division of Reconciliation Department of State Probation Service of Latvia)	“Mediation –Settlement in Criminal Proceedings”
3-10 June 2017 (course)	Sandra Zīle-Gereiša (Certified Mediator)	“Basic Principles and Methods of Mediation”

17 June 2017 (course)	Inga Balode	“Presentation Making Process, Presentation Skills”
10 June 2017	Aleksejs Solovjovs (Doctoral Student, RTU)	“Server Administration”
7 July 2017	Niko Javahhišvili (Professor of Tbilisi State University, Georgia)	“Georgia Disputes with Russia on Territorial Issues”
10,17,24 May 2017 (course)	Rūta Grikmane (Project Director at the Public Relations Agency, Member of the Board of the Public Relations Agency Rū Komunikācijas Ltd., Latvian Chamber of Commerce and Industry - Public Relations Consultant)	“Public Relations”
6 September 2017	Uldis Bluķis (former Latvian Diplomat at the United Nations, USA)	“Mission of Latvian Diplomats Abroad”
12 September 2017	Vadims Nazarovs (Office for Combating Organised Crime of the State Police College)	“Fictitious Marriages”
12 September 2017	Aivars Borovkovs (President of the Latvian Lawyers’ Association)	“Topicalities of Latvian Lawyers Association”
2 December 2017	Valdis Krastiņš (former Diplomat)	“International Public Law”
4 November 2017	Prof., PhD Ineta Ziemele (Chair of the Constitutional Court)	“Competences of the Constitutional Court of the Republic of Latvia and the European Court of Human Rights”
6 December 2017	Tatjana Hrističa (Latvia’s State Forests JSC)	“Regulation of the European Parliament and of the Council on the Protection of Individuals with regard to the Processing of Personal Data and on the Free Movement of such Data”

17 February 2018	Ombudsman's Office)	"Integration of People with Disabilities in Society"
26 October 2018	Valdis Krastiņš (former Diplomat)	"International diplomatic rights and Latvian diplomats"
9 November 2018	Aivis Ivaško (Private Expert, Forensic Service Department of the State Police, Head of Regional Office)	"Forensic Expert: Rights, Duties and Responsibilities. Forensic Expertise"
24 November 2018	Dr.h.c.iur.Egils Levits (Judge at the Court of Justice of the European Union)	"The institutional structure and functioning of the European Union"
3 November 2018	Juris Jansons (Ombudsman of the Republic of Latvia)	"Ombudsman - Functions and Fields of Activity"
4 November 2018	Prof. Ando Leps (Estonia)	"Trends in Crime"
4 November 2018	Dr.iur.,Prof.Gintauts Bužinskas (Utena College, Lithuania)	"The New Labour Law in Lithuania"
8 September 2018	Profesor Nikolajs Džavahišvili (Tbilisi State University, Georgia)	"Georgia - Russia conflict"
June 2018	Diāna Ziediņa (Head of the Education Division of Reconciliation Department of State Probation Service of Latvia)	"Restoration of Justice - Settlement as an Alternative"
July 2018	Jurijs Cukanovs (Forensic Expert, Forensic Service Department of the State Police)	"Forensic Science" (practical class)
4 October 2018	Arvīds Dravnieks (Director of the Institute of Public Law, Adviser to the Minister of Justice and Ombudsman)	"The basic features of the Latvian legal system"
30 March 2018	Aliona Siniciene (Utena Court, Lithuania)	"Personal Data Protection"
28 April 2018	Viktoras Justickis (Mykolas Romeris University, Lithuania)	"Criminal and Criminological Mechanism"

15.02.2019.	Jolanta Grāmatniece	“Company strategy and goal definition”
04.2019. 05.06., 12.06.	Jaroslavs Romanovičs	“Lean method of business management”
05.2019.	Sandra Zariņa (Valsts darba inspekcija, Darba aizsardzības nodaļas vadītāja)	“Problems and practices in labor protection issues”
26., 27.04.2019. 11.05.2019.	Dr.iur.Jānis Bolis (ASV)	“Mediation as an Effective Dispute Resolution”
27.04.2019.	Valdis Krastiņš (former Diplomat)	“Diplomatic immunity and privileges”
23.11.2019.	Nils Muižnieks (former Ec Human Rights Commissioner)	“Is there a human rights crisis”

5.2. Specify the system or mechanisms, which are used to attract the students and the teaching staff from abroad and provide a description of the dynamics of the number of the attracted students and the teaching staff.

Within the Erasmus+ programme, cooperation agreements have been concluded on the mobility of students, academic and administrative staff. (see of Students and Academic Staff). Since 2013, when it received the Erasmus Charter, the College of Law has been actively participating in the Erasmus+ incoming and outgoing mobility. Students are more interested in the Erasmus+ traineeship mobility rather than study mobility. Study opportunities within the Erasmus programme have not been used by any student. So far, there has been no incoming study mobility in the study program. The academic staff from abroad is mainly from Lithuania, Turkey, Poland, Spain and Romania. In academic year 2018/2019, incoming mobility accounted for 11; in academic year 2017/2018 - 8; in academic year 2016/2017 - 7 and in academic year 2015/2016 - 5. In 2019, within European Social Fund project No. 8.2.2.0/18/A/008 “Improvement of the Competences and Skills of the Academic Staff of Ltd. College of Law, Strengthening of the Capacity of the Academic Staff” (No. 8.2.2.0/18/A/013) a full-time lecturer from Lithuania was hired and in June 2020 it is planned to hire a full-time lecturer from Turkey. All incoming lecturers are also involved in the implementation of the study field "Management, administration and real estate management".

Foreign lecturers in Erasmus + program

Study year	Total
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Foreign lecturers	2019./2020.	5
	2018./2019.	11
	2017./2018.	8
	2016./2017.	7
	2015./2016.	5
	2014./2015.	4
	2013./2014.	3

The attraction of foreign lecturers is, first of all, related to the higher education institutions of the cooperation partners, that is, according to the study programs, foreign lecturers are attracted to read certain topics within the study course. Outside the universities of the cooperation partners, foreign lecturers are attracted in accordance with the current topicality within the study program, study course, in this case foreign lecturers are addressed individually.

The college is open to attracting foreign students, trying to provide the maximum available information about studies at the college on the college's website in English, participating in international educational exhibitions.

So far, there has not been much experience in attracting foreign students to the study field. One student from Turkey successfully completed the programme “Real Estate Management and Administration” in academic year 2013/2014.

According to European Social Fund project 8.2.1 “To reduce fragmentation of study programmes and strengthen resource sharing”, it is planned to attract foreign students to the study programme “Cyber Security and Personal Data Protection” every year. As the project stipulates, the study programme shall be developed and implemented in a language of the European Union other than Latvian and offered to foreign interested parties.

5.3. In the event that the study programme entails a traineeship, provide a description of the traineeship options offered to the students, as well as the provision, and work organisation. Specify whether the higher education institution/ college provides assistance in finding traineeships.

An integral part of the study program is the internship (Internship Regulation and Internship Task are available in Appendix 15), which students undertake in the second study year. For students, all information about internship, including internship offers, is available at the website of the College under the Student section. Within the framework of the internship, the College has concluded bilateral cooperation agreements with organisations providing internship, including foreign cooperation partners, as well as tripartite cooperation agreements (Appendix 14 - Cooperation

Agreements) have been concluded in accordance with the Internship Regulation (23 March 2006) (Appendix 15). Most students choose their own place of internship, and in cases when the student does not find the place of internship, the College tries to help find one. Employers regularly send job offers to the College, which are posted on the website of the College under the Student section (Appendix 16 – Overall View of the Internship Offer Page).

Students and graduates of the College of Law also take advantage of Erasmus+ placements abroad, such as AMFI International (Italy), Crossing Borders (Denmark), University of Huelva (Spain), Properties Alanya (Turkey), Royal Management Ltd (Malta), BCHORD Ltd (Great Britain), Aviary Estates (Ireland), etc.

Three students (one from study programme Human resource management) of the College took the opportunity to gain practical experience in the United States by undertaking internship at Southwestern Advantage (<http://www.jk.lv/dokumenti/JKV6.pdf>). (Latvian language)

5.4. In the event that joint study programmes are implemented in the study direction, provide the justification of the creation of the joint study programmes and a description and assessment of the selection of the partnering higher education institutions by including information on the principles and the procedures for the creation and implementation of these joint study programmes. In the event that no joint study programmes are implemented in the study direction, provide a description and assessment of the plans of the higher education institution/ college for the creation of such study programmes within the study direction.

there is no common study programmes

II - Description of the Study Direction (6. Implementation of the Recommendations Received During the Previous Assessment Procedures)

6.1. Assessment of the fulfilment of the plan regarding the implementation of the recommendations provided by the experts during the previous accreditation of the study direction, as well as the assessment of the impact of the given recommendations on the study quality or the improvement of the study process within the study direction and the relevant study programmes.

The previous accreditation of the study programme took place in 2012 within the framework of project No.2011/0012/1DP/1.12.2.1/11/IPIA/VIAA/001. In the study field “Management, Administration and Real Estate Management”, the study programmes “Human Resource Management” and “Real Estate Management and Administration” were accredited for six years.

The study programme accreditation experts (Prof. Alari Purju, Prof. Michael Emery, Dr.Gatis Krūmiņš, Mr. Igor Graurs, Mr. Mikus Dubickis) made a number of recommendations in a report as of

19 March 2012 that the College took into account. Practically, all the recommendations were already implemented by the College before the study programme accreditation meeting, i.e., submitting a list of measures taken to the Higher Education Council (Letter No. 3-20/6, 15 January 2013, and 3-20/71, 25 July 2013).

Appendix 33

6.2. Implementation of the recommendations given by the experts during the evaluation of the changes to the relevant study programmes in the respective study direction or licensed study programmes over the reporting period or recommendations received during the procedure for the inclusion of the study programme in the accreditation form of the study direction (if applicable).

In the joint opinion on the first level professional higher education study programme “Cyber Security and Personal Data Protection” of the College of Law (11 March 2020), the experts have made recommendations that the College of Law has taken into account and already implemented, i.e.

Expert recommendations for the improvement of the study programme in the short term - to be implemented until the meeting of the Study Quality Committee:

To provide descriptions of all missing study courses in English, for example, study courses “Professional Terminology” or “Latvian for Foreign Students”. To review the literature in all study courses and indicate sources that foreign students who are not proficient in Latvian could use. For example, in the study course “Criminal Law” many of the sources are in Latvian.

The recommendation has been implemented - the description of the study course “Latvian for Foreign Students” has been translated into English. The library stock of the College of Law is regularly updated with new sources of literature, including foreign ones, which will continue to be done, especially with regard to foreign literature, to ensure the study process for foreign students. The study course “Criminal Law” has been supplemented with English literature and books currently available at the library stock of the College (Collins A. Contemporary Security Studies. - Oxford: Oxford University Press, 2019. - 524 p.; Leps A. Modern Dialectical Criminology. - Tallinn: published by the author, 2016. - 112 p.; Stallings W. Effective Cybersecurity: Understanding and Using Standards and Best Practices. - New York: Addison-Wesley, 2019. - 768 p.; Duffy H. The “War on Terror” and the Framework of International Law. - Cambridge: Cambridge University Press, 2014. - 488 p.) Annex No.20_KRDR

To make amendments in the sample of learning agreement to comply with the requirements specified in Cabinet Regulation No. 70 of 23 January 2007.

The recommendation has been implemented. Sections 2.2, 3.7, 5.9 of the learning agreement have been supplemented with “and at the website of the College”; Section 2.3 has been supplemented with “and publishing at the website of the College under the Student Profile”. Annex No.31

Expert recommendations for the improvement of the study programme in the short term - to be implemented until the commencement of the study process:

It is recommended to indicate to the students what literature should be studied for each lecture and

each topic.

The list of basic and recommended literature used in a particular study course is provided for the whole course.

It is recommended to write CV according to a unified form – because now photos of academic staff members are missing, the information is not provided in a uniform style and level of detail, as well as information is not placed in the same order.

Each academic staff member of the College individually fills in the Europass CV form; with regard to photos, adding photos may not be a mandatory requirement because, pursuant to personal data protection, it is the individual choice of each academic staff member.

It is recommended to carry out the examination of the professional experience of the academic staff members holding a Bachelor degree; it is necessary to attract the academic staff members holding a Doctoral degree, as well as to check the qualification of the foreign lecturer mentioned in the expert joint opinion and to add the CV of the lecturer under consideration to the list of the academic staff members.

The study programme “Cyber Security and Personal Data Protection” is the first level professional higher education study programme aimed at educating and training specialists for the labour market; therefore, we do not consider it necessary to attract a significant number of lecturers holding a Doctoral degree. In this case, more emphasis is placed on professionals in the field. According to the Regulation on the Academic Staff Election at the College of Law, a lecturer holding a Bachelor degree and relevant practical experience can be involved in the implementation of the study process.

The foreign lecturer was involved in the study process as an elected academic staff member within European Social Fund project No. 8.2.2./0/18/A/008 “Improvement of Competences and Skills of the Academic Staff of Ltd. College of Law in Computer Science and Informatics”.

Expert recommendations for professional programme development in the long term:

To facilitate the involvement of academic staff members in scientific research by setting and achieving goals related to the publication of the research results of the College of Law.

The job description of the academic staff indicates that at least every three years they have to carry out scientific activities, which all the lecturers do.

All lecturers are provided with the opportunity to improve their knowledge by taking part in further training courses, pursuing Doctoral studies, conducting research activities and undertaking internship abroad within staff mobility programmes, attending local and international conferences regularly organised by the College, as well as publishing their articles and theses in the proceedings of the College. International and local scientific conferences are held twice a year – in April and November. Academic staff members attend conferences and publish their scientific papers in the proceedings of the College free of charge.

To promote the ability of all academic staff members to deliver high quality study courses in English.

Academic staff members whose English language skills should be strengthened have the opportunity to attend the English courses for a total of 216 hours. The training will be organised (planned from April 2020) within the framework of the European Social Fund project No. 8.2.2./0/18/A/008 “Improvement of the Competences and Skills of the Academic Staff of Ltd. College of Law”.

To encourage cooperation among all academic staff members in terms of programme implementation and course coordination.

The academic staff members of the College are required to review the course descriptions at least once per academic year. According to the Regulation of the Study Programme Self-Assessment, the director of the study programme organises the work of the academic staff members in order to harmonise the content of study courses and to avoid duplication of information.

Annexes

I. Information on the Higher Education Institution/ College		
List of the governing regulatory enactments and regulations of the higher education institution/ college	3_Regulation.pdf	3_Normatīvo aktu saraksts.pdf
Information on the implementation of the study direction in the branches of the higher education institution/ college (if applicable)	Information_Affiliations.pdf	Informācija_Filiāles.pdf
Management structure of the higher education institution/ college	2.Structure.pdf	2_Struktura.pdf
II. Description of the Study Direction - 1. Management of the Study Direction		
Plan for the development of the study direction (if applicable)	5_Development Plan of the Study Field.pdf	5_Studiju virziena attīstības plans.pdf
Management structure of the study direction	32_Org_structure_MANAGEMENT.pdf	32_Studiju virziena Organizatoriskā struktūra.pdf
II. Description of the Study Direction - 3. Resources and Provision of the Study Direction		
Basic information on the teaching staff involved in the implementation of the study direction	8_Academic staff.pdf	8_Docētāju saraksts.pdf
Biographies of the teaching staff members (in Europass Curriculum Vitae format)	CV_engl.pdf	CV_LV.pdf
Summary of the statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period	34_ERASMUS_mobility.pdf	34_ERASMUS_mobilitātes.pdf
II. Description of the Study Direction - 4. Scientific Research and Artistic Creation		
List of the publications, patents, and artistic creations of the teaching staff over the reporting period	12_Publications.pdf	12_Publikācijas.pdf
II. Description of the Study Direction - 5. Cooperation and Internationalisation		
List of cooperation agreements	14_Agreements_Cooperation_List.pdf	14_Sadarbības līgumi-saraksts.pdf
Statistical data on the teaching staff and the students from abroad	34_1_Foreign Students.pdf	34_1_Ārvalstu Studenti.pdf
Statistical data on the mobility of students (by specifying the study programmes)	34_2_Information on student mobility.pdf	34_2_Informācija par studējošo mobilitāti.pdf
Description of the organisation of the traineeship of the students	15_Internship_Task.pdf	15_Prakses nolikums.pdf
Information on the agreements and other documents confirming the traineeship of the students in companies	14_Agreements_Cooperation_List.pdf	14_Sadarbības līgumi_prakse.pdf
II. Description of the Study Direction - 6. Implementation of the Recommendations Received During the Previous Assessment Procedures		
Overview of the implementation of the provided recommendations	33_Recommendations_3.pdf	33_Rekomendāciju izpilde_3.pdf
Description of the Study Programme - Other mandatory attachments		
Confirmation signed by the rector, director or the head of the study programme or the study direction of the higher education institution/ college which states that the official language proficiency of the teaching staff involved in the implementation of the relevant study programmes of the study direction complies with the regulations on the level of the official language knowledge and the procedures for testing official language proficiency for performing professional duties and office duties.	State language.pdf	Valsts valoda.pdf
Description of the Study Direction - Other mandatory attachments		
Electronically signed application form for assessment of a study direction	IESNIEGUMS_eng.edoc	IESNIEGUMS_3_20_56 (5).edoc

Other annexes

Name of document	Document
1._2017_TOP.png	1._2017_TOP.png
1.-2018_TOP.png	1.-2018_TOP.png
7._Vienošanās_Plagiats.PDF	7._Vienošanās_Plagiats.PDF
7._Agreement_Plagiarism.PDF	7._Agreement_Plagiarism.PDF
13._823_Darba_programma.docx	13._823_Darba_programma.docx
13._ 823_Project.docx	13._ 823_Project.docx
33_Rekomendāciju izpilde.pdf	33_Rekomendāciju izpilde.pdf
33_Recommendations.pdf	33_Recommendations.pdf
12_Publikācijas.pdf	12_Publikācijas.pdf
12_Publications.pdf	12_Publications.pdf
11_Pētījuma jomas.pdf	11_Pētījuma jomas.pdf
11_Research_field.pdf	11_Research_field.pdf
11_Research_field.pdf	11_Research_field.pdf
11_Pētījuma jomas.pdf	11_Pētījuma jomas.pdf
6._Kvalifikācijas eksamena_Vertes_nolik.pdf	6._Kvalifikācijas eksamena_Vertes_nolik.pdf
6._Knowledge_assessment.pdf	6._Knowledge_assessment.pdf
10._Amata apraksts.PDF	10._Amata apraksts.PDF
10._Job Description.PDF	10._Job Description.PDF
20_KRDR_Studiju_kursu_apraksti.pdf	20_KRDR_Studiju_kursu_apraksti.pdf
20_KRDR_Study courses.pdf	20_KRDR_Study courses.pdf
31_Study_agreement_KRDR.pdf	31_Study_agreement_KRDR.pdf
31_Studiju Līgums_KRDRD.pdf	31_Studiju Līgums_KRDRD.pdf
12_Publications_.pdf	12_Publications_.pdf

