

APPLICATION

Studiju virziena "Law" for assessment

Study field	<i>Law</i>
Title of the higher education institution	<i>Juridiskā koledža</i>
Registration code	<i>3347801243</i>
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Self-evaluation report

Study field "Law"

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, accredited in 2001, offering study opportunities in four major study areas – Economics, Management, Administration and Real Estate, Legal Sciences and Information Technology, Computer Engineering, Electronics, Telecommunications, Computer Control and Computer 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).

Within the study field Economics one study program “Accounting and Finance” is implemented, three study programs “Human Resource Management”, “Commerce”, “Real Estate Management” are implemented within the study field “Management, Administration and Real Estate”. Technology, Computer Science, Electronics, Telecommunications, Computer Control and Computer Science within one study program “Computer Systems, Computer Networks Administration and Programming”, within the study field Law one study program - Law .

The College also offers the opportunity to acquire professional competencies in continuing vocational education and professional training programmes.

In 2016, the College of Law was recognised as **the third best** college in Latvia, and in 2018 the College was ranked second in the top three. (Annex No. 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 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-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 define legal science as the main field of strategic specialization of the College, envisaging that the legal aspect will be devoted special attention in other College’s activities and study programmes.

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

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 College of Law is the member of several international organisations - PRME (Principle For Responsible Management), WFCP (The World Federation of Colleges and Polytechnics), AACCC (American Association of Community Colleges), EURASHE (European Association of Institution in Higher Education), FIABCI (the International Real Estate Federation).

The Sustainable Development Programme of the College envisages not only the acquisition of high quality education and professional competencies, 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.

DEVELOPMENT STRATEGY OF THE COLLEGE OF LAW FOR 2018-2023

<http://jk.lv/eng/aboutus/strategy>

Implementation of a study programme in the branches in Liepāja and Ventspils

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 branches are integrated in the system of Collage, and all work is coordinated from Riga. The branches of Liepāja and Ventspils each have one employee working at the branch 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 is organised from Riga in a centralised way.

The branches, just like the whole College, receive revenue mostly from the tuition fee. Tuition fee is transferred into one account (to which money is transferred by everyone: both the students in Riga and the branches), and this account is serviced in a centralised way by the accounting of the College.

The purpose of the CL is to create in its branches an education environment, to organise and implement the education process that would ensure reaching the goals set by the educational 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 content of studies, and to improve it, renew and supplement it in accordance with the newest trends in the sector and the labour market.

Priorities are the quality of learning, qualified teaching staff and advanced material and technical base.

All teaching staff are hired by the College of Law. The study process at the branches is planned in a centralised way from Riga, and practically it is ensured by the same teaching staff who work in Riga, involving local lecturers/practitioners, as well as guest lecturers in separate cases. Teaching staff are driven to the lectures at the branches and back home by the driver of the College of Law.

In order to ensure the study processes in Liepāja, the College of Law rents premises in Liepāja 8th Secondary School at Dunikas Street 9/11 and in Ventspils in 1st Gymnasium, Kuldīgas Street 1. The College rents premises for the library and methodological room. Both the library and the methodological room have been equipped with computers for the needs of both the teaching staff and the students. Classrooms are rented in accordance with the schedule of the study process. On Saturdays, when the studies are held by the College of Law, the secondary schools do not have classes; thus, it is possible to rent the number of premises necessary for the College. All classrooms are equipped with video projectors, computers, interactive boards. Well-equipped computer classes are also available.

Implementation of a study programme in the branches in Gulbene and Valmiera

The branch of the College of Law in Gulbene was created by taking into account the interest of the potential students in Gulbene and learning that also the students from Balvi, Alūksne and Madona cities and municipalities would prefer to study in Gulbene instead of going to Riga, since not all the potential students would be able to cover this long distance. The same can be said about the branch in Valmiera. The opinion of the local governments was asked, and it proved to be positive. Special interest was shown by Gulbene Municipality Council and Valmiera City Council which supported establishment of the College branches and aided in finding appropriate premises and employees. The employer surveys also showed that the graduates of the College would be on demand in the local labour market.

A decision to establish branches in Gulbene and Valmiera was made on 13 February 2007 (Minutes of the Board Meeting of CL No. 24)

The process of study organisation is the same as in Liepāja and Ventspils branches.

The academic staff members are not hired separately at the affiliations; the College has one Personnel Department, Accounting, Study Department, etc. Consequently, all staff members are recruited at the College of Law, stating separately in the contracts that the workplace of the academic staff member is at 1a Kronvalda Boulevard (Riga) and additionally specifying affiliations. The total working time and workload are calculated together at the College of Law, without indicating separately work at the affiliations; the study work planning is done centrally, not by each affiliation separately.

The transportation of the academic staff to the affiliations is ensured by the College, i.e., on days when studies take place, the College provides transport, which brings the academic staff to the respective affiliations and returns them to their place of residence at the end of the working day. Classes at the affiliations are planned in accordance with the study schedule of the academic year,

which is coordinated with directors of the affiliations and the Study Department and published by June 30 of the current year.

There are no separate accounting sub-accounts for affiliations' operations. Since all College activities are centrally organised, all financial flows are included in the total funding. Affiliations are places where the study process is implemented. To ensure the study process, each year the College draws up a plan for the procurement of the facilities, 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 place of study, according to the number of students.

Weekly working meetings (on Wednesdays) also address issues of material and technical support.

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, prisons and the Corruption Prevention and Combating Bureau.

The College of Law implements full-time, part-time, extramural studies, including e-studies. The College uses Moodle. 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 in Moodle. <http://e.jk.lv/>

With regard to e - studies, <http://jk.lv/eng/e-studies/e-studies> College has established the basic principles of e-studies, which are regulated by the E-studies regulations and the procedure of circulation of E-studies information. <http://jk.lv/eng/for-students/rules-are-regulations>

Table No.1

The total number of students at the College of Law

as at 2019, June 1	1278
2018	1172
2017	1137
2016	805
2015	1078
2014	1117
2013	1019

Dynamics of the number of accepted (matriculated) students is similar and ranges from 403 (academic year 2014/2015) to 485 (academic year 2018/2019). In comparison with academic year 2013/2014, the number of matriculated students per academic year has increased on average by 24%. Number of students matriculated within an academic year varies because on average 29 students are matriculated each year at a later study stage of the academic year.

On average 45% of all matriculated students perform and receive a diploma and professional qualification within the period specified by the study programmes. During the studies students take an academic leave for various reasons, and as shown by the statistical data, on average 23% of them no longer return to studies; 7,5% are exmatriculated for failure to perform during the study

programme (mostly due to the fact that a student cannot develop and deliver a qualification work by deadline); approximately 12% students are exmatriculated voluntarily on the basis of various reasons, both moving abroad, due to illness, birth of a child, or significant work load, as well as cases when the student has understood that what he studies is not really his field of interest, and other reasons; 12,5% are exmatriculated for non-performance of the obligations of agreement on obtaining education, i.e., debt of tuition fees.

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.

The activities of the structural units involved in the implementation of the first level professional higher education study programme “Law” are coordinated by the director of the programme. The following units are involved in the study process:

Study Department, which plans the study process (lecture schedule, lecturers’ work, etc.) and registers the academic performance; is responsible for software and technical resources; provides students with information; offers students and academic staff to engage in the local and international projects, etc. Director of a study programme is responsible for provision, self-assessment of the content performance of a study programme.

Academic staff 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 home assignments, provide tutorials, supervise and review the qualification papers, perform other duties related to the organisation of the study process.

The academic staff 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.

17% of the academic staff members involved in the implementation of the study programme hold a Doctoral degree, 81 % - Master’s degree.

Maintenance Department that deals with material and technical maintenance issues.

Library that provides students and academic staff with information.

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.

Annex No.2, Organisation Structure

Structure of LLC College of Law is formed by employees, the Board and Director of the educational institution, Deputy Directors, Council, Study Department, Students’ Self-government, directors of the study programmes, academic personnel and guest teaching staff, as well as the Library,

Archive, Accounting, HR and Filing Department, Economic Department, International Relations and Projects Department.

The College is operating in accordance with Regulations of the College of Law. The College Director ensures the content and financial operation of the College; Deputy Director in study work ensures the management of the study process, as well as coordinates International Relations and Projects Department; Deputy Director in administrative work ensures administrative and economic 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 students' self-government.. 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 structural units. In future the plans are in works to expand the structural unit – Training Centre – by creating Legal Consultations that would provide advise to interested persons free of charge in cooperation with the teaching staff and students. An idea of creation of the Career Centre exists as well; 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.

Legislative Acts of the College of Law –Annex No. 3, <http://jk.lv/lv/studentiem/nolikumi-un-noteikumi>

The Quality Management Policy of the College of Law, <http://jk.lv/lv/par-mums/kvalitates-vadiba>

Student Self-government

Student Self-government represents the interests of students<http://jk.lv/lv/studentiem/studentu-pasparvalde>. 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.

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 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

2016, 2017 and 2018

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

Activities:

1. In April 2016, full-time students took part in court games in administrative law at the School of Business Administration "Turība" (3rd place).
2. In April 2016, full-time students took part in the bowling tournament of the Latvian College Association and won the 20th place.
3. 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".

4. On 19 October 2016, students took part in the opening of the photo exhibition of the Minister of Justice Dz. Rasnačs.
5. 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.
6. In April 2017, full-time students took part in the court games in administrative law at the School of Business Administration "Turība" (5th place).
7. In February 2016, 2017, 2018, full-time and part-time students represented the College of Law at the exhibition "School".
8. In May 2016, 2017, 2018, students of the College of Law participated in Lattelecom Marathon.
9. 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.
10. In April 2018, within the Lawyers' Day, part-time and extramural students took part in the International Bowling Tournament in Riga.
11. In April 2017, full-time and part-time students took part in the bowling tournament of the Latvian College Association and won 1st place.
12. In November 2017, a photo exhibition of students of the College of Law "My Latvia" was opened.
13. In April 2018, full-time and part-time students took part in the bowling tournament of the Latvian College Association and won 13th place.
14. 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.

15. ERASMUS traineeship.
16. Full-time students (J.Pētersons, L.Vikse) wrote articles on ERASMUS traineeship in Italy, which were published in the Journal of the College of Law.
17. Participation of students (two) in Southwestern Advantage Practice in the USA.
18. Part-time students (R. Gicēviča, R.Logins) wrote articles on traineeship in the USA, which were published in the Journal of the College of Law.
19. 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 V.Agejeva.
20. 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.
21. Participation of students in guest lectures organised by the College of Law.
22. In October 2018, full-time students went on a day trip to Sigulda and Līgatne.
23. 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".
24. 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".
25. On 14 February 2019, Valentine's Day Ball was organised for students of the LCA.
26. On 9 April 2019, the LCA bowling tournament took place.
27. On 27 April 2019, the bowling tournament of the College of Law "Liepāja Golden Pin 2019" took place.
28. May 2019 Riga Marathon.

29. July 26, 2019 Ventspils branch students group event.
 30. Meeting of the Graduate Council of the College of Law

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 II 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 see. II.part 2.1. - 2.5. http://jk.lv/eng/aboutus/quality-management
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 II. 1.1., 2.1., 2.2., 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.	Complies http://jk.lv/eng/for-students/rules-are-regulations
4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	Complies see 3.3. - 3.6., 4.1., 4.2., 4.5. etc.

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.	Complies see II. 1.6. - 1.7., 2.1. - 2.3., 2.4., 3.1. - 3.3., 3.7., 4.2., 4.5., 5.2., III. 2.6. etc.
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 Annex No.30 Attachments confirm that the College provides an opportunity for those who wish to continue their studies to complete a full first cycle, Bachelor Degree. This means that quality assurance involves collaboration with partner HEIs that implement bachelor degree programs.

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.

The programme "Law" of the College of Law is unique in that it is the oldest of first level professional higher programmes of this type in Latvia, which has been perfected in content and maximally ensured methodically within 20 years. There is no other programme where a majority of the academic staff members are not only well prepared theoretically, but also carry out the day-to-day work at various law enforcement institutions, regularly write the textbooks used by higher education institutions throughout Latvia. The unique feature of this programme is that it regularly attracts guest lecturers from many countries around the world.

To successfully integrate into the labour market in today's turbulent environment, sole knowledge is no longer sufficient, it is necessary to continuously develop, to develop professional qualifications, skills and competences, as well as acquire new ones.

Law is an area where changes constantly take place, even if we mention changes in regulatory enactments.

