



COLLEGE OF LAW

STUDENT GUIDE BOOK



Contents

1.	Contacts.....	3
2.	Study programmes.....	4
3.	International cooperation.....	4
4.	Application and deadline.....	5
5.	Entry information.....	5
6.	Application and deadline.....	5
7.	Study timetable.....	6
8.	Study courses:	
	Law.....	7
	Management of human resources (personnel management).....	8
	Commerce.....	9
	Administration and management of real estate.....	10
9.	Grading system in Latvia.....	12
10.	Diploma supplement.....	12
11.	Accommodation.....	13
12.	Catering.....	14
13.	Medical and health service.....	15
14.	Emergency calls.....	15
15.	Insurance.....	16
16.	Visas and Residence permits.....	16
17.	Life in Riga.....	17

College of Law founded in 2000.

College of Law is one of the leading short cycle higher educational institutions in Latvia with more than 4 200 graduates.



CONTACTS

International Relations Office

Intra Luce

Deputy Director

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COLLEGE OF LAW OFFERS SIX STUDY PROGRAMMES:

- Law (*Study programme in English*)
- Commerce
- Human resources management
- Accounting and finance
- Administration and management of real estate (*Study programme in English*)
- Computer system and network administration

INTERNATIONAL COOPERATION

College of Law is intensively expanding its international cooperation. With a view to strengthening its international collaborative links the College of Law became in December 2012 a member of the UNO education programme **PRME** (Principles for Responsible Management Education). The

College is also affiliated with other international organisations:  (European Association of Institution in Higher Education),  (World Federation of Colleges and Polytechnics),

 (American Association of Community Colleges) and  (The International Real Estate Federation). The College takes part in a number of activities held under the auspices of these organisations, e.g. conferences, seminars, exchange visits, etc. College of Law has a partner

institutions across Europe under  **ERASMUS programme.**



APPLICATION AND DEADLINE

Student Applications		
	Term 1 (Fall Semester)	Term 2 (Spring Semester)
Deadlines	30 June 2013	1 December 2013
Application procedure	1. Online in web page www.jk.lv 2. Via student's home institution, filling out the "Application Form for Erasmus Student" and "Learning agreement", which can be found on http://www.jk.lv web pages on in annexes of this students guide Please fill it and submit it by fax and by post.	

ENTRY INFORMATION

Application procedure

In order to apply please prepare the following application documents:

- A copy of the document attesting to completion of secondary education;
- IELTS, TOEFL or Cambridge English language certificate if the candidate has successfully passed such an exam / ELTS (6.0 points), TOEFL (IBT 70 points) or Cambridge English language certificate (First level);
- Copy of passport;
- Three photos (3x4).

All of the documents listed above may be submitted in electronic form or sent by registered post to, or presented in person to the College of Law (Juridiskā Koledža) in Riga or at any of its administrative offices outside of Riga (see Contact us for details).

STUDY TIMETABLE

Academic calendar		
	Term 1 (Fall Semester)	Term 2 (Spring Semester)
Start of courses/term	3 September 2014	4 February 2015
Examination	within one month from the end of the course*	within one month from the end of the course*
Presentation of study research paper	23 October – 26 October	26 February – 28 February
Graduates	2 November	1 March

Studies are organised in modules; once a series of lectures/activities within a module has been completed an examination follows no earlier than after seven days and no later than after one month has elapsed.



STUDY COURSES

Study programme "Law"