Real Estate Mananagement and Administration

Title of the higher education institution	<i>Management, Administration and Management of Real Property</i>
ProcedureStudyProgram.Name	<i>Real Estate Mananagement and Administration</i>
Education classification code	<i>41345</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Iveta</i>
Surname of the study programme director	<i>Amoliņa</i>
E-mail of the study programme director	<i>pukite@jk.lv</i>
Title of the study programme director	<i>M.sc.</i>
Phone of the study programme director	
Goal of the study programme	<i>The aim of the study programme matches the mission of the College of Law - within two years, to prepare theoretically knowledgeable and practically capable specialists for the national economy, emphasising the specifics of Latvia as a Member State of the European Union, to prepare real estate managers, who are able to manage and administer real estate, to coordinate real estate management activities, to settle real estate management and administration record-keeping matters, to observe the requirements of regulatory enactments.</i>

<p>Tasks of the study programme</p>	<p><i>Objectives:</i></p> <p><i>a) to secure the demand of the Latvian market for real estate management and administration specialists, who are able to work in different structures, different companies, as well as to build their commercial activity;</i></p> <p><i>b) to know real estate management and administration requirements and their implementation, binding regulatory enactment, decision-making principles, short-term and long-term planning of management and physical preservation works, planning of long-term investments in the management and administration process.</i></p> <p><i>c) to systematise, reinforce and extend theoretical knowledge and skills and use them in solving practical tasks;</i></p> <p><i>d) to develop analytical skills, to teach to take decision, select the most optimal decision in a justified way;</i></p> <p><i>e) to teach to use modern management methods;</i></p> <p><i>f) to develop skills to evaluate the sites being managed, to do forecasting and planning;</i></p> <p><i>g) to provide knowledge about legal bases of real estate management and administration, to familiarise with main regulatory enactments related to real estate management and administration;</i></p> <p><i>h) to familiarise with the procedure of organisation of real estate management and administration. to familiarise with real estate management and administration methods;</i></p> <p><i>i) to develop skills to systematise, reinforce and extend theoretical knowledge and skills to use them in handling situations;</i></p> <p><i>j) to teach to work with customers (build and develop business relations, solve and neutralise conflict situations, answer to complaints, conduct business negotiations);</i></p> <p><i>k) to teach how to organise real estate management processes and to ensure their improvement.</i></p>
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Results of the study programme	<p><i>When mastering the programme, it is expected to develop skills in drafting different documents related to the sector, decision-making, preparation of contracts and practical work by drafting a number of documents to be able to start professional activity more successfully.</i></p> <p><i>Upon successful graduation of the study programme, the qualification of "house manager" is awarded to the graduate.</i></p> <p><i>Learning outcomes - Analytical, understanding and prepared practitioners.</i> <i>As a result of mastering the study course the graduate is able:</i></p> <ul style="list-style-type: none"> <i>- to ensure management of residential and non-residential houses, planning of reconstruction, renovation and restoration works, organisation and control of performance;</i> <i>- to cooperate with apartment owners, tenants, lessees;</i> <i>- to know the operation of structures, technology for the use of construction materials, to examine and evaluate the documentation of reconstruction, renovation and restoration projects, procedures for the performance of works;</i> <i>- to see that reconstruction, renovation and restoration works are carried out in accordance with the requirements of the project, construction standards and standards, within specified time limits and their costs are within the approved cost estimate;</i> <i>- is capable of ensuring compliance with occupational safety, fire safety, electrical safety and other regulations;</i> <i>- is capable of ensuring the maintenance of a land plot belonging to the residential building in sanitary and technical order;</i> <i>- is able to manage and control the subordinate employees.</i>
Final examination upon the completion of the study programme	<p><i>The final examination (qualification examination) which consists of two parts:</i></p> <ol style="list-style-type: none"> <i>1) the written part of the qualification examination;</i> <i>2) defence of the qualification paper.</i>

Study programme forms

Full time studies - 2 years, 2 months - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	2
Duration in month	2
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>House manager</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

Part time studies - 2 years, 2 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	2
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>House manager</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

Part-time extramural studies - distance education - 2 years, 2 months - latvian

Study type and form	<i>Part-time extramural studies - distance education</i>
Duration in full years	2
Duration in month	2
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>House manager</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

III - DESCRIPTION OF THE STUDY PROGRAMME (1. Indicators Describing the Study Programme)

1.1. Description and analysis of changes in study programme parameters that have taken place since the issue of the previous accreditation certificate of study direction or the license of study programme if study programme is not included in the accreditation page of the study direction

The study process of the study program is not implemented in the branches of the College of Law: Gulbene, Liepaja, Valmiera and Ventspils.

1.2. Analysis and assessment of the statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down in the different study forms, types, and languages.

Study Year	Enrolled	Deducted	Moved 2nd year	Graduates	Students
2012/2013	55	38	35	30	83
2013/2014	39	28	28	20	66
2014/2015	49	18	11	23	79
2015/2016	69	31	7	12	107
2016/2017	66	37	32	22	111
2017/2018	50	34	35	29	103
2018/2019	61	42	37	28	88
2019/2020	46	20	29	25	91

Fluctuation of enrolled students compared to academic year 2012/2013 and the period until academic year 2018/2019 is relatively small, with an average of 10-20%. Comparing the number of students, it can be seen that in academic year 2012/2013 compared to academic year 2018/2019 changes are within 6%, and in academic year 2019/2020 they account for 16%. The largest number of students at the programme was in academic year 2015/2016, 2016/2017 and in 2017/2018. As of March 2020, the

number of students was 91. In the 2020/2021 academic year, 75 students were enrolled, counting those enrolled in the later study period. Every year, there is a determined number of students that are enrolled at a later stage of study in compliance with the “Regulations on Recognition of Competences Developed Outside Formal Education or from Professional Experience and Learning Outcomes Achieved in Previous Education” and “Regulations on Recognition of Study Courses”. In academic year 2018/2019, twenty two students were admitted at a later stage of study, in 2019./2020./2021. - 45.

Evaluating the number of graduates in relation to the enrolled ones in the study programme, on average within the study programme, 42% of students complete their studies within the stipulated time. Most students do not complete their studies on time, quit them because they are unable to meet their financial obligations, and some students do not resume their studies after the end of their academic leave, most often due to either funding problems or excessive workload. Students mainly choose part-time studies, because part-time studies are easier to combine with work, and only part-time studies are offered at the affiliations of the College. In the period from academic year 2012/2013 to 2018/2019, there were approximately 83% of part-time students and 17% of full-time students.

All students cover tuition fee from their own financial resources; there are no state-funded budget seats. The language of instruction is Latvian.

Statistics Annex No.17_CRV_NP

1.3. Analysis and assessment of the interrelation between the name of the study programme, the degree or professional qualification to be acquired or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements.

The title of the study programme “Real Estate Management” is closely related to learning outcomes, aims and objectives. The title of the study programme is related to the professional qualification of a “house manager” to be awarded and the profession standard of a house manager approved by the Tripartite Sub-council for Co-operation in Vocational Education and Employment at the meeting of 18 April 2009, meeting minutes No.4 https://registri.visc.gov.lv/profizglitiba/nks_stand_saraksts_mk_not_626.shtml (Latvian language) and Regulations of the Cabinet of Ministers No. 846 (10.10.2006) “About Requirements, Criteria and Procedure of Enrolment in Study Programmes”.

The aim of the study programme is to prepare specialists, who are able to ensure real estate management, matches the professional qualification to be obtained “house manager” and the learning outcomes to be achieved, where the house managers plans, organises and leads works for operation of houses and adjacent territories, renovation, reconstruction and restoration construction works and prevention of damages in accordance with the specifics of the site, ensured record-keeping for real estate. In order to provide services, a manager of residential houses should register in the register of managers of residential houses.

The College of Law has uniform admission rules for all study programs.

III - DESCRIPTION OF THE STUDY PROGRAMME (2. The Content of Studies and Implementation Thereof)

2.1. Assessment of the relevance of the content of the study course/ module and the compliance with the needs of the relevant industry and labour market and with the trends in science. Provide information on how and whether the content of the study course/ module is updated in line with the development trends of the relevant industry, labour market, and science. In case of master's and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation.

Knowledge and skills are necessary to be able to successfully integrate in the labour market. It is important for employers that their potential employee is educated and knowledgeable in his or her field, therefore job seekers having higher education have more advantages. Basic knowledge is not sufficient under the influence of rapid economic changes and globalisation processes, employees should constantly improve their professional qualification. Nowadays, it is no longer possible to learn knowledge for your whole life in 4 - 5 years, because the obtained information gradually becomes outdated. Therefore, the establishment and functioning of the lifelong learning support system is essential, so that the persons who are already employed can improve their competitiveness, improve their qualification, increase their work productivity, thus making a better contribution to the general state income and welfare.

The aim of the first level professional higher education study programme, in accordance with the professional standard, is to prepare students for work in the specified profession so that they find their way in matters of real estate management promoting mastering of knowledge and skills, building of attitudes, which ensure that the student masters the respective qualification and foster his or her competitiveness in variable socioeconomic conditions, to create motivation for professional development and continuing education and enable the student to obtain respective professional higher education.

Parts A and B of the study programme include all the study courses for the achievement of the aims and defined objectives of the profession standard - knowledge necessary for the performance of basic tasks at the level of perception (Basics of Economics, Basics of Statistics and Economical Mathematics, Project Management, etc.), knowledge necessary for the performance of basic tasks at the level of comprehension (Accounting, Basis of the Tax System, Real Estate Insurance, Legal Regulation of Real Estate Management and Administration in Latvia and in the European Union, etc.) and knowledge necessary for the performance of basic tasks at the level of knowledge (Organisation of Real Estate Management and Administration, real estate deals, Organisational Management, Basics of Marketing, etc.). Compliance of the content of the study programme with the professional standard in Annex No.18_NP

Lecturers of study courses follow up the content of the study course, literature used within the scope of the studies and other information on a regular basis. At least once a year, lecturers evaluate (rework) compliance of the content of the study course with industry, labour market

requirements and scientific trends, as well as taking account

- 1) the opinions expressed in survey results of students/graduates/employers;
- 2) evaluating the results of the qualification examination and current tests;

3) listening to recommendations of representatives of internship places and employers. Learning outcomes are analysed on a regular basis at the College of Law Council meeting, State Examination Commission meetings, the advisory council, joint meeting of lecturers, the study programme quality evaluation commission, the student self-government and at operative meetings.

Labour market trends and proposals made by employers (in surveys of employers), as well as feedback from graduates of the study programme play an important role in the evaluation of the study course. In light of the foregoing, the study programme has been supplemented with four new study courses – in part B “Civil Procedure” and in part C “Coaching”, “Real Estate Valuation”, “Protection of Personal Data”.

Learning outcomes of studies are reflected in descriptions of study courses (Annex No.20_NP). The description of the lecturer’s position Annex No.10 also provides that the lecturer’s duty is, for example, “To follow up latest literature, changes in legislation and to inform students about them in a timely manner; to maintain business links with practitioners, colleagues and other educational establishments to multiply their experiences.”

Study course descriptions are available to students on the website of the College of Law in the section For Students <http://jk.lv/eng/for-students/for-cl-students>

2.2. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators, the relation between the aims of the study course/ module and the aims and intended outcomes of the study programme. In case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels.

The aim and the objectives of the study programme correspond to the Framework for Qualification of the European Higher Area <http://www.ehea.info/page-qualification-frameworks> and level 5 of the European Qualifications Framework (EQF) (Regulations of the Latvian Qualifications Framework, CM Regulations No.322, 13 July 2017).

The aim of the study programme matches the mission of the College of Law – within two years, to prepare theoretically knowledgeable and practically capable specialists for the national economy. In the programme, students can choose extra study courses in the fields, in which no other Latvian college provides courses: Mediation, Protection of Personal Data, Real Estate Valuation and Coaching, as well as profound knowledge in procedural law. The advisory council of the College, where employers and graduates are represented, takes care that the programme should be constantly improved and adapted to the needs of the labour market.

The learning outcomes should be verified and are in line with the aims and objectives of the study programme. Upon successful graduation of the study programme, the qualification of “house manager” is awarded to the graduate.

The development of the College of Law is planned based on study quality assurance, which

may only allow the programme to survive and develop in conditions of intensive competition, in the field of higher education. Specific measures are included in the development plan of the College of Law.

The study programme “Real Estate Management” has been created in accordance with the Education Law, Vocational Education Law and the Law on Institutions of Higher Education, as well as Regulations of the Cabinet of Ministers regulating level 1 professional higher education.

The requirements set for the qualification of a house manager correspond to [Regulations of the Cabinet of Ministers of the Republic of Latvia No.264 \(2017.23.05\) https://likumi.lv/ta/id/291004-noteikumi-par-profesiju-klasifikatoru-profesijai-atbilstosiem-pamatuzdevumiem-un-kvalifikacijas-pamatprasibam](https://likumi.lv/ta/id/291004-noteikumi-par-profesiju-klasifikatoru-profesijai-atbilstosiem-pamatuzdevumiem-un-kvalifikacijas-pamatprasibam) “Classification of Professions, Basic Tasks Corresponding to the Profession and Basic Qualification Requirements” and the house manager’s profession standard coordinated by the Tripartite Sub-council for Co-operation in Vocational Education and Employment on 18 April 2009 https://registri.visc.gov.lv/profizglitiba/nks_stand_saraksts_mk_not_626.shtml (Latvian language)

The compliance of the study programme with the house manager’s profession standard in Annex No. 18_NP.

Studies at the College of Law are organised as full-time studies and part-time studies/ (e-studies) extramural form. With regard to e-studies <http://jk.lv/eng/e-studies/e-studies#> the college has basic organisational principles for e-studies, which are regulated by the Rules of E-studies and the Procedure of Circulation of Information of E-Studies. <http://jk.lv/eng/for-students/rules-are-regulations>

The total amount of the [study programme](#) is 80 credit points (120 ECTS).

The amount of the study programme “Real Estate Management” corresponds to the first level professional higher education standard. In accordance with Regulations of the Cabinet of Ministers No. 141 of 20.03.2001 “[Regulations regarding the State Standard for First Level Professional Higher Education](#)” the study programme consists of:

- general educational study courses – 20 credit points;
- field-specific study courses – 36 credit points, incl.:

compulsory profession-specific study courses – 34 credit points;

elective study courses (the student should choose one) – 2 credit points;

- Educational internship – 16 credit points;
- Drafting of the qualification paper – 8 credit points.

Annex No.19_NP

2.3. Assessment of the study implementation methods (including the evaluation methods) by providing the analysis of how the study implementation methods (including the evaluation methods) used in the study courses/ modules are selected, what they are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.

The didactic concept of the programme provides that the study process is based on student's independent work, which is facilitated by lecturers in auditoriums. At the beginning of studies students learn the methodology of learning. Learning outcomes in the studies have been determined in accordance with the standard and focus on making the graduate to successfully implement the obtained theoretical knowledge in practice.

Study courses include lectures, seminars, practical classes. There are discussions, situation analysis and analysis and resolution of situations within the scope of study courses. In order to improve professional skills of students, role plays (situational plays) are organised. When organising the study process, study methods should promote student's responsibility for self-learning, they focus on mastering of practical skills. Different teaching forms and methods are planned for the achievement of learning outcomes. The descriptions of study subjects list different interactive teaching methods (case analysis, lecture, demonstration, progressive experience analysis, role plays, etc.). Self-learning and related methods. In order to prepare for seminars, tutorials and practical classes, students should read additional literature, necessary information and practical examines should be searched for. Problem based learning elements are used not only during studies, but also in other study subjects of the study direction by analysing special cases in small groups, involving students in discussions on the matters promoting constant learning, implementing disciplinary integration of intersectoral knowledge and skills solving real situations. All study programs have equal basic study methods.

Taking into account that the study programme is not changed during the academic year (student has already started studying at a particular programme), the study programme and its content is available at the website of the College of Law.

The study process uses the principle - tests take place as sessions, when the study process is over. Specialists of the respective area are involved in the study process - visiting lecturers for reading of individual lectures or cycles of lectures, as well as individual professors or lecturers. Communication of students, the ability to work in a group, to overcome conflicts, to be self-confident are promoted in the study process. A lot of attention is paid to fairness, creative use of knowledge, mastering of scientific cognition methods, development of independent resolution of tasks. (Regulations on academic fairness and inadmissibility of plagiarism)
http://jk.lv/dokumenti/04_REGULATION_ON_THE_ACADEMIC_INTEGRITY.pdf

The choice of study implementation methods is a known challenge for academic staff, because there are students of different ages, having different experiences, etc. in study auditoriums. Therefore, the methods should be able to ensure observation of the student-centred learning principle, what has been achieved by the academic staff of the study programme and is successfully being implemented. The same applies to the study course assessment methods, which were defined in study course descriptions and with which students are familiarised when starting the study course.

The course of studies is determined by the Study Regulations, the Tuition Fee Regulations and other regulations and rules.

Students get tutorials of lecturers, information about them is provided in the e-environment <http://jk.lv/lv/studentiem/nodarbibu-laiki/janvaris>, as well as this information is provided on the informative message board. Both individual and joint tutorials are organised.

Students have e-mails and/or telephone numbers of lecturers. Lecturers do individual work with students, in particular those, who have not successfully passed their tests or have not passed their

test or examination at all. The students having academic failures in study courses are offered to jointly pass academic failures. In order to achieve the planned learning outcomes in the study process, when starting studies at the college, as well as when starting to master each course separately, students are familiarised with aims, objectives and learning outcomes, as well as assessment criteria of their studies.

Students get support from administrative staff of the college – study process coordinators, whom they address questions to ensure communication with students, including also on Saturdays, when students attend lectures; e-studies also provide video lectures, students have access to electronic study materials. Students are provided with a parking lot, catering.

If a student deems this necessary, they can listen a specific study course in addition or again, it is possible to attend lectures with some other group. Students are also offered to participate in field trips and events organised by the College (expenses are covered by the College). The possibility to use the opportunities provided by ERASMUS.

The procedure and assessment of examinations at the College of Law is based on two [regulations](#) – “Regulations on the Procedure of Examinations at the College of Law” and “Regulations on Assessment of Knowledge of Students”. The procedure of state examinations, including assessment, is regulated by “Regulations on State Examination (Qualification Examination)”. <http://jk.lv/eng/for-students/rules-are-regulations>

Study evaluation methods are the same for all study forms

Scientific research work (applied research) is an integral component of the study process, in which students get involved in the first semester by reading lectures on the methodology of scientific research work.

The results of surveys of students/graduates/employers are taken into account when updating the study curriculum.