Legal knowledge is required not only for a lawyer, a legal adviser and a legal assistant, legal knowledge and understanding are necessary for anyone. For example, in order to become a successful entrepreneur, it is necessary to be conversant with the fundamental legal principles, commercial science etc. A good personnel specialist should also know the legal aspects (Labour Law, Labour Protection, Record Keeping etc.). To manage one's own farm successfully, one has to be conversant with the contractual relations, the doctor must know the current legal issues regarding the patient's rights, contracts, responsibilities, etc.

Legal assistant is a mid-level specialist who deals with legal issues and is familiar with the basic areas and principles of law and the application of law. Legal knowledge is needed and used by the majority of the public, especially those who work in the spheres related to national economy. Of course, not all people can be lawyers, notaries, advocates, etc., but other economists. According to the Commercial Law, there are different types of entrepreneurs in Latvia that are not only limited liability companies or joint stock companies, but also sole proprietors; in turn, the Law on Individual (Family) Enterprises and Farmers or Fishermen's Enterprises, for example, agricultural or family businesses. It is not necessary, and often not financially feasible, to hire a lawyer, for example, for sole proprietors and small businesses to ease the financial burden. By studying legal sciences as well as general courses included in the study program, these merchants and entrepreneurs can and are capable of managing and organising their own legal-related processes, such as drawing up and concluding contracts, participating in projects, and managing their legal details. Legal expertise is also required in other professions and fields, such as medicine, real estate sales and management, etc. At present, there are over one hundred and ninety active companies in the country whose daily work is related to various legal matters. A legal assistant's competences are not limited to the notion that he or she can only work under the guidance of a lawyer, notary and advocate, but it goes beyond that, meaning that he or she can work across a wide range of sectors, for example, at HR departments, management companies, enterprises, etc., and assist in drawing up legal documents. *Taking into account constant changes in the legal regulations, a specialist for the changing work environment is educated and trained within the framework of the study program.*

Legal assistant – first level professional higher education, basic knowledge of law

Within the framework of the study field "Law", the College of Law implements one study programme "Law". The study programme has been successfully implemented since 2000, receiving a maximum of 6 years in all accreditation periods of the programme.

The College has taken a number of important aspects into account when developing the study programme. First of all, in order to become a competitive specialist, one needs to focus not only on the field of law, but also gain knowledge in other areas, so the programme includes areas such as Economics, Accounting, Mediation, etc., for the usefulness of which the College has been convinced for eighteen years with positive feedback from the graduates.

Creating the study programme, the areas where the College's graduates will work have been taken into account, thus placing greater emphasis on Civil Law, Administrative Law, less on Criminal Law.

Comparison of the study programme is made with the study programmes "Law" implemented by Albert College and the College of Business Administration. Both study programs, likewise the one implemented by the College of Law, award the professional qualification of legal assistant. The volume of the study programme implemented by the College of Business Administration is 92 CP (138 ECTS) and that by Albert College is 80 CP (120 ECTS). The College of Law and Albert College offer both full-time and part-time studies, while the College of Business Administration implements the study programme through the distance learning mode. The study programmes of all three colleges are based on the same principles, in compliance with the Cabinet Regulation No. 141 (20 March 2001) "Regulations regarding the State Standard for First Level Professional Higher

Education Standard” and pursuant to the occupational standard of legal assistant approved by the Tripartite Cooperation Sub-committee for Vocational Education and Employment on 15 April 2009. The three study programmes differ in Part C, which includes different free electives.

The study programme of the College of Law has also been compared with the Bachelor study programme “Law” (180 ECTS) implemented by Utena University of Applied Science (Lithuania)/**Utenos kolegija** <https://www.utenos-kolegija.lt/en/studies-program/law>. Utena University of Applied Science/Utenos kolegija, likewise the College of Law, offers basic law courses within its study programme <https://www.utenos-kolegija.lt/en/studies-program/law>, for example, Theory of Law, Civil Law, Civil Procedure, Administrative Law, International Law, Criminal Law, Criminal Procedure, Labour Law, Constitutional Law, European Union Law, etc.

The major difference between the two study programs is that each has different elective courses, and Utena College places great emphasis on Criminal Law in its study program. Both comparable study programs are professional. Comparison of the study programs has also been made with the aim to enable graduates of the College of Law to continue their studies at Utena College in the 3rd year in order to obtain a professional bachelor's degree.

Given the success of the short-cycle associate degree programs in the Netherlands for several years, the College programs have also been compared to the **Artesis Planij (AP) University College** Antwerp study program in Legal Assistant <https://www.ap.be/graduaat/rechtspraktijk#na-je-opleiding>. The duration of the study program, as well as the College of Law, is 120 ECTS, and the study program is mainly based on practical aspects and includes both communication and professional skills as well as knowledge and skills in the legal field. At the end of their studies they receive a diploma. AP College is currently pursuing part-time (evening) studies of three years' duration. Studies in the digital environment are also offered. The core courses of the two comparable study programs are similar, such as European Law, Constitutional Law, Administrative Law, Family and Inheritance Law, Obligatory Law, Private Law, Criminal Law, etc. Both comparable study programs provide study placements. The focus of the AP College curriculum is on economic and business issues, which are, to some extent, a niche that prepares good professionals for legal-administrative work - providing legal-administrative support to lawyers, institutions, and companies. AP College also offers short cycle study programs for graduates who are interested in continuing their studies for a full Bachelor's degree.

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 is fully in line with the strategic goals of the College, i.e. to offer high quality of studies, to ensure that theoretical knowledge acquired in the study programme is as efficient as possible in practice, etc.

One of the College's main strategic goals for the period 2012–2017 was to be among the best top three colleges in Latvia, which was successfully reached by the College, in 2017 being the third best and in 2018 – the second best (according to Prakse.lv data, where survey was organised by the Employers' Confederation of Latvia together with cooperation partners).

The strategic goal of 2018–2023 is to be the best college in Latvia.

Comparison of the College of Law study program “Law” with similar study programs is described

Annex No. 24.

The Development Strategy of the Study Field “Law” for 2018–2023 is provided in Annex No. 4.

Legal assistant is a mid-level specialist who deals with legal issues and is familiar with the basic areas and principles of law and the application of law. Legal knowledge is needed and used by the majority of the public, especially those who work in the spheres related to national economy. Of course, not all people can be lawyers, notaries, advocates, etc., but other economists. According to the Commercial Law, there are different types of entrepreneurs in Latvia that are not only limited liability companies or joint stock companies, but also sole proprietors; in turn, the Law on Individual (Family) Enterprises and Farmers or Fishermen’s Enterprises, for example, agricultural or family businesses. It is not necessary, and often not financially feasible, to hire a lawyer, for example, for sole proprietors and small businesses to ease the financial burden. By studying legal sciences as well as general courses included in the study program, these merchants and entrepreneurs can and are capable of managing and organising their own legal-related processes, such as drawing up and concluding contracts, participating in projects, and managing their legal details. Legal expertise is also required in other professions and fields, such as medicine, real estate sales and management, etc. At present, there are over one hundred and ninety active companies in the country whose daily work is related to various legal matters. A legal assistant’s competences are not limited to the notion that he or she can only work under the guidance of a lawyer, notary and advocate, but it goes beyond that, meaning that he or she can work across a wide range of sectors, for example, at HR departments, management companies, enterprises, etc., and assist in drawing up legal documents. *Taking into account constant changes in the legal regulations, a specialist for the changing work environment is educated and trained within the framework of the study program.*

Legal assistant – first level professional higher education, basic knowledge of law

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.

Table No. 4

Assessment of strengths and weaknesses (SWOT analysis) of the study programme “Law”

Strengths

Weaknesses

1. A possibility to acquire a qualified education which is on demand and useful at the labour market in a comparably short time (2-2.5 years)	1. Sometimes students do not have sufficient information and understanding of the requirements of the laws and regulations in relation to the requirements of the obtained qualification for performance of job duties. Insufficient counseling on the profession
2. Acquisition of theoretic and practical knowledge is closely linked to research work, regular conferences and publications	2. Insufficient student mobility and involvement in <u>studies</u> in foreign higher education institutions
3. The closest cooperation in the study process with potential employers	3. Complicated economic situation affecting the solvency of the students
4. Young, perspective specialists have been accepted as teaching staff	4. Insufficiently effective advertising of the study programme and poor cooperation with secondary schools, especially in branches.
5. Attraction of teaching staff in preparation and publication of textbooks and methodological training means	5. The low level of foreign language knowledge of students limits attraction of qualified foreign specialists.
6. Good cooperation with the professional associations and organisations, including foreign (LDDK, LABS, PRME, EURASHE u.c.)	
7. Spacious, well-equipped premises and possibilities to ensure the students with dormitories and catering services	
8. Participation in projects of the European Social Fund	
9. Participation in Erasmus + programme	

Development possibilities

Risks

1. To enhance cooperation with foreign and Latvian higher education institutions
2. To overcome the problems caused by the economic crisis, and in competitive circumstances to continue increasing the number of students on the basis of providing high-quality studies

1. Social status of students forcing them to take on a disproportionate work load
2. Disproportion in the higher education sector between the number of students and the broad range of offers, considering the rapid decrease in the number of residents and solvency in the country.

3. To ensure the teaching staff and students with possibilities to improve their knowledge of foreign languages

3. Due to the unstable labour market, the teaching staff take on a significant work load outside the College, as a result, the quality of studies is suffering.

4. To activate involvement of the teaching staff in professional associations; to promote international cooperation; to search for possibilities of placement of the programme students in the European countries, continuing participation in the Erasmus+ programme.

4. Provision of use of advanced and highly valuable equipment increases the costs of the study process

5. To offer training in English

Study field "Law ", development plan, Annex No. 5.

The College has planned a number of strategic actions to address its weaknesses, and more emphasis will be given to introductory lectures, informative seminars on the profession to be acquired, prospects in the labour market, and opportunities for continuing education. The College already provides this information upon commencement of studies; however, as practice demonstrates, it is necessary to increase the number of contact hours for introductory lectures.

In order to encourage students to become more active in Erasmus study mobility, meetings with students/graduates who have already taken advantage of such study opportunities are organized more frequently. Students are eager to take advantage of Erasmus traineeships, and most of the students do not participate in the Erasmus programme due to insufficient knowledge of foreign language skills. However, the College already offers foreign language courses, but the students do not take such an opportunity. In this case, the College offers students to participate in the Erasmus study programme for the minimum period of study allowed, with additional motivation to develop their foreign language skills for free at the College. With regard to the economic situation, especially the ability of students to pay at the affiliations, the College has already addressed this issue by reducing tuition fees and further analysing the situation, with the potential not to raise it. In order to be able to attract foreign specialists to the study process more successfully in the future, interpreters will be provided as far as possible in the future to overcome the language barriers of the students. For the purpose of cooperation with secondary schools and for self-promotion, the College is planning to resume its visits to secondary schools by offering a variety of lectures on topics of interest to them.

In order to prevent possible risks, one of the main aspects is to continue to improve and ensure the quality of studies, paying great attention to the practical aspect of studies, so that after graduation the specialist would have not only a strong theoretical base but also practical skills and competences. By reviewing the study content, the College will continue to explore new ways of bringing knowledge closer to practice. Regarding the high workload of academic staff members that can sometimes influence the quality of studies, it is planned to continue to actively follow the evaluation of academic staff members' work by students, to re-evaluate them, if necessary, to review the academic staff members' compliance with their duties. In order to find the opportunity to ensure the study process with high-quality equipment without increasing the cost of studies, it is planned to continue to participate in various projects, which also support the improvement of

facilities and resources, as well as to plan the financial flow in order to ensure at least the necessary minimum.

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.

Organisation Structure Annex No. 2

The College is operating in accordance with Regulations of the College of Law. The College Director together with the Deputy in study work and Deputy in administrative work ensures the study process of the College, as well as administrative and economic management. 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, student representatives 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 structural units.

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.

The College has four branches: in Gulbene, Liepāja, Valmiera, Ventspils. The training centre of the College organises further education courses. International Relations and Projects Department organises work with Erasmus students, organises placement and study possibilities of students abroad. As of 2018, the College actively participates in various EU projects. In the future, plans are in works to establish a separate structural unit – 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.

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 group of the study programme is persons who have at least secondary education.

Admission for studies takes place on the basis of the **enrolment rules of the College of Law**, which are published annually at the website of the College of Law

<http://jk.lv/eng/admission-for-2019-2020/terms-of-admission> , placed on bulletin boards, as well as available in the library and e-environment of the College of Law.

