

## APPLICATION

Study field "Mechanics and Metal Processing, Heat Power Engineering, Heat Technology, and Mechanical Engineering" for assessment

Study field	<i>Mechanics and Metal Processing, Heat Power Engineering, Heat Technology, and Mechanical Engineering</i>
Title of the higher education institution	<i>Malnavas koledža</i>
Registration code	<i>4247002587</i>
Legal address	<i>KĻAVU IELA 17, MALNAVA, MALNAVAS PAGASTS, LUDZAS NOVADS, LV-5750</i>
Phone number	<i>65733274</i>
E-mail	<i>info@malnavaskoledza.lv</i>

## **Self-evaluation report**

Study field "Mechanics and Metal Processing, Heat Power Engineering, Heat Technology, and Mechanical Engineering"

Malnavas koledža

<b>Self-evaluation report</b>	2
<b>Study field</b>	4
I - Information on the Higher Education Institution/College	4
II - Description of the Study Direction (1. Management of the Study Direction)	14
II - Description of the Study Direction (2. Efficiency of the Internal Quality Assurance System)	25
II - Description of the Study Direction (3. Resources and Provision of the Study Direction)	34
II - Description of the Study Direction (4. Scientific Research and Artistic Creation)	45
II - Description of the Study Direction (5. Cooperation and Internationalisation)	50
II - Description of the Study Direction (6. Implementation of the Recommendations Received During the Previous Assessment Procedures)	54
<b>Annexes</b>	55
<b>Other annexes</b>	57
<b>Automotive Transport (41525)</b>	58
<b>Study programme</b>	61
III - DESCRIPTION OF THE STUDY PROGRAMME (1. Indicators Describing the Study Programme)	61
III - DESCRIPTION OF THE STUDY PROGRAMME (2. The Content of Studies and Implementation Thereof)	63
III - DESCRIPTION OF THE STUDY PROGRAMME (3. Resources and Provision of the Study Programme)	72
III - DESCRIPTION OF THE STUDY PROGRAMME (4. Teaching Staff)	72
<b>Annexes</b>	76

## 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:

Malnava College is an educational institution founded by the Cabinet of Ministers (CM) of the Republic of Latvia (RL). The legal basis for the operation of Malnava College is the Constitution of the Republic of Latvia, the Law on Education, the Law on Higher Education Institutions, the Law on Vocational Education, binding regulations of the Cabinet of Ministers, and other regulatory documents and regulations of Malnava College.

Malnava College is located at Kļavu street 17, Malnava, Ludza District, LV-5750.

The origins of Malnava College are Latgale Agricultural Secondary School, founded on October 10, 1921, which is one of the oldest vocational education institutions in Latvia and the first agricultural education institution in Latgale.

On August 18, 2003, the Ministry of Agriculture, based on the opinion of the expert group of the Ministry of Education and Science on the compliance of the educational institution with the established criteria, issued an order to change the name of the State Malnava Agricultural Technical School, renaming it Malnava College. On December 11, 2003, the Ministry of Education and Science issued a registration certificate to Malnava College. Malnava College was accredited on November 9, 2005 (accreditation sheet No. 062) for an indefinite period.

**MISSION** of Malnava College - Innovative and competitive education and research in current economic sectors, promoting the development of the Eastern Latvia region and attracting human resources.

**VISION** of Malnava College - Malnava College is the leading and internationally recognized centre of vocational education, lifelong learning, research and innovation in the Eastern Latvia region for future and current professionals of national economy sphere.

Malnava College implements first-level vocational higher education study programs, secondary vocational education, vocational education, continued education, non-formal education programs, as well as awarding qualifications outside formal education framework.

Malnava College implements one first-level vocational higher education program "Business in Agriculture" with the qualification "Business specialist in agriculture" in the study direction "Agriculture, Forestry, Fisheries, Veterinary Medicine and Food Hygiene". The study program "Business in Agriculture" is implemented only at Malnava College.

Malnava College implements one first-level vocational higher education program "Road Transport" with the qualification "Car Service Specialist" in the study direction "Mechanics and Metalworking, Heat Power Engineering, Heat Engineering and Mechanical Engineering". Car service specialists are trained at Riga Technical College as the only other place.

Until 2019, one first-level vocational higher education program "Accounting and Finance" with the qualification "Accountant" was also implemented in the study direction "Economics".

STEM educational programs have been implemented at Malnava College since the very beginning of its establishment (2003). The College respects the succession of education and study programs, which ensures efficient use of resources and specialization.

Malnava College implements the following secondary vocational education programs:

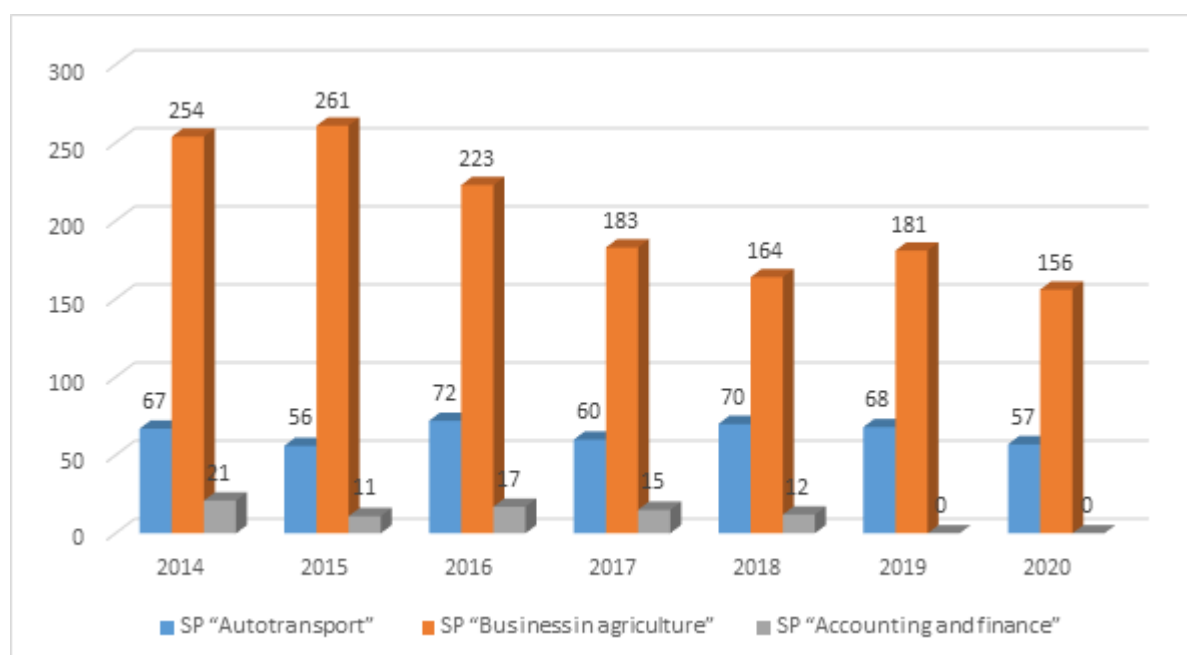
- "Agriculture" with the qualification "Rural property manager" 3<sup>rd</sup> level 4<sup>th</sup> LQF;
- "Agriculture" with the qualification "Agricultural machinery mechanic" 3<sup>rd</sup> level 4<sup>th</sup> LQF;
- "Agriculture" with the qualification "Agricultural mechanization technician" 3<sup>rd</sup> level 4<sup>th</sup> LQF;
- "Crop production" with the qualification "Crop production technician" 3<sup>rd</sup> level 4<sup>th</sup> LQF;
- "Banking and Finance" with the qualification "Finance specialist" 3<sup>rd</sup> level, 4<sup>th</sup> LQF;
- "Road transport" with the qualification "Car mechanic", 3<sup>rd</sup> level, 4<sup>th</sup> LQF;
- "Road transport" with the qualification "Car electrician", 3<sup>rd</sup> level, 4<sup>th</sup> LQF;
- "Road transport" with the qualification "Car diagnostic specialist", 3<sup>rd</sup> level, 4<sup>th</sup> LQF;

Malnava College implements the following vocational education programs:

- "Road transport" with the qualification "Car locksmith", 2<sup>nd</sup> level, 3<sup>rd</sup> LQF;
- "Gardening" with the qualification "Gardener" 2<sup>nd</sup> level, 3<sup>rd</sup> LQF;
- "Livestock breeding" with the qualification "Livestock farmer" 2<sup>nd</sup> level, 3<sup>rd</sup> LQF;

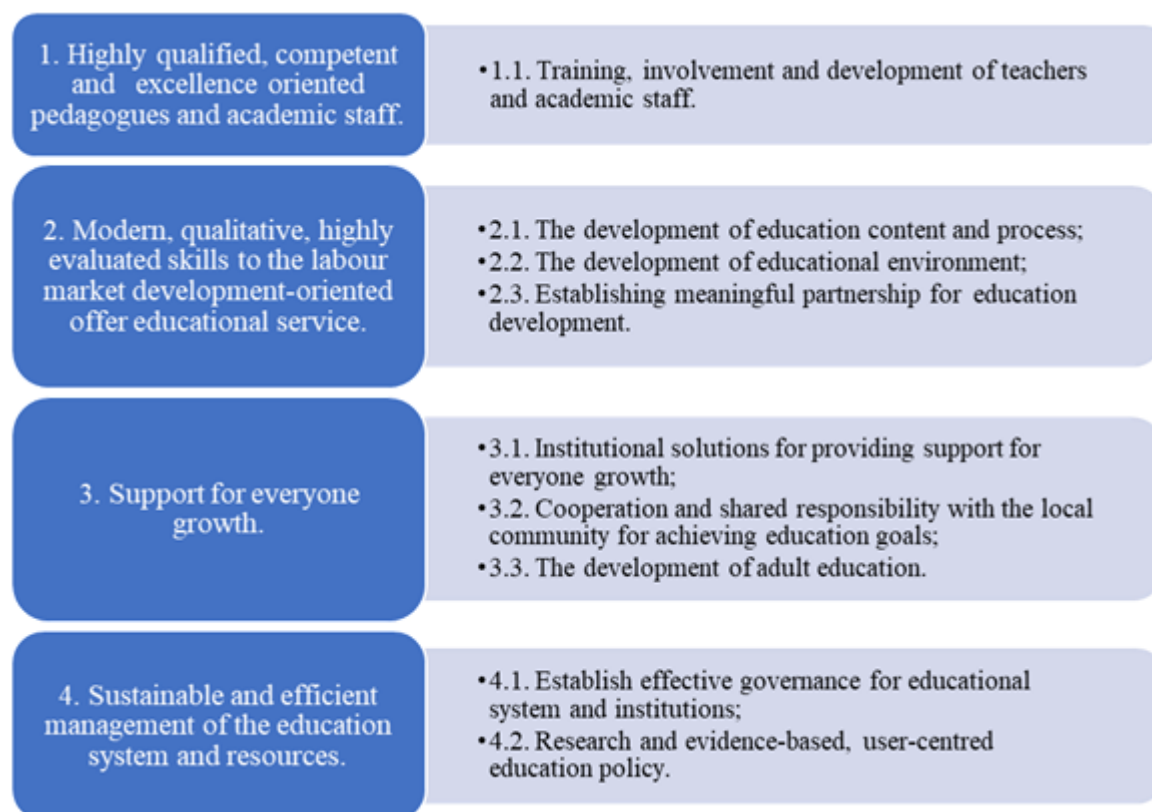
Continuing education programs are also offered, such as "Organic farming" - 180 hours, "Basic training and updating of knowledge for obtaining user licenses for professional plant protection products of 2<sup>nd</sup> registration class" - with the number of hours according to the current legislation, "Digital management of agricultural projects" - 240 hours, "Auto Cad program in metalworking and mechanical engineering" - 160 hours, "Basics of car electrical equipment repair" - 92 hours, "Basics of electronic systems repair" - 159 hours, "Basics of technical drawing" - 96 hours, "Obtaining a tractor driving license" ( Categories TR1 and TR2) - 78 hours, "Arc welder with active equipment in an active gas environment" - 480 hours, etc.

The dynamics of the number of students in the study programs "Autotransport", "Business in Agriculture" and "Accounting and Finance" of Malnava College from 2014 to 2020 is shown in Figure 1.1. The number of students is significantly influenced by external factors: demographic processes in the country, especially migration, peculiarities of common agricultural policy planning, which provide opportunities to participate in investment projects for agricultural enterprise development, as well as geographical location of Malnava College in the periphery of the country with insufficient public transport.



Dynamics of the number of students in the study programs from 2014 to 2020

4 strategic goals and directions of actions for achievement thereof have been stated in the 1<sup>st</sup> edition of “2021-2027 Development and investment strategies of Malnava College” .



Strategic goals and directions of action of Malnava College

The 1<sup>st</sup> edition of “2021-2027 Development and investment strategies of Malnava College”  
[www.malnavaskoledza.lv](http://www.malnavaskoledza.lv) >Par mums>Dokumenti>Stratēģija

## 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 highest governing and decision-making body of the College in the strategic, financial and economic fields is the Ministry of Education and Science. According to the Regulations of Malnava College, the representative, management and decision-making bodies of the College are the College Council, the Head of the College - Director and the Internal Audit Commission.

The College Council is a collegial governing body and decision-making body. The composition of the College Council and its election is determined by the Regulations of Malnava College (approved on 09.05.2006), the Regulations of the Malnava College Council (approved on 23.11.2006). The Council of Malnava College consists of 14 council members: Director, deputy Director, five representatives of the academic staff (the College is their main place of work), two representatives of the general staff, three representatives of the students' self-government, two authorized representatives of employers or professional organizations.

The work of Malnava College is managed by its Director. The Director is a senior official of the College who exercises the general administrative and economic management of the College and represents the College without special authorization. The Director makes decisions on all issues within the competence of Malnava College, if these issues do not require the consent of the College Council, represents Malnava College in state and municipal institutions, courts, other organizations and institutions, maintains relations with legal and natural persons, is responsible for development strategies of the College, work plan for the current year and development of the draft annual budget, ensures the implementation of the strategy, budget and work plan for the current year, and performance of other duties.

The Audit Commission consists of three persons elected by the staff of Malnava College by secret ballot. The Audit Commission includes one representative of the elected academic staff, one representative of the general staff and one representative of the student self-government. The procedure for electing representatives is specified in the Regulations of the Audit Commission. The term of office of the Audit Commission is three years. The duties of the Audit Commission include at least once a year to check the compliance of Malnava College with the regulatory enactments, the Regulations of Malnava College, as well as the decisions adopted by the Council and the Director of the College.

The structure of the administration has been developed in accordance with the regulations of the educational institution, it defines the principles of the administration of the educational institution. The division of responsibilities ensures the fulfilment of the requirements of regulatory documents in accordance with job descriptions and employment contracts. The work of the educational institution is organized in accordance with the internal regulations of Malnava College. The structure of the College consists of the College Council, Director, Pedagogical council, Convention, deputy directors, Department of studies and research, student self-government, Department of vocational secondary education, Department of education and support, academic staff, guest lecturers and teachers, as well as library, accountancy, Management department. Annex 2 provides structure of the College management.

Malnava College has a student self-government in accordance with the Regulations of Student Self-Government of Malnava College (approved on 16.06.2021). Student self-government of Malnava College is a student-elected, independent organization that aims to defend students' rights and represent their interests in academic, social and cultural life at the College. The task of the self-government is to promote the formation of the social life of College students and to promote the efficiency of their study process. Representatives of the self-government participate in the activities of the College Council (3 students). In 2017, the Student Council of the Latvian College Association was established, in which one representative from Malnava College also participates.

To ensure the study process, the Department of studies and research has been established, which plans the study process (lesson planning, lecturers' work, etc.), records the progress, provides students with information, offers students and lecturers to get involved in projects, etc. Taking into account that the College has only two study directions and one study program in each direction, the head of the study direction is also the head of the study program at the same time. The head of the study program is responsible for ensuring the implementation of the study program content, self-assessment, organizing the development of description of study courses and programs, developing annual study plans, coordinating study work, final examination topics and selection of topics, informs the Director about intellectual and material resources, prepares the study program for licensing, accreditation, works in the Council of Study program, cooperates with related educational and other institutions in Latvia and abroad.

The academic staff conducts lectures on studies and methodological workshops, conducts seminars

and practical classes, accepts examinations, reports, independent work, tests, organizes consultations, manages and reviews qualification papers and performs other work duties related to the organization of study work.

Study councils have been established to ensure methodological work. In each study program, it is a collegial institution with advisory rights. The main activity of the Council of Studies is to evaluate the content of the study program, the content of the study course program, their changes or projects, to approve the study course programs, to provide proposals for the development of new study courses and the development of new study programs, etc. The deputy Director for Studies and Research is responsible for organizing research at the College.

On July 7, 2021, the Cabinet of Ministers Order No. 487 "On the Reorganization of Malnava College" was issued. Implementing higher education reforms regarding the integration of colleges in universities, starting from January 1, 2022, Malnava College will exist as an agency of the Latvia University of Agriculture "Malnava College of the Latvia University of Agriculture".

### **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.**

Quality assurance policy is part of Malnava College's strategy. The quality of studies is the state of the study system, which reflects the compliance of the course of study activities with the goals of education.

The College has developed the "Quality Management Policy of Malnava College" (approved on 21.04.2020) in accordance with the Law on Higher Education Institutions, the Law on Vocational Education, Cabinet Regulations No. 141 "Regulations on the First Level Vocational Higher Education State Standard", Cabinet Regulations No. 332 "Regulations on the State Vocational Secondary Education Standard and the State Vocational Education Standard". Internal regulations have been developed and approved for the qualitative course of the process, which are based on external regulations.

The quality policy was designed to ensure that Malnava College is moving towards excellence and achieving balanced and sustainable results that meet the needs of all stakeholders. The quality policy of Malnava College is designed to improve the quality of services provided, increase awareness of the importance of each employee's contribution to quality assurance, increase operational efficiency, increase satisfaction and loyalty of students and partners, conduct regular self-assessment and identify possible areas for improvement.