The expected learning outcomes are reflected in descriptions of Study Courses, Annex No.20_NP

2.4. If the study programme entails a traineeship, provide the analysis and assessment of the relation between the tasks of the traineeship included in the study programme and the learning outcomes of the study programme. Specify how the higher education institution/ college supports the students within the study programme regarding the fulfilment of the tasks set for students during the traineeship.

Educational internship is an integral part of the study programme of the College of Law. It is organised in accordance with the aims and objectives of the study programme and corresponds to the professional qualification of an accountant. The amount of educational internship of students is 16 credit points, it is intended at the end of the second year of studies. The educational internship of students is regulated by the Vocational Education Law, Regulations of the Cabinet of Ministers and the Regulations of Educational Internship of the College of Law. The requirements for educational internship are defined in the Regulations on Educational Internship http://jk.lv/documents/protected/03_INTERNSHIP_REGULATION.pdf, which also provide for support for students within the scope of educational internship, i.e. the lecturer supervising drafting of qualification papers by students is assigned to be the supervisor of educational internship by the

college and therefore is an adviser on internship matters.

At the end of educational internship the student submits an internship report, which is signed by a representative of the internship place, a commission assesses the report at the college.

A real estate manager performs works related to management of residential houses, non-residential houses and other real estate in accordance with purposes of use and the technological and procedural descriptions defined in technical documentation; know and analyse planning and performance of real estate management, reconstruction or renovation works, knows management of construction works, operation of construction material technologies and structures; knows the factors affecting real estate management.

With the Real Estate Management programme the College of Law was the first in Latvia to start preparing specialists in accordance with regulatory requirements, at the same time granting them also first level higher education for two full years of studies. Prepares educated real estate management and administration specialists, who are able to complete in the labour market.

Graduates of the College of Law have good employment prospects, because they have obtained high-quality knowledge.

A real estate manager works in companies, international and other institutions operations in the fields of real estate management and administration or related fields.

In order to improve internship quality, cooperation with students, graduates, employers and lecturers, internship tasks (Annex No.15_NP) are reviewed every year, their compliance with labour market requirements is evaluated.

Latvia is a fully-fledged European Union Member State, its citizens and students have an excellent opportunity to work and learn in any of European Union countries. The College of Law uses its study programme to prepare specialists who are competitive in the European labour market. One of graduates of the college, who had educational internship in Ireland in a real estate company, now successfully continues career there in the real estate trading and valuation field. In order to receive an official authorisation for work, it was necessary to submit the diploma received at the college to the Licencing Department of the Property Services Regulatory Authority (Ireland), where it was considered equivalent to a Bachelor degree and a licence for professional activity has been issued.

The College has concluded several bilateral cooperation agreements on educational internships for students (Annex No. 14), but at the same time students are free to choose their internship place. A trilateral cooperation agreement is concluded on an educational internship, which is concluded by the college as the first party, the student as the other part and the educational internship place as the third part. Trilateral cooperation agreements on educational internship are concluded also within the scope of the Erasmus+ programme. Graduates also can have Erasmus+ educational internship during one year after their graduation, two graduates have used this opportunity so far selecting Lithuania and Ireland as their internship countries.

One of the activities to be performed within the European Social Fund project No.8.2.3.0/18/A/006 "Development and evaluation of the management system meeting the excellence management standard of SIA "Juridiskā koledža"" is to develop an e-sharing platform with other colleges. The new platform provides several sharing positions, including with regard to educational internships of students, where employers will be able to post their internship offers in one place, and colleges will also be able to post the received internship offers, which their students do not use. The e-platform intends to start operating in autumn 2020.

37 trilateral internship agreements were concluded in 2017: most topical ones:

Provision State Agency, Society Silaine – 2016, SIA “Baložu komunālā saimniecība”, SIA “Servilats”, SIA GM projekti, Ogres Namsaimnieks, SIA “24PM”, SIA “TarānS - A. M.”, SIA “Bendikas kantoris pluss”, SIA “Votum”, SIA “Environmental Assessment”, Info serviss, Ķekavas novada pašvaldība, SIA “Valmieras namsaimnieks”, SIA “Amatnieks”, SIA “Alter NĪP”, SIA “Namu attīstība”, SIA “Astoria”, SIA “Rīgas namu pārvaldnieks”, SIA “Namsaimnieks”, Limbažu novada pašvaldība, SIA “LDO transrent”, Society “Bauskas 63”, House property Stabu 116, SIA “Zemgales Namu Pārvaldnieks”, SIA “Iela 3a”, Society “Visvalža 7”, SIA “Latvijas Namsaimnieks”, SIA “Ventspils Nams”, SIA “Viļānu Namsaimnieks”, SIA “Auces komunālie pakalpojumi”, SIA “JGA”, IU Valdis Benne.

34 trilateral agreements were concluded in 2018 – many management companies provided internship to several students at the same time: SIA “Rīgas namu pārvaldnieks” – five, agreements were concluded with: Society “Muldovas 10”, SIA “Clean R”, SIA JeruzalemesBC”, 5 agreements SIA “Rīgas namu pārvaldnieks”, DZĪB “Skolas 31, Jūrmala”, SIA “Kuldīgas komunālie pakalpojumi”, DZĪKS “Čakstes 1”, SIA “K Rent”, SIA “Nekustamā īpašuma pārvalde”, DZĪKS “Rododendrs- R”, Riga Vocational School of Style and FashionI, SIA “Skrundas komunālā saimniecība”, Society “Vidrižu iela 22A”, Jēkabpils City Local Government, Aviary Estates, SIA “Lietas MD”, SIA “Sanare – KRC Jaunķemeri””, SIA “Kandavas komunālie pakalpojumi”, Riga City Local Government, DZĪKS “Pirmie Valdeķi”, DZĪKS “Jubilejas”, SIA “Smiltenes NKUP”, Limbaži Municipality Local Government Vidriži County Administration, DZĪB “Bulduru priedes”, Riga City Council Urban Development Department, Riga City Local Government, SIA “Neste Latvija”, VAS “Valsts nekustamie īpašumi”

2019 – 31 trilateral internship agreements.

6 students concluded internship agreements with SIA “Rīgas namu pārvaldnieks”, SIA “Osten Rīga”, SIA “Sabilex”, Society “Imanta 6”, SIA “VNK serviss”, SIA “Rīgas nami”, SIA “Kivi Real Estate”, SIA “Berga nami”, SIA “V. F. Servicess”, house property Zvaigzņu iela 30, AS “Hausmaster”, AS “Latvijas Finieris”, SIA “Ādažu Namsaimnieks”, DZĪKS “Bāka 2”, SIA “Siguldas slimnīca”, SIA “Entalpija – 2”, Centre for Disease Prevention and Control, SIA “Akvamaja”, Cooperative Society of Garage Owners “Ilga”, AS “Rīgas namu apsaimniekotājs”, SIA “Nekustamā īpašuma pārvalde”, SIA “Beta properties investment”, DZĪKS “Nīcgale – B” DZĪB “Nākotnes – 5”, SIA “Būks”

2.5. Analysis and assessment of the topics of the final theses of the students, their relevance in the respective field, including the labour market, and the evaluations of the final theses.

One of aims of educational internship is to collect information and materials for a qualification paper. Students of the College draft their qualification papers on various topics.

In 2017, applications for 28 topics of qualification papers were submitted in the study programme “Real Estate Management and Administration”. Topics: Role of an association of apartment owners in management of a house, Competence of apartment owners, when ensuring management of a residential house, Real estate management in Ogre, Factors affecting real estate management and administration, Organisation of renewal works in a multi-apartment residential house, Engineering utilities of buildings, their maintenance, Energy efficiency opportunities in multi-apartment houses, Real estate management agreement, Case law in the field of real estate management and administration, Recovery of debts for management of residential houses and utilities, Management of buildings and fire safety in a sporting facility, Improvement of energy efficiency and quality of

residential buildings, Legal and organisational aspects of the community of apartment owners, Sanitary cleaning and improvement of residential houses, Organisation of general renewal of buildings, Several students chose: Organisation of management of residential houses.

Assessments after drafting and successful defence of qualification papers: 3 papers got 10 (with distinction), 2 papers got 9 (excellent), 8 – 8 (very good), 3 – 7 (good), 1 – 6 (almost good) and the lowest assessment was 5 (satisfactory) – 1 paper.

In 2017, the State Qualification paper Defence Commission of the College of Law admitted that the qualification paper has been drafted with distinction and it is recommended to publish main theses of three qualification papers: Organisation of general renewal of buildings, Case law in the field of real estate management and administration, Recovery of debts for management of residential houses and utilities.

29 topics were submitted in 2018. Most topical ones: Rights, duties, responsibility of apartment owners and the manager, Residential house management process, Real estate management agreement, Debt recovery possibilities, Engineering utilities of buildings, their maintenance, Housing policy and its development, Depreciation of the housing stock and its improvement opportunities, Legal aspects of a land register.

Works proposed for publication in scientific articles after successful defence:

Improvement of energy efficiency and quality of residential buildings, Use of financial sources for repairs and renewal of houses.

In autumn 2019, graduates submitted applications for 11 topics of qualification papers were submitted in the study programme “Real Estate Management”. Most topical ones: Factors affecting the management and administration process, Organisation of management of residential houses. Impact of innovation and education factors on real estate management processes – the paper got 9 (excellent), Management of municipal education institutions – the paper was defended and got a 9, Management and rules of operation of engineering utilities in cultural and historical buildings – after successful defence the paper got a “9” (excellent), Apartment property and decision-making methods of apartment owners, Management and renewal of multi-apartment residential houses in Kuldīga, the paper was defended and got a “9”, Factors affecting the management and administration process, Maintenance of a residential houses, Rights, duties, responsibility of apartment owners and the manager.

2.6. Analysis and assessment of the outcomes of the surveys conducted among the students, graduates, and employers, and the use of these outcomes for the improvement of the content and quality of studies by providing the respective examples.

Surveys for students:

In order to ensure the quality of the study process students complete surveys on a regular basis (twice a year). The results obtained from student surveys are summarised, analysed and discussed at operational meetings of the College of Law, Council meetings and joint meetings of lecturers of the College of Law, as well as in individual cases, individual talks are conducted with lecturers. The student survey is organised by the student self-government electronically and is constantly available in the profile of students.

When conducting a student survey, students can evaluate each lecturer individually with Excellent,

Good, Satisfactory, Weak, Very weak evaluating abilities of lecturers to initiate discussions; ability to encourage interest, answer questions; communication with the audience; practical works; following timing of classes, as well as make a comment, for example, indicate whether the lecturer pays a lot of attention not only to theory, but also to practice during lectures. Overall, the work of lecturers in the study programme House (Real Estate) Management is evaluated as Excellent and Good. Students were asked to answer whether the study programme met expectations of the student when starting the studies, where 70% answered Yes, completely, while 30% answered Rather yes than no. (Table No.1)



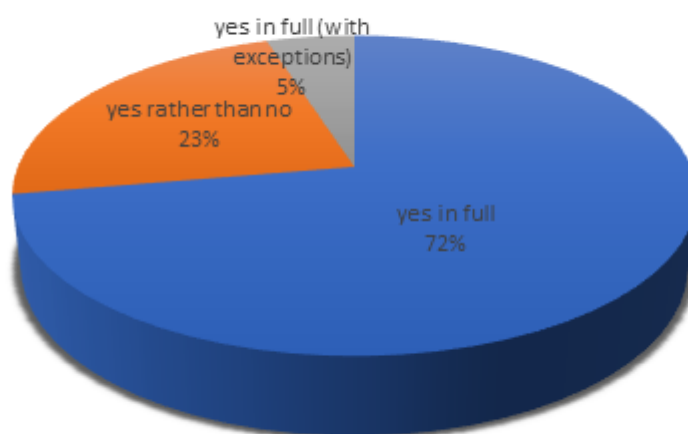
60% of students generally evaluated the study programme as excellent, while 40% as good.

50% of respondents evaluated the study programme as excellent (the quality of study courses is high, the content is up-to-date and versatile); 40% as good (the content of study courses is up-to-date, but the scope of information might be more extensive); 10% as satisfactory (the content of study courses corresponds to the programme, but courses are not sufficiently up-to-date). Students also evaluate their satisfaction with lecturers' working methods, practical skills, abilities training opportunities; possibilities of using study literature; as well as material and technical supplies of the programme. When evaluating international cooperation of the programme 68% evaluated it as good, because they had been informed about international cooperation, but were not interested to get involved. Students can answer whether they plan to continue studies, if yes, then in which higher education institution. Most of respondents have mentioned that they would choose Riga Technical University as a place to continue their studies.

Graduates survey:

Graduates are asked to provide a reply which factors have mainly affected their choice of starting studies in the study programme House (Real Estate) Management. 16% indicated that their choice was determined by good references, 56% - by appropriate content of the study programme, 23% - by appropriate timetable of classes, but 5% - by the tuition fee and the distribution of the tuition fee. 73% of respondents indicated that the studies have completely met their expectations they had when starting studies, 23% - more likely yes than no, but 4% indicated that they were generally fully satisfied, yet with a few exceptions. (Table No.2)

whether the study program meets your expectations when starting studies



Overall, 34% of graduates evaluated the study programme as excellent, but 56% as good. When evaluating the quality of study courses, 56% of respondents evaluated it as excellent, but 44% as good, graduates have highly appreciated the study courses in real estate management and administration. During studies graduates were also completely satisfied with lecturers' working methods, practical skills, abilities training opportunities; possibilities of using study literature; material and technical supplies of the programme. To the question whether they would recommend the programme with others 84% provided an affirmative answer, while 16% answered rather yes than no. Graduates also evaluated the Library, visiting lecturers and the work of the study department as excellent and good. 56% indicated that studies in the college have helped them in their professional activity, while 39% answered Partially. Overall, graduates highly appreciate the knowledge obtained in the college and the link between theory and practice.

Survey for employers:

50% of surveyed employees indicated that they were completely satisfied with professional competence of graduates of the college, while other 50% indicated that they were partially satisfied, but all the employers considered the theoretical and practical skills of graduates to be sufficient to perform job duties. Employers evaluate chances of graduates in the labour market as good. Employers of graduates of the House (Real Estate) Management study programme, as well as graduates of other study programmes indicate that the content of studies corresponds to the obtained qualification, but the use of knowledge at workplace mainly depends in the graduate.

By survey results students may influence the study environment and the study content. The results of surveys of students and employers are analysed, discussed and respective decisions are made based on them. Thus, for instance, when evaluating library resources students also made their recommendations about the books, which, according to them needed, to be purchased. Overall, survey results were mainly positive and the programme being evaluated did not need such changes like, for instance, change of a lecturer or significant changes in the content of the study programme.

2.7. Provide the assessment of the options of the incoming and outgoing mobility of the

students, the dynamics of the number of the used opportunities, and the recognition of the study courses acquired during the mobility.

Since 2013, when the College of Law received the Erasmus Charter, the college has been actively involved in outgoing and incoming mobility. Students are more interested in the internship opportunities offered by Erasmus than in studies. Study opportunities within the scope of the Erasmus programme have not been used by any student of the study programme while 7 students of the study programme had internship. The credit points obtained during the internship were recognised for all students, making them equivalent to educational internship. There is currently no incoming study mobility in the study programme "Real Estate Management and administration".

The period spent in Erasmus+ mobility is equivalent to the study programme of the College of Law, with regard to educational internship in accordance with the period spent, while with regard to the studies in accordance with mastered study courses and acquired ECTS.

Place of Erasmus internship of students were Properties Alanya (Turkey), Aviary Estates (Ireland), Atletas (Lithuania), etc. <http://jk.lv/eng/e-rasmus2019/experience>

III - DESCRIPTION OF THE STUDY PROGRAMME (3. Resources and Provision of the Study Programme)

3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes to be achieved by providing the respective examples. Whilst carrying out the assessment, it is possible to refer to the information provided for in the criteria set forth in Part II, Chapter 3, sub-paragraphs 3.1 to 3.3.

see part II. 3.1. - 3.3.

New acquisitions in the library fund: Bojārs J. "International Trade and Commercial Law", Driņķe Z. "Quality Management Systems", Korčagins E. "Employment relations from A to Z: samples of employment relationship documents, labor protection samples of documents, lawyer's explanations on labor law ", Torgans K. " Problems of contracts and torts in the European Union and Latvia ", " Public legal liability of legal persons ", Torgans K. " Law of obligations "(2018), Neimanis J. " Comments on the Notification Law ", Leibus R. " First steps in business: start-up, accounting and taxes ", Lukašina O. " Accounting of commercial transactions and application of taxes ", " Public liability of legal entities ", Kelmere L. " Introduction to accounting or basics of accounting ", " Social Psychology ", " Marketing "(2019), Kotler P. " Principles of Marketing ", Jobber D. " Principles and Practice of Marketing ", " Green Economy and Competences of Organizations ", Eteris E. " Lat via in Europe and the World ", " Sustainable Development in the European Union: Monitoring Report ", Krugman P. " Economics ", " Microeconomics ", Hernandez G. " International Law ", King G., Wachs

R. "Understanding Jurisprudence " etc.

Textbooks are regularly published by colleges, which are intended for the acquisition of study courses to be implemented in the college. Recent publications: "Law Enforcement Institutions in Latvia and Europe", "International Law: A Collection of Documents with Comments", "Vasilevska D." Quality Assurance Management ", " Scientific Articles of the College of Law. 2020 ".

For the needs of students and lecturers, the Library of the college subscribes to periodicals of 18 different fields: "Capital"/Kapitāls, "Balance"/Bilance, "Balance Legal Advisors"/Balances Juridiskie padomi, "Forbes", "Ifinances", "Lawyer's Word"/Jurista vārds, etc., as well as "Dienas Bizness" / "Daily Business" subscriptions ("Nekustamais īpašums" / "Real Estate", Labor Law Comments/Darba likuma komentāri, Accounting Handbook/Grāmatvedības rokasgrāmata, Personnel Management Handbook/Personālvadības rokasgrāmata, Company Manager Handbook/Uzņēmuma vadītāja rokasgrāmata. The students of the college have access to the legal information resource Juridica during the study process, we also offer to use the Lursoft Student Kit during the development of qualification papers. For the acquisition of the study program, the College of Law also recommends using the digital manuals of Ltd "Business Directory". To ensure the study process, we use the archive of the Latvian Official Journal portal, information resources Nozare.lv, Letonika.lv, Leta.lv, for a trial period we allow students to look at the foreign full-text databases offered by the Cultural Information Systems Center. In 2020, they were: EMERALD (business management information), EBSCO (full-text articles in the social sciences), Project Muse (books and full-text journals from 130 leading universities and research institutions), the Journal of the [Journal of the Royal Society Interface](#) (database of full-text scientific articles). For information, the College's website provides direct access to the world's largest scientific database, ScienceDirect (books and full-text journal articles), the universal source of scientific publications Springer Open, the e-journal database DeGruyter, Khan Academy videos on economics, humanities, and (database of full-text electronic publications), EDX study course materials, Udacity (online study course materials) and access to other databases. Referring to the offer of the National Library of Latvia within the project # Building Culture, the college website provides access to the LNL digital library, databases, the National Encyclopedia, as well as lectures, discussions, conferences, readings and other video and audio recordings.