The College of Law also recognises non-formal and formal education governed by the regulations "Recognition of Results Acquired outside the Formal Education or Competences Gained by Professional Experience and Achieved in Former Education (02.02.2018.). The Regulations state, CL evaluates study results achieved outside the formal education, in former education or professional experience and determines the compliance thereof with the study programmes implemented by the CL if the results correspond to the appropriate requirements of the study programmes implemented by the CL, recognises these results, as well as assigns relevant credits. Former education of 29 students was recognised in the academic year of 2018. In the academic year 2016/2017, the professional experience of 24 students was recognized within the framework of the study program of law, they were employees of the registry departments with long-term work and professional experience, to whom the study internship was recognized.

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.

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
<http://jk.lv/lv/studentiem/jk-studentiem>

Figure No.1

The screenshot shows a website interface for a law college. The main content is a table titled "Sekmju lapa" (Courses Page) with the following columns: Priskolms (Subject), Virktjuma (Validity), Datums (Date), Studiju (Semester), Kredittpunkti (Credits), and Priskolmsa statuss (Status). The table lists numerous subjects such as "Latvian Law", "Legal History", "Jurisprudence", etc., with their respective validity dates and semester assignments.

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, as well as in the Examination Procedure Regulation at the College of Law (15 July 2004). Annex No. 6.

So far, there have been no cases 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.

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.

Information on the study field:

- in Latvian <http://jk.lv/lv/studiju-programmas/tiesibu-zinatnes>
- in English <http://jk.lv/eng/study-programmes/law>
- in Russian <http://jk.lv/rus/programmuy>

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.

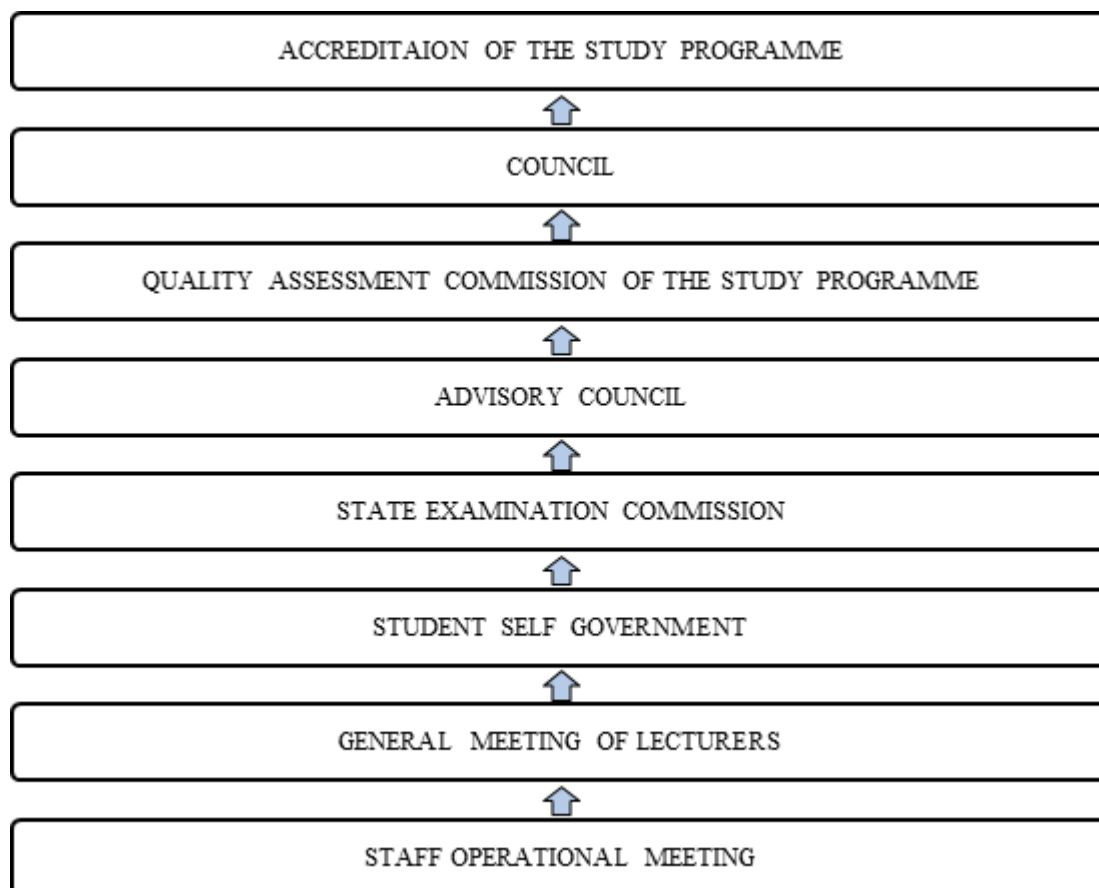
In November 2018, the College has received financial support from the European Social Fund for Specific Aid Objective 8.2.3 "Ensure Better Governance in Higher Education Institutions", project "Development and Evaluation of Management System, Improvement of Competence and Skills of Management Personnel 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/lv/studentiem/nolikumi-un-noteikumi>

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.

An integral part of quality assurance is the annual self-assessment of the study field/programme drawn up by the programme director in cooperation with the self-assessment commission of the study field/programme.

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.

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 – Kalvīte and Head of Study Department Rūta Lūce 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/lv/studentiem/nolikumi-un-noteikumi>

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.

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".

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.

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"

<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. Data analysis provides an opportunity to evaluate critical points and work on their elimination, improvement and improvement.

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 (see part II., 2.1., 2.2.) (page 19), development and approval of programmes(see part II. 1.1.) (page 15), student-centred learning, teaching and assessment (see part II 2.2., part III 2.3.) (page 24., 54), student matriculation, study process, recognition and certification of qualifications (see part I 1.6., part III 2.3., 2.4) (page 18., 55), teaching staff (see part III 4.1.) (page 64), study resources and support to students (see part II 3.1., 3.2.) (page 26), information management (see part I 1.2.), part II 1.1.,1.2.) (page 7., 15., 25), information of the public (see part II 2.2., 3.3., 5.1., 5.3.) (page 24., 40., 43).

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.

For several years, the tuition fee has remained unchanged, taking into account the economic situation in the country and the solvency level of the population.

The College's financial resources include:

- tuition fee
- revenue from other education services

- revenue from the organisation of courses and seminars
- 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.

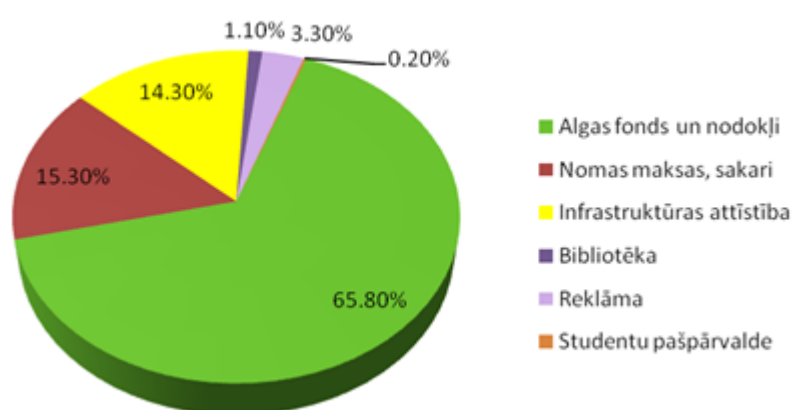
Every student concludes a learning agreement for studies, which indicates the tuition fee for the whole study period. Costs per student – 1314,00 euro.

A breakdown of expenditure is shown in Figure 2.

The costs of the study programme 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



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, gyms, 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.

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 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.

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).

In order to ensure the study process in Riga (for repair time at Kronvalda Boulevard 1a), the College of Law Ltd., based on lease agreements, uses premises at Citadeles Street 9a:

- Administration rooms – 301, 302, 304, 305, 306, 307 and 310.
- conference hall – 303
- library – 308
- lecture rooms –101, 102, 104, 201, 202, 203, 204,309, 311.

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.

Students have a long break in which to have lunch in their immediate surroundings. Students can go to the gym once a week, which is rented by the College of Law from Vocational Education Competence Centre (VECC) “Riga State Technical College”.

The College of Law has entered into a cooperation agreement with VECC Riga State Technical College on the use of lecture rooms.

The College of Law has entered into a cooperation agreement with VEEC Riga State Technical College regarding the possibility to use the dormitory of Riga State Technical College. So far, all students who have expressed a wish to live in a dormitory have been provided with accommodation. Students also have the opportunity to use the dormitory of Riga Building College.

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.

Several databases, i.e., student records, libraries, personnel management and accounting, have been set up to ensure the functioning of the College. All databases related to the study process are interconnected. This means that these systems can communicate with each other and students do not have to perform manual processes.

Within Specific Aid Objective 8.2.3 “Ensure Better Governance in Higher Education Institutions” of the European Social Fund project, it is envisaged to fully update the College databases and set up new ones by 2021 in the project of College of Law Ltd. “Development and Evaluation of Management System in Compliance with the Standard of Excellence in Management, Improvement of Competence and Skills of Management Personnel and Administration of Computer Systems, Computer Networks and Improvement of Programming Content Quality”. Within the framework of the project it is planned to develop an integrated educational management e-solution with components for business management, financial resource management and data analysis. The system will bring together all the information related to the clients of the College of Law. It will be integrated with the financial and accounting software, Moodle, web page, mail server, the Internet, active directory. The system will combine e-solutions for excellence management system model processes and information flows (including data security solutions).

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 2018, 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: "The Bailiff Institute in Latvia (1918-2018)", "The Legal System of Latvia: Collective Monograph", "Public Liability of Legal Entities", "Comments of the Constitution of the Republic of Latvia", Načisčionis J. "Administrative Law: Monograph" (2018), Sniedzīte G. "Judges' Rights: Concept and Meaning in the Doctrine of Legal Sources in Latvia", Torgans K. "Commitment Rights", Slaidiņa V. "Labour Law: Textbook", "Topical Issues of Legal Execution: 69th Conference Proceedings of the University of Latvia ", Kalniņš E. "The Spouse's Property in the Legislative Property Regimes of Spouses", Rezevska D. "The Importance and Application of General Law Principles", Danovskis E. "The Importance and Application Problems of Public and Private Law Division in Latvia", Beinaroviča O. "Living together outside of Marriage. Legislation in Europe", Gereiša Z. "Mediation. Concepts. Test. Role Play: Textbook", Mieriņa A. "International Private Law: Genesis and System", etc.

Textbooks are regularly published at the College of Law for the acquisition of study courses implemented at the College. The latest publications: "International Law: Document Collection with Comments", Vasiļevska D. "Quality Assurance Management", Bolis J., Gereiša Z. "Mediation and Negotiation", Klierders J. "Computer Science: Microsoft Office 2013/2016 ".

For the needs of students and lecturers, the Library of the College of Law subscribes to 18 periodicals of various sectors: „Jurista vārds" (Lawyer's Name), "Kapitāls" (Capital), "Balances" (Balance), "Balances Juridiskie Padomi" (Balance Legal Advice), Forbes, "Ifinances"(Ifinance), etc., as well as *Dienas Bizness* subscriptions (Accounting Guide, Real Estate, Labour Law Commentary, Personnel Management Handbook, Business Manager's Guide), and digital manuals of Business Manual Ltd. Legal information resource Juridica is also available to the students of the College of Law in the study process, we also offer to use the Lursoft Student Kit during the period of qualification paper development.

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 2018 they were RUBRIKON (encyclopaedic dictionary), CAMBRIDGE (full-text database for legal sciences), EBSCO database package Academic Search Complete (full-text data in humanities and social sciences), EMERALD (business management information), and Journal of the Royal Society Interface (full-text scientific article database). For information purposes, the website of the College provides links to the world's largest scientific database ScienceDirect (books and full-text journal articles) and the universal source of scientific publications SpringerLink, EDX

course materials and other databases.

The number of active users in 2018 – 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 academic staff members of the College of Law for the period of 2000–2019. 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.

conference 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. Kļiedere 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. Kļiedere 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. Kļiedere 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. Kļiedere 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. Kļiedere 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

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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. Kliedere I. Applied Informatics. – 4th updated ed. – Riga: College of Law, 2008. – 212 p.
 24. Kliedere 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. Conjunction 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. Klieders 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. Klieders 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. – Riga: Latvian Academy of Sciences; College of Law, 2014. – 152 p.
 19. Scientific Articles of the College of Law. 2014. – Riga: 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. – Riga: 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. – Riga: College of Law, 2018. – 80 p.
 23. Scientific Articles of the College of Law. 2018. – Riga: 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. – Riga: 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.
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 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.