#### **Internal quality assurance processes of studies at Malnava College**

Quality assurance tool	Introducing procedure/regulatory enactment	Periodicity
Strategic planning of the educational institution	Working group chaired by the Director. Approved by the Ministry of Education and Science of the Republic of Latvia, but reviewed and submitted for approval by the College Council, Convention, Pedagogical council.	7 years



Development of the study direction development plan	Performed by the head of the study program in cooperation with the academic staff. It is determined by the internal regulations (hereinafter - IR) "Quality Policy of Malnava College".	Once a year
Development and updating of study programs	The Council of Studies evaluates the course and results of the study process of the program and recommends to the head of the study program measures for the improvement of the program and integration of the latest findings in the study content and process. Proposes changes in the volume of study courses, their content and calendar layout by semesters. The draft program changes are evaluated by the College Council, which makes a final decision on the usefulness of the changes. It is determined by the IR "Quality Policy of Malnava College".	Once a year
Development and updating of study courses	The Department of Studies, taking into account the students' success indicators, analyses the results of the student survey, the content of each study course and the quality of its teaching. After that, proposals for changes in study courses are discussed in the Council of Studies, which evaluates the validity of the changes. In case of a positive decision of the Council of Studies, changes are introduced. It is determined by the IR "Quality Policy of Malnava College".	Once a year
Planning of lessons	Department of Studies.	Throughout entire studies
Ensuring traineeships and quality control	IR "Regulations of the Malnava College regarding the organisation of study and qualification traineeship".	In accordance with study plan
Procedure for the development of final works	IR "Procedures for development and defending of the qualification works of Malnava College" IR "Regulations of the State qualification examination commission of Malnava College"	In accordance with study plan
Immatriculation of the students	IR "Malnava College Student Admission Regulations and Matriculation Procedure for the Study Year", IR "Malnava College Admission Commission Regulations".	At the beginning of the studies, as necessary
Exmatriculation of the students	IR "Regulations of Malnava College regarding the procedures for studies and examinations"	Throughout entire studies
Assessment and analysis of students' performance	The Department of Studies summarizes the results and reviews them in the Council of Studies. It is determined by the IR "Quality Policy of Malnava College".	Each semester

Determining and analysing student satisfaction	At the end of each study year, surveys of students and graduates are conducted. Based on the results of the questionnaires, the content of the study program is reviewed and improved by the head of the study program in consultation with the Council of Studies. The head of the study program responds to the substantiated opinions, recommendations and reprimands expressed in the questionnaires, if necessary, directing the examination of the issue in the Council of Studies. It is determined by the IR "Quality Policy of Malnava College".	
Determining and analysing staff satisfaction	The administration organizes staff surveys, analyses, reviews the results in general meetings of academic staff / teachers / general staff and plans staff motivation measures. Staff development discussions are organized and an individual training plan is implemented.	Once a year
Analysis of employer feedback	At the end of the qualification traineeship, employer surveys are conducted. Based on the results, the content of the study program is reviewed and improved, or recommendations are provided to the College management in the development of further education courses, which are carried out by the head of the study program in consultation with the Council of Studies. Determined by the IR "Regulations of the Malnava College regarding the organisation of study and qualification traineeship".	Once a year
Performance appraisal of academic staff and other employees	Evaluation of lecturers according to reports, results of students 'and graduates' questionnaires, study results performed by the Department of Studies and reviewed by the Council of Studies. It is determined by the IR "Quality Policy of Malnava College". In turn, an annual evaluation (NEVIS system) is organized for general staff in accordance with Cabinet Regulations No. 494 "Regulations on Performance Evaluation of Employees of State Direct Administration Institutions".	Once a year
Annual report of the College	Drawn up by the Director of the College. Determined by Cabinet Regulations No. 367 "Regulations of Malnava College".	Once a year
Annual self-evaluation of study programs and study direction	The head of the study program organizes a meeting of the study council to discuss the main results of the program and development directions. The head of the study program prepares a self-evaluation report of the study field for the previous study year, which is considered by the Council of Studies and approved by the College Council. It is determined by the IR "Quality Policy of Malnava College".	Once a year

Evaluation and analysis of external accreditations	The management of the College in cooperation with the heads of the structural units evaluates the recommendations of the accreditation commission and plans measures to eliminate the shortcomings.	As necessary
Examination of suggestions and complaints, appeal	IR "Quality Policy of Malnava College".	As necessary

The Quality Policy of Malnava College is designed to ensure continuous improvement of organizational processes, making them as efficient as possible and preventing errors. There is a systematic and regular evaluation of the study processes and the results to be achieved in order to make sure that the set goals and tasks are achieved.

Malnava College implements study programs and research work in active cooperation with stakeholders and taking into account the wishes and needs of these parties. There are several stakeholders in the qualitative study process and as a result: College management, academic staff, current and future students, graduates, other educational institutions (secondary, secondary vocational, higher), employers, social partners, industry experts, the state involved development, implementation and improvement of quality policy documents.

Stakeholders involved in quality development and assurance and description of their role

Stakeholders	Description of the role of stakeholders
College management	<ul style="list-style-type: none"> <li>- Ensures the strategic development of the College in accordance with the directions of higher education development formulated in the policy planning documents of the education sector, including the development strategy of the College and ensures the implementation of its goals, tasks and measures;</li> <li>- ensures the improvement of the College's co-operation with the professional organizations of the field of Agriculture and Mechanical Engineering (road transport), local government institutions, higher education institutions, employers;</li> <li>- promotes employee development and professional development;</li> <li>- cooperates with the heads of study fields;</li> <li>- ensures the management of financial and human resources, and the arrangement of the system in order to form a high-level management system of the College;</li> <li>- analyses the course and results of the work of the College, informs other institutions and the public about the course and results of the work of the College.</li> </ul>

Academic staff	<ul style="list-style-type: none"> <li>- Ensures the implementation of quality study courses;</li> <li>- performs methodological work, research, implements their integration into the study content;</li> <li>- analyses the efficiency of its professional activity, increases qualification and maintains the required level of knowledge in accordance with the requirements of the position;</li> <li>- participates in professional development activities, implements experience exchange activities;</li> <li>- cooperates with employers, students and graduates, promotes their involvement in the improvement of the study process.</li> </ul>
Administrative staff	<ul style="list-style-type: none"> <li>- Performs high-quality and efficient implementation of study program management;</li> <li>- provides support to students and academic staff involved in the study program;</li> <li>- provides students with a safe, aesthetic and work environment appropriate to the study content, creating a unified study complex;</li> <li>- ensures the renewal of the study material and technical base.</li> </ul>
Employers, social partners	<ul style="list-style-type: none"> <li>- Participates in decision-making (College Council), provides advisory support (Convention);</li> <li>- performs examination of the content of study programs and provides recommendations for the improvement of study content and methods;</li> <li>- provides traineeship opportunities;</li> <li>- participates in assessment of the study results.</li> </ul>
Graduates	<ul style="list-style-type: none"> <li>- Apply the acquired knowledge, skills and competencies in professional activities;</li> <li>- evaluate study process and content;</li> <li>- provide recommendations for the improvement of the study content.</li> </ul>
Students	<ul style="list-style-type: none"> <li>- Evaluate study process and content;</li> <li>- create feedback for study quality assessment.</li> </ul>

Effective results can be achieved through management support, a targeted strategy implemented with the participation of staff, as well as through full-fledged partnerships, resource-saving approaches and process management.

To ensure the internal and external quality of first level vocational higher education, there is cooperation established between Malnava College and the Ministry of Education and Science (distribution of state-funded budget places, implementation of conceptual decisions), Academic Information Centre and Higher Education Quality Agency (licensing of study programs, evaluation of study directions, recognition of students' previous education).

#### 1.4. Fill in the table on the compliance of the internal quality assurance system of the

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

1.	The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.	Complies  The College has developed and implemented the “Quality Policy of Malnava College”, as well as the “2021-2027 Development and investment Strategies Malnava College” in the 1st edition and other documents.
2.	A mechanism for the creation and internal approval of the study programmes of the higher education institution/ college, as well as the supervision of their performance and periodic inspection thereof has been developed.	Complies  The College has developed a Quality Management Policy. The study programs have been developed on the basis of the European Qualifications Framework, the State Standard for Vocational Higher Education (Cabinet Regulations No. 141 of 20 March 2001 “Regulations on the State Standard for First-Level vocational Higher Education”). The development of the study program includes the following information: study programs, title of the professional qualification to be obtained, appropriate study direction, volume of the program, duration, type and form of implementation, content and structure of the program, goals of the program and study results. The structure and content of the program are created by coordinating the results to be achieved by the study courses of the program with the study results of the program, in accordance with the objectives of the program, requirements for previous education, provision of infrastructure, provision with academic staff. A working group is established to develop the concept of the study program, which consists of representatives of both academic and administrative staff. The responsibilities of the academic staff, lecturer, include the development of descriptions and content of study courses of the study program, preparation of study content and handouts. Within the study process, the work of the academic staff and the lecturer is related to the management of the respective study course, participation in the development of the content of the state exam, consultations and research work. Regulations of Malnava College on the development, implementation and improvement of study programs. <a href="https://malnavaskoledza.lv/upload/faili/studentiem/Nolikums%20par%20studiju%20programmas%20izstr%20realiz%C4%81ciju%20un%20pilnveidi.pdf">https://malnavaskoledza.lv/upload/faili/studentiem/Nolikums%20par%20studiju%20programmas%20izstr%20realiz%C4%81ciju%20un%20pilnveidi.pdf</a>
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  The College has developed “Regulations of Malnava College regarding the procedures for studies and examinations”, which formulate the types of examinations and assessment procedures, and the forms of examination of study results. Results of the study course (knowledge, skills, competences) and evaluation criteria for each result are developed for each study course.
4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	Complies  Rules for the selection and recruitment of academic staff have been developed and published on the website of the College: “Regulations on Election in Academic Positions” “Internal regulations of Malnava College”, “Regulations of the Council of Studies”. Assessment of academic staff is organized, taking into account the results of studies and the results of student surveys.

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
		Every year, the College conducts a survey of students and a survey of graduates on satisfaction with the study program, study process, growth and employment. Every year, the available and necessary resources are evaluated, and proposals are submitted to the College management for budget planning purposes. Student progress is summarized in student cards. All the obtained data is collected and analysed when preparing annual self-assessment reports.
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
		Internal quality assurance is performed on an ongoing basis. (See “2021-2027 Development and investment Strategies of Malnava College”, Part 3)

## 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 study direction “Mechanics and metal processing, heat energy, heat and mechanical engineering” has been accredited by 30 June 2022. There is one first level vocational higher education programme “Autotransport” in the study direction. The study programme “Autotransport” with the qualification “Car service specialist” in Latvia is implemented at Malnava College and Riga Technical College.

The topicality of the study direction is determined by the requirements and possibilities of the labour market — the labour market guarantees the development of the education system for its requirements. In Latvia, attention is paid to issues concerning the professional preparation of labour resources in accordance with the requirements set forth in the labour market, particularly observing the labour market in regions.

One of the main ways how the management of study direction programmes acquires information on the quality of the study programme and their conformity to the requirements of the labour market is cooperation with employers. Basically, information on employment opportunities of specialists prepared in the study direction is obtained from companies where students undergo traineeships. Traineeship providers fill in a questionnaire where one of the questions should provide information about employment opportunities of graduates in the perspective of upcoming years. The results

obtained and summarized in the survey allow concluding that graduates of study programs will be in demand in the labor market.

For example, the 2020 students survey shows that there is no problem in finding places of traineeship and 80% of graduates work in their selected professions in car service companies, and 10% of graduates work in related professions after acquiring qualification. (in the academic year 2019 /2020, the questionnaire of graduates.)

Demand for and supply of labour force with higher education in transport sector education programme groups. Access link:

<https://www.em.gov.lv/lv/media/4043/download>

(Latvian Language)

Demand for labor in transport and storage professions. Access link:

<https://www.em.gov.lv/lv/media/4043/download>

(Latvian Language)

The main job opportunities will be created by replacement demand.

The College is also involved in the implementation of vocational education content reform in the field of agriculture and mechanical engineering, working in methodological working groups for content development, especially to ensure the link between LQF-4 and LQF-5 programs, thus obtaining information on necessary changes in study programs.

Malnava College implements the direction of Autotransport education both in the first level vocational higher education in the study program “Autotransport” and in secondary vocational education. Laboratories are used to ensure the study process:

- locksmith class with 15 work places;
- turning, milling class with 15 work places;
- welding class with 15 work places;
- superstructure repair laboratory;
- vehicle technical maintenance and diagnostics laboratory;
- car construction laboratory;
- car repair laboratory.
- internal combustion engine construction laboratory;
- car electrical equipment laboratory.

Vocational secondary education programmes create preconditions for the achievement of objectives and study results of the study programme and the relevant study course.

The development strategy of the study direction is determined by the significant contribution of the transport sector to the economy of Latvia.

In April 2020, 964858 vehicles were registered in Latvia, 4383 of which are buses, 91467 of which are cargo vehicles and 729529 are passenger vehicles.[3] This also includes motorcycles, tricycles, trailers and semi-trailers, as well as quadricycles and mopeds. The average age of registered vehicles is 13.94 years.[4] Cargo transportation by autotransport in inland transport is the dominant way of cargo transportation, taking into account comparatively small transport distances.

Thus, new qualified specialists will be required on the market in the field of transport. In Latgale region, Malnava College is the only higher education institution that provides comprehensive training of specialists in the field of Autotransport with a good theoretical and practical knowledge

base.

[3]Number of registered vehicles. Available at

<https://www.csdd.lv/transportlidzekli/registreto-transportlidzeklu-skait>

[4]Number of registered vehicles. Available at

<https://www.csdd.lv/transportlidzekli/registreto-transportlidzeklu-skait>

## **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 aim of the study direction is to prepare competent car service specialists for the needs of the Latvian economy in accordance with the requirements of the labour market, as well as to co-operate with auto service companies and local governments of Latgale region. The activity of the study direction is focused on providing quality education in the field of Autotransport at the college level in full-time and part-time studies.

The aim of the study direction is fully in line with the mission of Malnava College, which is set out in the 1<sup>st</sup> edition of the “2021-2027 Development and investment strategies of Malnava College”, which reads: “Innovative and competitive education and research in current economic sectors, promoting the development of the Eastern Latvia region and attracting human resources.” The strategy of Malnava College sets a priority - a modern, high-quality offer of educational services focused on the development of highly valued skills in the labour market, which includes the development of educational content and process, development of educational environment and formation of partnerships important for educational development.

The strategic priority determines the tasks to be performed by the study direction:

1. to prepare highly qualified, comprehensive, service specialists competitive on the labour market;
2. to ensure the study process with methodological materials, to improve the material and technical basis of the study programme “Autotransports” with a modern car diagnostics and repair base;
3. to ensure the participation of employers in the development of study content and qualification examinations in the organization;
4. to co-operate with related Latvian and foreign educational institutions and employers in the field of vocational education;
5. to carry out applied research in the field of car service, to organize scientific-practical conferences of the students and to publish the results;
6. to improve the system of student study traineeship in accordance with the requirements of the modern labour market.

Along with the development of digitalisation and new technologies, as well as increase in environmental goals, changes have been observed in relation to the professional qualification requirements of persons employed in the transport sector.

In 2019, the proportion of the persons employed in the field of transport and storage amounted to



8% of the total number of employed persons, which remained unchanged, compared to 2010. 19.6% of them were employees of high qualification professions, including managers, specialists and senior specialists. Majority or 49.1% were employed in medium qualification professions, including the employees of institutions, service workers, skilled autotransport workers, skilled workers and machine operators. 5.6% were employed in low qualification professions. According to the informative report "On medium and long-term labour market forecasts" developed by the Ministry of Economics, 74.6 thousand people were employed in the field of transport and storage in 2019. In 2020, the number of the persons employed in the sector is estimated to be 61.1 thousand, 69.4 thousand — in 2027, while 70.7 thousand — in 2040. It is largely related to the spread of COVID-19 in 2020 and according to the forecasted decrease in GDP, since reduction by 18.7% is planned in comparison with the year before. Within the period from 2021 to 2027, an average annual increase is planned by 4.7%, while from 2028 to 2040 – by 2.5%.<sup>[1]</sup>

<sup>[1]</sup>Transport Development Guidelines 2021 – Description of the current situation and main challenges for 2027. Available at

"[https://www.sam.gov.lv/lv/sabiedriska-apspriesana-transporta-attistibas-pamatnostadnu-2021-2027gadam-projekts-un-strategiskas-ietekmes-uz-vidi-novertejuma-vides-parskata-projekts/1\\_pielikums\\_esosas\\_situacijas\\_raksturojums\\_izaicinajumi.pdf](https://www.sam.gov.lv/lv/sabiedriska-apspriesana-transporta-attistibas-pamatnostadnu-2021-2027gadam-projekts-un-strategiskas-ietekmes-uz-vidi-novertejuma-vides-parskata-projekts/1_pielikums_esosas_situacijas_raksturojums_izaicinajumi.pdf)"[https://www.sam.gov.lv/lv/sabiedriska-apspriesana-transporta-attistibas-pamatnostadnu-2021-2027gadam-projekts-un-strategiskas-ietekmes-uz-vidi-novertejuma-vides-parskata-projekts/1\\_pielikums\\_esosas\\_situacijas\\_raksturojums\\_izaicinajumi.pdf](https://www.sam.gov.lv/lv/sabiedriska-apspriesana-transporta-attistibas-pamatnostadnu-2021-2027gadam-projekts-un-strategiskas-ietekmes-uz-vidi-novertejuma-vides-parskata-projekts/1_pielikums_esosas_situacijas_raksturojums_izaicinajumi.pdf)

**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.**

Further development goals have been set for the study direction "Mechanics and metal processing, heat energy, heat engineering and mechanical engineering" at Malnava College:

- to update the study programme "Autotransport" in accordance with the new professional standard;
- to create a material and methodological base for the development of a study program for obtaining a qualification - forestry technologist, which corresponds to the 4<sup>th</sup> level of vocational qualification or the 5<sup>th</sup> level of the Latvian qualification framework.

The directions of further development of the study direction are in line with the development directions specified in the 1<sup>st</sup> edition of the "2021-2027 Development and Investment strategies of Malnava College".

Also, the development plan of the study field for the coming years envisages continuing the development and use of digital teaching aids in the study process, application of innovative study environment and E-study environment. It is planned to regularly improve the internal quality

assurance system of the study environment in accordance with the EFQM excellence approach. The development plan of the study direction is a part of the “2021-2027 Development and Investment strategies of Malnava College” in the 1<sup>st</sup> edition, which determines investments in the learning environment infrastructure.

When evaluating the study field “Mechanics and metal processing, heat energy, heat engineering and mechanical engineering”, the aim of SWOT analysis is to identify the strengths, weaknesses, opportunities, and threats of the field, as well as ways to eliminate weaknesses and threats, if possible. In turn, the strengths of the study programme “Autotransport” provide perspectives and development opportunities.