ACCREDITED: 29 May 2013, accreditation license Nr.51

Index	Courses	ECTS	Assessment
Part A	General subjects		
1.-1.	Record keeping and professional terminology	3	Exam
1.-2.	Basic economics	1,5	Test
1.-3.	Professional ethics and contact culture	3	Exam
1.-4.	Basic bookkeeping	3	Exam
1.-5.	Legal analysis, writing legal texts and legal rhetoric	3	Exam
1.-6.	Constitutional law	4,5	Exam
1.-7.	The Latvian law enforcement system	3	Exam
1.-8.	The history of the Latvian state and its laws	4,5	Exam
1.-9.	Roman civil law	1,5	Test
1.- 10.	Module. Professional terminology in two foreign languages (French, Russian, English, German; choose any 2)	3	Exam
	Sub-total:	30	
Part B	Compulsory specialised subjects		
2.-1.	Legal theory	4,5	Exam, Term paper
2.-2.	European law	4,5	Exam
2.-3.	Administrative law	6	Exam, Term paper
2.-4.	Administrative proceedings	4,5	Exam
2.-5.	Civil law (general part)	3	Exam
2.-6.	Property law	6	Exam, Term paper
2.-7.	Family law	4,5	Exam
2.-8.	Inheritance law	4,5	Exam
2.-9.	Law of obligations	6	Exam, Term paper
2.-10.	Civil proceedings	4,5	Exam
2.-11.	Labour law	4,5	Exam
2.-12.	Criminal law and Criminal proceedings	4,5	Exam
2.-13.	International public law	3	Exam
Part C	Elective study modules (choose one)		
3.-1.	Module 1. Mediation	6	Exam, Term paper
	The mediation process		
	Theory of conflicts		
	Business negotiations		
3.-2.	Module 2. EU law (in English)	6	Exam, Term paper
	<i>EU administrative law</i>		
	<i>EU labour and social law</i>		
	<i>EU law on commerce</i>		
3.-3.	Module 3. Criminal law	6	Exam, Term paper
	Criminal law (special part)		
	Criminology		
	Enforcing sentences		
3.-4.	Module 4. Labour and social law	6	Exam, Term paper
	Safety at work		
	Verification and control of labour rights		

	Social rights		
3.-5.	Module 5. Real estate law	6	Exam, Term paper
	Notary work		
	Business dealings with property		
	Land register		
	Sub-total:	66	
	Total (Part A, B, C):	96	
	In-service training	24	Test
	Diploma (report on raising qualifications) Preparation and defence	12	
	Total credits for the study programme:	132	

- *The choice of modules at all stages shall be at the discretion of the College of Law.*
- *A CERTIFICATE IS AWARDED UPON SUCCESSFUL COMPLETION OF THE SPECIALIST MODULE.*

Study programme “Management of human resources (personnel management)”

ACCREDITED 26 June 2013, accreditation license Nr. 226

Index	Courses	ECTS	Assessment
Part A	General subjects		
1.-1.	Bookkeeping	3	Exam
1.-2.	Computer skills	3	Exam
1.-3.	Record keeping and professional terminology	3	Exam
1.-4.	Module. Professional terminology in two foreign languages (French, Russian, English, German; choose any 2)	1,5	Test
1.-5.	Contact and ethics	3	Exam
1.-6.	Basic statistics	3	Exam
1.-7.	Basic law	4,5	Exam, Term paper
1.-8.	Basic social rights	3	Exam
1.-9.	Basic sociology	3	Exam
1.-10.	Basics of marketing	3	Exam
	Sub-total:	30	
Part B	Specialised topics		
2.-1.	Psychology of organisations	6	Exam, Term paper
2.-2.	Basic psychology	3	Exam
2.-3.	Macro economics	4,5	Exam
2.-4.	Micro economics	4,5	Exam
2.-5.	Organization management	4,5	Exam
2.-6.	Human resources management	6	Exam
2.-7.	Personnel records	4,5	Exam, Term paper
2.-8.	Labour law	4,5	Exam, Term paper
2.-9.	Safety at work, civil and environmental protection	3	Exam
2.-10.	Project management	3	Exam
2.-11.	Quality management	3	Exam
2.-12.	Tax system fundamental	3	Exam
Part C	Electives (choose one)		
3.-1.	Module 1. Mediation	4,5	Exam, Term paper
	The mediation process Basic theory of conflict		

	Business negotiations		
3.-2.	Module 2. Procedural rights	4,5	Exam, Term paper
	Administrative proceedings		
	Civil proceedings		
	Criminal proceedings		
3.-3.	Module 3. Public relations	4,5	Exam, Term paper
	Rhetoric and presentation skills		
	Advertising		
	Corporate social responsibility		
3.-4.	Module 4. In-house training	4,5	Exam, Term paper
	Preparation of training materials		
	Teaching and training skills		
	Modern training methods		
	Sub-total:	54	
	Sub-total from course work	84	
	In-service training	24	
	Diploma (qualification raising report) Preparation and defence	12	
	Total	120	