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 \(2019. gada maijs\)](#)

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/lv/studentiem/nolikumi-un-noteikumi>

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/lv/vakances>.

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. 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.

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.

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.” 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 programme “Legal Sciences” study tours are regularly 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 two years, 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).

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. Currently, Doctoral students (elected as the academic staff members) (I.Amoliņa; V.Soņeca) 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.

List of the academic personnel involved in implementation of the study direction "Law" appended in Annex No. 8, bibliography of the teaching staff (Curriculum Vitae) in Annex No.9.

17 % of the academic staff members involved in the implementation of the study programme "Law" hold a Doctoral degree, 81 % - Master's degree .

ERASMUS INCOMING / OUTGOING MOBILITY at College of Law

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). All lecturers involved in mobility

are also lecturers of the study program "Law".

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 2019/2020 academic year - 5, 2018/2019 academic year - 11, 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.

Within the Erasmus+ project "Trust GLP", where the College is one of the project partners, in 2018 there were 12 students who participated in incoming mobility and in 2017 - their number was 14.

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>

Extramural and 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.

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.

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.

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 such as International Public Law, etc. develop reports on topical issues and present them in the International Science Week.

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 two years, 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 2019, the College has organised 9 International Scientific Conferences and 15 Local Conferences. (see part II 3.3.)(Scientific Articles/

Scientific Conferences of the College of Law 34 pp.). 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.Pučīte (Riga Technical University), I.Lūce (University of Latvia), D.Liduma (Liepaja 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.

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.

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.

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. 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;<http://www.unprme.org/participation/view-participants.php?partid=2914>
- WFCP (World Federation of Colleges and Polytechnics) since 2014;<https://wfcop.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>
- 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 will be 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 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 page 63 -64 of Students and page 66 of Academic Staff). *(5.2 Paragraph of Guidelines)*

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 (I.Lūce, I.Puķīte, etc.).

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.

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. (5.2 Paragraph of Guidelines)

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 been used by two students from 6 to 12 months, and traineeship mobility- by 45 students and 4 graduates (20 of them study at the programme "Law"). The credit points obtained by all students during the Erasmus+ traineeship mobility are recognised at the College. More active participation of students in incoming mobility started in 2016. At the moment, there have been four students (from Turkey) within the framework of study mobility (6-12 months).

Within the Erasmus+ traineeship mobility, students have undertaken internship at the University of Huelva (Spain), AMFI International (Italy), Guernsey Pearl (the UK), Alanya Properties (Turkey), BCHORD Ltd. (the UK), Atletas UAB (Lithuania), Swaine Solicitors (Ireland), etc.

<http://jk.lv/lv/erasmus/pieredze>

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). 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.

Within the Erasmus+ project "Trust GLP", where the College is one of the project partners, in 2018 there were 12 students who participated in incoming mobility and in 2017 -their number was 14.

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.

The internship is an integral part of the study programme (Annex No. 15., Internship Regulations and internship tasks), which students undertake in the second study year. For students, all

information about the internship is available at the College's website under Students Section, including internship offers. Within the framework of the internship, the College has concluded bilateral cooperation agreements, including with foreign cooperation partners, as well as in accordance with Internship Regulations (23 March 2006) (Annex No. 15.) tripartite cooperation agreements are concluded. Annex No. 14., Cooperation Agreements. Most students choose their own placements themselves; in cases when the student does not have this opportunity, the College helps to find an internship. Employers regularly send to the College internship offers, which are placed at the College's website under Students section. Annex No. 16. Internship Page Overview.

Students and graduates of the College of Law also use the opportunity to go for Erasmus+ traineeship abroad, such as AMFI International (Italy), Konsus Law Office (Lithuania), Swaine Solicitors (Ireland), Crossing Borders (Denmark), University of Huelva (Spain), Properties Alanya (Turkey) etc.

Three college students (Rasa Gicēviča, Ruta Kalniņa and Guntars Logins) used the opportunity to gain practical experience in the United States by undertaking Southwestern Advantage internship (<http://www.jk.lv/dokumenti/JKV6.pdf>).

For evaluation of the study process and study programmes, there is the Study Programme Quality Assessment Commission at the College. In the work of the Commission, College's academic staff members, students and employers' representatives are involved. The main task of the Study Programme Quality Assessment Commission is to develop and improve the study programmes. It is important that the Commission analyses and evaluates the strengths and weaknesses of the study programme implementation and formulates improvement measures. Issues for the improvement of the study programmes are the focus of the CL Council. The issues of the internal quality assurance system are also included in the Study Program Development Plan/Strategy of the College of Law for 2018–2023. As part of the quality management system audit and evaluation, the College cooperates with Zygon Baltic Consulting.

The College cooperates with the Latvian Lawyers' Association (director of the College of Law is a member of its Board), Latvian Academy of Sciences, related colleges and is one of the founders of the Association of Latvian Colleges. Within the framework of cooperation with the Civil Registry Department of the Ministry of Justice of the Republic of Latvia and the Ombudsman's Office of the Republic of Latvia, the students are offered topical themes for the development of qualification papers. Professional cooperation with LDDK (Latvian Confederation of Employers) and LABS (Latvian Free Trade Union) has developed within the framework of the projects.

After graduating from the College of Law, graduates have the opportunity to continue their studies at Latvian higher education institutions with whom cooperation agreements have been concluded, for example, Riga Stradins University, School of Business Administration Turība, and the Baltic International Academy. For several years, successful collaboration with Utena College has been established, where our graduates can continue their studies in the third study year. Within the framework of cooperation, lecturers from Lithuania deliver lectures to the students of Utena College (graduates of the College of Law) at the premises of the College of Law in Riga (http://jk.lv/dokumenti/Studiju%20programmas/TZ_bakalauri.pdf).

Most students of the study programmes work, thus establishing external contacts in their workplaces. Upon the completion of the study programme, students undergo internship, thus ensuring cooperation with employers, since employers are also organisers and managers of internships.

In order to improve external cooperation, mainly with employers, the State Final Examination (Qualification Examination) Commission includes employers' representatives and industry

professionals, with whom the possible themes of qualification papers are coordinated. Conducting the self-assessment of the study programme, professional industry specialists are invited for assessment.

According to Clause 11.7 of the Regulations of the College of Laws, the Council of the College has two elected representatives of employers.

The College has also established and operates an Employers Consultative Council, chaired by Aivars Borovkov, President of the Latvian Lawyers' Association, and the Graduate Council of the College of Law. Both of these councils help to improve the study programs and their implementation, deal with issues related to practice.

Cooperation agreements (for student and lecturer exchange, conference organisation, etc.) are concluded with several higher education institutions: Baltic International Academy, School of Business Administration Turiba, Riga Technical University, Riga International School of Economics and Business Administration, Business Management College, Riga Stradins University, Riga Teacher Training and Educational Management Academy, University College of Economics and Culture (Annex No. 21.), http://jk.lv/dokumenti/Studiju%20programmas/TZ_bakalauri.pdf., http://jk.lv/dokumenti/Studiju%20programmas/bakalauri_Utena.pdf

Within specific aid objective No.8.2.2 "To strengthen academic staff of higher education institutions in the fields of strategic specialization" (No.2.2.2.0/18/A/008) of the European Social Fund, during the period up to 2020 the College will employ two foreign lecturers for six months, one from Lithuania and one from Turkey.

Within the framework of the project, eight representatives of the academic staff will have the opportunity to undertake training at the company (200 hours).

Within the framework of the European Social Fund project "Justice for Development" (No.3.4.1.0/16/I/001), the College cooperates with the Court Administration, providing training on the forensic expertise and its execution (target audience - judges, prosecutors, bailiffs and investigators); a total of 800 trainees.

Within the European Social Fund project "Professional Development of Human Resources in Public Administration for Improving Regulations to Support Small and Medium-sized Enterprises" (No.3.4.2.0/15/I/001), the College cooperates with the Latvian School of Public Administration, providing training to the employees of the State Revenue Service and employees of controlling authorities; a total of 1200 trainees.

Projects: <http://jk.lv/lv/projekti/projektisam>

Guest lecturers

Table No.5

Guest lecturer	Theme
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11 February 2015	Associate Professor, Dr.iur. Uldis Ķinis (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”

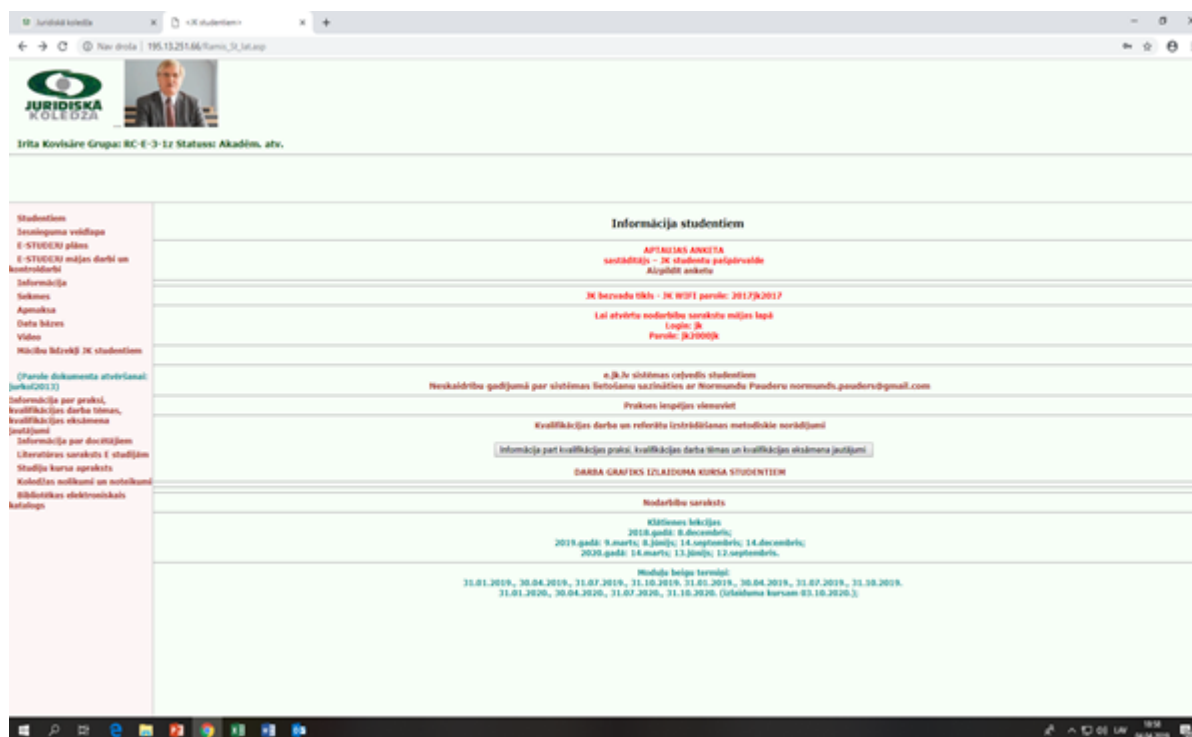
3-10 June 2017 (course)	Sandra Zīle-Gereiša (Certified Mediator)	“Basic Principles and Methods of Mediation”
17 June 2017 (course)	Inga Balode	“Presentation Making Process, Presentation Skills”
10 June 2017	Aleksejs Solovjovs (Doctoral Student, RTU)	“Server Administration”
7 July 2017	Niko Javahhišvili (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”

P.S. The list does not include guest lectures delivered within the study courses, for example, within the framework of International Public Law, lecture by Muhammad Fahim from Pakistan (Kashmir) on the Kashmir Conflict, Jildirim Hakan (Turkey) on Financial and Banking Law, Rūta Jurgelione (Lithuania), Ginatitas Bužinskas (Lithuania) on Labour Dispute Resolution Procedure in Lithuania and Employer–Employee Relationships, Viktoras Žemčiugovas (Lithuania) on the Impact of the European Union on the Development and Strengthening of Human Rights in Modern Criminal Proceedings in Lithuania, etc. Apart from guest lecturers, judges, solicitors, notaries, experts, lawyers, mediators, and other specialists are invited to deliver certain topics within the study courses.

Figure No.3



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.

joint study programs are not implemented

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 study programme accreditation took place in 2013 within the framework of project No. 2011/0012/1DP/1.12.2.1/11/IPIA/VIAA/001. The study programme was accredited for six years.