#### SWOT analysis

Strengths:	Weaknesses:
<ul style="list-style-type: none"> <li>- students have the opportunity to acquire and strengthen practical skills in laboratories and field conditions, thanks to a good material and technical base, including land resources;</li> <li>- students are provided with optimal study, living and leisure conditions: service hotel, gym, medical centre, library, computer classes;</li> <li>- the quality assurance of studies is based on the recommendations of students, graduates, employers and in cooperation with professional associations in the field;</li> <li>- the implementation of the study program is performed by both very experienced and young lecturers and industry professionals;</li> <li>- there is a regular qualification improvement of the academic staff in the quality improvement events organized by the Ministry of Education and Science, industry companies and institutions subordinated;</li> <li>- active involvement of students and academic staff in projects and activities, for example, No. 8.5.2.0/16/I/001 "Improvement of the Sectoral Qualification System for the Development and Quality Assurance of Vocational Education", etc.</li> <li>- a learning process based on the individual needs of students is implemented.</li> </ul>	<ul style="list-style-type: none"> <li>- relatively high proportion of learners with low secondary education grades;</li> <li>- the relatively long geographical distance of the College from the largest development centres in the region;</li> <li>- a large number of students drop out of studies because students start working due to material circumstances and are unable to combine work with studies and the development of a qualification paper;</li> <li>- underutilized potential of digital technologies for operation;</li> <li>- insufficient digitalization offer in the study process;</li> <li>- insufficient state budget funding for the maintenance of the training technical base for modernization, in accordance with the technological development trends in autotransport;</li> <li>- a small number of scholarships for students;</li> <li>- not all buildings and premises used in the study process comply with modern requirements, including a service hotel;</li> <li>- poor regeneration of academic staff;</li> <li>- inertia of academic staff in research work.</li> </ul>
Opportunities:	Threats:

- 
- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- opportunities for improvement of the quality management system in the College;</li> <li>- cooperation with the Latvia University of Agriculture, Rēzekne Academy of Technology and other higher education institutions, which open opportunities for continuing studies at the next level of education, research development, program improvement and development;</li> <li>- close cooperation with the councils of sectoral experts opens opportunities to update the study program in accordance with changes in the autotransport sector and the demand of the labour market;</li> <li>- more purposeful popularization of study programs and attraction of students for studies together with autotransport sector organizations and companies, using various information channels;</li> <li>- Attracting the European Union and other external sources of funding for raising the qualification of students and academic staff and improving the material and technical base;</li> <li>- development of cooperation with companies in the sector to ensure systematic, well-organized practice of work and organization of work-based training, including development of a network of practice companies, collection and dissemination of examples of good practice, etc.;</li> <li>- wider use of e-learning information system (moodle) in development of new study methodological materials, updating of existing ones;</li> <li>- wider use of digitalization opportunities in the study process and management;</li> <li>- expansion of cooperation with the graduates of the study program in organizing and conducting traineeships.</li> </ul> | <ul style="list-style-type: none"> <li>- deterioration of the demographic situation in Latvia (migration, birth rate, youth emigration);</li> <li>- the declining attractiveness of further vocational education due to past stereotypes and young people's knowledge and understanding of labour market prospects, etc.</li> <li>- insufficient professional orientation measures in the country as a whole to increase the prestige of the autotransport sector among young people;</li> <li>- limited access to public transport services for College students and staff;</li> <li>- low competitiveness of the remuneration system for academic staff compared to remuneration in the sector, as a result of which the prestige of the profession is low and there are limited opportunities to attract academic staff.</li> </ul> |
|---|--|

**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.**

Considering that there is only one study programme in the study direction, the head of the study direction is also the head of the study program and is directly subordinated to the deputy Director for studies and research.

The College has established the Department of Studies. The responsibility of the Department of

Studies is to ensure and coordinate the practical implementation of the first level vocational higher education programs by participating in all stages of the study process. The most important tasks of the Department are to organize the implementation of study programs (lectures, practical classes, traineeships, exam planning, etc.), cooperate with students, other educational institutions, employers, professional associations and societies, participate in promotion activities of Malnava College, collect and store information, maintain data base on students, their progress and changes in the number of students, to prepare and provide information and reports on the work of the department, students, the practical implementation of study programs, take study quality control measures, prepare and provide proposals for improving study program quality and organize research work. The Department of Studies provides informative support to students, lecturers, participates in final examinations, takes minutes of them, prepares diplomas and diploma supplements.

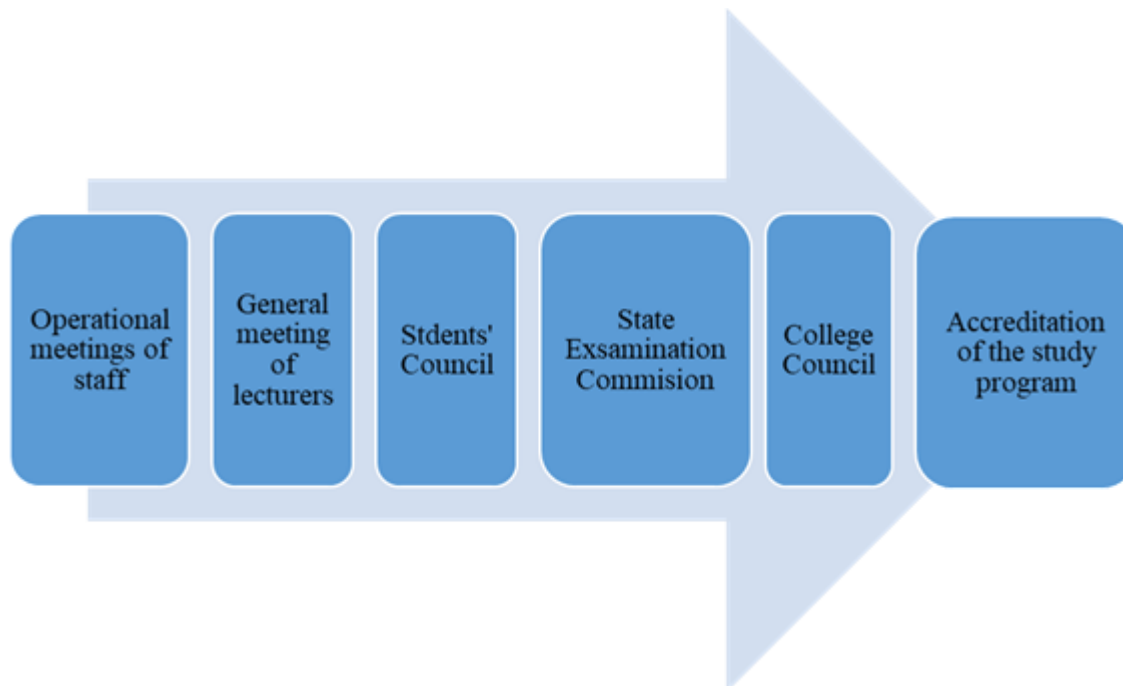
The head of the study direction, at the same time also the study program, organizes and manages the work of the Council of Studies of the program, the work of evaluation of study achievements, development of self-assessment, development and updating of internal normative documents, development of licensing and accreditation documentation. The head of the study program cooperates with the employers of the branch, as well as Latvian higher education institutions / colleges in the issues of coordination of the content of the study program and exchange of experience, conducts surveys of employers in order to find out the necessary skills, abilities and competencies.

The duties of the head of the study program are to coordinate and supervise the improvement of the respective study program in accordance with the modern requirements of the specific field of science, design and preparation of the program for licensing, accreditation and re-accreditation in accordance with legal requirements.

The academic staff is involved in the management of the study field: attends general meetings of College lecturers, participates in the work of the Council of Studies, provides recommendations for study program content and implementation improvement, participates in the work of the College Council, provides consultations, participates in study program preparation for licensing and accreditation, participates in study program accreditation process at the beginning of the semester develops or updates methodological documentation, participates in college projects.

The information technology administrator provides support to the teaching staff by ensuring the use of IT in the study process and communication activities. The Accountancy plans and controls the budget expenditures and revenues of the College and monitors the use of budget funds. The technical staff shall perform their duties in accordance with their respective competencies.

The evaluation of the support provided within the study direction of the administrative and technical staff is positive. The Department of Studies ensures good communication and systematic circulation of information. Students are informed about where to turn if they have questions or need help.



Scheme of quality management of the study direction of the College

**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.**

IR "Student Admission Regulations and Matriculation Procedure of Malnava College for the 2021/2022 academic year" have been developed in accordance with Sections 45, 46, 47, Paragraph one of Section 52, Section 83 of the Cabinet Regulations No. 846 "Regulations on Requirements, Criteria and Procedures for Admission to Study Programs" and the Regulations of Malnava College. General requirements of the competition - applicants for full-time studies are matriculated in study programs according to the general competition procedure, based on the average evaluation of the certificate / diploma transcript, the centralized exam (mathematics, foreign language) and the results of similar exams.

All persons specified in Paragraph one of Section 3 of the Education Law have the right to study at the College without any discrimination. Taking into account that the study program provides the first level vocational higher education, only persons who have acquired general secondary or vocational secondary education can study in it.

Admission to the College takes place without additional entrance examinations, based on the successful results of the passed centralized examinations for the acquisition of general secondary education.

The results of the competition are determined and approved by the Admission commission. IR "Student Admission Regulations and Matriculation Procedure of Malnava College for the 2021/2022 academic year" for the admission to the first level vocational higher education program are available at the website of Malnava College,

<https://malnavaskoledza.lv/pages/uznemsana-1-limena-augstaka-profesionala-izglitiba.html>

(Latvian Language)

Malnava College has approved the IR "Regulations on the academic recognition of study courses at Malnava College" (approved on 16.06.2021).

<https://malnavaskoledza.lv/upload/faili/studentiem/STUDIJU%20KURSU%20AKAD%C4%92MISK%C4%80%20ATZ%C4%AA%C5%A0ANA.pdf>

(Latvian Language)

The Regulations provide for the academic recognition of study courses (except traineeships and state / final examinations in another higher education institution or study program) when transferring from another accredited higher education institution to Malnava College, transferring from one Malnava College study program to another, resuming studies after a break and in another higher education institution. Study courses successfully acquired in an educational institution, if the amount of credit points in both comparable study programs is equal or the number of credit points in the relevant study course previously acquired is higher. For the implementation of the academic recognition of study courses, a commission consisting of five people has been established by the order of the Director, which evaluates the submitted documents and makes a decision on the recognition of study courses.

During the reporting period, academic recognition of study courses in previously acquired formal education has taken place. Academic recognition of study courses in previously acquired nonformal education has not taken place.

Academic recognition of study courses takes place in the following order:

- 1) The student submits an application for recognition of the study results achieved in previous education. The application shall be accompanied by documents certifying the acquired higher education (copies, presenting the originals) or documents certifying the acquired study courses in an accredited study program.
- 2) The head of the study department prepares a draft protocol on the transfer of study subjects in accordance with the requirements of the "Regulations on the academic recognition of study courses at Malnava College".
- 3) The study subject transfer commission examines the submitted documents and makes a decision. The decision is reflected in the minutes.
- 4) The head of the study department prepares an extract (decision) of the protocol. One copy is issued to the student, the other is attached to the student's personal file.
- 5) The decision is reflected in the student's study card.

#### **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.**

The evaluation of the achievements of students at Malnava College is determined by the IR "Regulations of Malnava College on the Procedure of Studies and Examinations" (approved on 16.06.2021).

The main principles of assessment of study results are:

- Correspondence of study results evaluation methods to the study program and study results defined for the study course. The teaching staff of the College incorporates the requirements for the assessment of study results into the study course programs. In the evaluation, attention is paid to the compliance of the evaluation requirements and procedures for the achievement of the goals of the study program, the total workload of students, as well as the prevention of possible duplication of the content of study courses;
- Clarity, consistency and public availability of study results assessment requirements for students. The study course program is available to students at the beginning of the study course. In accordance with the set goal and tasks of the program, a set of basic requirements for the assessment of the acquired knowledge, skills and competences has been determined;
- Mandatory principle of assessment - it is necessary to obtain a positive assessment of the acquisition of the compulsory content included in the main parts of the programs;
- Balanced application of study results assessment measures in the study course implementation period, providing that the examination mark consists of the results of formative assessment during the semester and summary assessment at the end of the study course. Such a system allows to follow the progress of students' study achievements, motivates students to purposeful study process during the semester, as well as facilitates the psychological and physical workload of examinations in sessions;
- The content and evaluation of students' independent work, which is a mandatory part of the study process, is reflected in the content of study courses;
- Students have the right to request explanations, as well as to contest the assessment provided for in the regulations on examinations and tests of study courses, on state and final examinations in accordance with the established procedure.
- Several evaluators participate in the evaluation of individual study results. Such a system in the College works in the defense of study research works and vocational traineeships.
- Study results are evaluated in a 10-point system (exam or differentiated test).

Every year, the lecturers update the regular examinations in order to be able to ensure the set achievable results of the study course and the program as much as possible. Testing of students' knowledge and skills, depending on the specifics of the study course, is organized with the help of various tests. During the acquisition of each study course, the student must pass the regular examinations specified in the study program. Regular examinations during the study course (tests, reports, essays) can be assessed with "passed" or "failed". At the end of the study course, the student takes a study examination (test or exam). Tests and exams at the end of the study course are evaluated in a 10 (ten) point system. A student is positive, if he / she has received a grade of "almost average" (4 points) or higher. Each lecturer has developed certain evaluation criteria for his / her study course, which are reflected in the descriptions of the study courses. Students are introduced to the evaluation criteria at the beginning of the study course.

Different types of tests are used to test students' knowledge and skills in exams and theoretical tests: written, oral, computer-based, combined. Before the exam, in addition to the contact hours provided for in the study course, a pre-exam consultation is planned. Only those students who have fulfilled all the requirements specified in the study course program are allowed to take the final examination of the study course.

**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.**

At Malnava College, the IR “Regulations on Ethics and Conduct” (approved on 26.05.2021) and the IR “Quality Management Policy” (approved on 21.04.2020) state that falsification of records, plagiarism - the ideas, phrases, sentences or use of longer fragments of text without proper permission or reference, is unacceptable. Malnava College has established and strictly follows the procedure for dealing with cases of violation of academic integrity in qualifications. If, during the examination of academic integrity, an opinion is received that the work contains signs of plagiarism, the qualification paper is evaluated. The head of the study program together with the supervisor of the qualification thesis within two days prepares a written opinion on whether the thesis contains plagiarism and submits it to the deputy Director in the study and research work. After receiving the opinion, the deputy Director in the study and research work invites the student, whose qualification work contains plagiarism, to get acquainted with the written conclusion of the experts and to provide a written explanation. After receiving the student's explanation, the deputy Director in the study and research work establishes a commission, which decides on the student's admission or suspension from the defense of the qualification paper. Based on the decision of the commission, the Director of Malnava College decides on the exmatriculation of the student.

The College operates the “Procedures for ensuring the academic integrity of the Study department of Malnava College”, approved by decision of the College Council of 22.11.2017.

Access link:

<https://malnavaskoledza.lv/filereader/index/12/c019eb5e24f2b91af6fa9cf2db1312ee>

(Latvian Language)

Students and academic staff observe the principles of academic integrity in the study process.

For example: use of references, individual access code for tests in the Moodle platform, works based on an individual, original idea. The college does not have technological solutions for testing academic integrity, it is done by the teaching staff.

No serious breaches of academic integrity were identified during the reporting period.

**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 about the study field and the corresponding study program is regularly published on the website of the College website [www.malnavaskoledza.lv](http://www.malnavaskoledza.lv), however, other websites are also used as needed.

Communication channels/methods of Malnava College

Channel	Method
Website of Malnava College for internal/external communication <a href="http://www.malnavaskoledza.lv">www.malnavaskoledza.lv</a>	News Documents



Social networks (Facebook, Instagram, TikTok, Youtube channel) for informing target groups	News (incl. photos)
General education school websites	Advertising posters
Social networks of local governments of the region (websites, Facebook accounts)	Press releases, news
Websites of cooperation partners	Press releases, news
Website and social networks of Latgale planning region	Press releases, news

The deputy Director for studies and research is responsible for the preparation and content of the information of the study department to be published, and the administrator of computer systems and computer networks is responsible for the placement of information on the website.

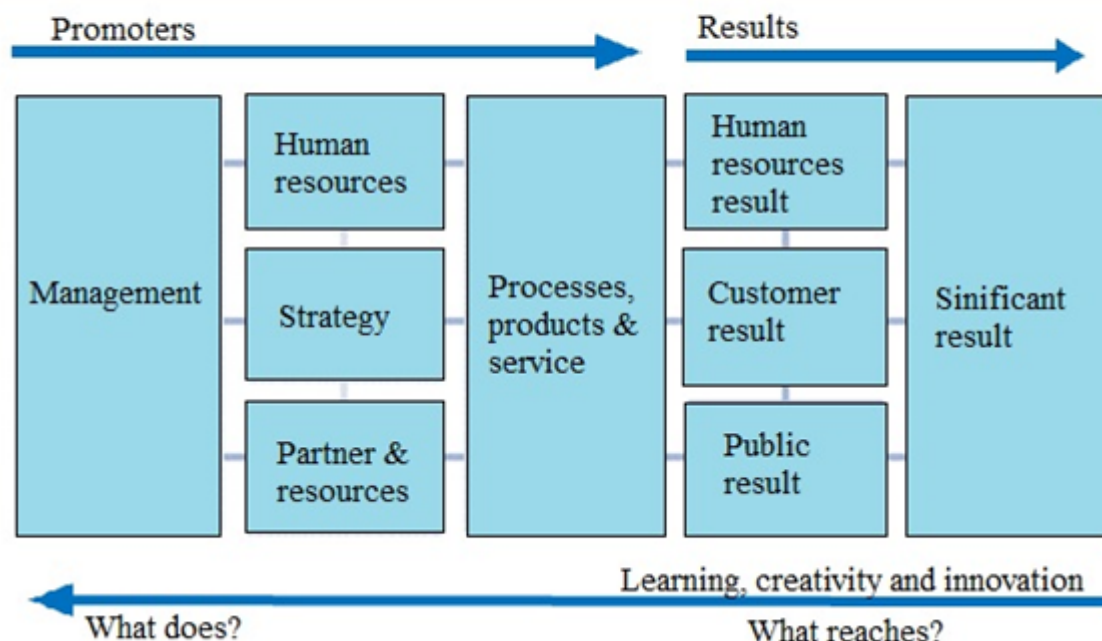
## II - Description of the Study Direction (2. Efficiency of the Internal Quality Assurance System)

**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.**

“Quality Management Policy” has been developed at Malnava College (approved on April 21, 2020). The IR “Quality Management Policy” includes the structure of the quality management system of Malnava College and sets guidelines for the establishment, maintenance, improvement and evaluation of the quality management system. These guidelines are binding on all College staff.