3.2. Assessment of the study provision and scientific support, including the resources provided within the cooperation with other science institutes and institutions of higher education (applicable to the doctoral study programmes).

not applicable

III - DESCRIPTION OF THE STUDY PROGRAMME (4. Teaching Staff)

4.1. Analysis and assessment of the changes to the composition of the teaching staff over the reporting period and their impact on the study quality.

Selection and recruitment of lecturers of the college take place in accordance with College Regulations on academic and administrative positions. Based on these Regulations, the College determines the number of academic staff positions to meet the requirements of the Law on Institutions of Higher Education. Vacant academic positions are announced either in a closed competition in the informative room of the College of Law or in an open competition by publishing a notice in the newspaper "Latvijas Vēstnesis". Voting of academic staff by secret ballot takes place at the next Council meeting of the College, which takes place after the end of the one-month period of the date of announcement of the competition. Academic staff is elected for six years.

If the College has a vacant or temporarily vacant academic staff position, the College Council may take a decision not to announce a competition, but decide to recruit a visiting assistant professor or a visiting lecturer, who have the same rights, duties and wage as elected assistant professors and lecturers. In order to read specific study courses, the College concludes contractor agreements with lecturers on the performance of specific work.

In 2019, a lecturer from Lithuania was employed within the scope of the European Social Fund project 8.2.3.

The implementation of the study programme is ensured by 23 lecturers, of which, in accordance with credit points of study courses, 61% are elected academic staff and 39% - visiting lecturers.

During the reporting period, there have been 29% of changes on average since the last evaluation of the study programme (2012), they were mainly related to retirement of several lecturers, or also cases when visiting lecturers were unable to combine their main work with qualitative academic work due to too much workload. The changes in the composition of lecturers has positively affected the development of the study programme, the programme has several industry-related lecturers, who are professionals with sufficiently extensive practical experience.

The lecturers involved in the implementation of the study programme (Iveta Amoliņa, Ieva Rebiņa, Jānis Klievers, Ingrida Mutjanko, Modris Laicāns, Indra Sloka) have confirmed their professionalism when representing the College of Law as experts, members of a workgroup in big field-specific projects, i.e. European Social Fund project No. 8.5.2.0/16/I/001 "Improvement of the sectoral qualification system for development of vocational education and quality assurance" "*Development of modular vocational education programme for professional qualifications in the Construction sector: house manager, house administration master and cleaning works master*" *identification No. VISC 2018/30* and European Social Fund project No. 8.5.2.0/16/I/001 "Improvement of the sectoral qualification system for development of vocational education and quality assurance" "*Development of content for professional qualification examinations for professional qualifications in the Construction sector: house manager, house administration master and cleaning works master*", 2018/45.

For example, lecturer Ieva Rebiņa is actively involved in the activities offered by Erasmus +, Jānis Klievers used the opportunity to have a traineeship with an undertaking (200 hours) within the scope of EU fund project 8.2.2, Jeļena Bārbale and Normunds Streņģe read lectures to 2052 participants from over thirty public institutions within the scope of EU project No.3.4.2 "Professional improvement of public administration human resources in developing the best regulation in the field supporting small and medium-sized enterprises", etc.

4.2. Assessment of the compliance of the qualification of the teaching staff members (academic staff members, visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants) involved in the implementation of the

study programme with the conditions for the implementation of the study programme and the provisions set out in the respective regulatory enactments. Provide information on how the qualification of the teaching staff members contributes to the achievement of the learning outcomes.

Academic staff does teaching, methodical and scientific work. Within the scope of teaching work, reads lectures, leads seminars and practical classes, administers examinations, reports, independent works (incl. test works, etc.), organises consultations, leads and reviews qualification papers, does other job duties, which are related to the organisation of the study work.

Lecturers involved in the study programme to be accredited have necessary skills to transfer their knowledge and experience to students and get feedback regarding their work. All the lecturers get the opportunity to supplement their knowledge, participate in qualification improvement courses by having doctoral studies, doing scientific work and having internship in foreign countries, within the scope of exchange programmes, to participate in local and international conferences organised by the college on a regular basis, as well as publishing their articles and theses in conference proceedings of the college.

Fields of research of academic staff Annex No.11

Participation of academic staff in conference and scientific publications Annex No.12

On 18 December 2019, the College of Law signed an agreement with the Central Finance and Contracting Agency on the European Social Fund project "Improvement of competences and skills of academic staff of SIA Juridiskā koledža", within the scope of which academic staff can have a traineeship with an undertaking (200 hours), three lecturers of the study programme (study course Accounting, Personnel management and Computer Science) have used this opportunity so far. Within the scope of the project, lecturers have an opportunity to improve their knowledge of foreign languages (English) (216 hours).

96% of academic staff involved in the implementation of the study programme have a scientific Master's degree and 4% have a Bachelor's degree and long practical experience in the field.

Teaching staff has an opportunity to get involved in the study process also by organising field trips. Within the scope of the study programme "Real Estate Management" student attended the open doors day of SIA Dinex Latvia, Passive House Latvija (energy efficiency), a cost-efficient wooden frame private house in Sigulda, the Latvian National Theatre, where a graduate of the college is an administrator. Field trips to the Saeima, the Prosecutor General's Office, the Cabinet of Ministers, prisons, the State Police, the Land Register, Latvian State Forests are also organised. Lecturers get extra payment for organisation of field trips and accompanying of students. Field trips provide an opportunity to study the use in practice of the theoretical knowledge obtained during studies.

The college issues a collection of scientific articles, as well as a collection of theses on a regular basis, scientific papers can be submitted and published not only by students, but also by teaching staff, this is the opportunity to publish scientific papers without extra payment. The college also pays for participation of academic staff in conferences organised by others (having received an application).

The college is also involved in publishing inviting teaching staff to become authors in books, which are then used in the study process, not only in the College, but also in other higher education institutions, for example, in 2019, it issued a book by composite authors Law Enforcement Agencies in Latvia and Europe; in 2017, Quality Management, etc.

If a lecturer has attended a seminar/conference, courses to improve their qualification and their topic corresponds to the study course being taught, the College covers the participation fee (after receiving a lecturer's application).

Teaching staff is also invited to participate in ERASMUS+ experience exchange activities by going to ERASMUS+ member states, to study experience of other higher education institutions, as well as by participating in the study process, for example, reading of lectures (Turkey - I.Rebiņa, Lithuania - L. Mizovska). This is an opportunity to travel and see other countries. There are also regular experience exchange trips (Malta, Italy, Bulgaria, Lithuania).

The active involvement of the academic staff in raising their qualification is of great importance in ensuring the qualitative and full-fledged study content. Each knowledge, competency, information that the representative of the academic staff acquires within the framework of raising his / her qualification is directly integrated into the study content and passed on to students both from the theoretical aspect and from the practical aspect.

4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of the doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and the science of art, the scientific publications published in ERIH+ indexed journals may be additionally specified (if applicable).

not applicable

4.4. Information on the participation of the academic staff, involved in the implementation of the doctoral study programme, in scientific projects as project managers or prime contractors/ subproject managers/ leading researchers by specifying the name of the relevant project, as well as the source and the amount of the funding. Provide information on the reporting period (if applicable).

not applicable

4.5. Provide examples of the involvement of the academic staff in the scientific research and/or artistic creation activities both at national and at international level (in the fields related to the content of the study programme), as well as the use of the obtained information in the study process.

Scientific activities of academic staff within the College of Law is funded from the funds of the college, i.e. with regard to participation in local and international scientific conferences, as well as publishing scientific papers of lecturers in collections of scientific articles of the College of Law. Scientific publications of lecturers are available to students as printouts and in electronic format,

which students use within the study process, in particular when writing reports and drafting qualification papers.

See 4.1 – 4.6, 3.3. (Part II Description of the Study Direction)

4.6. Assessment of the cooperation between the teaching staff members by specifying the mechanisms used to promote the cooperation and ensure the interrelation between the study courses/ modules. Specify also the proportion of the number of the students and the teaching staff within the study programme (at the moment of the submission of the Self-Assessment Report).

All the lecturers involved in the implementation of the study programme are professionals in their area, who teach study courses corresponding to the study programme. In the implementation of the study programme, lecturers represent the broadest fields, i.e. economics, management and administration, law and information technology, etc., thus creating a balanced environment and cooperation, which promotes the achievement of the joint aim of the study programme – to provide theoretical and practical knowledge. Cooperation between lecturers takes place at joint meetings of lecturers, where the content of the study programme, the order of study courses, aims and learning outcomes are discussed. When necessary, for example, by following the latest labour market trends, changes in regulatory enactments, etc., discussions of lecturers are also organised in smaller groups. In individual cases, lecturers have individual meetings to discuss specific topics.

Within the scope of the study programme, lecturers cooperate in the implementation of study courses, improvement of the study content and process, participate in the process of self-assessment of the study programme. The lecturers, who are related to the work environment, within the scope of their opportunities offer and provide students with educational internship, as well as make proposals for supplementing, improvement of the objective of the educational internship, as well as recommend the topics of the qualification paper being drafted. When analysing the total number of students, the lecturer-student ratio in the study programme is 1/4.

Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	17_Statistics_CRV_NP_eng.xlsx	17_Statistika_CRV_NP_lv.xlsx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	19_NP_State_standard_J.pdf	19_NP_Valsts_standarts_J.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	18_NP_Prof.standard_J.pdf	18_NP_Prof.standarts_J.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	22_Mapping_NP_J.pdf	22_Kartējums_NP.pdf
Curriculum of the study programme (for each type and form of the implementation of the study programme)	23_NP_Study_plans_J.pdf	23_NP_Studiju_programmas_plans.pdf
Descriptions of the study courses/ modules	20_NP_Course_description_2020_J.pdf	20_NP_studiju kursu apraksti_2020_J.pdf
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	NP_diploms.jpg	NP_diploms.jpg
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	Studiju turpināšana.pdf	Studiju turpināšana.pdf
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	GUarantee_NP.pdf	Garantija_NP.pdf
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.	Foreign language_NP.pdf	Svesvaloda_NP.pdf
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement	31_Study_agreement.pdf	Līgums_19_20_NP_rudens.pdf
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		

Human Resources Management

Title of the higher education institution	<i>Management, Administration and Management of Real Property</i>
ProcedureStudyProgram.Name	<i>Human Resources Management</i>
Education classification code	<i>41345</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Iveta</i>
Surname of the study programme director	<i>Amoliņa</i>
E-mail of the study programme director	<i>pukite@jk.lv</i>
Title of the study programme director	<i>M.sc.</i>
Phone of the study programme director	
Goal of the study programme	<i>Aim -The aim of the study programme is to provide students with an opportunity to learn knowledge and skills necessary for personnel management, as well as to prepare a highly qualified personnel specialist, who is able to ensure record-keeping of documents, to perform administrative and management work in the selected profession.</i>
Tasks of the study programme	<p><i>Objectives</i></p> <ul style="list-style-type: none"> <i>- to ensure marketing of knowledge necessary for practical activity in the field of personnel management - in personnel management, management psychology, personnel record-keeping, labour and social law, economics, accounting, information and communication technologies, as well as project management and foreign language, development of employees, etc.</i> <i>- to provide profound knowledge of regulatory enactments in the field of personnel management;</i> <i>- to ensure modern professional knowledge and skills necessary for selection, management, planning and development of personnel by drafting reports, projects, as well as a qualification paper.</i> <i>- to promote the skill of creative thinking and demonstrating initiative, to develop the ability to work in non-standard situations, to link the obtained knowledge with practical work</i>

Results of the study programme	<p><i>As a result of mastering the study course the graduate is able:</i></p> <ul style="list-style-type: none"> - to keep personnel records; - to ensure collection, systematising, analysis and preparation of personnel reports; - to conduct the personnel search and selection process, to organise integration of personnel in an organisation, to organise personnel training and development activities, - to participate in the evaluation of competences of personnel and performance of work, to participate in motivation of personnel and administration of the waging system, - to participate and supervise observation of the legislative requirements regulating the labour employment relationship, to consult employees and to participate in the internal communication process, - to participate in personnel management development processes.
Final examination upon the completion of the study programme	<p><i>Final exam, which consists of two parts:</i></p> <ol style="list-style-type: none"> 1) written part of the qualification examination; 2) defense of qualification paper.

Study programme forms

Full time studies - 2 years, 2 months - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	2
Duration in month	2
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>Personnel specialist</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

Part time studies - 2 years, 2 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	2
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>Personnel specialist</i>

Places of implementation

Place name	City	Address
Liepāja branch of College of Law	LIEPĀJA	DUNIKAS IELA 9/11, LIEPĀJA, LV-3416
Valmiera branch of College of Law		40, VALMIERAS RAJONS, LV-4200
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

Part-time extramural studies - distance education - 2 years, 2 months - latvian

Study type and form	<i>Part-time extramural studies - distance education</i>
Duration in full years	2
Duration in month	2
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>Personnel specialist</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

III - DESCRIPTION OF THE STUDY PROGRAMME (1. Indicators Describing the Study Programme)

1.1. Description and analysis of changes in study programme parameters that have taken place since the issue of the previous accreditation certificate of study direction or the license of study programme if study programme is not included in the accreditation page of the study direction

The realization of the study program is not organized in two branches - Gulbene and Ventspils

1.2. Analysis and assessment of the statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down in the different study forms, types, and languages.

Akademic Year	Enrolled	Deducted	Moved 2nd year	Graduates	Students
2012/2013	55	28	34	26	84
2013/2014	71	28	28	26	89
2014/2015	71	32	2	27	108
2015/2016	80	36	15	25	131
2016/2017	56	28	50	36	122
2017/2018	74	27	47	41	130
2018/2019	74	28	93	26	144
2019/2020	53	31	60	35	138

The dynamics of enrolled students compared to academic year 2012/2013 and the period until academic year 2018/2019 has a more pronounced trend. If this period is compared, the number of students in academic year 2018/2019 compared to academic year 2012/2013 increased by 26%. Statistics also highlighted that in all academic years the number of enrolled students was similar. The largest number of students at the programme was in academic year 2015/2016. As of March 2020, the number of students was 138. 2020/2021 41 students were admitted in the autumn of the study year, including two in the later stage of studies. Every year, there is a determined number of students that are enrolled at a later stage of study in compliance with the "Regulations on

Recognition of Competences Developed Outside Formal Education or from Professional Experience and Learning Outcomes Achieved in Previous Education” and “Regulations on Recognition of Study Courses”. In academic year 2018/2019, five students were admitted at a later stage of study, 2019/2020 - 2.

Evaluating the number of graduates in relation to the enrolled ones in the study programme, on average within the study programme, 47% of students complete their studies within the stipulated time. Most students do not complete their studies on time, quit them because they are unable to meet their financial obligations, and some students do not resume their studies after the end of their academic leave, most often due to either funding problems or excessive workload. Students mainly choose part-time studies, because part-time studies are easier to combine with work, and only part-time studies are offered at the affiliations of the College. In the period from academic year 2012/2013 to 2018/2019, there were approximately 83% of part-time students and 17% of full-time students. As can be seen, 65% of all students study in Riga and 35% - at the affiliations.

Study year	Totall	Rīga	Liepāja	Ventspils	Valmiera	Gulbene
2012/2013	84	59	7	0	18	0
2013/2014	89	52	14	0	23	0
2014/2015	108	66	13	0	29	0
2015/2016	131	90	14	0	27	0
2016/2017	122	81	16	0	25	0
2017/2018	130	91	14	0	25	0
2018/2019	144	102	19	0	23	0
2019/2020	138	101	19	0	18	0

All students cover tuition fee from their own financial resources; there are no state-funded budget seats. The language of instruction is Latvian.

Statistics No.17_CRV_NP

1.3. Analysis and assessment of the interrelation between the name of the study programme, the degree or professional qualification to be acquired or the degree and

professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements.

The title of the study programme “Human Resources Management” is closely related to learning outcomes, aims and objectives. The title of the study programme is related to the professional qualification to be awarded “personnel specialist” and applicable regulatory enactments, including the profession standard of a personnel specialist approved by the Tripartite Sub-council for Co-operation in Vocational Education and Employment at the meeting of 16 October 2019, minutes No.7 <https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/2017/PS-122.pdf> (Latvian language) and Regulations of the Cabinet of Ministers No. 846 (10.10.2006) “About Requirements, Criteria and Procedure of Enrolment in Study Programmes”.

The aim of the study programme is to prepare specialists who are able to ensure record-keeping, to perform administrative and management work corresponding to the professional qualification of “personnel specialist” being awarded and learning outcomes, where the personnel specialist keeps personnel records; ensures collection, systematising and analysis of personnel data; conducts the personnel selection process; organises familiarising of new employees with life of the company; organises personnel training; participates in the development and maintenance of the system of evaluation of work performance and competences; participates in the creation of the system of incentives and wages of employees; sees that the requirements of regulatory enactments regulating labour employment relations are respected; consults employees; ensures rational operation of an individual organisation or individual functions in a transparent and variable environment; ensures compliance with the requirements of regulatory enactments, follows professional ethics principle with regard to itself and other persons involved in the team; able to independently professionally improve, assume responsibility for the performance and quality of work being performed.

The College of Law has uniform admission rules for all study programs.

III - DESCRIPTION OF THE STUDY PROGRAMME (2. The Content of Studies and Implementation Thereof)

2.1. Assessment of the relevance of the content of the study course/ module and the compliance with the needs of the relevant industry and labour market and with the trends in science. Provide information on how and whether the content of the study course/ module is updated in line with the development trends of the relevant industry, labour market, and science. In case of master’s and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation.

Knowledge and skills are necessary to be able to successfully integrate in the labour market. It is important for employers that their potential employee is educated and knowledgeable in his or her field, therefore job seekers having higher education have more advantages. Basic knowledge is not sufficient under the influence of rapid economic changes and globalisation processes, employees

should constantly improve their professional qualification. Nowadays, it is no longer possible to learn knowledge for your whole life in 4 - 5 years, because the obtained information gradually becomes outdated. Therefore, the establishment and functioning of the lifelong learning support system is essential, so that the persons who are already employed can improve their competitiveness, improve their qualification, increase their work productivity, thus making a better contribution to the general state income and welfare.

The aim of the first level professional higher education study programme, in accordance with the professional standard, is to prepare students for work in the specified profession so that they find their way in matters of personnel management promoting mastering of knowledge and skills, building of attitudes, which ensure that the student masters the respective qualification and foster his or her competitiveness in variable socioeconomic conditions, to create motivation for professional development and continuing education and enable the student to obtain respective professional higher education.