In the report of 3 March 2012, the accreditation experts of the study programme made a number of recommendations that the College should have taken into account. Practically all recommendations were already implemented by the College before the study programme accreditation meeting, i.e. submitting a list of performances to the Higher Education Council (Letter No. 3-20/5 of 15 January 2013). Expert recommendations and their execution:

Table No.6

No.	Expert recommendations	Implementation of recommendations
1.	To enrich the library stock with books in foreign languages	The library stock has been supplemented with books in foreign languages. Library resources (see part II 3.3.) (see pp 30.)

2.	To include in the study programme the study course “Second Foreign Language”	The study programme is supplemented with the study course “Professional Terminology in a Foreign Language”, 2 credit points.
3.	To strengthen international cooperation	See 5. Cooperation and Internationalization (see part II 5.1.)(pp 40)
4.	To Strengthen cooperation with the graduates	The database of graduates has been established (2013). Graduates are involved in the study process for delivering lectures, as well as in cooperation with students to provide internships, participate in conferences (see <u>Conference proceedings</u>) and events (team in a bowling tournament, get-together parties), as well as in graduate surveys, etc. The Graduate Council under the leadership of Jaroslavs Romanovičs has been established and is active.
5.	To supplement the modules of Part C of the study programme	The study programme has been supplemented with several modules of Part C, taking into account the recommendations of students, Employers' Advisory Council and graduates, as well as topicalities, i.e. European Law (in English), Personal Data Protection, Coaching, Criminal Law, and Mediation.

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).

not applicable

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.docx	3.Normatīvo aktu saraksts.docx
Information on the implementation of the study direction in the branches of the higher education institution/ college (if applicable)	INFORMATION OF STUDY PROGRAMMES IN BRANCHES.pdf	INFORMĀCIJA PAR STUDIJU ĪSTENOŠANU FILIĀLĒS.pdf
Management structure of the higher education institution/ college	2.Structure.doc	2.Struktūra 2019.doc
II. Description of the Study Direction - 1. Management of the Study Direction		
Plan for the development of the study direction (if applicable)	DEVELOPMENT STRATEGY OF STUDY DIRECTION LAW.pdf	Attīstības_stratēģija_TZ_18_23_G.docx
Management structure of the study direction	32_Org_structure_Law.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_Akadēmiskais personāls_TZ.pdf
Biographies of the teaching staff members (in Europass Curriculum Vitae format)	9_CV_Academic_staff.doc	9_CV.pdf
Summary of the statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period	ERASMUS_Teaching_mobility.pdf	ERASMUS_Docēšanas_mobilītātes.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_Academic_staff.docx	12_Docētāju publikācijas.docx
II. Description of the Study Direction - 5. Cooperation and Internationalisation		
List of cooperation agreements	14_Agreements_Cooperation_List.pdf	14_Sadarbības līgumi-saraksts.docx
Statistical data on the teaching staff and the students from abroad	Information about foreign students and lecturers.pdf	Informācija par ārvalstu studējošajiem un mācībspēkiem.pdf
Statistical data on the mobility of students (by specifying the study programmes)	Information_on_student_mobility.docx	Informācija par studējošo mobilitāti.docx
Description of the organisation of the traineeship of the students	15_Internship.docx	15_Prakses nolik_PRAKSES UZDEVUMS.docx
Information on the agreements and other documents confirming the traineeship of the students in companies	14_Agreements_Cooperation_List.pdf	14_Sadarbības līgumi-saraksts.docx
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	Implementation of Recommendations.docx	Rekomendāciju izpilde.docx
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.	25_Certificate_State_language.pdf	25_Apliecinājums_Valodu_zinasanas.PDF
Description of the Study Direction - Other mandatory attachments		
Electronically signed application form for assessment of a study direction	Application.PDF	IESNIEGUMS_JK.PDF

Other annexes

Name of document	Document
1._2017_TOP.png	1._2017_TOP.png
1.-2018_TOP.png	1.-2018_TOP.png
24_Salidzinajums_ar lidzīgām programmām__LV_EUR.docx	24_Salidzinajums_ar lidzīgām programmām__LV_EUR.docx
4.Attīstības_stratēģija_TZ_18_23_G.docx	4.Attīstības_stratēģija_TZ_18_23_G.docx
6._Kvalifikācijas eksāmena_Vertes_nolik.doc	6._Kvalifikācijas eksāmena_Vertes_nolik.doc
6._Kvalifikācijas eksāmena_Vertes_nolik.doc	6._Kvalifikācijas eksāmena_Vertes_nolik.doc
7._Vienošanās_Plagiāts.PDF	7._Vienošanās_Plagiāts.PDF
ISO_sertifikāts_latv.PDF	ISO_sertifikāts_latv.PDF
Shēma Nr.1.docx	Shēma Nr.1.docx
10._Amata apraksts.PDF	10._Amata apraksts.PDF
11._Docētāju tituli un pētījuma joma.docx	11._Docētāju tituli un pētījuma joma.docx
12._Docētāju publikācijas.docx	12._Docētāju publikācijas.docx
13._823_Darba programma.docx	13._823_Darba programma.docx
11._Docētāju tituli un pētījuma joma.docx	11._Docētāju tituli un pētījuma joma.docx
12._Docētāju publikācijas.docx	12._Docētāju publikācijas.docx
11._Docētāju tituli un pētījuma joma.docx	11._Docētāju tituli un pētījuma joma.docx
15._Prakses nolik__PRAKSES UZDEVUMS.docx	15._Prakses nolik__PRAKSES UZDEVUMS.docx
14._Līgumi.PDF	14._Līgumi.PDF
16._Prakses piedāv_kopskats.docx	16._Prakses piedāv_kopskats.docx
21._SadarbLig_augstsk. un Koledz..PDF	21._SadarbLig_augstsk. un Koledz..PDF
2.Struktūra 2019.doc	2.Struktūra 2019.doc
3.Normatīvo aktu saraksts.docx	3.Normatīvo aktu saraksts.docx
4.Attīstības_stratēģija_TZ_18_23_G.docx	4.Attīstības_stratēģija_TZ_18_23_G.docx
5._Attīstības_plans.docx	5._Attīstības_plans.docx
6._Kvalifikācijas eksāmena_Vertes_nolik.doc	6._Kvalifikācijas eksāmena_Vertes_nolik.doc
7._Vienošanās_Plagiāts.PDF	7._Vienošanās_Plagiāts.PDF
8._Akadēmiskais personāls_TZ.docx	8._Akadēmiskais personāls_TZ.docx
9._CV.doc	9._CV.doc
10._Amata apraksts.PDF	10._Amata apraksts.PDF
15._Prakses nolik__PRAKSES UZDEVUMS.docx	15._Prakses nolik__PRAKSES UZDEVUMS.docx
16._Prakses piedāv_kopskats.docx	16._Prakses piedāv_kopskats.docx
17_Statistika.xlsx	17_Statistika.xlsx
18._TZ_Prof.standarts.docx	18._TZ_Prof.standarts.docx
19._TZ_Valsts_standarts.docx	19._TZ_Valsts_standarts.docx
20._Studiju_kursu apraksti.docx	20._Studiju_kursu apraksti.docx
21._SadarbLig_augstsk. un Koledz..PDF	21._SadarbLig_augstsk. un Koledz..PDF
22._Kartējums_TZ.docx	22._Kartējums_TZ.docx

23_ Studiju programmasplans.docx	23_ Studiju programmasplans.docx
24_Salidzinajums_ar lidzigam programmam__LV_EUR.docx	24_Salidzinajums_ar lidzigam programmam__LV_EUR.docx
25_Apliecinajums_Valodu_zinasanas.PDF	25_Apliecinajums_Valodu_zinasanas.PDF
26_Apliecinajums_Garantijas.PDF	26_Apliecinajums_Garantijas.PDF
27_Apliecinajums_Svessvaloda.PDF	27_Apliecinajums_Svessvaloda.PDF
28_Diploms.PDF	28_Diploms.PDF
28_1_Diploma_pielikums_paraugs_lat.pdf	28_1_Diploma_pielikums_paraugs_lat.pdf
29_Sadarbibas_lig_studiju_partraukssanas_gadjuma.PDF	29_Sadarbibas_lig_studiju_partraukssanas_gadjuma.PDF
30_Ligumi_Studiju_turpinasana.PDF	30_Ligumi_Studiju_turpinasana.PDF
31_Studiju_ligums.pdf	31_Studiju_ligums.pdf
24_Compeasion with similar programms_LV_EN.docx	24_Compeasion with similar programms_LV_EN.docx
4_ Development_Strategy_Law.docx	4_ Development_Strategy_Law.docx
6_Knowledge_assessment.doc	6_Knowledge_assessment.doc
6_Knowledge_assessment.doc	6_Knowledge_assessment.doc
7_Agreement_Plagiarism.PDF	7_Agreement_Plagiarism.PDF
Scheme No 1.docx	Scheme No 1.docx
ISO_eng.docx	ISO_eng.docx
11_ Research_activity_Academic_staff.docx	11_ Research_activity_Academic_staff.docx
12_ Publications_Academic_staff.docx	12_ Publications_Academic_staff.docx
12_ Publications_Academic_staff.docx	12_ Publications_Academic_staff.docx
11_ Research_activity_Academic_staff.docx	11_ Research_activity_Academic_staff.docx
12_ Publications_Academic_staff.docx	12_ Publications_Academic_staff.docx
13_ 823_Project.docx	13_ 823_Project.docx
14_ Agreements.PDF	14_ Agreements.PDF
14_ Agreements_Cooperation_List.docx	14_ Agreements_Cooperation_List.docx
14_ Agreements.PDF	14_ Agreements.PDF
15_ Internship.docx	15_ Internship.docx
16_ Internship_offer_webpg.docx	16_ Internship_offer_webpg.docx
21_ Cooperation_agreemens_HE.PDF	21_ Cooperation_agreemens_HE.PDF
2.Structure.doc	2.Structure.doc
3_ Rgulation.docx	3_ Rgulation.docx
4_ Development_Strategy_Law.docx	4_ Development_Strategy_Law.docx
5_ Development Plan of the Study Field.docx	5_ Development Plan of the Study Field.docx
6_Knowledge_assessment.doc	6_Knowledge_assessment.doc
7_Agreement_Plagiarism.PDF	7_Agreement_Plagiarism.PDF
8_Academic_Staff.docx	8_Academic_Staff.docx
9_CV_Academic_staff.doc	9_CV_Academic_staff.doc
13_ 823_Project.docx	13_ 823_Project.docx
14_ Agreements.PDF	14_ Agreements.PDF
14_ Agreements_Cooperation_List.docx	14_ Agreements_Cooperation_List.docx

15._Internship.docx	15._Internship.docx
16._Internship_offer_webpg.docx	16._Internship_offer_webpg.docx
17_Statistics.xlsx	17_Statistics.xlsx
18._Compliance_Occupational_Standard.docx	18._Compliance_Occupational_Standard.docx
19._Compliance of the State Education Standard.docx	19._Compliance of the State Education Standard.docx
20._Cours_description.docx	20._Cours_description.docx
21._Cooperation_agreemens_HE.PDF	21._Cooperation_agreemens_HE.PDF
22._Mapping.docx	22._Mapping.docx
24_Compeasion with similar programms_LV_EN.docx	24_Compeasion with similar programms_LV_EN.docx
25_Cerification__State_language.PDF	25_Cerification__State_language.PDF
26_Certification_Garantee.PDF	26_Certification_Garantee.PDF
27_Certfication_Foreign_language.PDF	27_Certfication_Foreign_language.PDF
28_1_Diploma_supplement.pdf	28_1_Diploma_supplement.pdf
28_Diplom.PDF	28_Diplom.PDF
29_Cooperation_agreements_(termination of the program).PDF	29_Cooperation_agreements_(termination of the program).PDF
30_Cooperation_agreements_for_further_studies.PDF	30_Cooperation_agreements_for_further_studies.PDF
31_Study_agreement.pdf	31_Study_agreement.pdf
17_Statistics.xlsx	17_Statistics.xlsx
17_Statistics.xlsx	17_Statistics.xlsx
14._Agreements_Cooperation_List.docx	14._Agreements_Cooperation_List.docx
INFORMATION OF STUDY PROGRAMMES IN BRANCHES.docx	INFORMATION OF STUDY PROGRAMMES IN BRANCHES.docx
INFORMĀCIJA PAR STUDIJU ĪSTENOŠANU FILIĀLĒS.docx	INFORMĀCIJA PAR STUDIJU ĪSTENOŠANU FILIĀLĒS.docx
23._Study_programma_plan.docx	23._Study_programma_plan.docx
PASSNOVERTEJUMA_ZINNOJUMS_TZ.docx	PASSNOVERTEJUMA_ZINNOJUMS_TZ.docx
Self_assesment_Report_Law.docx	Self_assesment_Report_Law.docx