**Quality assurance policies and measures.** The IR “Quality Management Policy” approved at the Malnava College Council meeting is developed in accordance with the methodology of the EFQM Excellence Model. It is based on a set of quality principles, goals and actions set by the management of Malnava College, which are developed and implemented at Malnava College in order to achieve the set goals and ensure the development of Malnava College.

# EFQM



Deming cycle in quality management

**Approval and periodic evaluation of programs and degrees to be awarded.** The study content is determined by the study program. The study program is developed in accordance with the State first level vocational higher education standard, the Professional standard and other binding regulatory enactments of the Republic of Latvia and the European Union. The Department of Studies responsible for the content of the study program and its implementation. Changes in the study program are made at the suggestion of the Department of Studies, lecturers, employers, as well as at the suggestion of students. At the end of the academic year, surveys of students and employers on the study process are conducted. The results and proposals of the surveys are summarized and discussed at the Council of Studies meeting. The Council of Studies proposes changes in the study program (changes in CP, introduction of new study courses, updating of existing courses, and other changes that do not exceed 20% of the total amount of the study program in accordance with Cabinet Regulations No. 793 "Regulations for opening and accreditation of study fields" of 11.12.2018. Article 2.3.4). The draft program changes are evaluated by the College Council, which makes a final decision on the usefulness of the changes. The decision on awarding a qualification and a diploma on obtaining a first-level vocational higher education is made by the State Final Examination Commission. It enters in effect by the order of the College Director.

**Student-centered learning, teaching and assessment.** Testing of students' knowledge and skills, depending on the specifics of the study course, is organized with the help of various tests. Depending on the circumstances, various pedagogical methods are used. During the acquisition of each study course, the student must pass the regular examinations specified in the study program. These can be: test, paper, essay. Different types of tests are used to test students' knowledge and skills in exams and theoretical tests: written, oral, computer-based, combined (e.g. in writing and orally).

The specifics of the student community and the diversity of needs are taken into account and

respected in the development of appropriate learning pathways.

At the beginning of the study course, lecturers inform students about the topics to be acquired in the study course, expected results, knowledge evaluation criteria, independent studies. At the same time, students are given the opportunity to provide feedback on the study process. Students participate in decision-making in the collegial institutions of the College, regular student surveys are organized. Opportunities are offered to study in full-time and part-time programs, giving students the opportunity to study according to possibilities.

In addition, students' independence is promoted, at the same time providing support from the teaching staff. For example, the activities of students' self-government are supported, which allows students to improve their independence, gives students the opportunity to implement ideas, as well as opportunities to learn outside of lectures and engage in extracurricular activities.

The College has appropriate procedures for resolving student complaints and seeking opinions.

**Student matriculation, study process, recognition and certification of qualifications.**

Applicants who have passed the admission procedure specified at Malnava College in accordance with the requirements and conditions of the "Student Admission Rules and Matriculation Procedure of Malnava College" are matriculated. Admission is organized by an admission commission determined by the order of the Director. In order to start studies, the applicant concludes a study agreement with Malnava College. From the moment of matriculation, the student has all the rights, duties and responsibilities of a student at Malnava College. Every year, when starting their studies, students are organized a orientation lecture and an excursion around the educational institution, as well as acquaintance with the management of Malnava College. It provides all kinds of basic information about the higher education institution and the chosen study program. In order for a student to register for studies in the next study year, he / she must have obtained all credit points of previous study years and must have fulfilled the financial obligations arising from the study agreement. The study process is monitored and analysed by the Department of Studies, jointly assessing both the regularity of the visit and the progress and achievements of the students.

Students have the right to receive a study break if necessary. The minimum duration of a study break is 2 study semesters, with the right to extend it for another term or 2 semesters. The Department of Studies decides on granting a study break after the student has submitted a written application to the Department of Studies. During the study break, the student may settle study debts and use the services of Malnava College library. At the end of the studies, the student is issued a diploma for obtaining the relevant education and qualification.

**Teacher quality assurance (teaching staff).** According to the IR "Regulations on Academic and Administrative Positions" (approved on 23.11.2006), a person who has at least a Master's degree, scientific publications corresponding to the field or published teaching aids and who is able to independently read who is able to independently read lecture courses, manage seminars, practical classes and laboratory work, can apply for the position of a lecturer at the College. A person with a higher education without a scientific degree may hold the position of a lecturer in the courses of vocational study programs, if he or she has at least five years of practical work experience corresponding to the relevant subject. Professional development measures are supported for each teaching staff involved in the implementation of the study field, as well as the use of new technologies is supported by providing the necessary technical equipment and encouraging the use of various teaching methods.

**Learning resources and student support.** In Malnava College, classrooms and practical laboratories are equipped to learn using methodological materials also in an electronic environment. College students have access to computer classes, where students can implement

the tasks of independent work provided in the study subjects (see Part II Paragraph 3.2). Students have the opportunity to receive lecturers' consultations, consultation schedules are available.

Malnava College Library provides access to information, intellectual and bibliographic resources and scientific ideas (see Part II Paragraph 3.3). In 2013, the e-learning environment system Moodle was introduced at the College, which allowed to modernize training, creating a favourable environment for both students and teachers, acquiring knowledge at a convenient time and place, developing more convenient communication. E-learning training platform Moodle of Malnava College provides students with study materials (presentations, digital books, abstracts, hyperlinks to useful Internet resources and other additional materials useful in the learning process), as well as tests (tests, independent assignments, report topics and other inspection tasks). The e-learning platforms Quizizz, Padlet, Google Classroom are also used. The learning process in the e-environment is based on creation and offering of the created, that is, from phrases expressed in the e-learning environment to complex objects (tasks, tests, databases, articles, drawings, methodological materials, etc. resources).

### **Information (management) systems.**

Malnava College has a registered Microsoft Office 365 account. The following Microsoft Office tools are currently used for management:

- Outlook - business e-mail and calendar (contacts, meetings, reminders; high security standards);
- Microsoft Teams - for organizing classes, lessons, online workgroups and meetings, document sharing;
- Planner - to-do list, task statuses, priorities, statistics, adding files and comments;
- Tasks - task management; meetings, reminders and other activities;
- For storing and sharing information using virtual servers or cloud storage OneDrive (virtual server: file storage and sharing; 1 TB storage per user) and SharePoint (internal website; file storage and sharing).

Academic staff uses various platforms to organize online lessons - ZOOM, Cisco Webex, Jitsy Meet, Google Meeting, etc. Starting from 2021, the Microsoft Team has been identified as the main tool for organizing online classes and exams at Malnava College, as it is a free tool for educational institutions, which allows to create profiles not only for teachers and lecturers, but also for students and makes work more efficient and faster.

Teachers and lecturers of Malnava College use the e-learning environment in the Moodle system. Currently, the Moodle system is actively used by agricultural and technical subject teachers, although technical subject teachers also use the Quizizz platform. Given that the Moodle system offers both the development and publication of electronic materials and the creation of various activities in it, such as the creation of tests, the development of tasks, the development of educational games, communication tools (forum, chat). Malnava College intends to make more active use of the Moodle system in the teaching process. Moodle also provides a way to record attendance at student lectures.

**Informing of the public.** The latest information about current events in the institution, admission, study opportunities is regularly published on the website of Malnava College, as well as the most important normative documents regulating the activities of Malnava College are available there. The following is available to the public on the website of Malnava College: "2021-2027 Development and Investment strategies of Malnava College" in the 1<sup>st</sup> edition, self-evaluation reports of each study year, annual reports. Malnava College also actively applies itself in its social network accounts, publications in the press, so that information can be reached by the general

public.

Description of internal quality assurance measures:

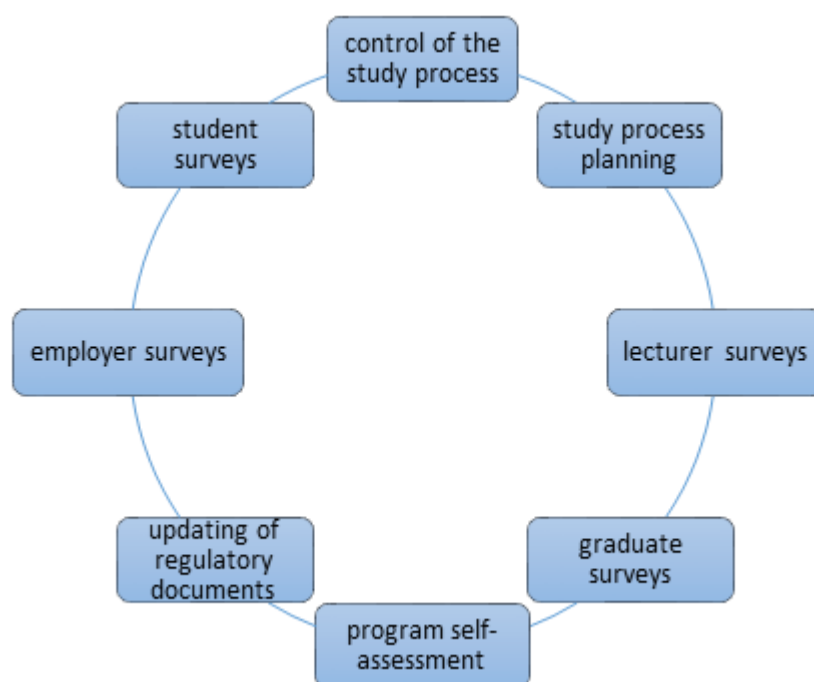
1. The structural units ensuring the operation of Malnava College are reflected in the structure of the college;
2. The responsibilities, powers and duties of the employees are specified in the Rules of Procedure of Malnava College, in the job description of each employee, in the employment contract;
3. To ensure the quality of the study content, the study content is updated. The Study Council considers the necessity of updating both the program and the study courses;
4. A mapping of study results is performed, which is reviewed in cases of study content revision;
5. The head of the study program can attend the classes of the teaching staff;
6. Faculty members are provided with opportunities to attend professional courses and seminars;
7. Consultative support of teachers on the possibilities of using the e-environment is available;
8. The Study Council analyzes the dynamics of the number of students (number of enrolled students, reasons for dropping out, etc.);
9. Once a semester, students' progress is checked;
10. The availability of information to all involved parties is improved by updating the college website [www.malnavaskoledza.lv](http://www.malnavaskoledza.lv): information about study programs, organization of the study process for students, internal normative documents, etc.
11. Information for students on the content of the study course, requirements for the acquisition of the study course and evaluation criteria is provided by each lecturer at the beginning of the study course. It is planned to place the descriptions of the study course in the e-environment;
12. Information on processes and procedures, as well as current events for all college staff is ensured by organizing meetings and using e-environment (Microsoft Teams platform);
13. Feedback is provided by organizing surveys of students, graduates and employers. The results of the survey are summarized in the study council, administration meeting;
14. Informative support is provided to students both in person and using digital solutions;
15. At the beginning of studies, a lesson "Introduction to studies" is organized for first-year students. The student self-government organizes a consolidation event in the beginning of October;
16. During the studies, before the practice and preparation of the final work, meetings and consultations are organized. Consultations are also available within the study courses both in person and remotely.

**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.**

The development of a new study program can be initiated by the College Council, Director, head of the study field / program, representatives of the academic staff, at the initiative of graduates or students' self-government, representatives of cooperation partners, including employers, industry associations.

During the reporting period, Malnava College has not developed new study programs.

In order for the updating of the study program to meet the requirements of the labour market, the feedback received from students, graduates and employers is especially important. Stakeholders evaluate the course of the study program, as well as the applicability of the acquired knowledge, skills and competencies in professional activities, thus the feedback becomes a valuable element of the improvement of the study process. The Figure shows the stages of analysis and review of the study program.



Stages of analysis and review of the study program

In order to ensure the compliance of the study program with the needs of the national economy, the current normative documents or to perform its improvement, the study program improvement and review processes are organized.

"Regulations on the development, implementation and improvement of study programs" Access link:

<https://malnavaskoledza.lv/upload/faili/studentiem/Nolikums%20par%20studiju%20programmas%20izstr%C4%81di,%20realiz%C4%81ciju%20un%20pilnveidi.pdf>

(Latvian Language)

#### Study program review process

Stakeholders	Actions
Head of the study programme, Department of Studies. Council of Studies, College Council.	The Council of Studies proposes changes in the study program (changes in CP, introduction of new study courses, updating of existing courses, and other changes that do not exceed 20% of the total amount of the study program in accordance with Cabinet Regulations No. 793 "Regulations for opening and accreditation of study fields", Article 2.3.4). Changes are considered at the Council of Studies meeting, the decision is made by the College Council. Regularity - as needed.

Head of the study programme, Department of Studies. Council of Studies, College Council, Academic Information Centre.	The study program requires changes to be made in accordance with the Cabinet of Ministers Regulations No. 793 "Regulations for opening and accreditation of study fields", the head of the study program develops the application for the necessary changes. The application is reviewed by the Council of Studies. The application is approved by the College Council. After approval, the change application is submitted to the Academic Information Centre. The head of the study program in cooperation with AIC, the Director and deputy Director of the College organizes an expert visit in study and research work. Regularity - as needed.
--	---

Study programs are reviewed and changed in accordance with the development trends of the industry. The Department of Studies is responsible for changing the content of the study program and / or the content of study courses. Changes are made in prior consultation with lecturers and students in study programs. Student surveys on study content take place once a year. Surveys of graduates on the content of studies take place after graduation. As far as possible, the suggestions made in the student surveys are taken into account. The Department of Studies maintains regular contact with students and finds out the wishes and needs of students. The Department of Studies regularly analyses the study load of students, study attendance and students' further progress. If necessary, individual discussions are held with students. The opinion of employers is ascertained after the end of the students' qualification practice.

**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 procedure for submitting student complaints is specified in the IR "Quality Management Policy". It sets out the procedure for submitting complaints, deadlines for appealing decisions and assessments. The above-mentioned regulations determine the duties and deadlines of the College administration for the review of complaints and decision-making.

By implementing a fair, equitable and equal educational policy, the College provides an opportunity for students to challenge decisions made by College staff (academic or administrative). The student is entitled to make claims regarding the evaluation of the examination / final thesis, the organization and course of the study process, tuition fees, ex-matriculation and other issues.

In the event of a claim, the parties (student and faculty / administrative staff) must first try to reach an oral agreement. In case this is not achieved, the student can submit a complaint in writing to the head of the study program or the Director of the College. The student must submit a complaint about the assessment by the end of the next working day (after receiving the assessment):

- for the evaluation of the examination - to the head of the study program;
- for the assessment of the final examination - to the Chairman of the State Examination Commission.

The student can submit a complaint about possible violations of the study process in writing to the head of the responsible study program within 3 working days. An appeal against the reason for exmatriculation may be submitted in writing to the Director of the College.

The appeal shall be examined by a commission set up and convened by the addressee of the appeal, which shall consist of specialists invited in accordance with the content of the appeal. Complaints shall be considered as soon as possible, but not longer than within 7 working days from the receipt of the complaint. The Chairman of the Commission informs the student about the decision of the appeal in writing. The decision of the Board of Appeal may be appealed to a further official, the Director of the College.

In addition, if there is reason to believe that the actions of an employee, lecturer or learner do not comply with the ethical requirements binding on him / her, set out in the Code of Ethics and Conduct, the person is entitled to inform or submit an application to the Director of the College.

Both IR "Quality Management Policy" and IR "Ethics and Behaviour Regulations" are publicly available to students on the College website.

Access link:

<https://malnavaskoledza.lv/upload/faili/studentiem/Kvalit%C4%81tes%20vad%C4%ABbas%20pol.la bota2020.pdf>

<https://malnavaskoledza.lv/filereader/index/7/065ecc23e1f8b25cec42609bebf6c593>

(Latvian Language)

Due to the small number of students and staff of the College, students have a wide range of opportunities for information and consultation, as well as opportunities to express their suggestions, complaints and suggestions. They can do this in person by contacting the lecturer, the head of the study program or the management of the College, as well as proposing to consider the issue of interest in the students' self-government. From these officials, students can receive all information about the possibilities to submit proposals and complaints, as well as about the procedure for reviewing them and receiving a response. A survey of students is conducted every year, which includes a section for comments and suggestions. The comments are collected and analysed by the heads of study fields during the annual self-assessment. Details: Part III, Section 2.6. point.

The College has an "open door principle", which allows it to be approached outside the acceptance hours of the College management with minor, promptly negotiable proposals.

No student complaints were submitted during the reporting period

#### **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.**

Malnava College statistical data are compiled in accordance with the Cabinet of Ministers 2 May 2006 Regulations No. 348 "Procedures by which a higher education institution and a college submit



information regarding their activities to the Ministry of Education and Science". Data are collected in the Electronic Data Collection System (EDV) once a study year on October 1 of each study year according to the form.

Access link: <https://www.csb.gov.lv/lv/respondentiem/veidlapas/2020/1-augstskola-koledza>

(LatvianLanguage)

In accordance with the Cabinet of Ministers Regulations No. 276 "Regulations of the State Education Information System" of 25 June 2019, data are collected and submitted to the State Education Information System (SEIS). Data shall be entered into the system within 10 working days after the acquisition of the information or the day of its occurrence.

The College creates databases for internal use, for example, students enrolled in the study year, total number of students, graduates, expelled students, lecturers, results of students' progress, etc. The head of the study department is responsible for the collection, storage and processing of statistical data.

The College shall observe the following data protection principles when collecting, storing and processing personal data:

- collects and compiles personal data only for specific, clear and lawful purposes and processes them only in accordance with the procedures and to the extent provided for in regulatory enactments;
- collects, processes and compiles only such personal data which are necessary for specific purposes or for the fulfilment of the requirements included in regulatory enactments;
- personal data which enable the identification of the data subject shall be kept for no longer than is necessary for the purposes for which the personal data were collected and processed;
- after the expiry of the term for the collection or storage of personal data, the College shall destroy the data carriers, securing them against any possibility of data leakage;
- takes appropriate technical and organizational measures to ensure the protection of personal data against unauthorized or illegal processing thereof, as well as against accidental loss, damage and destruction;
- does not process personal data without a specific purpose or does not transfer them to other organizations, institutions, individuals or foreign countries without secure, adequate protection thereof and lawful justification for data processing;
- processes personal data, observing the requirements of confidentiality and ensuring the security of personal data held by the College.

The College uses various security measures to prevent unauthorized access to, disclosure of, or other inappropriate processing of personal data. Employees who have access to personal data have been trained to work with them in accordance with the requirements specified in regulatory enactments (the head of the study department has completed professional development courses "Personal data protection and data security" on 26.10.2018).