- *The choice of modules at all stages shall be at the discretion of the College of Law.*
- *A CERTIFICATE IS AWARDED UPON SUCCESSFUL COMPLETION OF THE SPECIALIST MODULE.*

Study programme “Commerce”

ACCREDITED: 26 June 2013, accreditation license Nr. 226

Index	Courses	ECTS	Assessment
Part A	General subjects		
1.-1.	Basic law	4,5	Exam, Term paper
1.-2.	Record keeping and professional terminology	3	Exam
1.-3.	Computer skills	3	Exam
1.-4.	Bookkeeping	3	Exam
1.-5.	Module. Professional terminology in two foreign languages (French, Russian, English, German; choose any 2)	1,5	Exam
1.-6.	Basic statistics	3	Exam
1.-7.	Contact and ethics	3	Exam
1.-8.	Project management	3	Exam
1.-9.	Basic psychology	3	Exam
1.10.	Safety at work, civil and environmental protection	3	Exam
	Sub-total	30	
Part B	Specialised subjects		
2.-1.	Macro economics	4,5	Exam
2.-2.	Micro economics	4,5	Exam
2.-3.	Commercial law	4,5	Exam, Term paper
2.-4.	Business economics	3	Exam
2.-5.	Business planning and organisation	4,5	Exam, Term paper
2.-6.	Mathematics for economists	3	Exam

2.-7.	Basic management science and business	3	Exam
2.-8.	Marketing	3	Exam
2.-9.	Tax system basics	3	Exam
2.-10.	Finance and credit	3	Exam
2.-11.	Auditing	3	Exam, Term paper
2.-12.	Labour law	4,5	Exam, Term paper
2.-13.	Organisation management	3	Exam
2.-14.	Quality management	3	Exam
Part C	Electives (choose one)		
3.-1.	Module 1. Mediation	4,5	Exam, Term paper
	The mediation process		
	Basic theory of conflicts		
	Conducting business negotiations		
3.-2.	Module 2. Personnel management	4,5	Exam, Term paper
	Strategic planning for and selection of personnel		
	Ensuring work efficiency		
	Informatics systems and personnel records		
3.-3.	Module 3. Procedural rights	4,5	Exam, Term paper
	Administrative proceedings		
	Civil proceedings		
	Criminal proceedings		
	Total course work	84	
	In-service training	24	
	Preparation and defence of report on raising qualifications	12	
	Total	120	

- *The choice of modules at all stages shall be at the discretion of the College of Law.*
- *A CERTIFICATE IS AWARDED UPON SUCCESSFUL COMPLETION OF THE SPECIALIST MODULE.*

Study programme “Administration and management of real estate”

ACCREDITED: 26 June 2013, accreditation license Nr. 231

Index	Courses	ECTS	Assessment
Part A	General subjects		
1.-1.	Basic economics	3	Exam
1.-2.	Basic statistics and mathematical economics	3	Exam
1.-3.	Bookkeeping	3	Exam
1.-4.	Contact and ethics	3	Exam
1.-5.	Record keeping and professional terminology	3	Exam
1.-6.	Basic psychology	3	Exam
1.-7.	Module. Professional terminology in two foreign languages (French, Russian, English, German; choose any 2)	1,5	Test
1.-8.	Taxation system fundamentals	3	
1.-9.	Computer skills	3	
1.-10.	Basic law	4,5	Exam, Term paper
	Sub-total	30	
Part B	Specialised subjects (Compulsory topics)		
2.-1.	Planning and organising construction	3	Exam, Term paper