Law Science

Title of the higher education institution	<i>Law</i>
ProcedureStudyProgram.Name	<i>Law Science</i>
Education classification code	<i>41380</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Intra</i>
Surname of the study programme director	<i>Lūce</i>
E-mail of the study programme director	<i>intra@jk.lv</i>
Title of the study programme director	<i>Phd., M.iur.</i>
Phone of the study programme director	<i>+37129454614</i>
Goal of the study programme	<i>within two years to educate and train theoretically knowledgeable and practically capable specialists for national economy and law enforcement institutions</i>
Tasks of the study programme	<i>To educate and train state and private sector specialists who are conversant with fundamental legal principles, able to apply appropriate legal norms</i>
Results of the study programme	<p><i>Knows the basic legal principles, legal rhetoric and the importance of logic in law. Knows the basic principles of accounting and economics and the related legal framework. Understands the nature and importance of the history of law, understands the nature, content and application of the main areas of law, understands the nature and importance of the European Union and international law, including in the context of Latvia. Understands issues related to legal ethics and communication, understands procedural issues and their application, is able to apply knowledge of legal document analysis and text writing.</i></p> <p><i>Capable to orientate in legal matters, to check the compliance of the procedure and drawing up of legal documents with the requirements of legal norms, to organize record keeping and to draw up documents in accordance with the normative acts on record keeping and drafting of documents; find, collect and classify legal information, etc.</i></p> <p><i>Able to carry out an analysis of the relevance of the facts to the composition of the provision and to draw a legal conclusion. To argue the legal conclusions. Find the applicable law. To draw up documents and check the conformity of documents with the normative acts of record keeping. To use computer programs necessary for carrying out legal work, in particular legal material databases. Organize and implement record keeping. Use legal information resources. To master the official and foreign language</i></p>
Final examination upon the completion of the study programme	<i>Final qualification examination (written part of the qualification examination and 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)	88
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>legal assistant</i>

Part time studies - 2 years, 5 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	5
Language	<i>latvian</i>
Amount (CP)	88
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>legal assistant</i>

Part time extramural studies - 2 years, 5 months - latvian

Study type and form	<i>Part time extramural studies</i>
Duration in full years	2
Duration in month	5
Language	<i>latvian</i>
Amount (CP)	88
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>legal assistant</i>

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

Study Programme "Law"

Table No. 7

Title of the study programme	Law
Title of the study programme in English	Law
Study programme code according to the classification of the Latvian education	41380
Type and level of the study programme	First level professional higher education programme
Acquired qualification level (GNI/ECI)	4/5
Occupation code in the Occupational Classification System	341102
Volume of the study programme (CP, ECTS recommended)	88/132
Form of implementation, type, duration (if less than one year, indicate in months) and language of implementation:	Part time and full time studies Latvian / English, 2 years 2 months - 2 years 5 months
full time	2 years 2 months, Latvian / English
part-time studies	2 years 5 months, Latvian / English
extramural studies	2 years 5 months, Latvian / English
extramural studies (distance learning)	2 years 5 months, Latvian / English
Place of implementation	Riga, Kronvalda Blvd 1a, Gulbene - Līla Street 21, Ventspils - Kuldīgas Street 1, Liepāja - Dunikas Street 9/11, Valmiera - L.Paegles 42.

Director of the study programme	PhD., M.iur. Intra Lūce
Admission requirements	General secondary education or vocational secondary education
The degree, professional qualification or degree and professional qualification awarded	First level professional higher education, professional qualification – Legal Assistant
The aim of the study programme	The aim of the study programme corresponds to the mission of the College of Law – within two years to educate and train theoretically knowledgeable and practically capable specialists for national economy and law enforcement institutions, emphasizing the specifics of Latvia as a member of the European Union.
Tasks of the study programme	<ol style="list-style-type: none"> 1. 1. To educate and train state and private sector specialists who are conversant with fundamental legal principles, able to apply appropriate legal norms, as well as to specialise students in one of the chosen specialisation areas: real estate law, labour and social rights, mediation, the European law (in English), criminal law, personal data protection and coaching. 2. To conduct applied research in law, organise conferences and publish their results. 3. 3. To ensure in-service training for students in their chosen specialisation.
Learning outcomes	The learning outcomes are verifiable and in line with the aims and tasks of the study programme. Upon successful acquisition of the study programme, the professional qualification of legal assistant (occupation code – 3411 02) is awarded. The graduates demonstrate (1) the knowledge of fundamental legal principles; (2) the ability to verify the compliance of the procedure for the adoption and drawing up of legal documents with the requirements of legal norms; (3) the ability to keep records and draw up documents in accordance with the regulatory enactments regarding record keeping and paperwork; (4) the ability to find, collect and classify legal information.

Final examination

Final qualification examination (written part of the qualification examination and defence of the qualification paper)

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 programme Law is the first and oldest study programme of the College (also in the higher education space of Latvia); thus, it still forms the largest share of students in relation to the other study programmes.

The student statistics of the last three academic years is as follows:

Table No. 8

Academic year	Matriculated	Exmatriculated	Graduates	Students
2012/2013	353	186	131	672
2013/2014	265	186	120	401
2014/2015	299	160	122	488
2015/2016	278	185	111	450
2016/2017	286	122	99	466
2017/2018	233	135	103	638
2018/2019	279	105	123	675

As shown by the statistical data, then the study programme is performed in timely manner, diploma and professional qualification of an assistant to the lawyer is received by approximately 50% of students. In the academic year of 2018/2019 it was 53%, in the academic year of 2017/2018 it was 47%. The most students participate in part-time studies, approximately 80%. All students study by their own means; the College does not have budget places for studies. As shown by the collected statistical data, of all students of the programme 74% are women and 26% are men; the average age of the students is 35-39.

When evaluating the data provided in the Table No. 8, it can be seen that the number of students exmatriculated during the study time is sufficiently large. The main reasons for exmatriculation are non-performance of the study programme, non-performance of the financial obligations of the Contract on Obtaining Education; non-renewal of the studies after the academic leave, and voluntary withdrawal. The survey of students who stop the studies voluntarily shows that the main

reasons are moving abroad, inability to combine work, family and studies, change of place of residence, as well as the fact that upon starting studies they understand that the law is not the right choice. In some cases when students have understood that the law is not the area they are interested in, they choose another study programme of the College and graduate from it successfully; the most popular choice is the management of human resources and management and administration of real estate.

Study language is Latvian; however, studies in English are provided to the foreign students arriving within the framework of Erasmus + programme or who have chosen to study in Latvia. Currently 2 students from Turkey have studied from 6 months to 1 year within the framework of Erasmus + programme, and continuous studies are undertaken by one student from Kashmir. In 1 September 2019, two students from Turkey, Erzincan University started studies at the College from 6 months to 1 year.

Summary of statistical data provided in Annex No. 17.

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 “Law” is closely related to the learning outcomes, aims and tasks to be achieved. The title of the study programme is related to the professional qualification of legal assistant to be awarded and to the effective regulatory enactments, including the Cabinet of Ministers Regulations No. 846 (as of 10 October 2006) “Regulations regarding the Requirements, Criteria and Procedures for Admission to Study Programmes”.

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 needed to successfully integrate into the labour market. For employers, it is important that the potential employees are well educated and competent in their field of specialisation; therefore, jobseekers with higher education have a greater advantage. As a result of the rapid economic change and globalization processes, basic knowledge is no longer sufficient, and employees need to constantly develop their professional qualifications. Nowadays it is no

longer possible to acquire the knowledge for life even in 4-5 years, because the acquired knowledge is gradually aging. Thus, the development and functioning of the lifelong learning support system are essential, so that even the employees would have the opportunity to increase their competitiveness, develop their qualification, increase their productivity, thus contributing to the overall state income and welfare.

The aim of the first level professional higher education study programme, in accordance with the occupational standard, is to educate and train students for a particular profession so that they would be conversant with the fundamental legal principles and be able to apply legal norms, promoting their development into a spiritually and physically developed, free, responsible and creative personality, to develop knowledge and skills, attitudes that enable the students to acquire the relevant qualification and promote their competitiveness in changing socio-economic conditions, create motivation for professional development and further education in the fields of law or other fields and provide the students with the opportunity to acquire the relevant professional higher education.

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 aims and tasks of the study programme correspond to the Framework for Qualifications of the European Higher Education Area and Level 5 of the European Qualifications Framework (EQF) (Regulations on the Education Classification in Latvia, Cabinet of Ministers Regulation No.322, 13 July 2017).

The aim of the study programme corresponds to the mission of the College of Law - within two years to educate and train theoretically knowledgeable and practically capable specialists for national economy and law enforcement institutions, emphasizing the specifics of Latvia as a member of the European Union. Students in the programme specialise in fields that cannot be acquired in any other college in Latvia: real estate law, labour and social rights, mediation and the European law (English), criminal law, personal data protection and coaching. In addition, the affiliations of the College take into

The learning outcomes are verifiable and in line with the aims and tasks of the study programme. Upon successful acquisition of the study programme, the professional qualification of legal assistant (occupation code - 3411 02) is awarded.

The development of the College of Law is planned on the basis of quality assurance of studies, which can only allow the programme to survive and develop under conditions of increased competition in higher education. Specific measures are included in the Development Plan of the College of Law.

The study programme "Law" has been developed in accordance with the Law on Education of the Republic of Latvia, the Law on Vocational Education and the Law on Institutions of Higher Education, as well as the regulations of the Cabinet of Ministers regulating the first level professional higher education.

The requirements for the qualification of a legal assistant comply with the Regulation of the Cabinet of Ministers of the Republic of Latvia No.264 (23 May 2017) “Classification of Occupations, the Basic Tasks Appropriate to the Occupation and the Basic Qualification Requirements” (occupation code of legal assistant – 3411 02) and the occupational standard of a legal assistant that was confirmed by the Tripartite Cooperation Sub-council on Vocational Education and Employment on 15 April 2009 (Minutes No. 4). <https://visc.gov.lv/profizglitiba/dokumenti/standarti/ps0215.pdf> Compliance of the study programme with the occupational standard of legal assistant- Annex No. 18.

The College of Law implements full-time, part-time, extramural studies, including e-studies.

The total volume of the study programme is 88 credit points.

The volume of the study programme “Law” corresponds to the state first level professional higher education standard. According to the Regulation of the Cabinet of Ministers No. 141 as of 20 March 2001, “Regulations regarding the State Standard for First Level Professional Higher Education”, the study programme consists of:

- general education courses – 20CP;
- field-specific study courses – 44CP, including:

compulsory courses of a particular profession – 41CP;

elective study courses (one course should be chosen by a student) – 3 CP

Internship – 16 CP;

Qualification Paper – 8 CP.

Annex No.19.

account the specifics of the region by including additional topics that are covered during lectures and providing student placements. The Advisory Council of the College, which represents employers and representatives of the Law Society of Latvia, takes care to ensure that the programme is constantly improved and adapted to meet the labour market requirements.

Tasks:

1. To educate and train state and private sector specialists who are conversant with fundamental legal principles, able to apply appropriate legal norms, as well as to specialise students in one of the chosen specialisation areas: real estate law, labour and social rights, mediation, the European law (in English), criminal law, personal data protection and coaching.
2. To conduct applied research in law, organise conferences and publish their results.
3. To ensure in-service training for students in their chosen specialisation.

The learning outcomes are verifiable and in line with the aims and tasks of the study programme. Upon successful acquisition of the study programme, the professional qualification of legal assistant (occupation code – 3411 02) is awarded.

The development of the College of Law is planned on the basis of quality assurance of studies, which can only allow the programme to survive and develop under conditions of increased competition in higher education. Specific measures are included in the Development Plan of the College of Law.

The study programme “Law” has been developed in accordance with the Law on Education of the Republic of Latvia, the Law on Vocational Education and the Law on Institutions of Higher Education, as well as the regulations of the Cabinet of Ministers regulating the first level

professional higher education.

The requirements for the qualification of a legal assistant comply with the Regulation of the Cabinet of Ministers of the Republic of Latvia No.264 (23 May 2017) “Classification of Occupations, the Basic Tasks Appropriate to the Occupation and the Basic Qualification Requirements” (occupation code of legal assistant – 3411 02) and the occupational standard of a legal assistant that was confirmed by the Tripartite Cooperation Sub-council on Vocational Education and Employment on 15 April 2009 (Minutes No. 4). <https://visc.gov.lv/profizglitiba/dokumenti/standarti/ps0215.pdf> Compliance of the study programme with the occupational standard of legal assistant- Annex No. 18.