The Personal Data Protection Officer appointed by order of the Director supervises the protection of personal data and their processing at Malnava College and is responsible for informing and advising employees and students in the field of data protection, as well as for compliance with the principles of personal data protection. Malnava College has developed a "Personal Data Processing and Protection Policy", approved on 13.02.2019.

Access link:

<https://malnavaskoledza.lv/upload/faili/studentiem/Personas%20datu%20apstr%C4%81des%20un%20aizsardz%C4%ABbas%20politika.pdf>

**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.**

Malnava College has integrated all standards and guidelines of Part 1 of the ESG for internal quality assurance in the study process, i. quality assurance policy (Part II, Paragraph 2.1, 2.2), program development and validation (Part II, Paragraph 2.1), student-centered learning, teaching and assessment (Part II, Paragraph 2.2, Part III, Paragraph 2.3), student matriculation, course of study, recognition of qualifications and certification (Part III, Paragraph 2.3, 2.4), teaching staff (Part III, Paragraph 4.1), teaching resources and student support (Part II, Paragraph 3.1, 3.2), information management (Part I, Paragraph 2, Part II, Paragraph 1.1, 1.2) , informing the public (Part II, Paragraph 2.2., 3.3., 5.1., 5.3.).

Ensuring adequate funding for continuous development and the availability of modern teaching resources and for finding funding for research can be seen as a major challenge for the College.

## **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 sources of funding for the College are specified in the regulations of Malnava College.

Taking into account the Cabinet of Ministers Regulations No. 994 "Procedures by which higher education institutions and colleges are financed from the state budget" of December 12, 2006, the College has introduced a budgeting methodology. Based on the mentioned methodology, the necessary development investment and financing materials for the renewal of the technical base and increase of the library collection are distributed. The College Council approves the College's annual budget.

The highest governing body and decision-making body of the College in strategic, financial and economic matters is the College Council. The amount of the tuition fee for the study year is determined by the college council and approved by the Director of the College with an order.

The prices of paid services are determined by the Cabinet of Ministers Regulations No. of 18 March 2021. 171 "Price list of paid services of colleges subordinated to the Ministry of Education and

Science" Access link:

<https://likumi.lv/ta/id/321817-izglitiba-un-zinatnes-ministrijas-padotiba-esoso-koledzu-maksas-paka-lpojumu-cenradis>

(Latvian Language)

The table provides data on College funding in general (excluding vocational secondary school funding).

Malnava College funding for the period 2015-2020 (EUR)

Years	Grants for higher education, EUR	Structural Funds, EUR	Own revenue, EUR	Total EUR
2015	254256		64560	318816
2016	281769		51192	332961
2017	274287		38044	312331
2018	329584	1021389	31982	1382955
2019	331484		27694	359178
2020	332398		28721	361119

The provision of financial resources is stable, but insufficient.

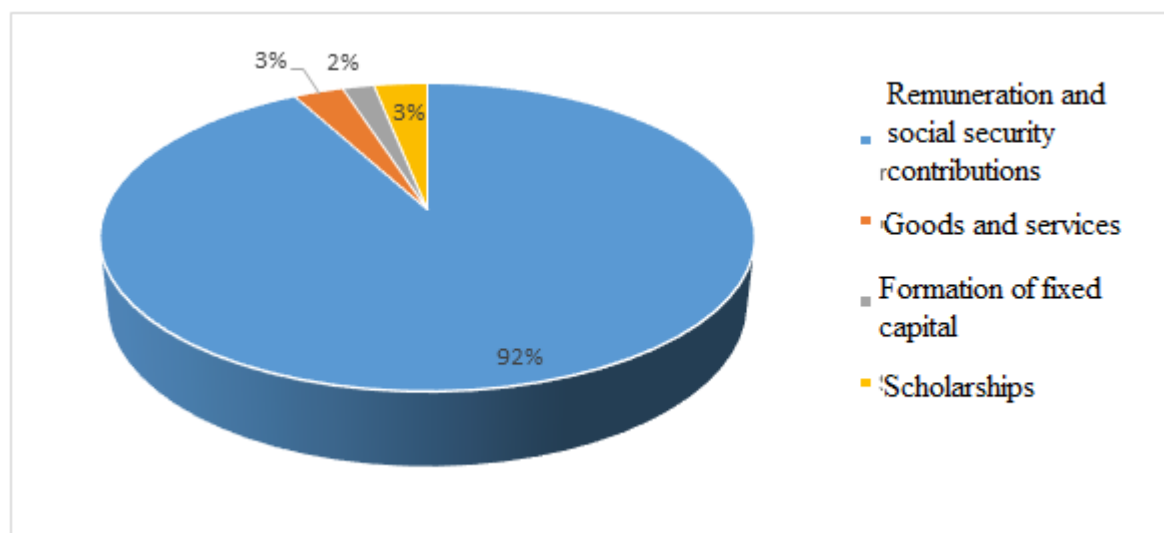
The use of financial resources by main items is given in Table.

Use of Malnava College funding for the period 2015-2020 (EUR)

Years	Remuneration and social contributions EUR	Goods and services EUR	Creation of fixed capital EUR	Scholarships EUR	ERDF project EUR	Total expenditure EUR
2015	270599	28706	4800	15987		320092
2016	280152	15585	31114	15987		342838
2017	281797	10606	3429	15987		311819
2018	300988	37911	6680	15987	1021389	1382955
2019	319470	16085	6680	15987		358222
2020	332578	10549	6680	11312		361119

In 2015 and 2016, according to the financial statement data, in total, expenses exceed revenues. Cash accounts must be closed at the end of the financial year, the balance must be zero. If a situation arises that at the end of the year there is a balance of funds from own revenues, the funds are deposited in a special account. In the following financial year, they are included in the organisation's expenditure without increasing the revenue share. This process is reflected in the "Report on the Implementation of the Budget". It appears under the item "Increase (-) or decrease (+) in the change in the cash balance of paid services and other own revenues". The excess of

expenses is covered from own revenues.



Use of Malnava College funding by items in 2020 (%)

The information does not include items for all types of Erasmus + mobility.

Based on the agreement between the Ministry of Education and Malnava College on the training of specialists from the state budget, the Protocol to the Agreement No. 2 (31.01.2019) has defined a state budget grant, which is divided by study programs.

The State budget grants of the study programme “Autotransport” in 2019 amounted to EUR 177680,00, State budget grants in 2020 — EUR 178166,00. Costs per student in the study programme “Autotransport” from the State budget grant in 2019 amounted to EUR 4556, in 2020 — EUR 4568.

No funds were allocated for research purposes during the reporting period.

**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 physical environment of studies consists of auditoriums, laboratories and a library with the necessary equipment for mastering study courses. Classrooms are equipped with technical teaching aids. Each auditorium has projectors, various interactive whiteboards, audio equipment, tablets. Lecturers are provided with laptops. Printers, copiers, scanners are available for students and teachers. Modern training management tools are successfully used in the student training process, including the Moodle environment of e-learning training platforms. Students have access to the Malnava College Service Hotel.

Malnava College offers a wide range of visual aids - models, posters, which allow students to actually see different situations in a simulated environment. For the needs of practical classes, laboratories are available, where the equipment necessary for the acquisition of skills is located.

Laboratory equipment is regularly renewed, improved and supplemented.

#### Description of study environment infrastructure

Purpose of use	Address of the real estate object	Area sq.m.	Short description
Premises used for studies	Kļavu street 17, Malnava, Malnava district, Ludza region	1964	The study rooms are equipped with furniture for students and teachers, interactive whiteboards or projectors, computer equipment and other IT equipment for the purpose of ensuring study process, individual teaching aids, professional literature and textbooks. 4 classrooms are equipped with computers for the needs of students. Welding class with 15 workplaces. Superstructure repair laboratory. Vehicle technical maintenance and diagnostics laboratory. -
	Muižas street 4, Malnava, Malnava district, Ludza region	1160	The study rooms are equipped with furniture for students and teachers, interactive whiteboards or projectors, computer equipment and other IT equipment for the purpose of ensuring study process, individual teaching aids, professional literature and textbooks. Work laboratory of locksmiths. Turning, milling laboratory. Car construction laboratory. Car repair laboratory. Internal combustion engine construction laboratory. Car electrical equipment laboratory
Description of science classroom equipment	Kļavu street 17, Malnava, Malnava district, Ludza region	1964	The equipment required for the study subject is morally and physically obsolete.
Information and communication technologies for teaching purposes	Kļavu street 17, Malnava, Malnava district, Ludza region	1964	Desktop computers - 120 pcs. Portable computers - 55 pcs. Interactive whiteboards - 12 pcs. Projectors - 45 pcs. Tablets - 30 pcs.

Study equipment for improvement of vocational education	Kļavu street 17, Malnava, Malnava district, Ludza region	-	Renovation of agricultural machinery laboratory has been implemented (307 m <sup>2</sup> , EU funding - 75752.82 EUR). Improvement of the material and technical base of the study program "Business in Agriculture" and "Autotransport" (103427.69 EUR, including EU funding - 878135.40 EUR) Project has been implemented for the establishment of a computer accounting class, including the purchase of the accounting program Tildes Jumis
	Muižas street 4, Malnava, Malnava district, Ludza region	-	Implemented energy efficiency improvement measures (5075.30 m <sup>2</sup> , 4555432.53 EUR EU funding)
Sports infrastructure	Kļavu street 17, Malnava, Malnava district, Ludza region	539	The sports arena (539 m <sup>2</sup> ) has 80% occupancy. It is in good technical condition. In 2018, the walls were repaired and the lighting was changed (investment - 16152.00 EUR).
		2700	The sports stadium with football, tennis, volleyball courts and jogging tracks is 60% occupied.
Service hotel	Liepu street 1, Malnava, Malnava district, Ludza region	3650	270 beds, 70% occupancy. In 2013, measures to increase energy efficiency were implemented.

Table lists the main laboratory equipment that are used in the study process.

#### Laboratory equipment and machinery for the study process at Malnava College

No.	Name	Number
1.	Hardness tester	2
2.	Tango Key programmer	1
3.	ORANGE 5 Programmer full set+ IMMO HPX	1
4.	Universal diagnostic device AVDI	1
5.	Tyre mounting device BOSCH TCE 4435 – 24 and TCE 330 with ERGO CONTROL	1
6.	Tyre balancing device BOSCH WBE 4400	1
7.	Metal processing lathe Holzmann ED1000KDIG	1
8.	Miller BF 50DIG	1
9.	Band saw BS210GP	1
10.	Sharpening machine Holzmann UWS3	1

11.	Drilling machine Bernardo BM 25T	1
12.	REMS 590021 Python 1/2-2" pipe bending machine	1
13.	BOSCH KTS 560 system tester	1
14.	P-3 Car lift	2
15.	Balancing stand	2
16.	Tyre mounting stand	2
17.	Lathe	10
18.	High-pressure washing device HD	3
19.	Compressor	5
20.	Point welding apparatus	1
21.	Additional equipment for CR - 1 pumps	1
22.	Diesel motors pump calibration database	1
23.	CR database of pumps	1
24.	VP database of pumps	1
25.	Set of testing tools	4
26.	Generator diode tester	1
27.	Car Data	20
28.	Diagnostic device Bosch	5
29.	Superstructure repair stand VRS	1
30.	Four-pillar lift 526 ALT	2
31.	Mobile crane WK 100	3
32.	Hydraulic press WP 10H M	3
33.	Brake test stand BT - 310	1
34.	Wheel geometry test stand WA 9	1
35.	High pressure fuel pump test stand	1
36.	Engine tester FSA 564	1
37.	Diesel smoke meter KMA 170	1
38.	Plug screening device EPS 100	1

39.	Plug screening device EPS 200 with kit	1
40.	Welding p/a kit AUTOMIG-273 MPS-4tF 08	3
41.	Welding p/a kit AUTOMIG-223 UPS 3	5
42.	Ignition system module 4247	1
43.	Central spraying system 20012	1
44.	Bosch ACS 650 A/C rent with kit	1
45.	Engine tester FSA740	1
46.	Electronic system controller CTS65	1
47.	Inverter 3f.380V 50 Hz 10-220A	1
48.	Car washing device	2
49.	Washing vacuum cleaner	2
50.	Used oil suction device	2
51.	Welding transformer 1-200A 5 kva	5
52.	Mounting table MG	40

The material and technical support for the study field has been purchased from the State budget, but EU funds are also attracted within the framework of the projects. The projects were implemented both in the Department of Studies of the College and in the Department of vocational education, but the results of the project can be used to ensure the learning process of all students and learners. Major ones of these are:

- In 2013 “Increasing energy efficiency in the new study building of Malnava College and in the service hotel building of Malnava College, Malnava”, budget -1 244 076.88 EUR;
- In 2018 “Implementation of energy efficiency improvement measures for Malnava College manor building at Muižas Street 4, Malnava, Malnava district”, budget - EUR 589 621.15;

**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.**



As the intensive use of the e-learning environment has started, the system as a teaching methodological tool is gradually being included in the study process for the needs of both teachers and students. Methodological guidelines for the development and presentation of qualification practices, term papers, qualification papers have been developed.

In general, the teaching rooms of Malnava College are equipped to include simulated situations in the teaching process. Students can learn using methodological materials also in the electronic environment, as well as train independently, improving their knowledge, skills and competencies. College students have access to computer classes, where students can implement the tasks of independent work provided in the study subjects.

Malnava College Library operates in accordance with the "Malnava College Library Regulations", approved on 18.10.2018.

Access link:

<https://www.malnavaskoledza.lv/filereader/index/387/8f3ad94187bb20598681dd57902ee723>

(Latvian Language)

The mission of Malnava College Library is to provide access to information, intellectual and bibliographic resources and scientific ideas regardless of environment and boundaries: online periodicals, dictionaries, access to the collections of other libraries. The Library collection consists of the study literature fund and other fund (reference publications, encyclopaedias, branch literature and fiction), as well as periodicals. The total area of the library premises is 159 sqm. The library is accessible for people with reduced mobility. The premises are suitable for independent study and research work, as there are 6 stationary computers with Internet access and databases, with the possibility to print, scan or copy the necessary materials in both black and white and color. It has a good WiFi connection, so you can use your mobile devices. Tablets for on-site work are also offered.

Development dynamics of Malnava College Library collection

Stock amount	2020	2019	2018	2017
Stock, total	19517	19362	20507	20044
incl. textbooks	5828	5828	5818	5808
Textbooks in offices	1675	1655	1654	1313

The library also prepares bibliographic references and thematic bibliographies as needed. The library collection is freely available. Study literature is issued for use for the study year, but other literature required for studies - in accordance with the library use regulations. Funding ensures the performance of library functions. The library collection is updated every year. Unfortunately, books and periodicals are becoming more expensive year by year. The administration, lecturers and students express their wishes to supplement the collection.

The library uses SBA (interlibrary loan) facilities to provide its users with the necessary information for the study course, using access to electronic library libraries.

Latvian library information system ALISE[1], which provides remote access to library catalogues and various information search options, as well as ordering / reservation of publications for authorized users.

Funding granted to Malnava College Library for the period 2017-2020 (EUR)

Funding EUR	2020	2019	2018	2017
-------------	------	------	------	------

Funds for set-up of stock (total):	3840	4012	4194	4085
incl. for books				
for press	1840	1617	2236	2364
	2000	2395	1958	1721
Funds for stock set-up per user	6.86	6.12	5.95	4.41

The library has a wide range of periodicals: 32 magazines and 4 newspapers. Motor vehicle industry magazines have been subscribed in foreign languages: "Top Gear" (English) and "За Рулём" (Russian).

The records of the library includes over 6,000 textbooks and 1960 of them — for the autotransport sector, excluding periodical publications. Library books are arranged by thematic areas. College teaching staff have been actively involved in the publication of training materials and books in the field of autotransport.

The Library uses databases LURSOFT and EBSCO, for in-depth study of topics and also for the development of course and qualification papers. The free databases of the National Library of Latvia are also used: Lost Latvia, periodicals, books, maps.

The library is open every working day from 8.00 to 17.00.

[1] Joint catalog of Ludza region libraries Pieejams: <https://ludza.biblioteka.lv/Alise/lv/home.aspx>

(Latvian Language)

### **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 process of selection and admission of lecturers at Malnava College is determined by IR "Regulations on Academic and Administrative Positions of Malnava College".

Access link:

<https://malnavaskoledza.lv/upload/faili/studentiem/Par%20akad%C4%93miskaliem%20un%20administrat%C4%ABvajiem%20amatiem.pdf>

(Latvian Language)

The number of academic staff positions at Malnava College is determined by the director according to the need and funding possibilities in order to ensure the requirements of the Law on Higher Education Institutions.

Residents of the Republic of Latvia and foreigners who speak the state language at a sufficient level for the subject of study can be elected to academic positions in the college. If there is a vacant position of a lecturer, the College Council, upon the proposal of the deputy Director for Studies and Research, decides to announce an open competition for the positions of academic staff. The Director announces a competition for vacant academic positions on the website of Malnava College and on the website of the publication "Latvijas Vēstnesis" [www.vestnesis.lv](http://www.vestnesis.lv). The applicant shall submit the necessary documents to the head of the College not later than within 1 (one) month

after the day of announcing the competition.

The academic staff of the College is elected by the College Council for a term of six years. A person with at least a Master's degree may be elected as a lecturer and assistant. Lecturers and assistants who do not have a scientific or academic degree need five years of practical work experience corresponding to the subject to be taught.

**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.**

Malnava College encourages and supports lecturers to participate in seminars, congresses, courses, etc. corresponding to their competencies. All academic staff regularly improves and supplements their knowledge in the relevant in-service teacher training program.

In turn, regarding the organization of the study process, each lecturer responsible for the study course discusses and evaluates the improvements to be made to the course led by the study program leader before the beginning of the study year. Information on the professional development of lecturers is entered into the SEIS system.

The College plans and implements measures to increase the professional competence of the academic staff:

- regular self-education in order to be competent;
- participation in scientific and practical conferences of the College;
- professional development in continuing education courses and seminars;
- management of professional development, further education courses and seminars;
- development of new and modern methodological materials (handouts, tests, tasks, tests and practical work, study materials for e-studies);
- participation in the development of new teaching aids and books;
- meetings and discussions with leading specialists and experts in the field;
- visits to professional exhibitions and presentations;
- improvement of foreign language skills;
- improvement of digital skills;
- cooperation with companies, employers, professional associations with the aim to be informed about the latest and most relevant in the industry.