2.-2.	Technical aspects of commercial construction activities	3	Exam
2.-3.	Basics of building sub-structures and technical drawing	1,5	Test
2.-4.	The Latvian and EU legal basis for property administration and management	1,5	Test
2.-5.	Organisation of property administration and management	4,5	Exam, Term paper
2.-6.	Commercial calculations related to the administration of dwellings	1,5	Test
	Business dealings with property	3	Exam, Term paper
2.-7.	Property insurance	3	Exam
2.-8.	Energy efficiency and energy	3	Exam
2.-9.	Electrical systems	1,5	Test
2.-11.	Fire safety	1,5	Test
2.-12.	Labour law	4,5	Exam, Term paper
2.-13.	Safety at work, civil and environmental protection	3	Exam
2.-14.	Basics of marketing	3	Exam
2.-15.	Commercial law	3	Exam
2.-16.	Project management	3	Exam
2.-17.	Services systems	3	Exam
2.-15.	Basics of management basics and management of an undertaking	3	Exam
Part C	Electives (choose one module)		
3.-1.	Module 1. Mediation	4,5	Exam, Term paper
	The mediation process		
	Theory of conflicts		
	Business negotiation		
3.-2.	Module 2. Personnel management	4,5	Exam, Term paper
	<i>Planning personnel needs and selection</i>		
	<i>Ensuring work efficiency</i>		
	Informatics systems and personnel records		
3.-3.	Module 3. Procedural rights	4,5	Exam, Term paper
	Administrative proceedings		
	Civil proceedings		
	Criminal proceedings		
	Sub-total	54	
	Total course work	84	
	In-service training	24	
	Diploma (report on raising qualification, preparation and defence)	12	
	Total	120	

- *The choice of modules at all stages shall be at the discretion of the College of Law.*
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GRADING SYSTEM IN LATVIA

The grading system in Latvian higher education institutions is the following:

Achievement level	Grade	Meaning	Approx. ECTS grade
very high	10	izcili (with distinction)	A
very high	9	teicami (excellent)	A
high	8	ļoti labi (very good)	B
high	7	labi (good)	C
medium	6	gandrīz labi (almost good)	D
medium	5	viduvēji (satisfactory)	E
medium	4	gandrīz viduvēji (almost satisfactory)	E/FX
low	3 -1	negatīvs vērtējums (unsatisfactory)	Fail

Diploma supplement: http://www.jk.lv/en/diploma_supplement



ACCOMMODATION

The College of Law has contracts with a number of service (staff) hotels and student hostels so that the student may be able to choose accommodations best suited to his needs, as regards location, comfort level and cost.

This form of accommodation is an excellent choice offered to students, both for short stays and longer stays in conveniently located rooms, with single occupancy and larger number of occupants (up to 5 maximum) per room, at affordable prices.



The College is able to put students in touch with owners of flats who are prepared to let these to individuals wishing to establish long-term residence in Riga.

If you need accommodation in a student hostel, please indicate this on your application, alternatively on the occasion of first registering for study, or by contacting the College information desk where all of your information requests will be met. We shall find the best solution for each student that indicates a need for assistance.

We offer below information about establishment Happy Hostel: rooms with twin, triple or four-person occupancy are on offer. The hostel is situated close to the city centre, food shops are located close by, as are trolley bus and city bus stops. It is an inexpensive option.



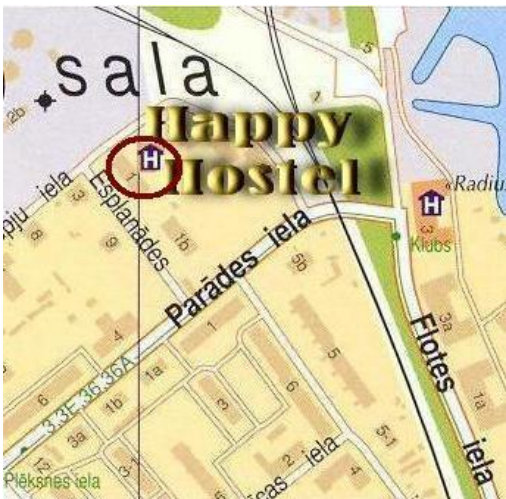
Reservations via:

<http://www.booking.com/hotel/lv/happy-hostel.lv.htm>

Phone: +371 673 65 208, +371 200 50 550,
+371 2 680 6644

Fax: +371 6 600 2112

Email: happyhostel@inbox.lv



Kartupeļu iela 8, Rīga



Esplanādes iela 1, Rīga

Rīgas pārtikas ražotāju vidusskola, dienesta viesnīca,
Nīcgales iela 26, Riga, Latvia, LV-1035

Phone: +371 67549012

<http://rigas-partikas-razotaju-vidusskola-dienesta.info24.lv/lv/uz-kartes>

CATERING

A cafeteria is located in the building the College of Law. Given the central location of the College students have a wide choice of other places to use.

McDonalds, Lido, Turkebab and other fast food establishments are within 5 minutes walking distance.