The College of Law implements full-time, part-time, extramural studies, including e-studies.

The total volume of the study programme is 88 credit points.

The volume of the study programme “Law” corresponds to the state first level professional higher education standard. According to the Regulation of the Cabinet of Ministers No. 141 as of 20 March 2001, “Regulations regarding the State Standard for First Level Professional Higher Education”, the study programme consists of:

- general education courses – 20CP;
- field-specific study courses – 44CP, including:

compulsory courses of a particular profession – 41CP;

elective study courses (one course should be chosen by a student) – 3 CP

Internship – 16 CP;

Qualification Paper – 8 CP.

Annex No.19.

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 determines that the study process is based on the student’s independent work, which is facilitated by academic staff in the classrooms. At the beginning of studies, students acquire the methodology how to learn. The learning outcomes are determined according to the standard and oriented to the successful application of the theoretical knowledge gained by the graduate in practice.

Study courses consist of lectures, seminars and practical classes. During the course of studies, discussions, situation analyses, case studies and problem-based learning take place. To improve students’ professional skills, role plays are also used. By organising the study process, the study methods should promote the student’s responsibility for self-learning, as the methods are oriented to 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. A lot of attention is devoted to practical work, situation analysis, situation simulations, field trips pp. 11, as well as specialists and scholars of the relevant field are attracted – guest lecturers as well as guest professors or associate professors deliver a separate lecture or a series of lectures pp. 44. .During the study process, students’ communication, the ability to work in a group, overcome conflicts, be self-confident are promoted. Great attention is devoted to honesty, creative use of knowledge, acquisition of scientific cognitive methods, development of the ability to solve tasks independently. (Regulation on Academic Integrity and the Inadmissibility of Plagiarism)

The course of studies is determined by **the Study Regulation, Tuition Fee Regulation**, as well as other norms and regulations.

The students are provided with tutorials, they are informed about them in the e-environment, and this information is placed on the bulletin board. **Both individual and group tutorials are organised.** Students have access to both telephone numbers and e-mails of academic staff. Lecturers work individually with students, especially with those who have not successfully passed tests or have not passed a test or examination at all. To achieve the learning outcomes in the study process, the students, when starting their studies at the College, as well as starting to acquire each individual study course, are introduced to the aims, tasks and learning outcomes, as well as the evaluation criteria.

The procedure and assessment of examinations are based on two [regulations](#) – **Examination Procedure Regulation at the College of Law** and **Regulation on Student Knowledge Assessment**. The procedure of state examination, including assessment, is regulated by the State Examination (Qualification Examination) Regulation.

An integral part of the study process is scientific research work (applied research), in which students are involved in the first semester after attending lectures on the methodology of scientific research work.

The study programme is improved/reviewed once in the academic year, making self-assessment of the study programme based on:

- 1) the opinions expressed by students/graduates/employers in the survey; (pp 59 - 63.).
- 2) evaluation of the results of the qualification examination and the results of regular progress assessments.
- 3) recommendations made by representatives of bodies at which internship takes place and by employers. Student results are regularly analysed at meetings of the Board of the College of Law, at meetings of the State Examination Commission, by the Advisory Council, at general meetings of academic staff, by the Study Programme Quality Assessment Committee, the Student Self-Government and at operational meetings.

The learning outcomes are reflected in the study course syllabi (Annex No.20.)

Study programme is provided in Annex No.8.

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.

Internship is an integral part of the study programme of the College of Law. It is organised according to the aims and tasks of the study programme and corresponds to the professional qualification of a legal assistant. The amount of internship is 16 credit points; it is undertaken by students at the end of the second study year. The internship is regulated by the Law on Vocational Education, Regulations of the Cabinet of Ministers and **the Internship Regulation of the College of Law**.

At the end of the internship, the student submits an internship report, which is signed by the representative of an organisation, at which internship has been undertaken. The report is evaluated by the commission of the College.

In today's society there are no human activities that do not require legal knowledge. The relatively high prestige of the lawyer profession and the demand for it in the labour market for several years allow stating that graduates of the College of Law have good job prospects because they acquire high-quality knowledge of legal sciences.

The College of Law educates and trains specialists in two years who are conversant with the laws of the Republic of Latvia and international regulatory enactments.

A legal assistant can work in a wide range of fields –to become an assistant of a notary, lawyer, judge, a lawyer, to work at public administration and private bodies, to provide legal advice, etc.

To improve the quality of internship, in cooperation with students, graduates, employers and academic staff, every year internship tasks (Annex No.15) are reviewed, their compliance with labour market requirements is evaluated.

Latvia is a full member of the European Union, its citizens and students have a great opportunity to work and study in one of the countries of the European Union. The College of Law, with its study programme, educates and trains professionals who are competitive in the European labour market.

The College has concluded several bilateral cooperation agreements on student internship (Annex No.14), but at the same time students can choose themselves the organisation, at which to undergo internship. A tripartite cooperation agreement is signed by the College, the student and the organisation, at which the student undertakes internship. Tripartite cooperation agreements on apprenticeships are also concluded under the Erasmus + program. Erasmus + traineeships can be completed by a graduate, two years after graduation, and two graduates from the practice countries have chosen Lithuania and Ireland.

In 2017, most contracts were concluded with the Municipal Police, State Police, Court Administration, as well as with the Supreme Court of the Republic of Latvia, the Ministry of Transport, the Prison Administration, Orphan's Courts of Durbe, Sigulda district and Riga, councils of Saulkrasti, Livani, Carnikava, Jurmala, Kocene, Valka, Aloja, municipalities of Limbaži and Kekava districts, Paul Stradins Clinical University Hospital, State Security Agency, Enterprise Register of the Republic of Latvia, Civil Registry of Saldus and Aluksne districts, Pāvula Jurjans Music School, Riga City Council, State Revenue Service, JSC Swedbank, NAF Military Police, State Forest Service, Asylum Seekers Housing Division, Social Integration State Agency, State Education Development Agency, Liepaja Court, Corvin Real Estate. Agreements are also concluded with limited liability companies, societies, foundations and sworn notary offices.

In 2018, 125 trilateral internship agreements were concluded with the Court Administration, Tele 2 Ltd., Logistics Command of the Armed Forces, New Yorker Latvia Ltd., the Latvian Scirocco Club, Sworn Notary Office, Austrumvidzeme Ltd., Saeima of the Republic of Latvia, Nature Conservation

Agency, Society Muldava 9, Riga City Northern Civil Registry Office, Regional Investment Bank, Office of Citizenship and Migration Affairs of the Ministry of the Interior of the Republic of Latvia, Association "Gaišo domu platform", Prison Administration, Ministry of Agriculture, Arčers Ltd., JSC Latvian Railways, State Social Insurance Agency, DTA Office, State Police, Riga Municipality Police, Latvian Post Office, Vidzeme Regional Court, Kurzeme Regional Court, Valka Regional Council, Legal Agency, micro-enterprise Sandra Maksimova Legal Services, Rujiena Municipality, Skrundas komunālā saimniecība Ltd., Riga Style and Fashion Technical School, Limbazi District Social Service, Vecumnieki District Council, Civil Registry Department, Koknese District Council, Jēkabpils Municipality, Stopini District Council, Rucava District Council, Riga Technical University, Orphan's Court of Kekava, Kandava utilities, Riga City Civil Registry Department.

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 the aims of the internship is also to collect information and materials for the qualification paper. The students of the College develop their qualification papers on a wide range of topics.

In 2016, there were 121 themes of qualification papers. Theme 31 "Labour Law: Establishment of Labour Relations" as the topic of qualification paper was chosen by 15 students; "Form and Content of Employment Contract" – by 8 students, such as Working Hours, Establishment of Employment Relations, Organization of Working Time in Institutions Established by the Municipality, Collective Agreement, Rest Time and Its Types, Termination of Employment Relationships, Rights and Obligations of an Employee.

Theme 16 "Administrative Law", "Administrative Process", Theme 15 "Civil Procedure" and Theme 12 "Family Law" were also among popular topics of qualification papers.

For publication in the collection of scientific papers of the College of Law, the following qualification papers were put forward: "Prevention of Laundering of Proceeds of Crime", "Principle of Legitimate Expectation in the Case Law of Administrative Court", "Ensuring the Equality Principle in Labour Relations", "Rights and Obligations of Municipality in Work with Environmentally Degrading Buildings".

In autumn of 2017, graduates of the study programme "Law" submitted applications for 120 themes of the qualification paper. Theme 31 "**Labour Law**" was the most popular – Employer-Initiated Termination, Form and Content of Employment Contract, Vacation and Its Calculation Procedure, Labour Disputes and Their Settlement Procedure, Rights and Obligations of an Employee, Collective Agreement, Establishment of Employment Relationships, Rest Time and Its Types, Employee Absence.

The theme "**Family Law**" was also topical – Divorce in Court, Legal Matrimonial Property Relationships, Establishment of Marriage Legal Relationships, Adoption, Custody. The theme "**Administrative Law and Administrative Procedure Law**" was also chosen by students – Administrative Penalties and Their Application in the Field of Tax Control to the State Revenue Service, Types of Administrative Penalties, Administrative Penalties and Their Application to Public Order Risk in the State Police, Administrative Responsibility for Violations Affecting Public Order, Administrative Court Practice on Administrative Acts adopted by the Rural Support Service. The theme "**Civil Procedure**" was also popular – Appeal Proceedings in Civil Procedure, Legal

Protection Proceedings, Insolvency Proceedings of a Natural Entity,

Application of Enforcement Measures to Enforcement of a Judgment, International Judicial Cooperation, Responsibility of a Member of the Board in Case of Public Insolvency. The students also chose the theme "**Criminal Law**" – Basic Penalties in Criminal Law, State Police Competence in Prevention of Violence, Role of the Order Police in Crime Prevention, Criminal Aspects of Theft as a Criminal Offense, Responsibility for the Sale of Narcotic and Psychotropic Substances, Victim in Criminal Proceedings, Assassination in Aggravating Circumstances. **More topics:** Social Benefits, Constitutional Supervision of Honour and Dignity in the Republic of Latvia, Source of Increased Danger and Compensation for Damage Caused by it, Land Register and Its Competence, Mediation, Restrictions on Forest Use Rights, Compulsory Motor Third Party Liability Insurance.

In February and October of 2017, the State Qualification Paper Defence Committee recognised that the following qualification papers were developed excellently and their main statements were recommended to be published in the collection of scientific papers of the College of Law: Forced Recovery on Real Estate, Intellectual Property in the European Law, Agricultural Land Purchase Agreement, Administrative Penalties and Their Application in the Field of Tax Control to the State Revenue Service, Administrative Procedure Implemented within the Auditing of Personal Income Tax, Rights of Passengers due to Denied Boarding and Flight Cancellation or Long Delay of the Flight, Asylum Procedure.

In 2018, 131 themes were chosen. The most popular theme was **theme 27 "Family Law"**: Legal Status of Foster Families, Legal Regulation of Marriage Registration, Adoption, Orphan's Court and Its Role in the Adoption Process, Legal Regulation for Changing Name and Surname, Legal Regulation of Birth Registration, Divorce, Implementation of Parental Rights and Obligations in the Inter-institutional Cooperation, Role of the Orphan's Court in Protection of Children's Rights, Legal Regulation of the Registration of the Death Fact, Determination of the Child's Origin, Legal Aspects and Legal Consequences of Marriage, Engagement and Marriage, Development of Marriage Ceremony in Latvia and Legal Regulation, Out-of-Family Care of Children. **Theme 22 "Labour Law"** was also topical: Establishment of Labour Relations, Form and Content of Employment Contract.

Topics of interest: Cryptocurrency as a Means of Money, Naturalization – Admission to the Latvian Citizenship, Legal Regulation of Green Public Procurement, Inclusive Education in Latvia, Hunting Resource Monitoring and Hunting Control, Competence of the Ministry of Justice in Projects Implemented by the Norwegian Financial Mechanism, Problems with Road Servitudes Established During Land Reform.