The professional development of the academic staff is as follows. Professional development

courses, for example: "Internship in Latvia in the field of transport, road transport", "Intensive course of the Academy of Accounting", "Electude - virtual training program" "Competence of GSI SLV Baltikum OU International technical professionals in welding to meet the requirements of technical regulations" etc.

In-service training courses in the fields of pedagogy, psychology, IT technologies, for example: "Psychological aspects of modern pedagogy. Conflict management ", " Psychological aspects of

modern pedagogy. Stress Management ", "Motivating Young People to Start a Business", "Emotional Intelligence in Education ", "Creative Approach to Business and Education ", "Implementing a Competence Approach through Digital Skills", "Change and Challenges: Teaching English and 21st Century Skills", "Digital communication with the state: e-solutions useful in life situations", etc.

It is important that the academic staff fully knows and understands the subject being taught, that they have the necessary skills and experience. One of the directions is to increase professional qualification by attending courses, seminars, trainings organized by branch institutions.

**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.**

18 lecturers are involved in the implementation of the study direction and also the program, 11 of them are the academic staff (lecturers) elected by the College Council. Taking into account that there is one study program in the study direction, the evaluation of the academic staff is discussed in Part III, Chapter 4 and Appendix 5 of this self-evaluation report.

In accordance with the IR "Procedure of Remuneration of Academic Staff of the Department of Studies of Malnava College", the College Council annually approves the College budget, incl. salary fund, guided by the requirements of study programs, providing them with academic and administrative staff, taking into account the minimum rates for one academic hour set by the Cabinet of Ministers Regulations No. 445 "Regulations on Teachers' Remuneration" of July 5, 2016, with amendments 01.06.2021. Regulations of the Cabinet of Ministers No.525

The workload of the academic staff includes a study course, incl. development and updating of courses, conducting lectures and seminars, organizing study tours, consultations, taking exams and tests, as well as research work. In order to ensure quality work with students, the maximum allowable number of supervised study papers and qualification papers per semester is determined for each lecturer.

At the time of preparing the self-assessment report, there is no full-time lecturer in the study direction.

Only one lecturer has participated in outgoing mobility.

There have been no guest lecturers from abroad.

**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.).**

Each full time academic group has a curator who is able to identify objective and subjective needs of the students, provide first-year students with the necessary support in their adaptation process

in the College, can purposefully cooperate with academic staff of the College to promote social and academic inclusion of the students in the College. The head of the study department, the deputy Director help to solve the issues related to the organization of the study process in the study and research work. When developing a study paper, a qualification paper, each student has the opportunity to receive individual lecturer consultations.

*Psychological support.* The microclimate of Malnava College plays an important role in maintaining a positive relationship between all parties involved in the educational process. A favourable environment has been created for the students of Malnava College: at the beginning of each study year, adaptation events take place: students are introduced to the study premises, the content and form of the educational process, meetings with lecturers and administrative staff take place. All conflict situations are resolved collegially. The relations between the administration, lecturers and students are characterized by favourable attitude, understanding and mutual respect. The Internal regulations of the College are democratic and collegial. Management is always open to dialogue and communication with students, lecturers, staff and visitors.

*Informational support.* Website and social networking profiles are active means of communication with students. There it is possible to find descriptions of all study programs, their self-evaluation reports, staff contacts, internal regulations, various manuals and instructions, lists of lectures and consultations, announcements, current events, etc.

*Instructional support.* E-courses have also been created in the study course, in which the materials necessary for studies can be found. Consultations are available from all lecturers in person, in the e-environment, by e-mail and in Moodle forums. Group meetings with study program managers are organized in person and in the e-environment before the development of each traineeship and qualification paper. Study literature, periodicals and other support are available in the library in person and in the e-environment.

*Career support.* Group and individual meetings are organized with the study program manager in person and in the e-environment. Meetings with industry professionals, study tours, guest lectures, creative workshops, etc. are organized.

## **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).**

The Regulations of Malnava College stipulate that one of the tasks of the College is to conduct research in accordance with the study profile and to promote students' scientific research work.

Priority research areas have been grouped in two main sectors of sciences:

1. Engineering science block with main research activities related to technologies and smart cars;
2. A social science block with main research activities related to Economics and business

(particularly regional economy), sociology (e.g. regional development and regional support, territorial development planning, strategic management, project management, etc.).

The specialization branches of Malnava College have been selected on the basis of the study directions of the College and meet the needs of the perspective economic areas defined in the Latvian Smart Specialization Strategy, in which Latvia's innovation capacity must be developed.

In the study program, students are offered topical research directions, from which students can draw inspiration for their research. In cooperation with employers, professional associations and industry, Malnava College students have the opportunity to research and develop research that is important and useful for the industry. Sample topics of qualification papers are developed by the heads of the respective study program together with the lecturers, then they are approved by the deputy Director in the Study and Research work. The approved sample topics are made public - it is possible to get acquainted with them in the Department of Studies. Representatives of the industry participate in the State Examination Commissions of students, who evaluate the performance of students.

Lecturers from Malnava College have participated in research projects:

- Study of performance properties of nanostructured electropassive polymer composite materials. Period 2015-2016;
- Hybrid technologies to increase energy system efficiency, clean up emissions and reduce climate change. Period 2013.

Applied research has been started in the study direction. The research is focused on the research of specific road transport companies, evaluation of their activities and development of recommendations for further development.

#### **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.**

For a College that implements first-level vocational higher education programs, one of the biggest challenges is the development of research and its connection with the study process. The College is moving towards the development of research-based studies.

The College supports the publication of research results of academic staff and students in conferences, collections of articles and theses, reports and other kinds and forms. The College promotes the increase of professional competencies of the academic staff and students in conducting research, for example, in the acquisition of research methods, data processing, publication of research results.

Within the study courses, students develop reports, term papers on current topics and present them. Research is carried out by developing study research papers, incl. qualification papers, which are then publicly defended.

The choice of the place of traineeship, the choice of the topic of the qualification paper, the academic staff of the College and the students have the right to freely choose the research topic, directions and methods, evaluating the topicality of each individual topic and publishing the research results.

The research process helps students to develop research skills. The research process improves the quality of study results, helps to solve organizational, technological, financial issues already in professional activities. As students often develop their research papers on the basis of a practice company or a qualification work company, the research results are applied in practical work, organizing and managing their companies.

**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.**

International cooperation in research is an essential precondition for the competitiveness of the College, and one of the forms of cooperation is cooperation in conducting applied research. The 2021-2027 strategy of Malnava College outlines the progress towards international cooperation in research.

There has been no international cooperation in research during the reporting period.

**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.**

The task of the College is to develop the research activities of the teaching staff, as it ensures the application of the latest scientific achievements and research in the study process, as well as promotes the research skills of the students.

A system has been established for attracting and managing the necessary sources of funding for research, both by participating in the implementation of joint projects with cooperation partners and by implementing their own projects. Malnava College uses project funding to support and motivate. Lecturers and students participate in international scientific conferences organized by cooperation partners, such as the international annual lecturers 'and students' conference "Individual. Society. State" and the international scientific-practical conference "Society. Integration. Education", Latvia University of Agriculture scientific conference "Bioeconomy and Rural Development", Conference of scientific and research work and innovative solutions of students of Latvian College Association etc. College faculty and students additionally:

- participate in practical scientific conferences, seminars and discussions in Latvia and abroad;
- collect information regarding scientific research in the field, involving students in the collection of information;

- carry out research in cooperation with employers;
- participate in projects, using project results in updating the content of study courses.

Cooperation in scientific research in the College can be implemented in the following ways:

- conducting research in accordance with the task of the cooperation partner;
- conducting research with cooperation partner financing;
- implementation of research results in the organization of the cooperation partner (commercialization);
- involvement of cooperation partner specialists in the work of the research group, etc.

The teaching staff of study direction 4 is involved in the following research:

- Regional development, regional support, spatial planning, strategic management, project management, innovation management;
- Hybrid technologies to increase energy system efficiency, clean up emissions and reduce climate change”;
- Studies on alternative fuels;
- Use of electricity in natural persons' power vehicles.

4 teaching from 2013 to 2020 staff are involved in the scientific committees of international scientific conferences and collections of articles, also as reviewers, for example:

- As members of the Scientific Committee for the International Scientific Conference "SOCIETY, INTEGRATION, EDUCATION - SIE";
- editing of scientific articles for conference proceedings of Rēzekne Academy of Technology SOCIETY, INTEGRATION, EDUCATION - SIE, ENVIRONMENT. TECHNOLOGY. RESOURCES, Journal “Latgale National Economy Research”.

The teaching staff of the study direction has participated in scientific and practical conferences with reports from 2013 to 2020:

- International Conference CompSysTech '20, Ruse, Bulgaria, 2020;
- INTEGRATION. EDUCATION International Scientific Conference, 2019;
- Technology. Recourses. RTA. IF. Rezekne, 2019;
- Research for Rural Development. LLU. Jelgava. 2019;
- Vasil Levski National Military University. Veliko Tarnovo. 2017;
- Latgolys symtgadys Congress. Rezekne, Latvia, 2017;
- International Conference on Soft Computing MENDEL, Brno, Czech Republic, 2016;
- Scientific Practical Conference “Special Zones and Industrial Park of the Future”. Belgrade, Serbia 2017;
- Engineering for rural development LLU. FT. Jelgava. 2017;
- Forum “Dimensions of Latvia's sustainability - educated people and preservation of natural values”, Rēzekne, RTA, 2016;
- Plenary session “Free Economic Zones: From Today to the Future”, Belarus, Gomel, 2016;
- International scientific conference “Society. Integration. Education.” Rēzekne Academy of Technology, Rēzekne, 2016;
- Participation in a panel discussion at the European Congress of Local Authorities, Krakow, 2016;
- IX International Scientific-Practical Conference “Environment. Technology. Resources”, Rēzekne University, Rēzekne. 2016.

In general, from 2013 to 2020, the faculty members of the direction have published 75 scientific publications. A detailed list of publications, as well as other information on scientific research



activities, is available in the appendix.

The scientific activity of the teachers of Malnava College is not active. Improving scientific activity is one of the tasks of Malnava College in the new planning period, which is reflected in the 1st edition of "Malnava College Development and Investment Strategy for 2021-2027".

**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.**

The content and scope of students' scientific work is determined by the content of the study program, for example, the development of a qualification paper is equal to 8 CP. In the study direction, students are involved in research and creative activities both within the study courses and practice, as well as study research work, incl. during the development of the qualification paper. With their research and its results, students participate in student scientific-practical conferences. Students participate both with reports in conference sections and prepare articles for student conference proceedings. During the last six years, students have participated in student conferences both as listeners and presented research.

In October 2018, creative workshops were organized for the students of the specialties of the autotransport at Malnava College. During two days, students from Joniškis, Alanta and Zarasai supplemented their knowledge and skills. The lessons were chaired by the lecturers at the Malnava College. The event was organized within the framework of the Interreg V-A Latvia-Lithuania cross-border cooperation program 2014-2020 project "INTERREG V-A 2014-2020 Latvia-Lithuania program project" Labour market without borders"/"MOBILITY".

Student conferences organized by the College and other higher education institutions provide an opportunity to acquaint the conference participants with the results of students' research work on topical issues of theory and practice related to the knowledge acquired in the study process and its application in research skills.

**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.**

Malnava College ensures that scientific, social, organizational or other innovations, developments and technologies are used in the study process and are aimed at improving the quality and efficiency of the study process and management. Special attention is paid to compliance with the needs of the industry, student-centered study process, current autotransport development issues and industry needs.

Malnava College works closely with experts in the field, who assess the compliance of the study results of the programs with the needs of the field and recommend improvements in the content of

the study programs.

Digitalization opportunities used: the main forms of innovations used in the College are study opportunities using e-learning elements and the use of the latest information communication technologies in the study process (digitalization). It is possible to participate in online video lectures from anywhere, as well as communicate with the lecturer and classmates both individually and in groups.

The College has created a modern e-learning environment so that students can study at their convenience using the Moodle training platform. E-learning training platform Moodle of Malnava College provides students with study materials (presentations, digital books, abstracts, hyperlinks to useful Internet resources and other additional materials useful in the learning process), as well as tests (tests, independent assignments, report topics and other inspection tasks). The e-learning platforms Quizizz, Electude, Padlet, Google Classroom are also used.

E-mails, Moodle messaging, WhatsApp messaging, etc. are used to communicate with students.

Video conferencing platforms Microsoft Teams, Google Meet, Cisco Webex, Zoom, Jitsi Meet, Skype are used to hold lectures. As of 2021, MS Teams has been identified as the only tool for organizing online lectures.

To improve College management, Microsoft 365 has been introduced as a telecommuting and collaboration tool, including Microsoft Teams, secure cloud storage, College e-mail, the ability to share documents, use a calendar, and create meetings. Integrating digital tools improves the efficiency, security and speed of management and communication processes.

Information systems of the industry institutions are used in study process, for example, Auto-data and ESI tronicc2.0 etc. In addition, students have the opportunity to get acquainted with innovations by visiting companies in the field or going through an traineeship within the study process.

The material and technical base is being renewed in accordance with innovations in the industry.

## **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 aim of cooperation and internationalization is to create an international environment, to acquaint students with examples of good practice from foreign experience presented by foreign lecturers. To get acquainted with the latest trends and novelties that can be found outside Latvia. In the future, Malnava College plans to intensively develop internationalization in study programs,

involving students in them. The international cooperation of the College envisages diversification of the available network of cooperation partners.

Malnava College has developed the “2021-2027 Internationalization Strategy of Malnava College”, which stipulates that internationalization at Malnava College includes not only international traineeship and study mobility of students, academic staff and pedagogical staff, but also strategic cooperation between two or more vocational education institutions, as well as the integration of international and intercultural dimensions into the main function of Malnava College - the implementation of vocational education programs. Tasks for improving internationalization work:

1. to develop co-operation between vocational education institutions in Latvia. Working together to organize international seminars/conferences/competitions;
2. organization of English language training for teachers who need to improve their communication skills in a foreign language in order to fully participate in cooperation activities with cooperation partners;
3. to arrange the material and technical base for the acquisition of the educational programs “Autotransport”, “Finance specialist”, “Horticulture and Agriculture”, in order to organize master classes of foreign specialists within the framework of the acquisition of these programs, to admit students of partner schools, to organize seminars at the appropriate level;
4. to activate work on the development of modules of vocational education programs, providing opportunities to acquire modules in English;
5. to strengthen project management and working groups, involving new, open to work in a multicultural environment, College faculty and staff, ensuring maximum involvement of staff in internationalization activities;
6. to develop the use of ECVET elements in the recognition of mobility;
7. to activate work on the results of projects, dissemination of the gained experience, attracting a wider audience of employers, society, mass media, MES and the State Education Development Agency;
8. to document the experience of international cooperation.

Within the study direction, the College cooperates with industry associations and companies. The forms of cooperation are various and are based on mutual cooperation in order to prepare new specialists for the growing needs of the labour market.

Within the study direction, there is active cooperation with employers. In recent years, employers themselves have made proposals for the establishment of long-term cooperation, because graduates and students of the field of study are recognized in the labor market. A total of 19 cooperation agreements have been concluded, incl. with the Rezekne SEZ Authority, which unites 14 employers, and the Association of Agricultural Machinery Manufacturers and Traders, which unites 22 employers.

The main directions of cooperation: provision of traineeships, review of qualification papers, participation in the work of the state final examination commission, assessment of students' knowledge, skills and abilities, involvement of labour market representatives in improving the study process (updating study course content according to labour market needs), guest lectures, excursions.

Owing to the close cooperation with employers, it is possible to improve the material and information base necessary for the implementation of the study program.

Malnava College implemented the Interreg V-A Latvia-Lithuania cross-border cooperation program 2014-2020 project “INTERREG V-A 2014-2020 Latvia-Lithuania program project” Labour market

without borders”/“MOBILITY”.

The main target group of the project was the learners, students and teachers of 8 educational institutions involved in the project, who improved their skills to meet the requirements of the cross-border labour market through participation in a cycle of in-service training for teachers and students in theoretical and creative workshops. The project activities were organized in four cross-sectoral themes, with the cooperation of all participating schools, i.e. 1. autotransport, including car technical aspects and interior design, 2. textile and graphic design, 3. landscape architecture and agro-tourism, 4. agriculture and technology.

One of the current priorities of the College is to attract new cooperation partners, as well as to promote cooperation with existing partners. Cooperation agreements include cooperation in the field of science and education, exchange trips of teachers and other specialists, which would provide an opportunity to get acquainted with the education system of the partner country, exchange of students, participation in international science and education projects. Guest lecturers from other universities in Latvia and industry professionals are invited to study certain topics.

Cooperation with four higher educational institutions in Latvia continues: Riga Technical College, Rēzekne Academy of Technologies and Latvian University of Agriculture, Daugavpils University. The College cooperates with foreign universities that implement similar study fields and study programs.

## **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.**

Students of the program have the opportunity to participate in student exchange within the framework of the ERASMUS + program and bilateral cooperation programs. The first KA103 student study mobility project has been successfully approved. Taking into account the epidemiological situation in the country due to the pandemic, it has not been yet implemented, and Malnava College has extended the Erasmus + project No.2020-1-LV01-KA103-077413 for 8 months, within the framework of which student and faculty mobility is envisaged.

In order to improve the attraction of foreign students and lecturers, the “2021-2027 Internationalization Strategy of Malnava College” has been developed and approved, within the framework of which the results to be achieved in international cooperation are as follows:

- to expand the number of international partners — cooperation with new partners has been commenced;
- to increase the number of mobilities — for students;
- to increase the number of mobilities — for teachers, management and teaching staff;
- students are provided with quality traineeships in the best European companies;
- admission of foreign students;
- to accept foreign teachers.

During the reporting period, the college did not attract teachers from abroad. There were no students from abroad during the reporting period.

**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 organization of the traineeship work offered to students in the college is implemented in accordance with the "Regulations of Malnava College on the organization of study and qualification traineeships". The traineeship of College students is an integral part of the study process. The traineeship is implemented in accordance with the study program plan.