Parts A and B of the study programme include all the study courses for the achievement of the aims and defined objectives of the profession standard - knowledge necessary for the performance of basic tasks at the level of perception (Accounting, Basics of Sociology, Basics of Marketing, etc.), knowledge necessary for the performance of basic tasks at the level of comprehension (Data Processing and Analysis, Organisational Psychology, Personality Psychology, Organisation Management, etc.) and knowledge necessary for the performance of basic tasks at the level of knowledge (Personnel Management, Personnel Record-Keeping, Document Management and Professional Terminology, Labour Law, etc.). Compliance of the content of the study programme with the professional standard in Annex No.18_CRV

Lecturers of study courses follow up the content of the study course, literature used within the scope of the studies and other information on a regular basis. At least once a year, lecturers evaluate (rework) compliance of the content of the study course with industry, labour market requirements and scientific trends, as well as taking account

1) the opinions expressed in survey results of students/graduates/employers;

2) evaluating the results of the qualification examination and current tests;

3) listening to recommendations of representatives of internship places and employers. Learning outcomes are analysed on a regular basis at the College of Law Council meeting, State Examination Commission meetings, the advisory council, joint meeting of lecturers, the study programme quality evaluation commission, the student self-government and at operative meetings.

Labour market trends and proposals made by employers (in surveys of employers), as well as feedback from graduates of the study programme play an important role in the evaluation of the study course. In light of the foregoing, the study programme has been supplemented with four new study courses - in part B "Personality Psychology", "Self-Actualisation, Leadership, Team Management" and in part C "Coaching", "Personal Data protection".

Learning outcomes of studies are reflected in descriptions of study courses (Annex No.20_CRV). The description of the lecturer's position Annex No.10 also provides that the lecturer's duty is, for example, "To follow up latest literature, changes in legislation and to inform students about them in a timely manner; to maintain business links with practitioners, colleagues and other educational establishments to multiply their experiences."

Study course descriptions are available to students on the website of the College of Law in the section For Students <http://jk.lv/eng/for-students/for-cl-students>

2.2. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators, the relation between the aims of the study course/ module and the aims and intended outcomes of the study programme. In case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels.

The aim and the objectives of the study programme correspond to the [Framework for Qualifications of the European Higher Education Area](http://www.ehea.info/page-qualification-frameworks) <http://www.ehea.info/page-qualification-frameworks> and level 5 of the European Qualifications Framework (EQF) (Regulations of the Latvian Qualifications Framework, CM Regulations No.322, 13 July 2017).

The aim of the study programme matches the mission of the College of Law – within two years, to prepare theoretically knowledgeable and practically capable specialists for the national economy. In the programme, students can choose extra study courses in the fields, in which no other Latvian college provides courses: Mediation, Organisation of Trainings in a Company, Protection of Personal Data and Coaching, as well as profound knowledge in procedural law. Regional specifics are taken into accounting in branches of the College including additional topics (if necessary) in lectures and implementing internship of students. The advisory council of the College, where employers and graduates are represented, takes care that the programme should be constantly improved and adapted to the needs of the labour market.

The learning outcomes should be verified and are in line with the aims and objectives of the study programme. Upon successful graduation of the study programme, the qualification of “personnel specialist” is awarded to the graduate.

The development of the College of Law is planned based on study quality assurance, which may only allow the programme to survive and develop in conditions of intensive competition, in the field of higher education. Specific measures are included in the development plan of the College of Law. Annex No.5

The study programme “Human Resources Management” has been created in accordance with the Education Law, Vocational Education Law and the Law on Institutions of Higher Education, as well as Regulations of the Cabinet of Ministers regulating level 1 professional higher education.

The requirements set for the qualification of a personnel specialist correspond to [Regulations of the Cabinet of Ministers of the Republic of Latvia No.264 \(2017.23.05\)](https://likumi.lv/ta/id/291004-noteikumi-par-profesiju-klasifikatoru-profesijai-atbilstosiem-pamatuzdevumiem-un-kvalifikacijas-pamatprasibam) <https://likumi.lv/ta/id/291004-noteikumi-par-profesiju-klasifikatoru-profesijai-atbilstosiem-pamatuzdevumiem-un-kvalifikacijas-pamatprasibam> (In Latvian) “Classification of Professions, Basic Tasks Corresponding to the Profession and Basic Qualification Requirements” and the personnel specialist’s profession standard coordinated by the Tripartite Sub-council for Co-operation in Vocational Education and Employment on 17 June 2009 <https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/2017/PS-122.pdf> (in Latvian)

The compliance of the study programme with the personnel specialist’s profession standard in Annex No. 18_CRV.

Studies at the College of Law are organised as full-time studies and part-time studies/ (e-studies) extramural form. With regard to e-studies <http://jk.lv/lv/e-studijas/e-studijas> the college has basic organisational principles for e-studies, which are regulated by the Rules of E-studies and the

Procedure of Circulation of Information of E-Studies. <http://jk.lv/lv/studentiem/nolikumi-un-noteikumi>

The total amount of the [study programme](#) is 80 credit points (120 ECTS).

The amount of the study programme “Human Resources Management” corresponds to the first level professional higher education standard. In accordance with Regulations of the Cabinet of Ministers No. 141 of 20.03.2001 “[Regulations regarding the State Standard for First Level Professional Higher Education](#)” the study programme consists of:

- general educational study courses – 20 credit points;
- field-specific study courses – 36 credit points, incl.:

compulsory profession-specific study courses – 33 credit points;

elective study courses (the student should choose one) – 3 credit points;

- Educational internship – 16 credit points;
- Drafting of the qualification paper – 8 credit points.

Annex No. 19_CRV

2.3. Assessment of the study implementation methods (including the evaluation methods) by providing the analysis of how the study implementation methods (including the evaluation methods) used in the study courses/ modules are selected, what they are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.

The didactic concept of the programme provides that the study process is based on student’s independent work, which is facilitated by lecturers in auditoriums. At the beginning of studies students learn the methodology of learning. Learning outcomes in the studies have been determined in accordance with the standard and focus on making the graduate to successfully implement the obtained theoretical knowledge in practice.

Taking into account that the study programme is not changed during the academic year (student has already started studying at a particular programme), the study programme and its content is available at the website of the College of Law.

Study courses include lectures, seminars, practical classes. There are discussions, situation analysis and resolution of situations within the scope of study courses. In order to improve professional skills of students, role plays (situational plays) are organised. When organising the study process, study methods should promote student’s responsibility for self-learning, they focus on mastering of practical skills. Different teaching forms and methods are planned for the achievement of learning outcomes. The descriptions of study subjects list different interactive teaching methods (case analysis, lecture, demonstration, progressive experience analysis, role plays, etc.). Self-learning and related methods. In order to prepare for seminars, tutorials and practical classes, students should read additional literature, necessary information and practical examines should be searched for. Problem based learning elements are used not only during studies, but also in other study subjects of the study direction by analysing special cases in small groups, involving students in discussions on the matters promoting constant learning, implementing disciplinary integration of intersectoral knowledge and skills solving real situations.

For all study forms have equal basic study methods.

The study process uses the principle – tests take place as sessions, when the study process is over. Specialists of the respective area are involved in the study process – visiting lecturers for reading of individual lectures or cycles of lectures, as well as individual professors or lecturers. Communication of students, the ability to work in a group, to overcome conflicts, to be self-confident are promoted in the study process. A lot of attention is paid to fairness, creative use of knowledge, mastering of scientific cognition methods, development of independent resolution of tasks. (Regulations on academic fairness and inadmissibility of plagiarism)
http://jk.lv/documents/public/49_NOLIKUMS_PAR_AKADEMISKO_GODIGUMU_UN_PLAGIATA_NEPIELAUJAMIBU.pdf

The choice of study implementation methods is a known challenge for academic staff, because there are students of different ages, having different experiences, etc. in study auditoriums. Therefore, the methods should be able to ensure observation of the student-centred learning principle, what has been achieved by the academic staff of the study programme and is successfully being implemented. The same applies to the study course assessment methods, which were defined in study course descriptions and with which students are familiarised when starting the study course.

The course of studies is determined by the Study Regulations, the Tuition Fee Regulations and other regulations and rules.

Students get tutorials of lecturers, information about them is provided in the e-environment <http://jk.lv/lv/studentiem/nodarbibu-laiki/janvaris>, as well as this information is provided on the informative message board. Both individual and joint tutorials are organised.

Students have e-mails and/or telephone numbers of lecturers. Lecturers do individual work with students, in particular those, who have not successfully passed their tests, or have not passed their test or examination at all, joint passing of academic failures is offered in these cases. In order to achieve the planned learning outcomes in the study process, when starting studies at the college, as well as when starting to master each course separately, students are familiarised with aims, objectives and learning outcomes, as well as assessment criteria of their studies. Study evaluation methods are the same for all study forms

Students get support from administrative staff of the college – study process coordinators, whom they address questions to ensure communication with students, including also on Saturdays, when students attend lectures; e-studies also provide video lectures, students have access to electronic study materials. Students are provided with a parking lot, catering.

If a student deems this necessary, they can listen a specific study course in addition or again, it is possible to attend lectures with some other group. Students are also offered to participate in field trips and events organised by the College (expenses are covered by the College). The possibility to use the opportunities provided by ERASMUS.

The procedure and assessment of examinations at the College of Law is based on two [regulations](#) – “Regulations on the Procedure of Examinations at the College of Law” and “Regulations on Assessment of Knowledge of Students”. The procedure of state examinations, including assessment, is regulated by “Regulations on State Examination (Qualification Examination)”.

Scientific research work (applied research) is an integral component of the study process, in which students get involved in the first semester by reading lectures on the methodology of scientific research work.

The results of surveys of students/graduates/employers are taken into account when updating the study curriculum.

The expected learning outcomes are reflected in descriptions of Study Courses, Annex No.20_CRV

2.4. If the study programme entails a traineeship, provide the analysis and assessment of the relation between the tasks of the traineeship included in the study programme and the learning outcomes of the study programme. Specify how the higher education institution/ college supports the students within the study programme regarding the fulfilment of the tasks set for students during the traineeship.

Educational internship is an integral part of the study programme of the College of Law. It is organised in accordance with the aims and objectives of the study programme and corresponds to the professional qualification of a personnel specialist. The amount of educational internship of students is 16 credit points, it is intended at the end of the second year of studies. The educational internship of students is regulated by the Vocational Education Law, Regulations of the Cabinet of Ministers and the Regulations of Educational Internship of the College of Law. The requirements for educational internship are defined in the Regulations on Educational Internship http://jk.lv/documents/protected/03_INTERNSHIP_REGULATION.pdf which also provide for support for students within the scope of educational internship, i.e. the lecturer supervising drafting of qualification papers by students is assigned to be the supervisor of educational internship by the college and therefore is an adviser on internship matters.

At the end of educational internship the student submits an internship report, which is signed by a representative of the internship place, a commission assesses the report at the college.

Graduates of the College of Law have good employment prospects, because they have obtained high-quality knowledge. A personnel specialist may work in state and local government institutions, banks, insurance companies, manufacturing and trade companies, travel agencies, private companies and in many other places, in particular, if we evaluate current business development trends, where a person becomes a focus as a decisive indicator and strengthening element of added value and therefore competitiveness. If personnel management was a support function once, then it is already at a strategic level in modern organisations and personnel specialists are strategic partners.

In order to improve internship quality, cooperation with students, graduates, employers and lecturers, internship tasks (Annex No.15-CRV) are reviewed every year, their compliance with labour market requirements is evaluated.

Latvia is a fully-fledged European Union Member State, its citizens and students have an excellent opportunity to work and learn in any of European Union countries. The College of Law uses its study programme to prepare specialists who are competitive in the European labour market.

The College has concluded several bilateral cooperation agreements on educational internships for students (Annex No. 14), but at the same time students are free to choose their internship place. A trilateral cooperation agreement is concluded on an educational internship, which is concluded by the college as the first party, the student as the other part and the educational internship place as the third part. Trilateral cooperation agreements on educational internship are concluded also

within the scope of the Erasmus+ programme. Graduates also can have Erasmus+ educational internship during one year after their graduation, no graduate of the study programme has used this opportunity so far.

One of the activities to be performed within the European Social Fund project No.8.2.3.0/18/A/006 "Development and evaluation of the management system meeting the excellence management standard of SIA "Juridiskā koledža"" is to develop an e-sharing platform with other colleges. The new platform provides several sharing positions, including with regard to educational internships of students, where employers will be able to post their internship offers in one place, and colleges will also be able to post the received internship offers, which their students do not use. The e-platform intends to start operating in autumn 2020.

46 trilateral agreements on educational internship were concluded in 2017, most agreements were concluded with Local Governments, Joint Stock Companies, Foundations, Valka, Aloja Municipality Councils, Pauls Stradins Clinical University Hospital, State Revenue Service, State Inspectorate for Protection of Children's Rights, Smiltene Vocational School, VECC Liepaja State Vocational School, Tume Secondary School, Valmiera Pargaujas Gymnasium.

35 trilateral internship agreements were concluded in 2018: with SIA "Maxima Latvija", Liepaja City Local Government Authority, State Joint Stock Company "Latvijas dzelzceļš", Liepaja City Local Government Administration, SIA "Mācību centrs Liepa", Office of Citizenship and Migration Affairs, SIA "Vidzemes slimnīca", 3 students with the State Police, Road Traffic Safety Directorate, SIA "Zviedri", AS G4S Latvia, etc.

In 2019, 56 trilateral agreements on educational internship were concluded: with the State Inspectorate for Protection of Children's Rights, Signet Bank AS, with the Head of the Personnel Division represented by Viktoria Labanova, SIA "WEI RED", with AS "West east industries", 2 students with Aloja Municipality Council, Sigulda Municipality Local Government, SIA "BTRS", Main Administration of the State Border Guard, Baldone Preschool Educational Establishment "Vāverīti", Special Operations Command of the National Armed Forces, 2 students with Ikšķile Municipality Local Government, SIA "Flebomedika", SIA "Velve", Museum of the History of Riga and Navigation, Ādaži Municipal Council, SIA "Alfor", Baldone Municipality Council, SIA "Maxima Latvija", Emergency Medical Assistance Service of the Ministry of Health of the Republic of Latvia, two students with SIA "VTU Valmiera", Strenči Municipality Council, SIA "Konts 79", ADB "Gjensidige", Local Government Agency "Grobiņas sporta centrs", SIA "Tērvete food", SIA "A.P. Auto", Gulbene Secondary School 2, Latvian Centre of Plasty, Reconstructive and Micro Surgery, etc.

2.5. Analysis and assessment of the topics of the final theses of the students, their relevance in the respective field, including the labour market, and the evaluations of the final theses.

One of aims of educational internship is to collect information and materials for a qualification paper. Students of the College draft their qualification papers on various topics.

In 2017, students of the study programme "Human Resources Management" submitted 45 applications for topics of their qualification papers, the most topical ones are 37 in "Personnel management" - Motivating employees in a company, Personnel selection and adaptation of a new employee in a company, Organisation of personnel trainings in a company, Organisational culture in a customer-oriented company, Personnel selection, importance of a job interview, Analysis of

personnel management functions and possibilities of improving them in Joint Stock Company "LPB", Development of a personnel policy in a company and building loyalty of employers, Positive impact of employee evaluations on operations of a company, Personnel management process in a company, Building and strengthening engagement of employees in a company. Eight topics in labour law: Resignation by an employee and an employer, Employee's rights and duties, Establishment of a legal employment relationship, Resignation by an employer, etc.

In 2018, graduates of the study programme "Human Resources Management" submitted applications for 33 topics of qualification papers: Personnel training in a company, Personnel selection and adaptation of a new employee in a company, Organisational culture in a customer-oriented company, Satisfaction of employees with work in the company, Manager's functions, roles and tasks in personnel management processes - the paper got a "9" (excellent), Improvement of personnel selection in Limited Liability Company "Eži", System of incentives in a medical company, Internal Working Regulations in Limited Liability Company "Valmieras namsaimnieks", Interview - one of personnel selection models, Importance of the interaction between values of an organisation and its employees - the paper got a "9" (excellent), Organisation of personnel trainings in Joint Stock Company "Latvijas dzelzceļš" - after drafting and defence the paper got a "9" (excellent), Evaluation of employees, Building an efficient working team in the State Fire and Rescue Service - the paper got a "9" (excellent), Discrimination in labour employment relations in the Emergency Medical Centre of Limited Liability Company "Paula Stradiņa klīniskās universitātes slimnīca".

29 topics were submitted in 2019. The most topical ones were Establishment of a legal employment relationship, Personnel evaluation as a factor promoting quality and motivation in a company, Current solutions in personnel selection, Motivation system in an international insurance company, Employee training and upskilling in Joint Stock Company "Sadales tīkls", Benefits of companies when establishing cooperation with higher education establishments, Motivation factors in the Supply Command of National Armed Forces, Types of discrimination on the labour market, Use of Eneagram in the team building process, Personnel evaluation system in the State Inspectorate for Protection of Children's Rights, Personnel management in an organisation - the paper got a "9" (excellent), Personnel selection process in Limited Liability Company "VTU Valmiera" - the paper got a "9" (excellent), Integration of generations in a manufacturing company, Efficiency of management styles in achieving goals of an organisation, Manager's functions, tasks, roles in personnel management processes.

2.6. Analysis and assessment of the outcomes of the surveys conducted among the students, graduates, and employers, and the use of these outcomes for the improvement of the content and quality of studies by providing the respective examples.

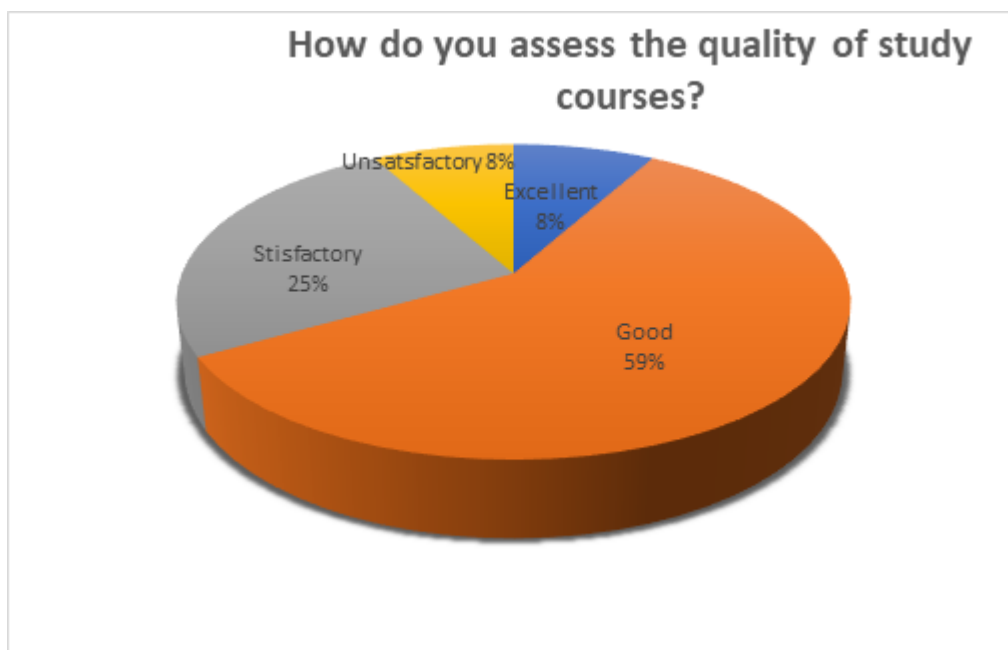
Surveys for students (2020):

In order to ensure the quality of the study process students complete surveys on a regular basis (twice a year). The results obtained from student surveys are summarised, analysed and discussed at operational meetings of the College of Law, Council meetings and joint meetings of lecturers of the College of Law, as well as in individual cases, individual talks are conducted with lecturers. The student survey is organised by the student self-government electronically and is constantly available in the profile of students.