MEDICAL AND HEALTH SERVICE

The hospital closest to the College of Law is **Rīgas 1.slimnīca**

Bruņinieku iela 5, Rīga, LV-1001

Phone: +371 67366323

Email:

poliklinika.bruninieku@1slimnica.lv

Access by Public transport:

3., 5., 25. Trolley bus, stop "Bruņinieku iela"

14., 17. Trolley bus, stop "Matīsa iela"

12., 25. Trolley bus, stop "1.pilsētas slimnīca"

11. Bus, stop "Bruņinieku iela"

20. Bus, stop "1.pilsētas slimnīca"

11. Tram, stop "Brīvības iela"

EMERGENCY CALLS

Fire	112
Police	110
Ambulance	113
Inquires	1180, 1188, 1199

Central phone

(in case of any accident) 112

HOTLINE FOR TOURISTS

+371 22033000

INSURANCE

Students from an EU or EFTA member state must provide an EHIC chip card (European Health Insurance Card) as proof that they are insured under a statutory health insurance scheme in their home country.

Students from other countries must take out student health insurance to cover their stay in Latvia. International exchange students can either use a private health insurance recommended by the Latvian diplomatic mission (embassy or consulate) in the relevant home country or, alternatively, can take out a student health insurance cover in Latvia which typically costs about €50 per year.

VISAS AND RESIDENCE PERMITS

	EU and EEA Citizens/ Citizens of Countries with which Latvia have non-visa regime	Non- EU and Non-EEA Citizens/ Citizens of countries who need entrance visa for coming to Latvia
Comment on visa applications	When entering Latvian territory, citizens from the EU and the EEA countries and Citizens of Countries with which Latvia have non-visa regime are required to produce either a valid passport or an identity card approved as a valid travel document. You need a residence permit if their stay lasts for longer than three months	Citizens from those countries not belonging to the EU and EEA need a valid passport. Visa requirements vary according to the nationality of the visitor and length of the stay. Applications for a visa must be submitted to a Latvian diplomatic mission in the applicant's country of permanent residence before travelling to Latvia. Please note that the process can take several weeks. The student is responsible for applying the visa him/herself. The College of Law will provide an invitation letter if needed. Please remember to request for it attach to applications form. Further information: http://www.ocma.gov.lv
Comment on residence permit	Students who intend to stay in Latvia for an uninterrupted study period of three months or longer, must obtain a residence permit through the Latvian embassy or other diplomatic mission in their home country, before traveling to Latvia. A student residence permit can be obtained for a maximum study period of one year at a time. EU and EEA citizens/citizens of Countries with which Latvia have non-visa regime can apply for residence permit once they are in Latvia. Further information: http://www.ocma.gov.lv	

LIFE IN RIGA

Riga, the capital of Latvia, was officially founded in 1201. Riga is divided into six administrative districts: Centra, Kurzeme, Ziemeļu, Latgale, Vidzeme and Zemgale districts.