Based on the "Malnava College Regulations on the Organization of Study and Qualification Practice", methodological guidelines have been developed for the preparation and defense of the Qualification Practice Report. <https://malnavaskoledza.lv> >Studentiem>Metodiskie materiāli

The student chooses the traineeship place independently according to the general and individual goals of the traineeship. It can be implemented in private companies, public administrations or public organizations. The activity of the traineeship company must conform to the direction of studies, be related to the maintenance and repair of motor vehicles, performance of autotransport, management of autotransport companies and consultations. When choosing an traineeship place, it is guided by whether the student is provided with an opportunity to fully and qualitatively complete the traineeship tasks. If the student's job responsibilities correspond to the chosen qualification, then the traineeship place can be chosen in the company where the student works. (List of traineeship companies of the study year 2018/2019 and 2019/2020 is provided in the appendix "Lists of traineeship places"). The traineeship place is coordinated with the traineeship manager at the College. In order to provide traineeships, Malnava College has concluded cooperation agreements with the auto services cooperative society "Latraps", with the Rēzekne Special Economic Zone Authority, Stock company "NORDEKA", Individual merchant "SĀTA", "VELS" Ltd, "EZ1" Ltd, "Niktransports" Ltd, economic operator Vilnis Paršovs, "Janka XXL" Ltd, Economic operator Oskars Orste.

For the purpose of successful implementation of the traineeship, the traineeship manager is approved in the College, who is responsible for the general organization of the traineeship and the management of its implementation. In turn, at the place of the traineeship, the person responsible for the traineeship management is determined, who provides full-fledged opportunities for the student to complete the traineeship tasks. The student solves all issues related to the organization of the traineeship in cooperation with the traineeship manager at the traineeship place and in the College.

During the traineeship the student:

- performs traineeship tasks;
- prepare an traineeship report describing the fulfilment of all traineeship tasks.

The student is responsible for the quality of traineeship tasks within the deadlines specified by the College, timely and full preparation of the traineeship report, its transfer within the deadlines specified by the College and its defense in accordance with the regulations - the student confirms his/her practical readiness for work in the profession.

The traineeship is based on a tripartite agreement between the College, the traineeship place and the student

**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.**

***(Not applicable)***

## **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.**

Information is provided in annex "Execution of recommendations"

The provided recommendations improve the quality of the study process. Not all recommendations have been fully implemented. The foreign language skills of the academic staff have been improved, cooperation with professional organizations has expanded. Cooperation with Latvian higher education institutions continues, but at an insufficient level with higher education institutions abroad. Mobility activities for students and academic staff have only just started.

**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	List of the main internal acts.docx	Galvenie iekšējie normatīvie akti.docx
Information on the implementation of the study direction in the branches of the higher education institution/ college (if applicable)		
Management structure of the higher education institution/ college	College management structure.docx	Koledžas pārvaldības struktūra.docx
II. Description of the Study Direction - 1. Management of the Study Direction		
Plan for the development of the study direction (if applicable)	Study direction development plan.docx	Studiju virziena attīstības plāns.docx
Management structure of the study direction	Management structure of the Study Department.docx	Studiju nodaļas pārvaldības struktūra.docx
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	Lecturers .xlsx	Mācībspēki.xlsx
Biographies of the teaching staff members (in Europass Curriculum Vitae format)	CV (2).docx	CV.docx
Summary of the statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period	Lecturer mobility.docx	Mācībsp.mobilitates.docx
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	Publications.docx	Publikācijas.docx
II. Description of the Study Direction - 5. Cooperation and Internationalisation		
List of cooperation agreements	Cooperation agreements.docx	Sadarbības līgumi.docx
Statistical data on the teaching staff and the students from abroad	Foreign students and teachers.docx	Arvalstu studenti un mācībspēki.docx
Statistical data on the mobility of students (by specifying the study programmes)	Student mobility.docx	Studējošo mobilitātes.docx
Description of the organisation of the traineeship of the students	Description of practice organization.docx	Prakses organiz. apraksts.docx
Information on the agreements and other documents confirming the traineeship of the students in companies	Practice agreement.docx	Prakses līgumi.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 recommendation (1).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.	Proof of language.docx	Apliecinājums par valodas zināšanām.pdf
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		
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard		
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)		
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		
Curriculum of the study programme (for each type and form of the implementation of the study programme)		
Descriptions of the study courses/ modules		
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.		

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		
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		
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 <a href="http://www.europass.lv">www.europass.lv</a> ), if the study programme or any part thereof is to be implemented in a foreign language.		
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		
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.		
Description of the Study Direction - Other mandatory attachments		
Electronically signed application form for assessment of a study direction	APPLICATION.docx	lesniegums.edoc



## Other annexes

Name of document	Document
------------------	----------

# Automotive Transport (41525)

Study field	<i>Mechanics and Metal Processing, Heat Power Engineering, Heat Technology, and Mechanical Engineering</i>
ProcedureStudyProgram.Name	<i>Automotive Transport</i>
Education classification code	<i>41525</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Aivars</i>
Surname of the study programme director	<i>Ruskulis</i>
E-mail of the study programme director	<i>aivars.ruskulis@malnavaskoledza.lv</i>
Title of the study programme director	<i>Mg.sc.env.</i>
Phone of the study programme director	<i>6573310</i>
Goal of the study programme	<i>To prepare high-skilled technical employees according to the first level vocational higher education (college) education programme, providing an opportunity to start qualification work at car maintenance centres, repair companies and other related companies. To promote the acquisition of knowledge and skills, the formation of attitudes that ensure the acquisition of the relevant qualification for students and promote his / her competitiveness in the changing socio-economic conditions.</i>
Tasks of the study programme	<i>1. To ensure the acquisition of knowledge necessary for practical activities in the field of road transport.</i> <i>2. To provide modern professional skills and competencies necessary for starting and performing the activity of a car service specialist.</i> <i>3. To develop the ability to think creatively, to show initiative, to make decisions, to connect the acquired knowledge with real economic activity.</i> <i>4. To develop the ability to work individually, in a team, to manage the work of other people, to understand the role of lifelong learning in the formation of a life career.</i>

Results of the study programme	<p><i>The results of the study program are a autotransport specialist who has mastered the study program is prepared for the job because:</i></p> <p><i>possesses knowledge about the structure and operation of car mechanisms, equipment, electrical equipment, their technical maintenance and repair process;</i></p> <p><i>is able to organise and prepare a workplace in accordance with technological requirements and labour safety regulations;</i></p> <p><i>is able to choose the measuring tools and materials necessary for the performance of the work task;</i></p> <p><i>is able to listen to the wishes of the client, to tune the client in a favourable way by clearly explaining the car repair technology and costs, observing the basic principles of professional and general ethics;</i></p> <p><i>is able to independently form a logical chain of judgments;</i></p> <p><i>is able to diagnose technical condition of electric motor and electronic control systems of the car;</i></p> <p><i>is able to plan and manage the sufficiency of daily resources by modelling daily consumption;</i></p> <p><i>is able to work with vehicle system diagnostics tests and control equipment;</i></p> <p><i>is able to predict the use of objective methods of car repair and technologies;</i></p> <p><i>is competent in the field of servicing, diagnosing and repair of automated equipment;</i></p> <p><i>is able to comply with the norms of legal employment relations.</i></p>
Final examination upon the completion of the study programme	<i>Qualification work</i>

## Study programme forms

### Full time studies - 2 years, 6 months - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>2</i>
Duration in month	<i>6</i>
Language	<i>latvian</i>
Amount (CP)	<i>100</i>
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)	<i>-</i>
Qualification to be obtained (in english)	<i>Car service specialist</i>

### Places of implementation

Place name	City	Address
Malnava College		KĻAVU IELA 17, MALNAVA, MALNAVAS PAGASTS, LUDZAS NOVADS, LV-5750

### Part time extramural studies - 3 years - latvian

Study type and form	<i>Part time extramural studies</i>
Duration in full years	<i>3</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>

Amount (CP)	100
Admission requirements (in English)	Secondary education
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	-
Qualification to be obtained (in english)	Car service specialist

#### Places of implementation

Place name	City	Address
Malnava College		KĻAVU IELA 17, MALNAVA, MALNAVAS PAGASTS, LUDZAS NOVADS, LV-5750

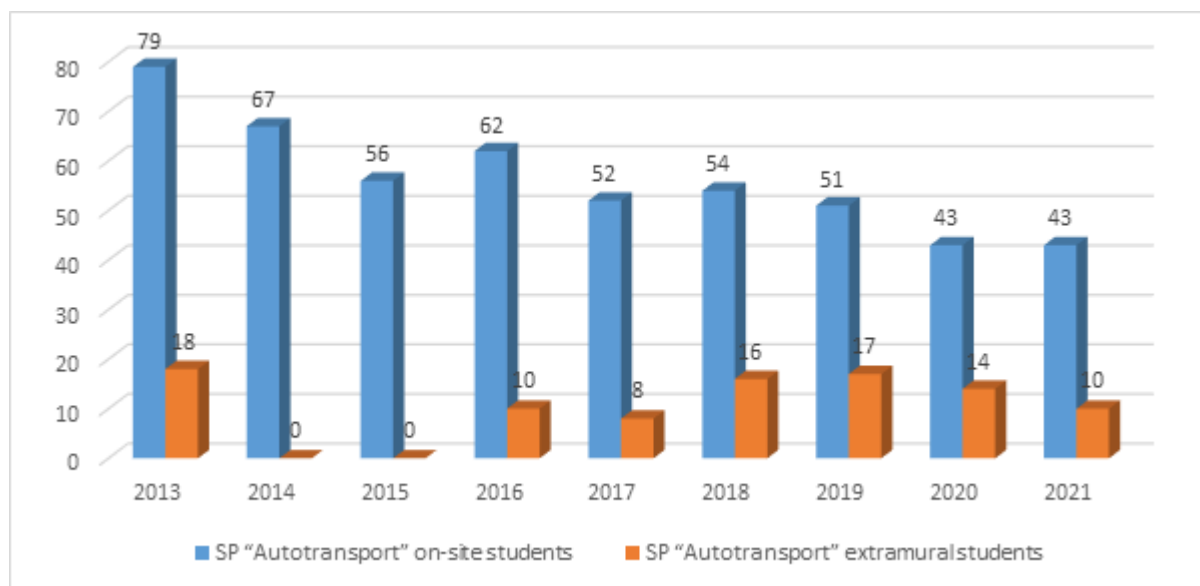
### III - DESCRIPTION OF THE STUDY PROGRAMME (1. Indicators Describing the Study Programme)

**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**

There have been no changes

**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.**

Figure shows statistical data on the number of students in the study program “Autotransport” during the period from 2013 to 2021. The number of students is, of course, influenced by the demographic processes in the country, which are reflected also in the number of students.



Dynamics of the number of students in the study program “Autotransport” during the period from 2013 to 2021 (number)

The number of matriculated students in the reporting period from 2013 to 2021 has been varying.

In the study program, full-time studies take place at the expense of the State budget, the number of places is limited. The filling of budget places by students has always been ensured, therefore also stable, when compared by years.

Part-time studies are implemented for a fee, more changes are observed here, which depend on the solvency of the population, economic development trends, migration. Both forms of studies are in

demand at the College.

### **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 target audience of the study program is:

- persons with secondary education or secondary vocational education who wish to obtain the first vocational higher education in a short period of time and start practical work in the field of Autotransport as a qualified labour force;
- persons with higher education who need in-depth knowledge in the field of autotransport in their daily activities.

**The purpose of** the study programme corresponds to the name of the study programme - “Autotransport” and the planned qualification to be acquired – To prepare highly qualified technical staff in accordance with the first level professional higher (college) education program, giving the opportunity to start qualified work in car maintenance centers, repair companies and other related companies; To promote the acquisition of knowledge and skills, the formation of attitudes that ensure the acquisition of the relevant qualification for students and promote his / her competitiveness in the changing socio-economic conditions.

Admission requirements - secondary education.

As a result of successful completion of the study program, students acquire the ability to use theoretical knowledge in practical work and can prove themselves as a qualified, professional specialist in the field of autotransport. The **results** of the study program follow from the aim of the study program. A autotransport specialist who has mastered the study program is prepared for the job because:

- Understanding of various vehicle diagnostic techniques, summarizing the materials used. Knows the general nature of the construction and operation of mechanisms, systems, units used in the transport industry
- Construction, operating principles and test possibilities of automotive electrical equipment and electronically controlled systems. The nature of the technologies and trends used in production and repair in the transport sector
- Knows the principles of business, management and economy and trends of regularity development in accordance with the situation in the labour market
- Ability to assess the technical condition of the vehicle and perform its full and correct diagnostics and repair. Is able to create and ensure a positive communication environment; adhere to professional ethics and assume
- Is able to solve problems using the theoretical, practical knowledge and skills of business, management and economics in the management of road transport enterprise or structural units
- Is able to take responsibility and organise team work by organising work with personnel according to set goals
- Is able to constantly perform maintenance and renewal of vehicles, choose the appropriate equipment, tools and methods for these works. Is able to make communication-related

decisions and cooperate in a team in planning business process.

- Is able to use information technologies independently in making decisions and solving current, business and management issues, taking responsibility for decision making
- Is able to improve professionally, plan growth and manage development-oriented processes both individually and in a group, cooperating with specialists of the sector.

The results of the study are professional knowledge, skills, attitudes and competences. Graduates of the study programme “Autotransport” acquire the qualification “Car service specialist”:

- the qualification complies with the State Education Standard for First Level Vocational Higher Education;
- the qualification has the relevant knowledge, skills and competences of the Latvian Qualifications Framework (LQF) and the European Qualifications Framework (EQF) level 5;
- the qualification through the implementation of the goals, tasks and results of the study program corresponds to the vocational standard “Car service specialist”.

Compliance of the study program “Road Transport” with the professional standard The study program complies with the developed car service specialist standard PS 0057, which was approved by the Ministry of Education and Science on February 7, 2002, order no. 58.

Available: <https://registri.visc.gov.lv/profizglitiba/dokumenti/standarti/ps0057.pdf>

### **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.**

See Chapter II, Paragraph 1.1 and 1.2.

The evaluation of the content of college study programs and study courses takes place as follows:

- teaching staff, students, graduates and employers are involved in the self-assessment process by organizing meetings and conducting surveys on the content of study programs, used teaching methods, quality of lecturers' work, organization of study process and extracurricular activities, study environment and e-environment;
- the head of the study program regularly follows the current events of the field and consults with the representatives and experts of the relevant field regarding the compliance of the content of the study program with the labour market and the possibilities for its improvement;
- In order to find out the opinion of the involved parties, several surveys are organized, the results of which are discussed with the administration, study program manager, College

Council and staff in various meetings, as well as feedback is encouraged, informing the parties about the survey results and planned activities.

Taking into account the results and decisions of the self-assessment, the head of the study program approves and organizes changes in the content of the study program, study course descriptions, practice tasks, qualification work sample topics. In order to update the content of study programs and study courses, the following activities are performed:

1. Teaching staff follows changes in the field within the framework of their courses (qualification improvement, informative courses, self-education);
2. Once a year survey of students and graduates on satisfaction with studies. (both in terms of content and form);
3. Finding out the opinion of employers (during qualification practice tests, from the characteristics of student practice, individual negotiations);
4. Negotiations of the head of the study program with the students' self-government about extracurricular activities, organizational issues, satisfaction;
5. Discussions and exploration of opinions with the members of the state final examination commission;
6. Discussion of changes in the study program and study courses in the study council;
7. Consultations with the economic sector, if the changes affect the material base;
8. Cooperation with the management of the college to implement the necessary changes;
9. As a result, study courses, practice tasks have been updated. If changes to the program are required, the study program review process takes place. (see Chapter II, point 2.2)

**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 development and updating of study course descriptions is regulated by the “Regulations on the development, implementation and improvement of study programs” of the College, which includes guidelines for the development of study course descriptions. The development and updating of the study course descriptions is coordinated by the head of the study program, organizing the discussion within the Council of Studies and ensuring:

- awareness of lecturers about the aim of the study program, tasks, results to be achieved, requirements of the professional standard;
- the compliance of the results specified in the descriptions of the study courses with the aim, tasks and results to be achieved of the study program, as well as with the professional standard;
- elimination of duplication of study course topics and shortcomings.

Before developing the study course description, the lecturers are additionally introduced to the study course description development guidelines, which explain the connection between the study results and the results to be achieved at the end of the course. According to the formulated results of the study course, a thematic plan, a plan of independent tasks are created, as well as certain teaching methods are selected. The results of the study courses are related to the professional



standard and the results of the study program, and they can be divided into three groups:

- knowledge and understanding;
- skills - the ability to apply knowledge, as well as communication and general skills in the field of the study course;
- competencies - when formulating competencies within one's course, the level of education (5<sup>th</sup> LQF level) has been taken into account and applied to the specific study course.

Lecturers use the following self-control questions to develop a description of the study course and check the wording of study results:

- Are the learning outcomes related to the professional standard?
- Do the study results correspond to the 5<sup>th</sup> LQF level and the results of the study program?
- Do the learning outcomes have an accurate and simple wording?
- Is there a focus on the most important aspect?
- Are the study results student-oriented?
- Was one verb used in formulating each learning outcome?
- Is there a result orientation?
- Does the intended result determine the minimum requirements?
- Is the result achievable?
- Can the result be evaluated?
- Is the number of results not too high?

In order to avoid duplication of themes, the following self-monitoring issues have been identified for the thematic programming:

- Do all topics correspond to the results of the study course?
- Do all topics meet the standard requirements of the profession?
- Are the topics not duplicated and are they coordinated with the content of other related study courses?

The head of the study program checks the aim of the study course description, results, content, methods and their topicality, topicality of the used literature and sources and actual availability. The head of the study program maps the results of the study courses, comparing it with the aim and results of the study program, the image of the College graduate and the professional standard. If necessary, with the involvement of the author of the study course description, corrections are made to the study course descriptions.

The aim of the study program is in line with the strategic direction of Malnava College - a modern, high-quality offer of educational services focused on the development of highly valued skills in the labor market. The content of all study courses and the results to be achieved are formed in accordance with the goal set by the program, the tasks are aimed at the results to be achieved and form one common system. The skills and competencies that students acquire as a result of successful completion of each study course are part of the overall results of the study program. The result of successful implementation of the study program is a qualified business specialist in agriculture, who has professional knowledge, skills, attitudes and competencies.

**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.**

Each study course has a lecturer who develops and improves the description of the study course. Descriptions of study programs are reviewed by Councils of Studies. Theoretical studies and practical classes take place for each study group separately.

The study course programs envisage methods of organizing study work and forms of control of results:

1. study work organization methods are lectures, seminars, practical classes, consultations, students' independent studies in the library, traineeship;
2. forms of control of study results are oral and written exams, tests, description of traineeship. Study results of the students are evaluated in a 10-point system, considering the evaluation of study results - 4 points (almost average) as the lowest positive evaluation.

The criteria developed by the lecturer of the study course are used in the assessment. Clarity in the learning outcomes and assessment criteria is important. At the beginning of the study course, these are explained so that students have an understanding of the tasks and requirements. When developing criteria, lecturers emphasize not only the assessment of knowledge, but also include skills, abilities and competencies. The description of the program of each study course indicates the expected study results. When starting the implementation of the study course, students are introduced to the expected study results.