When conducting a student survey, students are asked to evaluate each lecturer individually students assess with Excellent, Good, Satisfactory, Weak, Very weak - the lecturer's work in the

following items: Initiates discussions; Able to encourage interest, Answers questions; Communication with the audience; Practical works; Following timing of classes. Overall, lecturers are assessed with Excellent and Good in all the items. Student can also make a comment about lecturer’s work. In comments, students describe, what they evaluate positively in how the lecturer conducts lectures, for example, there are handouts, interesting and practice-based lectures, as well as what they evaluate negatively, for example, provides too few practical examples.

Students are asked to evaluate whether the study programme meets the expectations they had when they started studies, where 17% of respondents answered “Yes, completely”, but 67% “More likely yes than no”, while it was evaluated as a good study programme by a total of 75%, excellent – by 8%, and satisfactory – by 17%. Students positively evaluate the study courses in law included in the study programme. The students also evaluate the quality of study courses – 8% evaluate the quality of study courses as Excellent (the quality of study courses is high, the content is up-to-date and versatile); 59% as Good (the content of study courses is up-to-date, but the scope of information might be more extensive); 25% as Satisfactory (the content of study courses corresponds to the programme, but courses are not sufficiently up-to-date); 8% Dissatisfactory (there are study courses, the content of which partially corresponds to the programme, where lecturers provide study source material not in full scope) (Table No.1).

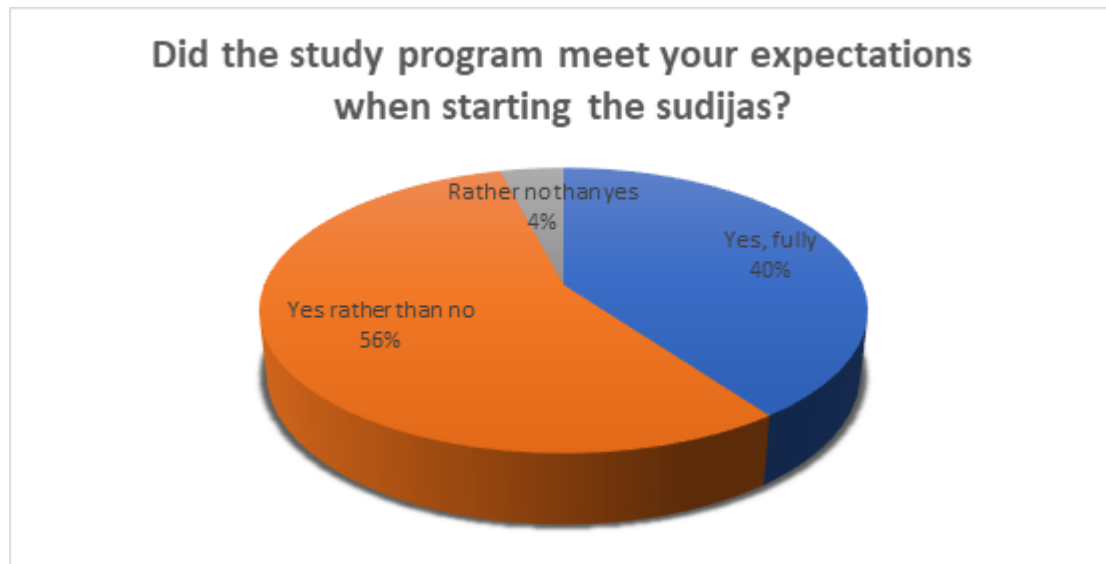


In questionnaires, students were asked to evaluate their satisfaction with Lecturers’ working methods; Practical skills, abilities training opportunities; Possibilities of using study literature; Material and technical supplies in the programme. All of the items above have been evaluated as “completely” or “partially”. Students can also provide their evaluation of the Library, Visiting lecturers/visiting lectures and the Methodological room. Taking into account that in their surveys students expressed their wish to have more credit points and contact hours for profession-specific study courses, for example, for personnel management, changes have been introduced in the study programme.

Graduates survey (2020):

Graduates are asked to provide their reason of starting studies in the college. 8% indicated that they had made their choice based on good references, 20% – due to appropriate content of the study programme, 8% indicated that the reason was the tuition fee, 40% – appropriate timetable of classes, but 24% – location close to their place of residence or work. The question about the study programme satisfying their hopes, which they had when started their studies was answered by 40%

as Yes, 56% – as More likely yes than no, and only 4% as More likely no than yes. (Table No.2)



When evaluating the study programme in general, 68% of respondents evaluated it as good. When evaluating the quality of study courses, 36% evaluated it as excellent, 56% as goods, but 8% as satisfactory. They were also asked to name specific courses. Graduates were asked to answer whether they would recommend the Human Resources Management programme to others, where 48% answered Yes, 48% – More likely yes than no, and only 4% as More likely no than yes. When evaluating international cooperation of the college, many graduates similarly to students indicate that they have been informed about the opportunities to go, for example, to an ERASMUS+ programme, but have not used it. 32% of respondents indicated that studies in the college have completely affected graduate's professional activity, while 64% indicated that studies have helped partially in their professional growth. Overall, survey results of graduates are positive and in comments graduates thank not only academic staff for obtained knowledge, but also college administration for cooperation.

Survey for employers (2020):

Together with the survey for graduates, an opinion of employers of the graduates regarding preparedness and professional fitness is also requested. When summarising questionnaires of employers, it was concluded that graduates of the college, who graduated the Human Resources Management study programme and obtained a qualification of a personnel specialist, use their obtained knowledge by working in other positions/professions, for example, project managers, record-keepers. All the surveyed employers indicated that they were completely satisfied with professional competence of graduates of the college, practical and theoretical skills of graduates when they perform their job duties are also evaluated. Overall, employers evaluate chances of graduates of the college in the specific labour market as good, specifying that a lot depends on involvement of the student/graduate in the study process.

By survey results students may influence the study environment and the study content. The results of surveys of students and employers are analysed, discussed and respective decisions are made based on them. Thus, for instance, when evaluating library resources students also made their recommendations about the books, which, according to them needed, to be purchased. Overall, survey results were mainly positive and the programme being evaluated did not need such changes like, for instance, change of a lecturer or significant changes in the content of the study programme.

2.7. Provide the assessment of the options of the incoming and outgoing mobility of the students, the dynamics of the number of the used opportunities, and the recognition of the study courses acquired during the mobility.

Since 2013, when the College of Law received the Erasmus Charter, the college has been actively involved in outgoing and incoming mobility. Students are more interested in the internship opportunities offered by Erasmus than in studies. Study opportunities within the scope of the Erasmus programme have not been used by any student of the study programme, while 11 students of the study programme had internship. The credit points obtained during the internship were recognised for all students, making them equivalent to educational internship. There is currently no incoming study mobility in the study programme "Human Resources Management".

The period spent in Erasmus+ mobility is equivalent to the study programme of the College of Law, with regard to educational internship in accordance with the period spent, while with regard to the studies in accordance with mastered study courses and acquired ECTS.

Erasmus internship places of students were Guernsey Pearl (UK), Properties Alanya (Turkey), BCHORD Ltd. (UK), Michal Perander Individual company (Finland), Ltd Bulbioeko (Bulgaria), Finland, etc. <http://jk.lv/eng/e-rasmus2019/experience>

III - DESCRIPTION OF THE STUDY PROGRAMME (3. Resources and Provision of the Study Programme)

3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes to be achieved by providing the respective examples. Whilst carrying out the assessment, it is possible to refer to the information provided for in the criteria set forth in Part II, Chapter 3, sub-paragraphs 3.1 to 3.3.

See chapter 3, 3.1 to 3.3. the information provided in the criteria

New acquisitions in the library fund: Driņķe Z. "Quality Management Systems"/Kvalitātes vadības sistēma, Načisčionis J. "Administrative Law: Monograph" (2018)/Administratīvās tiesības: Monogrāfija, Korčagins E. "Employment Relationships from A to Z: Samples of Employment Relationship Documents, Samples of Labor Protection Documents, Legal Explanations of Labor Law"/ "Darba attiecības no A līdz Z: darba attiecību dokumentu paraugi, darba aizsardzības dokumentu paraugi, jurista skaidrojumi par darba tiesībām", Ešenvalde I. "Modern methods of personnel management"/ Personāla vadības mūsdienu metodes, Jobber D. "Principles and Practice of Marketing, Marketing "(2019), "Sustainable Development in the European Union: Monitoring Report ", Krugman P. "Economics ", "Microeconomics", etc. Textbooks are regularly published by College of Law, which are intended for the acquisition of study courses to be implemented in the college, for instance, Vasilevska D. "Quality Assurance Management", "Scientific Articles of the

College of Law. 2020 ”.

For the needs of students and academic staff, the Library of college subscribes to periodicals of 18 different fields, including, Comments on Labor Law, Personnel Management Manual, Company Manager Manual. College students have access to the legal information resource Juridica in the study process, we also offer to use the Lursoft Student kit during the development of qualification papers. For the acquisition of the study program, the College of Law also recommends using the digital manuals of Ltd “Business Directory”. To ensure the study process, we use the archive of the Latvian Official Journal portal, information resources Nozare.lv, Letonika.lv, Leta.lv, for a trial period we allow students to look at the foreign full-text databases offered by the Cultural Information Systems Center. In 2020, they were: EMERALD (business management information), EBSCO (full-text articles in the social sciences), Project Muse (books and full-text journals from 130 leading universities and research institutions), the Journal of the [Journal of the Royal Society Interface](#) (database of full-text scientific articles). For information, the College's website provides direct access to the world's largest scientific database, ScienceDirect (books and full-text journal articles), the universal source of scientific publications Springer Open, the e-journal database DeGruyter, Khan Academy videos on economics, humanities, and (database of full-text electronic publications), EDX study course materials, Udacity (online study course materials) and access to other databases. Referring to the offer of the National Library of Latvia within the project # Building Culture, the college website provides access to the LNL digital library, databases, the National Encyclopedia, as well as lectures, discussions, conferences, readings and other video and audio recordings.

3.2. Assessment of the study provision and scientific support, including the resources provided within the cooperation with other science institutes and institutions of higher education (applicable to the doctoral study programmes).

not applicable

III - DESCRIPTION OF THE STUDY PROGRAMME (4. Teaching Staff)

4.1. Analysis and assessment of the changes to the composition of the teaching staff over the reporting period and their impact on the study quality.

Selection and recruitment of lecturers of the college take place in accordance with College Regulations on academic and administrative positions. Based on these Regulations, the College determines the number of academic staff positions to meet the requirements of the Law on Institutions of Higher Education. Vacant academic positions are announced either in a closed competition in the informative room of the College of Law or in an open competition by publishing a notice in the newspaper “Latvijas Vēstnesis”. Voting of academic staff by secret ballot takes place at the next Council meeting of the College, which takes place after the end of the one-month period

of the date of announcement of the competition. Academic staff is elected for six years.

If the College has a vacant or temporarily vacant academic staff position, the College Council may take a decision not to announce a competition, but decide to recruit a visiting assistant professor or a visiting lecturer, who have the same rights, duties and wage as elected assistant professors and lecturers. In order to read specific study courses, the College concludes contractor agreements with lecturers on the performance of specific work.

In 2019, a lecturer from Lithuania was employed within the scope of the European Social Fund project 8.2.3.

The implementation of the study programme in accordance with credit points of study courses is ensured by 50% of elected academic staff and 50% of visiting lecturers. The implementation of the study programme is ensured by 20 lecturers.

During the reporting period, there have been 21% of changes on average since the last evaluation of the study programme (2012), they were mainly related to retirement of several lecturers, or also cases when visiting lecturers were unable to combine their main work with qualitative academic work due to too much workload. The changes in the composition of lecturers has positively affected the development of the study programme, the programme has several industry-related lecturers, who are professionals with sufficiently extensive practical experience. For example, lecturer Ieva Rebiņa is actively involved in the activities offered by Erasmus +, Jānis Kliebers used the opportunity to have a traineeship with an undertaking (200 hours) within the scope of EU fund project 8.2.2, Jeļena Bārbale and Normunds Streņģe read lectures to 2052 participants from over thirty public institutions within the scope of EU project No.3.4.2 "Professional improvement of public administration human resources in developing the best regulation in the field supporting small and medium-sized enterprises", etc.

4.2. Assessment of the compliance of the qualification of the teaching staff members (academic staff members, visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants) involved in the implementation of the study programme with the conditions for the implementation of the study programme and the provisions set out in the respective regulatory enactments. Provide information on how the qualification of the teaching staff members contributes to the achievement of the learning outcomes.

Academic staff does teaching, methodical and scientific work. Within the scope of teaching work, reads lectures, leads seminars and practical classes, administers examinations, reports, independent works (incl. test works, etc.), organises consultations, leads and reviews qualification papers, does other job duties, which are related to the organisation of the study work.

Lecturers involved in the study programme to be accredited have necessary skills to transfer their knowledge and experience to students and get feedback regarding their work. All the lecturers get the opportunity to supplement their knowledge, participate in qualification improvement measures by having doctoral studies, doing scientific work and having internship in foreign countries, within the scope of exchange programmes, to participate in local and international conferences organised by the college on a regular basis, as well as publishing their articles and theses in conference proceedings of the college.

Fields of research of academic staff Annex No.11

Participation of academic staff in conference and scientific publications Annex No.12

On 18 December 2019, the College of Law signed an agreement with the Central Finance and Contracting Agency on the European Social Fund project "Improvement of competences and skills of academic staff of SIA Juridiskā koledža", within the scope of which academic staff can have a traineeship with an undertaking (200 hours), two lecturers of the study programme (study course Accounting and Computer Science) have used this opportunity so far. Within the scope of the project, lecturers have an opportunity to improve their knowledge of foreign languages (English) (216 hours).

95% of academic staff involved in the implementation of the study programme have a scientific Master's degree, 5% have a Bachelor's degree and long practical experience in the field.

Teaching staff has an opportunity to get involved in the study process also by organising field trips. Within the scope of the study course "Quality Management" in the study programme "Human Resources Management", students attended a company in Jelgava, field trips to the Saeima, the Prosecutor General's Office, the Cabinet of Ministers, prisons, the State Police, the Land Register, Latvian State Forests are also organised. Lecturers get extra payment for organisation of field trips and accompanying of students. Field trips provide an opportunity to study the use in practice of the theoretical knowledge obtained during studies.

The college issues a collection of scientific articles, as well as a collection of theses on a regular basis, scientific papers can be submitted and published not only by students, but also by lecturers, this is the opportunity to publish scientific papers without extra payment. The college also pays for participation of academic staff in conferences organised by others (having received an application).

The college is also involved in publishing inviting teaching staff to become authors in books, which are then used in the study process, not only in the College, but also in other higher education institutions, for example, in 2019, it issued a book by composite authors Law Enforcement Agencies in Latvia and Europe; in 2017, Quality Management, etc.

If a lecturer has attended a seminar/conference, courses to improve their qualification and their topic corresponds to the study course being taught, the College covers the participation fee (after receiving a lecturer's application).

Teaching staff is also invited to participate in ERASMUS+ experience exchange activities by going to ERASMUS+ member states, to study experience of other higher education institutions, as well as by participating in the study process, for example, reading of lectures (Turkey - I.Rebiņa, Lithuania - L. Mizovska). This is an opportunity to travel and see other countries. There are also regular experience exchange trips (Malta, Italy, Bulgaria, Lithuania).

The active involvement of the academic staff in raising their qualification is of great importance in ensuring the qualitative and full-fledged study content. Each knowledge, competency, information that the representative of the academic staff acquires within the framework of raising his / her qualification is directly integrated into the study content and passed on to students both from the theoretical aspect and from the practical aspect.

4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of the doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and

the science of art, the scientific publications published in ERIH+ indexed journals may be additionally specified (if applicable).

not applicable

4.4. Information on the participation of the academic staff, involved in the implementation of the doctoral study programme, in scientific projects as project managers or prime contractors/ subproject managers/ leading researchers by specifying the name of the relevant project, as well as the source and the amount of the funding. Provide information on the reporting period (if applicable).

not applicable

4.5. Provide examples of the involvement of the academic staff in the scientific research and/or artistic creation activities both at national and at international level (in the fields related to the content of the study programme), as well as the use of the obtained information in the study process.

Scientific activities of academic staff within the College of Law is funded from the funds of the college, i.e. with regard to participation in local and international scientific conferences, as well as publishing scientific papers of lecturers in collections of scientific articles of the College of Law. Scientific publications of lecturers are available to students as printouts and in electronic format, which students use within the study process, in particular when writing reports and drafting qualification papers.

See 4.1 – 4.6, 3.3. (To Part II Description of the Study Direction)

4.6. Assessment of the cooperation between the teaching staff members by specifying the mechanisms used to promote the cooperation and ensure the interrelation between the study courses/ modules. Specify also the proportion of the number of the students and the teaching staff within the study programme (at the moment of the submission of the Self-Assessment Report).

All the lecturers involved in the implementation of the study programme are professionals in their area, who teach study courses corresponding to the study programme. In the implementation of the study programme, lecturers represent the broadest fields, i.e. economics, management and administration, law and information technology, etc., thus creating a balanced environment and cooperation, which promotes the achievement of the joint aim of the study programme – to provide theoretical and practical knowledge. Cooperation between lecturers takes place at joint meetings of

lecturers, where the content of the study programme, the order of study courses, aims and learning outcomes are discussed. When necessary, for example, by following the latest labour market trends, changes in regulatory enactments, etc., discussions of lecturers are also organised in smaller groups. The latest discussions were held by lecturers of study courses Personnel Management, Labour Law, Personnel Record-Keeping and Record-Keeping, reviewing parts of content of the study courses, with regard to the information, which is similar in all study programmes. In individual cases, lecturers have individual meetings to discuss specific topics.