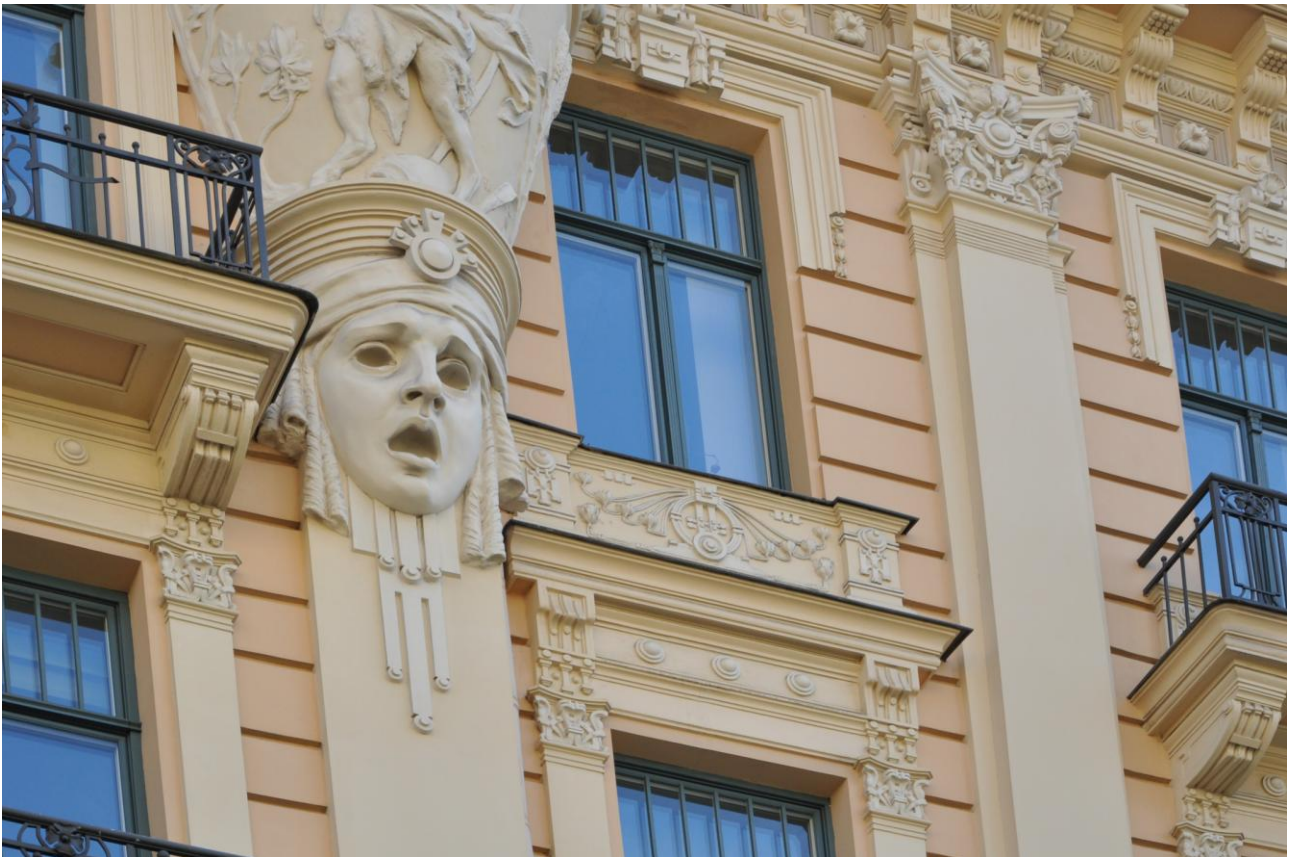
Riga is located on the shore of the Baltic Sea, at the southern coast of the Gulf of Riga, on the Riga coastal plain. The historical core of Riga is situated on the right bank of the Daugava River, about 10 kilometers from where the Daugava flows into the Gulf of Riga. The natural terrain of this area is a flat and sandy plain, about 1 to 10 meters above the sea level.

Climate in Riga is influenced by its proximity to the sea; therefore it is moderately warm and humid. Summers are comparatively cool and cloudy (average temperature in July is +16.9 C; average precipitation (rainfall) – 85 mm). Winters are comparatively warm with frequent thaws (average temperature in January – 4,7 C, thaws may set in for about 10 days a month). Snow cover forms during mid-December and may remain through mid-March. About 40% of the days in a year are cloudy (overcast), with average precipitation 700-720 mm a year.

Riga's Architecture and Environment

In the architecture of the historic centre of Riga examples of all architectural styles characteristic for the Northern Europe, from Gothic to Modernism, are found.

Buildings dating from the turn of the 19th and 20th centuries are important elements taken into account in planning development of the historic centre, oriented towards the direction of main streets in the Old City, and which emerged approximately in the 14th century. Dismantling of outdated defence systems (ramparts, dams, other fortification elements) took place between 1857 and 1863, and provided an important impetus for urban development.



As a result, the picturesque Boulevard Circle was designed and at the turn of the 19th and 20th centuries, with the rapid development of high-rise dwelling construction, unique Art Nouveau examples were created. In some districts of Riga, for various reasons, complex wooden constructions of that time have still been preserved, and that is an amazing phenomenon in the 21st century. In 1997 the historic centre of Riga due to this valued architecture was inscribed on the UNESCO World Heritage List.



MORE INFORMATION ABOUT RIGA:

www.liveriga.com/

www.local-life.com/riga

<https://www.riga.lv/EN/Channels/...Riga/...Riga/.../DziveRi>

www.liveriga.com/en/

www.aboutriga.net