For **publication** in the collection of scientific papers of the College of Law, the following qualification papers were put forward:

Legal Regulation of Green Public Procurement, Orphan's Court and Its Role in the Adoption Process, Legal Regulation for Changing Name and Surname, Legal Regulation for Municipal Informative Publications in Latvia, Procedural Order of Civil Proceedings in the Court of First Instance, Out-of-Family Care of Children, Competence of Riga City Construction Board in Eliminating the Consequences of Arbitrary Construction, Administrative Process in the Implementation of the National Fire Safety Policy, Cryptocurrency as a Means of Money, Form and Content of Employment Contract.

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.

The student survey is conducted by both the administration of the College and the Student Self-government. The survey organised by the Student Self-government takes place throughout the study period, it is electronic and available at the College's website under the Student Section. The Student Self-government regularly communicates the results of the survey to the administration of the College that analyses them and presents the academic and administrative staff with the results of the survey (both weekly and annual). The results of the survey are discussed with students, current issues are resolved, solutions are found. Student survey covers a number of issues related to the study process, for example, the replies to the question of how students evaluate their choice of study were as follows: 42.2% of students said that the choice was very good, 37.8% - good, 17.8% - satisfactory and 2.2% - bad. 56.8% of students stated that the lecture schedule was ideal. In terms of library resources, 51.8% of students indicated that most of the literature needed for studies was available, 37.8% stated that all the literature needed for training was available, the remaining 11.1% of the students replied that a minimum number of books was available, books were not topical, available literature was outdated, or students even did not go to the library. Students also appreciated the involvement of guest lecturers in the study process and rated it as follows: 45.5% evaluated as good, 25% evaluated as very good and 13.6% -as satisfactory.

Student Surveys

In order to ensure the quality of the study process, the student survey takes place regularly (twice a year). The results of the student surveys are summarized, analysed and discussed at the operational meetings of the College of Law, at the meetings of the Council of the College and at the general meetings of the academic staff members, as well as in individual cases discussions with lecturers are carried out individually.

In the student survey, students are asked to evaluate not only the study process as a whole, but also each lecturer of the study course. In the 2018/2019 autumn semester, 70% of all students of the study programme "Law " participated in the survey.

When evaluating lecturers, the student should evaluate the following positions - how the lecturer encourages discussions, whether the lecturer is able to generate interest, whether the lecturer answers the questions, what is the lecturer's contact with the audience, practical work in a particular study course, as well as whether the lecturer observes the lecture time period. The student also has the opportunity to comment on each lecturer. All positions can be ranked as follows: Excellent; Good, Satisfactory; Poor or Very Poor. Overall, most ratings are Excellent, Good or Satisfactory. Students highly appreciate the professionalism of lecturers, as well as those lecturers whose lectures comprise not only theoretical information but also practical assignments, using case studies, situation analysis and organising field trips. Students highly appreciated the field trips organized by the lecturers.

The replies to the question whether the study programme satisfied the expectations of the students were as follows: at the beginning of their studies 68% of the respondents indicated that they were satisfied with the study programme, 30% stated that they were more satisfied than dissatisfied, and 2% of the respondents were rather dissatisfied than satisfied or dissatisfied (Fig. 4).

Respondents also point out that they exceeded their expectations because there are excellent lecturers who are able to generate interest and it is unfortunate that the College does not offer

Bachelor studies because they would like to continue their studies at the College.

Respondents were asked to provide an assessment of the quality of study courses in general (Fig.5): 47.8% of respondents evaluated the quality of study courses as excellent (the quality of study courses was high, the content was topical and versatile), also 47.8% of respondents evaluated the quality as good (the content of study courses was topical, but the amount of information could be wider), and 4.3% – as satisfactory (the content of the study courses corresponded to the programme, but the topicality of the courses was not sufficient). In general, students evaluate higher study courses where lecturers make presentations and prepare hand-outs as well as engage students in practical work. As a minus, students mention study courses where lecturers make students summarise information from lecturers' presentations.

Students are asked to assess to what extent they are satisfied during their studies with:

- teaching methods;
- the opportunity to develop practical skills;
- the opportunity to use textbooks and study guides;
- material and technical facilities of the programme.

In general, the students are satisfied with the teaching methods and the opportunity to use textbooks and study guides, but also indicate that they would like to have more practical skills, as well as better material and technical facilities- more presentations, more text books available electronically.

The replies to the question of the students' opportunity to participate in the improvement of the study program were as follows: 11.1% of students stated that there was an excellent opportunity; 55.6% evaluated it as good, 22.2% – as satisfactory, and 11.1% – as unsatisfactory. Some students also indicated that they could not objectively assess such an opportunity, because they themselves were not interested in it.

Students are also asked to give their opinion on the international cooperation of the study programme of the College of Law. Mostly students evaluate it as excellent and good, but there are also students who indicate that they cannot evaluate international cooperation because it is not topical to them at the moment and they have not shown interest in it.

Students are also asked to answer whether they are planning to continue their studies after graduation from the College of Law at another university, and in case of a positive answer they are also asked to indicate the name of the university. Most of the respondents have indicated that they are planning to continue their studies, but there are also respondents who do not plan to continue their studies because higher education obtained at the College of Law is not the first one or there is no need and the knowledge gained at the College of Law is sufficient (for example, to carry out duties at work), so there is no need for Bachelor's degree in law.

Respondents are also asked to evaluate the library, guest lecturers/guest lectures, as well as methodological resources as excellent, good, satisfactory or unsatisfactory. None of the respondents provided unsatisfactory ratings.

In general, the results of the survey are good and indicate that the students are satisfied with the study programme and the teaching methods, as well as the provision of the study process (library, lecture provision, guest lectures, and methodological resources). Students highly evaluate lecturers who use a practical approach in the study process (case studies, hand-outs, field trips).

Graduate Survey

The College also conducts a survey of graduates. In 2019, the graduates had to answer questions

about the circumstances that determined the choice of studying at the College, the assessment of the study programme as a whole, and the quality of the study courses. The graduates were also asked to give recommendations (which courses, topics should be included in the study programme) and to answer whether the studies satisfied the expectations at the beginning of the studies, as well as whether the graduates would recommend this study programme to others.

30% of all respondents indicated that they had chosen studies due to the content of the study programme, 91% of respondents indicated that they would recommend the study programme at the College of Law to others. 60% of graduates indicated that studies fully met their expectations.

When evaluating the quality of study courses, 57% of respondents indicated that the quality of study courses was excellent (the quality of study courses was high, the content was topical and versatile), 29% indicated that the quality of study courses was good (the content of study courses was topical, but the amount of information could be more extensive), while 11.40% stated that it was satisfactory (the content of the study course corresponded to the programme, but the topicality of the courses was insufficient), and 2.40% of respondents evaluated the programme as unsatisfactory (there were study courses the content of which partly corresponded to the programme, there were also courses in which the lecturers incompletely outlined the study course subject). Graduates recommended that the study programme include courses such as Mediation and Protection of Personal Data, which are currently being implemented. In general, graduates highly evaluate studies at the College as well as point out that continuing their studies at other higher education institutions the knowledge gained at the College is a good basis.

Employer Survey

Employers are asked about the position of the graduate at the company, whether the employer is satisfied with the professional competence of the graduate of the College, the assessment of the theoretical and practical skills of the graduate in order to fulfil the duties, prospects of the graduates of the College in the labour market, the proposals for improving the professional competence of the graduates.

91% of all respondents indicated that they were fully satisfied with the professional competence of the graduates, 73% of respondents stated that the practical and theoretical skills acquired by the graduate were sufficient to fulfil the duties at work. 82% of respondents indicated that the prospects of the graduates of the College in the labour market were good.

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 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 been used by two students from 6 to 12 months, and traineeship mobility- by 45 students and 4 graduates (20 of them study at the programme "Law"). The credit points obtained by all students during the Erasmus+ traineeship mobility are recognised at the College. More active participation of students in incoming mobility started in 2016. At the moment, there have been four students (from Turkey) within the framework of study mobility (6-12 months).

Within the Erasmus+ traineeship mobility, students have undertaken internship at the University of Huelva (Spain), AMFI International (Italy), Guernsey Pearl (the UK), Alanya Properties (Turkey), BCHORD Ltd. (the UK), Atletas UAB (Lithuania), Swaine Solicitors (Ireland), etc.
<http://jk.lv/lv/erasmus/pieredze>

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 3.1. - 3.3.

Characterisation of the resources and provisions of the College of Law (study base, informative base, including library, material, technical and financial base) is provided on page 26. Student support page 10., 52.

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.

The selection and recruitment of academic staff of the College takes place in accordance with the College's Regulation on Academic and Administrative Positions.

On the basis of this Regulation, the number of academic staff positions at the College shall be determined in order to ensure the requirements of the Law on Institutions of Higher Education. Vacancies are announced either in a closed competition in the information space of the College of Law or in an open competition by publishing a notice in the newspaper "Latvijas Vēstnesis".

A person holding a Doctoral degree, who has publications corresponding to a relevant sub-branch of science and is capable of conducting scientific research and pedagogical work may apply for the position of an associate professor. A person holding a Master's or Doctoral degree, who has scientific publications corresponding to the field of science or published teaching aids and who is able to independently deliver lectures, seminars, practical classes, may apply for the position of a lecturer.

Lecturers who do not have a scientific and academic degree are required to have five years of practical experience corresponding to the study course being delivered.

The election of the academic staff by secret ballot takes place at the College's Council meeting, which takes place after the expiry of one month from the date of vacancy announcement. Academic staff members are elected for the period of six years.

If the College has a vacant or temporary position, the College's Council may decide not to open a competition, but to recruit a guest assistant professor or guest lecturer for a period of up to two years who have the same rights, obligations and remuneration as elected assistant professors and lecturers in accordance with the Payment Procedure per Hour at the College.

For delivering individual study courses, the College concludes contractor agreements with lecturers on the performance of a particular job.

Changes in academic personnel in comparison with the previous accreditation period are insignificant; on average 13%, and the main reason for changes is the retirement of the academic personnel.

From 1 March 2019 and for a period of six months, within the European Social Fund project 8.2.3, employment relations have been established with the lecturer from Lithuania.

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 members carry out pedagogical, methodological and scientific work. Within the framework of the pedagogical work, they deliver lectures, workshops and practical classes, administer tests, check reports, independent assignments (incl. tests, etc.), organise tutorials, supervise and review the qualification papers, perform other duties related to the organisation of the pedagogical work.

The lecturers involved in the accredited programme should have the necessary skills to transfer their knowledge and experience to students and receive feedback on their work. All lecturers are provided with the opportunity to develop their knowledge, participate in qualification improvement

courses, by pursuing Doctoral studies, conducting scientific research and undertaking internship abroad, within mobility programmes, participating in regular local and international conferences organised by the College, as well as publishing their articles and abstracts in the collection of scientific articles of the College.

In accordance with the credits of the study programme, 99% teaching staff are employed as means of primary employment and 1% as ancillary employment.

Changes in academic personnel in comparison with the previous accreditation period are insignificant; on average 13%, and the main reason for changes is the retirement of the academic personnel.

Research areas of the academic staff members are listed in Annex No.11.

Participation of academic staff members in conferences and their scientific publications - Annex No.12.

As of 1 June 2019, the number of students of the study programme "Law" is 446, while more than 20 academic staff members are involved in the implementation of the study programme.

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.

see 4.1. - 4.6., 3.3.

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).

The academic staff members also have the opportunity to participate in the study process by organising study tours. Within the study programme “Legal Sciences” study tours are regularly 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 two years, 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).

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. Currently, Doctoral students (elected as the academic staff members) (I.Amoliņa; V.Soņeca) 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.

Research areas of the academic staff members are listed in Annex No.11.

Participation of academic staff members in conferences and their scientific publications - Annex No.12.

As of 1 June 2019, the number of students of the study programme “Law” is 446, while more than 20 academic staff members are involved in the implementation of the study programme.

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_Law.xlsx	17_Statistika_TZ.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_Compliance of the State Education Standard.pdf	19_TZ_Valsts_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	18_Compliance_Occupational_Standard.docx	18_TZ_Prof_standarts.docx
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.docx	22_Kartējums_TZ.docx
Curriculum of the study programme (for each type and form of the implementation of the study programme)	23_Study_programma_plan.pdf	23_Studiju_programmasplans.pdf
Descriptions of the study courses/ modules	20_Cours_description.docx	20_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.	28_Diplom.PDF	28_Diploms.PDF
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	29_Cooperation_Agreements.pdf	29_Sadarbības_līgumi_st_pārtraukšana.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	26_Certification_Garantee.PDF	26_Apliecinājums_Garantijas.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.	25_Cerification_State_language.PDF	25_Apliecinājums_Valodu_zinasanas.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	31_Studiju_līgums.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.		