Within the scope of the study programme, lecturers cooperate in the implementation of study courses, improvement of the study content and process, participate in the process of self-assessment of the study programme. The lecturers, who are related to the work environment, within the scope of their opportunities offer and provide students with educational internship, as well as make proposals for supplementing, improvement of the objective of the educational internship, as well as recommend the topics of the qualification paper being drafted. When analysing the total number of students, the lecturer-student ratio in the study programme is 1/7.

Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	17_Statistics_CRV_NP_eng.xlsx	17_Statistika_CRV_NP_lv.xlsx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	19_CRV_State_standard.pdf	19_CRV_Valsts_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	18_Prof.standard_CRV.pdf	18_CRV_Prof.standarts.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	22_Mapping_CRV.pdf	22_Kartējums_CRV.pdf
Curriculum of the study programme (for each type and form of the implementation of the study programme)	23_Study_plans_CRV.pdf	23_CRV_Studiju_programmas_plans.pdf
Descriptions of the study courses/ modules	CRV_study_courses_2020.pdf	20_CRV_studiju kursu apraksti_2020.pdf
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	CRV-diploms.jpg	CRV-diploms.jpg
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	Guarantee_studies_CRV.PDF	Garantija_Studijas_CRV.PDF
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	Guarantee_studies_CRV.PDF	CRV_Zaudējumu kompensācija.PDF
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.	Foreign language_CRV.PDF	CRV_Svešavlodā.PDF
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement	31_Study_agreement.pdf	Ligums_19_20_CRV_rudens.pdf
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		

Cyber security and personal data protection

Title of the higher education institution	<i>Management, Administration and Management of Real Property</i>
ProcedureStudyProgram.Name	<i>Cyber security and personal data protection</i>
Education classification code	<i>41345</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Iveta</i>
Surname of the study programme director	<i>Amoliņa</i>
E-mail of the study programme director	<i>info@jk.lv</i>
Title of the study programme director	<i>M.sc.</i>
Phone of the study programme director	
Goal of the study programme	<i>The aim of the study programme is to ensure the possibility to learn the profession of a security specialist and to prepare for professional activity in the field of cyber security and protection of personal data. The aim of the study programme matches the mission of the College of Law - within two years, to prepare theoretically knowledgeable and practically capable specialists for the private and public sector, emphasising the specifics of Latvia as a European Union Member State.</i>
Tasks of the study programme	<ol style="list-style-type: none"> <i>1. To provide knowledge, to build and develop the set of abilities, skills and attitude necessary for the performance of professional activity in accordance with the professional qualification of a security specialist in cyber security and protection of personal data.</i> <i>2. To ensure mastering of such knowledge and skills, which would allow graduates after graduation to integrate into the labour market, ability to assume and perform the duties set for the profession in cyber security and protection of personal data.</i> <i>3. To ensure obtaining of modern general knowledge by involving visiting lecturers, industry specialists, who could share their practical experiences.</i> <i>4. To create the study process in such a way to promote self-education of students and involvement in professional continuing education processes and improvement of the level of qualification.</i>

Results of the study programme	<p>Upon successful graduation of the study programme, the qualification of a security specialist is awarded to the graduate. A security specialist in cyber security and protection of personal data works in the environment, where technologies change very rapidly, new tools and new threats are created constantly. A security specialist is ready to use his/her knowledge, professional competences in practice and is ready to develop skills, educate colleagues, customers, partners and so on during his/her entire professional career.</p> <p>The main planned outcomes of the Cyber Security and Protection of Personal Data study programme with regard to graduates are: highly qualified security specialists have been prepared, who, within the scope of their professional activity, are competent to implement the information security policy of a company/institution, to propose and introduce necessary security controls, to consult, support and inform to guarantee security operation of information technologies, to perform direct actions to make security the entire or part of the network or ICT systems</p>
Final examination upon the completion of the study programme	Qualification exam, which has two parts - the written part of the qualification exam and the development and defense of the qualification paper.

Study programme forms

Full time studies - 2 years, 2 months - latvian

Study type and form	Full time studies
Duration in full years	2
Duration in month	2
Language	latvian
Amount (CP)	82
Admission requirements (in English)	secondary education
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	security specialist

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

Part time studies - 2 years, 2 months - latvian

Study type and form	Part time studies
Duration in full years	2
Duration in month	2
Language	latvian
Amount (CP)	82
Admission requirements (in English)	secondary education
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	security specialist

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

Full time studies - 2 years, 2 months - english

Study type and form	<i>Full time studies</i>
Duration in full years	2
Duration in month	2
Language	<i>english</i>
Amount (CP)	82
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>security specialist</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

Part time studies - 2 years, 2 months - english

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	2
Language	<i>english</i>
Amount (CP)	82
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	
Qualification to be obtained (in english)	<i>security specialist</i>

Places of implementation

Place name	City	Address
College of Law	RĪGA	KRIŠJĀŅA VALDEMĀRA IELA 1C, ZIEMEĻU RAJONS, RĪGA, LV-1010

III - DESCRIPTION OF THE STUDY PROGRAMME (1. Indicators Describing the Study Programme)

1.1. Description and analysis of changes in study programme parameters that have taken place since the issue of the previous accreditation certificate of study direction or the license of study programme if study programme is not included in the accreditation page of the study direction

The study programme was licenced on March 25 2020, licence page No. 041012-1, no changes have been made to the programme from its licencing to the accreditation of the study programme.

The aim of the study programme is to ensure the possibility to learn the profession of a security specialist and to prepare for professional activity in the field of cyber security and protection of personal data. The aim of the study programme matches the mission of the College of Law – within two years, to prepare theoretically knowledgeable and practically capable specialists for the private and public sector, emphasising the specifics of Latvia as a European Union Member State.

Objectives of the study programme:

1. To provide knowledge, to build and develop the set of abilities, skills and attitude necessary for the performance of professional activity in accordance with the professional qualification of a security specialist in cyber security and protection of personal data.
2. To ensure mastering of such knowledge and skills, which would allow graduates after graduation to integrate into the labour market, ability to assume and perform the duties set for the profession in cyber security and protection of personal data.
3. To ensure obtaining of modern general knowledge by involving visiting lecturers, industry specialists, who could share their practical experiences.
4. To create the study process in such a way to promote self-education of students and involvement in professional continuing education processes and improvement of the level of qualification.

Upon successful graduation of the study programme, the qualification of a security specialist is awarded to the graduate. A security specialist in cyber security and protection of personal data works in the environment, where technologies change very rapidly, new tools and new threats are created constantly. A security specialist is ready to use his/her knowledge, professional competences in practice and is ready to develop skills, educate colleagues, customers, partners and so on during his/her entire professional career.

The **main planned outcomes** of the Cyber Security and Protection of Personal Data study programme **with regard to graduates are:** highly qualified security specialists have been prepared, who, within the scope of their professional activity, are competent to implement the information security policy of a company/institution, to propose and introduce necessary security controls, to consult, support and inform to guarantee security operation of information technologies, to perform direct actions to make security the entire or part of the network or ICT systems.

Having graduated from the Cyber Security and Protection of Personal Data study programme, graduates will obtain the 4th professional qualification, will obtain the following competences, which the security specialist requires:

- to work alone or in a team, to be able to lead a team;
- to use theoretical and practical knowledge and skills in planning, to organise and coordinate business security-related processes for accurate, timely and high-quality performance of the set tasks;
- to carry out safety audits, to draw up reports and recommendations;
- to draw up general instructions and regulations, to organise security measures;
- to analyse existing risks, to develop a protection mechanism, an action plan for crisis situations;
- to organise record-keeping and to draw up documents in accordance with regulatory enactments on record-keeping and drafting of documents;
- to find, collect and classify information;
- will know industry literature, applicable legislation and industry standards, technical documentation;
- to take decisions and act in a crisis, to take responsibility.

In 2016, the ITSVET (Information Technology Security in Vocational Education and Training) project was implemented, the aim of which was to develop an ICT security specialist education module and the corresponding teaching methodology and materials for the vocational education system in the Baltic States. To achieve this goal, the project aimed to develop an innovative training program, materials and trained trainers in the field. The project involved partners from Estonia, Latvia and Finland, and was implemented within the framework of the Central Baltic Program. Within the framework of the project, a professional standard for an information systems security specialist has been developed, which provides for several related professions and qualifications, including a cyber security specialist. At present, a separate professional standard for cyber security specialists has not yet been developed and approved.

In this case, the training of a security specialist in the field of cybersecurity has provided a very good solution, as security involves more than just physical security, security is a much broader concept. Within the study program, a knowledgeable and competent security specialist is prepared with a direct emphasis on management.

https://www.dropbox.com/sh/tfd7c2dkmc1n2jm/AACWXLtFrkIS6jJxQCt1ZSda/LABS_LAT?dl=0&preview=Lab+1.2.+Strategic+alignment+of+cyber+security%2C+ICT+and+business_LV.docx&subfolder_nav_tracking=1 (Latvian and English)

<https://eprasmes.lv/wp-content/uploads/2019/04/Inform%C4%81cijas-sist%C4%93mu-dro%C5%A1%C4%ABbas-speci%C4%81lista-profesijas-standarts1.pdf> (Latvian)

1.2. Analysis and assessment of the statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down in the different study forms, types, and languages.

The number of students enrolled in the study program is 33, students are admitted in part-time studies, study language - Latvian.

All the students study for their own funds, there are no state-funded budget places. Language of studies - Latvian and English.

1.3. Analysis and assessment of the interrelation between the name of the study programme, the degree or professional qualification to be acquired or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements.

The title of the study programme “Cyber Security and Protection of Personal Data” is closely related to learning outcomes, aims and objectives. The title of the study programme is related to the professional qualification to be awarded “security specialist” and applicable regulatory enactments, including the profession standard of a security specialist (PS0151) approved by the Ministry of Education and Science on 14 February 2003, minutes No.79 <https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/ps0151.pdf> (in Latvian) and Regulations of the Cabinet of Ministers No. 846 (10.10.2006) “About Requirements, Criteria and Procedure of Enrolment in Study Programmes”.

According to the Sectoral Qualifications Framework, which is a general description of sectoral professions, as well as an overview of specializations and related professions within the sectoral professions, indicating the levels of professional qualifications for professions and specializations and developed by the European Social Fund Operational Programme “Growth and Employment” within the framework of the specific support objective 8.5.2 “Ensure compliance of vocational education and training with the European Qualifications Framework” – in the project “Improvement of the Sectoral Qualification System for the Development of Vocational Education and Quality Assurance” (Agreement No. 8.5.2.0./16/l/001), fifteen sectors have been identified. https://registri.visc.gov.lv/profizglitiba/nks_saraksts.shtml (in Latvian) In the qualification structure of the sectors, the fifteenth sector is “Business, finance, accounting, administration (wholesale, retail and commercial sciences), in which “security specialist” is included as one of the professions alongside a profession such as “personnel specialist” in the map of professions within the structure of the sector”. https://registri.visc.gov.lv/profizglitiba/dokumenti/nozkval/NKSK_uznemejdarbiba.pdf . (in Latvian)

Consequently, in the sectoral qualification structure, which has been agreed at the meeting of the Tripartite Cooperation Sub-Council for Vocational Education and Employment on 10 April 2019, Minutes No.2, the description of the qualification level of the 5th LQF stipulates: <..... To apply a comprehensive set of practical skills and techniques to industries: “Business, finance, accounting, administration (wholesale, retail and commercial sciences)” in the field of basic or ancillary processes it is required to perform practical tasks based on an analytical approach and find effective solutions to problems by organising general management, business process or administrative management, or safety management activities.> In turn, the brief description of the profession of security specialist states that a security specialist supervises, coordinates cooperation, organises, controls the operation of a set of security measures for the company’s property and personnel; develops and submits to senior management information on the protection of the company’s security interests and confidential information; develops security concept and security budget; selects security staff. https://registri.visc.gov.lv/profizglitiba/dokumenti/nozkval/NKS_uznemejdarbiba.pdf (in Latvian)

The aim of the study programme is to prepare specialists, who are able to handle cyber security management and personal data protection matters and matches the professional qualification of “security specialist” to be obtained and the learning outcomes to be achieved, where the security specialist supervises, coordinates cooperation, organises, controls company property and personnel security matters; drafts and submits to management information on protection of security interests

and confidential information of the company, drafts the security concept; uses digital technologies, special tools in ensuring security, provides first aid; creates and maintains relations with responsible law enforcement institutions in case of illegal actions.

Admission rules and requirements for all study programs at the College of Law are the same.

III - DESCRIPTION OF THE STUDY PROGRAMME (2. The Content of Studies and Implementation Thereof)

2.1. Assessment of the relevance of the content of the study course/ module and the compliance with the needs of the relevant industry and labour market and with the trends in science. Provide information on how and whether the content of the study course/ module is updated in line with the development trends of the relevant industry, labour market, and science. In case of master's and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation.

When developing content of study courses, attention is paid to include both theoretical and practical aspect. When developing study courses, attention is paid that they meet the aim, skills, knowledge and competences to be achieved. Labour market needs and present developments are very important in the development of content of study courses. Employers, for example the State Police, Latvian State Forests, CERT and other within the scope of cooperation, get involved in the development of study courses with their experience, advice and practical vision.

The content of study courses is updated in accordance with industry and labour market trends at least once a year, or as needed.

The aim of the first level professional higher education study programme, in accordance with the professional standard, is to prepare students for work in the specified profession so that they find their way in matters of security promoting mastering of knowledge and skills, building of attitudes, which ensure that the student masters the respective qualification and foster his or her competitiveness in variable socioeconomic conditions, to create motivation for professional development and continuing education and enable the student to obtain respective professional higher education.

Parts A and B of the study programme include all the study courses for the achievement of the aims and defined objectives of the profession standard - knowledge necessary for the performance of basic tasks at the level of comprehension (Law, Document Management and Professional Terminology, Organisation Management, Security Theory, etc.) and knowledge necessary for the performance of basic tasks at the level of knowledge (Planning, Organisation of Company Operations, Protection of Personal Data, Information Security, Standards and Regulatory Framework, Global Cyber Security, etc.). Compliance of the content of the study programme with the professional standard in Annex No.18_KRDR

It is the duty of lecturers of study courses to follow up on a regular basis the content of their own study course, study literature and other information used for studies, to evaluate (revise) once a year compliance of content of the study course with industry, labour market needs and scientific

trends, as well as take into account

1) the opinions of students/graduates/employers in survey results;

2) the results of examinations;

3) listening to recommendations of representatives of internship places and employers. Learning outcomes should be analysed on a regular basis at the College of Law Council meeting, State Examination Commission meetings, the advisory council, joint meeting of lecturers, the study programme quality evaluation commission, the student self-government and at operative meetings.

Learning outcomes of studies are reflected in descriptions of study courses (Annex No.20_KRDR). The description of the lecturer's position Annex No.10 also provides that the lecturer's duty is, for example, "To follow up latest literature, changes in legislation and to inform students about them in a timely manner; to maintain business links with practitioners, colleagues and other educational establishments to multiply their experiences."

Study course descriptions are available to students on the website of the College of Law in the section For Students <http://jk.lv/eng/for-students/for-cl-students>

2.2. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators, the relation between the aims of the study course/ module and the aims and intended outcomes of the study programme. In case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels.

The aim and the objectives of the study programme correspond to the [Framework for Qualifications of the European Higher Education Area](http://www.ehea.info/page-qualification-frameworks) <http://www.ehea.info/page-qualification-frameworks> and level 5 of the European Qualifications Framework (EQF) (Regulations of the Latvian Qualifications Framework, CM Regulations No.322, 13 July 2017).

The aim of the study programme is to ensure the possibility to learn the profession of a security specialist and to prepare for professional activity in the field of cyber security and protection of personal data.

Legal, management, IT, cyber security management and personal data protection competences, which a security specialist needs in cyber security and personal data protection, are integrated in the content of the study programme. Study course descriptions have been drawn up in accordance with the learning outcome of each study course and for the achievement of the common goal.

The study programme "Cyber Security and Protection of Personal Data" has been created in accordance with the Education Law, Vocational Education Law and the Law on Institutions of Higher Education, as well as Regulations of the Cabinet of Ministers regulating level 1 professional higher education.

The requirements set for the qualification of a security specialist correspond to [Regulations of the Cabinet of Ministers of the Republic of Latvia No.264 \(2017.23.05\)](https://likumi.lv/ta/id/291004-noteikumi-par-profesiju-klasifikatoru-profesijai-atbilstosiem-pamatuzdevumiem-un-kvalifikacijas-pamatprasibam) <https://likumi.lv/ta/id/291004-noteikumi-par-profesiju-klasifikatoru-profesijai-atbilstosiem-pamatuzdevumiem-un-kvalifikacijas-pamatprasibam> (in Latvian) "Classification of Professions, Basic Tasks Corresponding to the Profession and Basic Qualification Requirements" and the security specialist's

profession standard approved by order No.79 of the Ministry of Education and Science of 14 February 2003. <https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/ps0151.pdf> (in Latvian)

The compliance of the study programme with the security specialist's profession standard in Annex No. 18_KRDR

Studies are organised as full-time studies and part-time studies.

The total amount of the [study programme](#) is 82 credit points (123 ECTS).

The amount of the study programme "Cyber Security and Protection of Personal Data" corresponds to the first level professional higher education standard. In accordance with Regulations of the Cabinet of Ministers No. 141 of 20.03.2001 "[Regulations regarding the State Standard for First Level Professional Higher Education](#)" the study programme consists of:

- general educational study courses – 20 credit points;
- field-specific study courses – 38 credit points, incl.:

compulsory profession-specific study courses – 34 credit points;

elective study courses (the student should choose one) – 4 credit points;

- Educational internship – 16 credit points;

Drafting of the qualification paper – 8 credit points

Annex No.19_KRDR

2.3. Assessment of the study implementation methods (including the evaluation methods) by providing the analysis of how the study implementation methods (including the evaluation methods) used in the study courses/ modules are selected, what they are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.

Study courses include lectures, seminars, practical classes. There are discussions, situation analysis. In order to improve professional skills of students, role plays (situational plays) are organised. When organising the study process, [study methods](#) should promote student's responsibility for self-learning, they focus on mastering of practical skills. Different teaching forms and methods are planned for the achievement of learning outcomes. The descriptions of study subjects list different interactive teaching methods (case analysis, lecture, demonstration, progressive experience analysis, role plays, etc.). Self-learning and related methods. In order to prepare for seminars, tutorials and practical classes, students should read additional literature, necessary information and practical examines should be searched for. Problem based learning elements are used not only during studies, but also in other study subjects of the study direction by analysing special cases in small groups, involving students in discussions on the matters promoting constant learning, implementing disciplinary integration of intersectoral knowledge and skills solving real situations.