Lecturers also use the possibilities of the e-environment when consulting students and accepting completed tasks. Progress is being made towards the implementation of the theoretical part of study courses in the e-environment.

Various technical means are used in practical classes: visual aids (tablets, assemblies, system models, separate operating motors, etc.), diagrams, real cars, special software, professional applications, etc. Visual aids, visual presentations and audio techniques are used to defend the course and research papers. In most study courses, students receive prepared methodological materials in the e-environment, which significantly facilitates the perception of the content of the study course. Different study methods are used in the acquisition of separate study courses, practical classes: individual work, small group work, analysis and solutions of problem situations, role plays. The lecturer has the function of an organizer, consultant and expert in the student's independent work process. The chosen study methods promote the development of independent, critical and creative thinking for students. The methods also promote students' communication skills, ability to work in a group, resolve conflicts, be self-confident and responsible for decision-making.

Academic staff use various types of didactic methods in their work, such as lectures, seminars, group training, demonstrations, discussions, situation modelling, company visits, on-the-job training, etc. Interactive methods are also used in the study process. Interactive studies are not only an interesting study process, but also encourage participants to take a creative approach, make them think, analyse the information obtained, understand it, compare it with their personal experience.

The evaluation of the achievements of students at Malnava College is determined by the "Regulations of Malnava College on the Procedure of Studies and Examinations". In the assessment of knowledge, skills and attitudes acquired during studies, the basic principles specified in Part II, Paragraph 1.6 are complied with.

The study results to be achieved for full-time and part-time study options do not differ. During the implementation of the program for part-time students, more emphasis is placed on the development of students' independent work tasks. Lectures are more concentrated, additional materials are offered for mastering the content of the study course. Valuation methods do not differ.

Every year, the lecturers update the regular examinations so that they correspond as much as possible to the results of the study course and the program. Testing of students' knowledge and skills, depending on the specifics of the study course, is organized with the help of various tests. During the acquisition of each study course, the student must pass the regular examinations specified in the study program. Regular examinations during the study course (tests, reports, essays) can be assessed with "passed" or "failed". At the end of the study course, the student takes a study examination (test or exam). Tests and exams at the end of the study course are evaluated in a 10 (ten) point system. A student is positive, if he / she has received a grade of "almost average" (4 points) or higher. Each lecturer has developed strictly defined evaluation criteria for his / her study course, which students are introduced to in lectures, and these are also reflected in the descriptions of study courses. Study materials and tests are also available to the students in the e-learning environment Moodle.

Different types of tests are used to test students' knowledge and skills in exams and theoretical tests: written, oral, computer-based, combined (e.g. in writing and orally). Before the exam, in addition to the contact hours provided for in the study course, a pre-exam consultation is planned. The final examination of the study course is allowed only for those students who have fulfilled all the requirements specified in the study course program (passed all regular examinations).

Assistance and consultations of the academic staff to achieve the study results are provided during consultation hours, individual talks, sessions, electronic correspondence, online platforms, as well as by telephone. The educational institution has a positive, mutually supportive environment. To achieve the study results, Malnava College library and computer classes with free internet access are available.

The state qualification exam is the elaboration and defense of the final qualification paper. The final assessment of the final qualification paper is provided by the State Qualification Examination Commission.

**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.**

Student traineeship is organised in Latvian autotransport companies. The procedure for the implementation of the traineeship is determined by the "Regulations on traineeships of Malnava College". At the place of the traineeship the student is provided with an traineeship supervisor appointed by the institution. During the traineeship, the student strengthens the skills and abilities included in the traineeship program. At the end of the traineeship, students must submit a description of the company's traineeship manager, traineeship diary and traineeship report. For students, the traineeship is organized within the terms and in accordance with the procedures specified in the study program.

General organization of traineeship:

- in traineeship, the student is guided by the traineeship regulations and current instructions in order to realize the goal and tasks set for the traineeship;
- at the place of the traineeship the student observes the rules of work safety and internal order of the particular autotransport enterprise.

Place of traineeship:

- provides the trainee with work suitable for the traineeship programme and the profession standard, work place and working conditions corresponding to the requirements of the labour protection regulations during the traineeship period.
- appoints the traineeship manager who manages the work of an trainee and consults it in accordance with the traineeship programme, provides the necessary assistance in the performance of work assignments, promotes improvement of the qualification of the trainee.
- instructs trainees on internal rules of work procedure, safety and work hygiene requirements, labour protection and fire safety.
- provides the trainee with materials, tools, special clothing and special means necessary for the performance of traineeship, as well as ensures access to the technical information necessary for the trainee for the fulfilment of the task and is not confidential.
- records the work done by the trainee, draws up a description to be student, approves the traineeship report and records in the traineeship diary.

Qualification traineeship continues the theoretical part. Students of motor vehicle companies undergo qualification traineeship in the amount of 16 CP. The College has constant cooperation with motor vehicle companies, in which it is possible to implement the traineeship programme. The main places of traineeship for the academic year 2018/2019 and academic year 2019/2020 are listed in "Description of the organization of students' practice in the study program "Autotransport""

The traineeship is related and corresponds in content to the theoretical part, its aim, tasks and the skills and abilities to be acquired are specified in the traineeship program. For successful development of traineeship documentation, a teaching aid has been developed for students of Malnava College study program "Autotransport" "Methodological instructions for preparation and defense of qualification traineeship report". Access link:

<https://malnavaskoledza.lv/filereader/index/24/ab6526e266d3ef277f237e28043c11b8>

(Latvian Language)

The College supports students in achieving the tasks set by the internship by providing the necessary theoretical knowledge in professional study courses, organizing individual consultations with internship supervisors or any lecturer, if necessary, developing methodological rules for the development of internship documentation. Students can apply to the study department, if due to various circumstances, it is necessary to change the place of qualification practice.

The student defends the traineeship in the presence of a commission approved by the order of the Director. The qualification traineeship is evaluated in a ten point system. More information on organization of traineeship is provided in Chapter II, Paragraph 5.3 and Annex

## **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.**

The procedure for the development and defense of the final qualification theses is determined by the IR "Procedure for the development and defense of the qualification these of Malnava College".

Information on the topics of qualification theses and supervisors of qualification theses is compiled by the head of the program, reviewed by the Council of Studies and approved by the Director of the College. The responsibilities of the supervisor of the qualification thesis include advising students on issues related to the research.

Every year, the topics are approved, taking into account the suggestions of employers, current events and problems in the industry and elaborations of research work. The topics of the qualification theses are related to the content and results of the study program. The interests, experience and topicality of the research of the particular student are taken into account. Topicalities of motor vehicles appear in the topics of qualification works increasingly more often. During the last two years, the following topics were approved:

1. Adaptation of the automatic gearbox to study needs;
2. Adaptation of VAG comfort system to study needs;
3. Identifying defects for crankshaft mechanism;
4. Defects of painting of the body and elimination thereof;
5. Adaptation of the clutch stand to study needs;
6. Adaptation of alternating current generator to study needs;
7. Adaptation of the "Pump-plug" engine for study needs;
8. Types of all-wheel drive, their operation and repair;
9. Hydraulic braking system;
10. Vehicle anti-burglary systems;
11. Comon Rail plugs - defects and repair options;
12. Adaptation of safety airbag system to study needs;
13. Identifying defects and repair of turbo compressors;
14. Adaptation of glow plug control system to study needs;
15. Application of gas equipment for study purposes;
16. Operation and repair of wheel disk;
17. Adaptation of the suspension free movement test bench to the needs of studies;
18. Adaptation of ABS brake system model for study needs;
19. Adaptation of the BMW double vanos petrol engine for study needs;
20. Adaptation of steering mechanism for study needs;
21. Adaptation of the brake system visual aid to study needs;
22. Application of all-wheel drive stand for study needs;
23. Adaptation of hydraulic control stand to study needs.

Students defend their final qualification thesis in the presence of the State Qualification Examination Commission. Three entrepreneurs of autotransport sector whose main place of activity is not Malnava College participate in the composition of the State Qualification Examination Commission. The State Qualification Examination Commission and its work at Malnava College are determined by the IR "Regulations of State Qualification Examination Commissions".

Table summarizes the evaluations of qualification theses for the period from 2015 to 2021. The final qualification theses are generally developed and defended at a good level, which indicates the stability of the study program.

Evaluations of qualification theses in the study program "Autotransport" from 2015 to 2000

Study year	Defense evaluation (points)							Average evaluation
	4	5	6	7	8	9	10	
2015./2016.	0	0	3	3	7	2	1	7,69
2016./2017.	0	2	3	2	1	0	0	6,25
2017./2018.	0	2	1	3	2	1	0	6,89
2018./2019.	0	5	6	3	1	2	1	6,7
2019./2020.	0	2	1	0	1	0	0	6,0
2020./2021.	0	1	2	2	2	1	0	7,0

## 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 College organizes two student surveys:

- At the end of the study year, a survey is conducted on the evaluation of lecturers' work. It evaluates the study course and its content, requirements, compliance with the course description, materials available in Moodle and the use of e-environment tools, as well as the objectivity of the assessment and the competencies of lecturers according to the study course;
- every year a survey of graduates is conducted, in which the opinion of graduates about the studies and the possibilities of their improvement in the study program, as well as about the graduates' plans regarding the continuation of studies is ascertained.

In general, the results of the student survey show a positive trend in satisfaction with the study program "Autotransport" and its content, teaching staff and study environment and infrastructure of the College. Students also evaluate the quality of the work of the Department of Studies and the library and the accuracy and timeliness of providing information. The main advantages in various aspects are competent lecturers, high-quality acquired knowledge, prompt provision of information, availability for consultations, kindness, as well as individual approach to each student.

To improve the study process, graduates recommend increasing the number of practical classes. Within the framework of the annual evaluation, the lecturers discuss the results of student surveys and possible improvements in the implementation of the study course. As a result, every year there is an improvement in the results of individual lecturers. In general, students are satisfied, however, in order to be able to evaluate the results more objectively, it is necessary to motivate students to be more involved in the evaluation of the study process.

The most common comments that students mention in the surveys are related to the desire for:

- additional knowledge in the repair and painting of the superstructure;
- additional knowledge in autotransport programming;
- increased number of practical hours/classes.

Students' recommendations were not that important or specific to make changes in the study programme. These suggestions have been considered in the development of strategy of Malnava College and in the planning and implementation of adult continuing education programs. Adult continuing education programs are offered to students of the study program as additional education. For example: "Auto Cad program in metal processing and mechanical engineering", "Basic for repairing car electrical equipment", "Basic for repair of electronic systems", etc.

Graduates also evaluated the work of lecturers. It is to be concluded that (26 graduates participated in the survey), 22 students or 85% assessed the quality as high and 4 or 15% — as good. No one seemed to think that quality of the studies was low. When asked whether the study process is sufficiently prepared for professional activity, 3 students admit that it is very good, 23 students that it is good (results of the survey of the 2019/2020 academic year).

Every year, a survey of employers is conducted, inviting one to fill in the traineeship supervisor's feedback, the aim of which is to find out the trainee's skills assessment at the traineeship place and to find out the future perspectives of the profession.

Employers indicate in the traineeship documentation that in addition to professional knowledge, communication and planning skills, planning and time management skills are no less important. Potential employers are mostly autotransport companies. In general, potential employers have given students a high rating, noting that students have good theoretical and practical training, students are able to immediately perform their work duties independently. Employers express their wish also that students have more specific, profound knowledge in one field, such as diagnostics and automotive electricians.

Summarizing the results of the employer survey, it can be concluded that the knowledge, skills and competencies provided by the study program to their students are considered important and necessary by employers, which means that the study program is well thought out and focused on good results.

## **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.**

In order to promote the incoming and outgoing mobilities of students, the "2021-2027 Internationalization Strategy of Malnava College" has been developed and approved. Obtained "Erasmus Department for Higher Education 2021-2027" at Malnava College

Taking into account the epidemiological situation in the country due to the pandemic, Malnava College has extended the Erasmus + project No.2020-1-LV01-KA103-077413 for 8 months, within the framework of which student mobility is envisaged.

The College plans the next student mobility in 2021/2022. study year.

The procedure for the recognition of courses acquired during outgoing mobility is determined by the "Regulations on studies and internships abroad of Malnava College students and lecturers / employees and the academic recognition of their results", approved by the College Council Decision of 19.06.2020.

Access link:

<https://malnavaskoledza.lv/filereader/index/16/5591448241d1f1d9e87d533b917fce6e>

(Latvian Language)

During the reporting period, there was no recognition of courses acquired during outgoing mobility.

### **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.**

As the College implements only one study program "Autotransports" within the study field "Mechanics and metal processing, heat energy, heat and mechanical engineering", see Part II, Chapter 3, Paragraphs 3.1.-3.3 for provision of resources.

**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).**

### **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.**

If we compare the qualification of the teaching staff involved in the study program in the previous accreditation period (academic year 2012/2013) 10 have a Master's degree with the current qualification (academic year 2020/2021), it has improved. In the implementation of the study program, the number of lecturers has not increased, but the number of lecturers with a Master's degree has increased (out of 16 attracted lecturers, 12 have a Master's degree, one lecturer is studying for a Master's degree). The lecturer who conducts practical training has higher education First level higher professional education Autotransport, a sports lecturer with higher education Professional bachelor's degree in physical education. 4 visiting lecturers with a doctoral degree are involved in the study process. The teaching staff has become younger 2,5 years, the average age is



49 years. Teachers for 13 study courses have been changed.

This tendency indicates the adult quality of the study program and its close connection to the real situation in the autotransport sector, as the teaching staff is not only academically educated in the fields corresponding to the study courses, but also with professional experience, which is an important cornerstone of professional higher education.

**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.**

The qualification of the teaching staff corresponds to the implementation of the objectives and tasks of the study programme. The greatest value of the College is the staff, who are united by common values and close ties with the autotransport industry, pedagogical talent and ability to work in a team. One of the strategic tasks of the College is to ensure regular professional development, methodological and consultative support of the academic staff, purposefully coordinating the involvement and cooperation of various parties. Likewise, practical experience in the field of autotransport, as well as close cooperation with employers and strategic partner universities is important. To achieve this, the College constantly encourages teachers to improve both professional and pedagogical qualifications.

The teaching staff involved in the implementation of the study program has a qualification corresponding to the specifics, the requirements of regulatory enactments and the regulations on academic and administrative positions in the College, thus ensuring the achievement of the set results of the study program.

Until the end of the election term, the academic staff of the colleges acquire professional development programs on innovations in the higher education system, university didactics or educational work management in the amount of 160 academic hours (including at least 60 contact hours). Professional development may include appropriate international mobility, as well as participation in conferences and seminars, which is certified by documents submitted by the academic staff.

Available at

<https://likumi.lv/ta/id/301572-noteikumi-par-pedagogiem-nepieciesamo-izglitiba-un-profesionalo-kvalifikaciju-un-pedagogu-profesionalas-kompetences-pilnveides>

Improvement of professional qualification:

- at least one in-service training opportunity is provided each year (training, seminar, traineeship, traineeship, etc.);
- every semester at least one activity is organized within the framework of professional study
- courses with the involvement of industry professionals: guest lecture, seminar, creative workshop, study tour, etc.;
- discussions on various topics are organized to broaden horizons and exchange informal experiences.

The teaching staff involved in the implementation of the study program has a qualification corresponding to the specifics, the requirements of regulatory enactments and the regulations on academic and administrative positions in the College, thus ensuring the achievement of the set results of the study program.

**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).**

**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).**

**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.**

As the College implements only one study program “Autotransport” within the study field “Mechanics and metal processing, heat energy, heat and mechanical engineering”, see Part II, Chapter 4, Paragraphs 4.4 for involvement of the academic staff in scientific research.

**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 implementation of the study program ensures the proportionality of the teaching staff of general education and professional study courses, thus creating a balanced staff, in which both the academic environment and the professional environment of the field are represented, which helps to achieve the goal and results set in the study program.

The teaching staff has good cooperation with the students, both in the study process, in consultations and in public activities.

The teaching staff actively cooperate with other organisations. For example: VISC works in working groups on the provision of modular training, participates in working groups for the preparation of centralized professional qualification examinations, participates in project working groups, in the development of standards for professions related to Autotransport. The teaching staff cooperates with the Latvian Confederation of Employers in providing work-based training and traineeship in companies.

The cooperation of the teaching staff is formed in the meetings of the Council of Studies, individual consultations with the head of the study program, consultations with the teaching staff, as well as in joint meetings of the teaching staff of the College, discussing various topical issues in the College, higher education and professional field.

The teaching staff of the study program cooperates in the implementation and updating of the content of the study courses, coordinating the topics in the course programs in order to avoid unnecessary duplication. The teaching staff also cooperates within the research groups, offers ideas for sample topics of qualification work, improvement of the study program and further development of the College. At the same time, the lecturers jointly participate in the development of the offer of non-lecture events for students, for example, by providing study tours of the students to employers or by attracting a guest lecturer, a creative workshop or a guest lecture related to a branch topic. Teaching staff is also represented on the Board of the College, in various project working groups, and in international relations promotion activities.

The ratio of the number of students and teaching staff within the study program

Study year	Number of students	Number of teaching staff	
		Elected lecturers	Guest lecturers
2017./2018.	60	11	5
2018./2019.	70	10	6
2019./2020.	68	9	7
2020./2021.	57	9	7

In the study program, none of the teaching staff is working full-time, i.e. 920 hours per academic year. The workload for one lecturer is 0,52, for three lecturers from 0,35-0,45, for six lecturers from 0,2-0,25 and for six lecturers 0,1-0,19. Lecturers at Malnava College also work as teachers in vocational secondary education programs.

# 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	Student statistics.docx	Studejošo statistika.docx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	Compliance with educational standard.docx	Atbistība izgl. satandartam.docx
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	Compliance with a professional standart.docx	Atbilst prof.stand..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	Mapping of the study courses.docx	Studiju kursu kartējums.docx
Curriculum of the study programme (for each type and form of the implementation of the study programme)	Programm.docx	Programma..docx
Descriptions of the study courses/ modules	Descriptions of study courses.docx	Studiju kursu apraksti.docx
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	Diploma.docx	Diploma pielikums.docx
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	Continue studies, contract.docx	Līgums studiju turpin..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	Proof of loss compensation.docx	Apliecinājums par zaudējumu kompensāciju.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 <a href="http://www.europass.lv">www.europass.lv</a> ), if the study programme or any part thereof is to be implemented in a foreign language.		
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement	Study agreement.docx	Studiju līgumi.docx
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.		