Communication of students, the ability to work in a group, to overcome conflicts, to be self-confident are promoted in the study process. A lot of attention is paid to fairness, creative use of knowledge, mastering of scientific cognition methods, development of independent resolution of

tasks. (Regulations on academic fairness and inadmissibility of plagiarism).

http://jk.lv/dokumenti/04_REGULATION_ON_THE_ACADEMIC_INTEGRITY.pdf

The choice of study implementation methods is a known challenge for academic staff, because there are students of different ages, having different experiences, etc. in study auditoriums. Therefore, the methods should be able to ensure observation of the student-centred learning principle, what has been achieved by the academic staff of the study programme and is successfully being implemented. The same applies to the study course assessment methods, which were defined in study course descriptions and with which students are familiarised when starting the study course.

The course of studies is determined by the Study Regulations, the Tuition Fee Regulations and other regulations and rules. <http://jk.lv/eng/for-students/rules-are-regulations>

Students get tutorials of lecturers, information about them is provided in the e-environment, as well as this information is provided on the informative message board. Students get individual and joint tutorials, have e-mails and/or telephone numbers. In order to achieve the planned learning outcomes in the study process, when starting studies at the college, as well as when starting to master each course separately, students are familiarised with aims, objectives and learning outcomes, as well as assessment criteria of their studies.

The procedure and assessment of examinations at the College of Law is based on two regulations – “Regulations on the Procedure of Examinations at the College of Law” and “Regulations on Assessment of Knowledge of Students”. The procedure of state examinations, including assessment, is regulated by “Regulations on State Examination (Qualification Examination)”. <http://jk.lv/eng/for-students/rules-are-regulations>

Scientific research work (applied research) is an integral component of the study process, in which students get involved in the first semester by reading lectures on the methodology of scientific research work.

The study programme should be updated/reviewed once an academic year by performing self-assessment of the study programme taking as a basis:

- 1) the opinions of students/graduates/employers in survey results;
- 2) the results of examinations;
- 3) listening to recommendations of representatives of internship places and employers. Learning outcomes should be discussed at the College of Law Council meeting, State Examination Commission meetings, the advisory council, joint meeting of lecturers, the study programme quality evaluation commission, the student self-government and at operative meetings.

Students get support from administrative staff of the college – study process coordinators, whom they address questions to ensure communication with students, including also on Saturdays, when students attend lectures. Students are provided with a parking lot, catering.

If a student deems this necessary, they can listen a specific study course in addition or again, it is possible to attend lectures with some other group. Students can participate in field trips and events organised by the College (expenses are covered by the College). The possibility to use the opportunities provided by ERASMUS.

The expected learning outcomes are reflected in descriptions of Study Courses, Annex No.20_KRDR

2.4. If the study programme entails a traineeship, provide the analysis and assessment of the relation between the tasks of the traineeship included in the study programme and the learning outcomes of the study programme. Specify how the higher education institution/ college supports the students within the study programme regarding the fulfilment of the tasks set for students during the traineeship.

Educational internship is an integral part of the study programme of the College of Law. It is organised in accordance with the aims and objectives of the study programme and corresponds to the professional qualification of a security specialist. The amount of educational internship of students is 16 credit points, it is intended at the end of the second year of studies. The educational internship of students is regulated by the Vocational Education Law, Regulations of the Cabinet of Ministers on Organisation of Educational Internship and Insurance of Students (20.11.2012), the Regulations of Educational Internship of the College of Law (Annex No.14) and the internship task Annex No.15_KRDR. The requirements for educational internship are defined in the Regulations on Educational Internship http://jk.lv/documents/protected/03_INTERNSHIP_REGULATION.pdf , which also provide for support for students within the scope of educational internship, i.e. the lecturer supervising drafting of qualification papers by students is assigned to be the supervisor of educational internship by the college and therefore is an adviser on internship matters. The task of the educational internship is created based on the content and learning outcomes of the study programme.

Students can have educational internship also outside Latvia including within the scope of Erasmus+ programme. Several cooperation agreements have been concluded on educational internship opportunities of students, including within the study direction. Annex No.10. Foreign students will be able to do an internship both - in Latvia and in their home country or in other country.

One of the activities to be performed within the European Social Fund project No.8.2.3.0/18/A/006 "Development and evaluation of the management system meeting the excellence management standard of SIA "Juridiskā koledža"" is to develop an e-sharing platform with other colleges. The new platform provides several sharing positions, including with regard to educational internships of students, where employers will be able to post their internship offers in one place, and colleges will also be able to post the received internship offers, which their students do not use. The e-platform intends to start operating in autumn 2020.

At the end of educational internship the student submits an internship report, which is signed by a representative of the internship place.

Experiences gained so far within other study programmes has confirmed that internship ensures stable integration in a company environment (for example, company philosophy, colleagues, customers, equipment) and promotes mastering of values of the intern's company and necessary skills. The College has been having long-term cooperation with several internship places (Rīgas Siltums, Rīgas Satiksme, SIA Latio Namsaimnieks, SIA Apgāds Mantojums, etc.), which are interested in provision of students of security with educational internship places. Several institutions, including the State Police, the Ministry of Defence has proposed to offer their topics of qualification papers.

The description of the educational internship is attached in Annex No.15_KRDR

Latvia is a fully-fledged European Union Member State, its citizens and students have an excellent opportunity to work and learn in any of European Union countries.

2.5. Analysis and assessment of the topics of the final theses of the students, their relevance in the respective field, including the labour market, and the evaluations of the final theses.

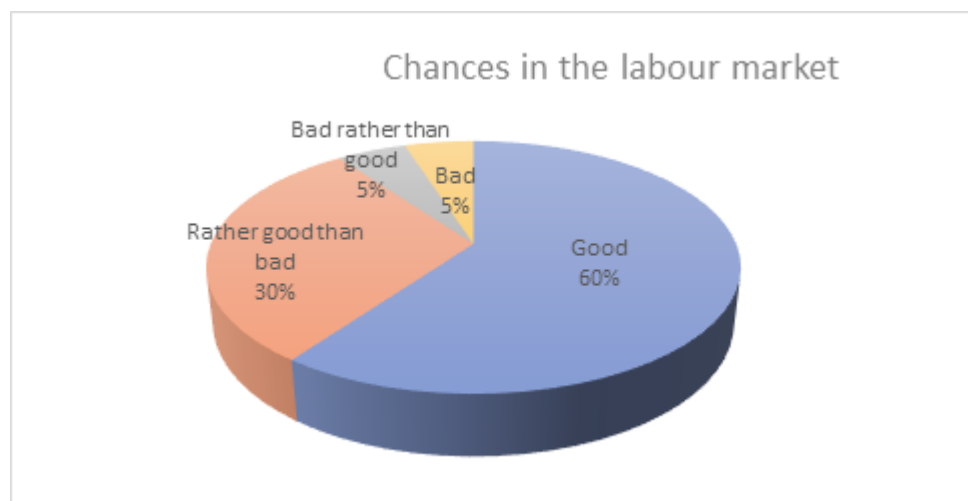
There have been no final theses at this time.

2.6. Analysis and assessment of the outcomes of the surveys conducted among the students, graduates, and employers, and the use of these outcomes for the improvement of the content and quality of studies by providing the respective examples.

During the survey of employers, they were asked to provide a reply/opinion to several questions about the study programme “Cyber Security and Protection of Personal Data” to obtain the opinion of employers about whether the study programme is up-to-date. Employers were asked to evaluate the chances of the specialists prepared within the study programme on the labour market. 60% of respondents answered that such specialists were necessary, 30% indicated that their chances are more likely good than bad, while 5% - more likely bad than good, while 5% evaluated them as bad.

70% of surveyed employers indicated that the content of the study programme is up-to-date and meets current trends, taking into account changes in the personal data protection regulation, as well as different rapidly growing technological/digital solutions. Employers were also asked to provide an opinion whether preparation of security specialists should also be provided in a foreign language, where 80% answered “yes”, justifying this by international cooperation and specificity of the field, while 20% indicated “no” justifying this by the need to know the regulatory framework and specificity of the field, the language of the labour market - Latvian.

To the question whether employers see a position for such a specialist in their company/institution, 60% answered “yes”, 30% “yes, but not permanently”, but 10% answered “no”. Overall, employers evaluate the creation of the programme positively and chances of students in the labour market as good, taking into account that protection of data and cyber security are very important in the current situation.



The student survey is organised by the student self-government electronically and is constantly available in the profile of students.

There is no graduates in study programme.

2.7. Provide the assessment of the options of the incoming and outgoing mobility of the students, the dynamics of the number of the used opportunities, and the recognition of the study courses acquired during the mobility.

There is currently no incoming study mobility in the study programme “Cyber Security and Protection of Personal Data”.

The period spent in Erasmus+ mobility is equivalent to the study programme of the College of Law, with regard to educational internship in accordance with the period spent, while with regard to the studies in accordance with mastered study courses and acquired ECTS. The College has had the Erasmus Charter since 2013.

III - DESCRIPTION OF THE STUDY PROGRAMME (3. Resources and Provision of the Study Programme)

3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes to be achieved by providing the respective examples. Whilst carrying out the assessment, it is possible to refer to the information provided for in the criteria set forth in Part II, Chapter 3, sub-paragraphs 3.1 to 3.3.

See II. Part 3, Chapter 3, Sections 3.1 to 3.3.

Funding required for the library activities is determined by the founders of the College of Law, in accordance with the Library Law and the regulations of the Cabinet of Ministers on the financing required for the operation of libraries. In study year, EUR 3497.70 was spent on the purchase of books and subscriptions to periodicals and the fund was supplemented with 316 new books. At the end of the year, the library has had 24,500 print units (books purchased for a total of EUR 105,890.84 and donations, which make up 22 % of the entire library stock), i.e., at the moment we have an average of 41.28 printed items (physical units) per reader. The aim is to ensure that books in foreign languages are available for each study course. students of all study programs use the college library. New acquisitions in the library fund:: R. Anderson "Security Engineering", "Cybersecurity: Essentials", Murray A. "Information Technology Law: The Law and Society", Y. Diogenes "Cybersecurity - Attack and Defense Strategies: Infrastructure security with Red Team and Blue Team tactics", R. Bejtlich "The Practice of Network Security Monitoring: Understanding Incident Detection and Response"; W. Stallings "Effective Cybersecurity: A Guide to Using Best

Practices and Standards", Seitz J. "Black Hat Python: Python Programming for Hackers and Pentesters", M. Melone "Think Like a Hacker: A Sysadmin's Guide to Cybersecurity", "RTFM: Red Team Field Manual", Kim P. "The Hacker Playbook. 3: Practical Guide to Penetration Testing", "Social Psychology", "Green Economy and Competences of Organisations", "Sustainable Development in the European Union: Monitoring Report", Krugman P. "Economics", "Microeconomics", "Marketing" Collins A. "Contemporary Security Studies", Hernandez G. "International Law", King G. "Nation-Building in the Baltic States: Transforming Governance, Social Welfare and Security in Northern Europe", Wachs R. "Understanding Jurisprudence", Eteris E. "Latvia in Europe and the World: Growth Strategy for a new Centennial", "Smarter, greener, more inclusive?", "Понимание и принципы космического права", Гуценко К.Ф. "Правоохранительные органы", Ландо Д.Д. "Европейское публичное право: Монография" etc.

The College of Law subscribes the Cybrary Insider Pro platform (the world's fastest-growing catalog of specialized laboratories with training models, situation simulations, field tests and virtual cyber-training to develop user capabilities and incident response, software analysis, risk assessment, information protection and cyber security).

3.2. Assessment of the study provision and scientific support, including the resources provided within the cooperation with other science institutes and institutions of higher education (applicable to the doctoral study programmes).

Not applicable

III - DESCRIPTION OF THE STUDY PROGRAMME (4. Teaching Staff)

4.1. Analysis and assessment of the changes to the composition of the teaching staff over the reporting period and their impact on the study quality.

Selection and recruitment of lecturers of the college take place in accordance with College Regulations on academic and administrative positions.

Based on these Regulations, the College determines the number of academic staff positions to meet the requirements of the Law on Institutions of Higher Education. Vacant academic positions are announced either in a closed competition in the informative room of the College of Law or in an open competition by publishing a notice in the newspaper "Latvijas Vēstnesis".

If the College has a vacant or temporarily vacant academic staff position, the College Council may take a decision not to announce a competition, but decide to recruit a visiting assistant professor or a visiting lecturer, who have the same rights, duties and wage as elected assistant professors and lecturers in accordance with the Hourly Payment Procedure at the College.

In order to read specific study courses, the College concludes contractor agreements with lecturers

on the performance of specific work.

In 2019, a lecturer from Lithuania teaching the study course “Protection of Personal Data” was permanently employed within the European Social Fund Project 8.2.2 “To strengthen academic staff of higher education institutions in strategic specialisation areas”. Therefore, within the same project, the college employed for one year two doctoral students, one for the study course “Project Management” and the second for the study course “Law” on European law.

Since the beginning of implementation of the study programme there have been no changes in academic staff of the study programme.

Highly-qualified specialists are involved in the implementation of the study programme. 65% of the lecturers involved in the implementation of the study programme (in accordance with credit points of study courses) are elected academic staff, 35% of academic staff ensuring the implementation of the study programme are visiting lecturers. 83% of all academic staff have scientific Master's degree. 90% of academic staff are aged 25 to 44 years. Qualified visiting lecturers from Latvia and abroad are invited within the scope of implementation of the study programme. Lecturers of the college can improve their professional competence and pedagogical qualification by studying at the next level of education and getting involved in the work of different work groups by leading projects, attending courses and seminars.

4.2. Assessment of the compliance of the qualification of the teaching staff members (academic staff members, visiting professors, visiting associate professors, visiting docents, visiting lecturers, and visiting assistants) involved in the implementation of the study programme with the conditions for the implementation of the study programme and the provisions set out in the respective regulatory enactments. Provide information on how the qualification of the teaching staff members contributes to the achievement of the learning outcomes.

Part of the academic staff involved in the implementation of the study programme are also lecturers in other study programmes, therefore academic staff performs methodical and scientific work. Within the scope of teaching work, reads lectures, leads seminars and practical classes, administers examinations, reports, independent works (incl. test works, etc.), organises consultations, leads and reviews qualification papers, does other job duties, which are related to the organisation of the study work.

83% of all academic staff have scientific Master's degree practical training room, 17% have a Bachelor's degree and practical experience.

Lecturers involved in the study programme to be accredited have necessary skills to transfer their knowledge and experience to students and get feedback regarding their work. All the lecturers get the opportunity to supplement their knowledge, participate in qualification improvement courses by having doctoral studies, doing scientific work and having internship in foreign countries, within the scope of exchange programmes, to participate in local and international conferences organised by the college on a regular basis, as well as publishing their articles and theses in conference proceedings of the college.

Fields of research of academic staff Annex No.11

Participation of academic staff in conference and scientific publications Annex No.12

The college issues a collection of scientific articles, as well as a collection of theses on a regular basis, scientific papers can be submitted and published not only by students, but also by teaching staff, this is the opportunity to publish scientific papers without extra payment. The college also pays for participation of academic staff in conferences organised by others (having received an application).

The college is also involved in publishing inviting teaching staff to become authors in books, which are then used in the study process, not only in the College, but also in other higher education institutions, for example, in 2019, it issued a book by composite authors Law Enforcement Agencies in Latvia and Europe; in 2017, Quality Management, etc.

If a lecturer has attended a seminar/conference, courses to improve their qualification and their topic corresponds to the study course being taught, the College covers the participation fee (after receiving a lecturer's application).

Teaching staff is also invited to participate in ERASMUS+ experience exchange activities by going to ERASMUS+ member states, to study experience of other higher education institutions, as well as by participating in the study process, for example, reading of lectures (Turkey - I.Rebiņa). This is an opportunity to travel and see other countries. There are also regular experience exchange trips (Malta, Italy, Bulgaria, Lithuania).

The active involvement of the academic staff in raising their qualification is of great importance in ensuring the qualitative and full-fledged study content. Each knowledge, competency, information that the representative of the academic staff acquires within the framework of raising his / her qualification is directly integrated into the study content and passed on to students both from the theoretical aspect and from the practical aspect.

4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of the doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and the science of art, the scientific publications published in ERIH+ indexed journals may be additionally specified (if applicable).

Not applicable

4.4. Information on the participation of the academic staff, involved in the implementation of the doctoral study programme, in scientific projects as project managers or prime contractors/ subproject managers/ leading researchers by specifying the name of the relevant project, as well as the source and the amount of the funding. Provide information on the reporting period (if applicable).

Not applicable

4.5. Provide examples of the involvement of the academic staff in the scientific research and/or artistic creation activities both at national and at international level (in the fields related to the content of the study programme), as well as the use of the obtained information in the study process.

Scientific activities of academic staff within the College of Law is funded from the funds of the college, i.e. with regard to participation in local and international scientific conferences, as well as publishing scientific papers of lecturers in collections of scientific articles of the College of Law. Scientific publications of lecturers are available to students as printouts and in electronic format, which students use within the study process, in particular when writing reports and drafting qualification papers.

See 4.1 – 4.6, 3.3. (Part II Description of the Study Direction)

4.6. Assessment of the cooperation between the teaching staff members by specifying the mechanisms used to promote the cooperation and ensure the interrelation between the study courses/ modules. Specify also the proportion of the number of the students and the teaching staff within the study programme (at the moment of the submission of the Self-Assessment Report).

Lecturers get actively involved in all activities and measures related to the creation of the study content and provision of the study process. Taking into account that the study programme is new, then the cooperation of new lecturers is evaluated especially positively, i.e. participation in the development of study content and cooperation with colleagues within the study process. By cooperating in the creation of study content, attention is paid that the study content, information “do not overlap”, but complement each other. The connection and succession of study courses are taken into account in the planning of the study process.

When analysing the total number of students in the programme compared to the number of lecturers in the programme, for whom lecturing is their main work or additional work, the lecturer-student ratio is 33/12.

Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	KRDR_eng.xlsx	KRDR.xlsx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	19_KRDR_State_standart.pdf	19_KRDR_Valsts_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	18_KRDR_Prof.standart.pdf	18_KRDR_Atbilstiba profesijas standartam.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	22_Mapping_KRDR.pdf	22_KRDR_Kartējums.pdf
Curriculum of the study programme (for each type and form of the implementation of the study programme)	23_Study plan_KRDR.pdf	23_KRDR_Plānojums.pdf
Descriptions of the study courses/ modules	20_KRDR_Study courses.pdf	20_KRDR_Studiju_kursu_apraksti.pdf
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	21_Diploma.jpg	21_Diploms-paraugs-drosibas-spec.jpg
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	Cooperation_Managementcollege.docx	Līgums_garantija.PDF
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	Guarantee_studies_KRDR.PDF	KRDR_Garantija_zaudējuma_atlīdzība.PDF
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.	Foreign language_KRDR.PDF	KRDR_Svešvaloda.PDF
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement	Study_agreement_KRDR.pdf	31_Studiju_Līgums_KRDRD.pdf
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		