

## APPLICATION

### Study field "Seafaring" for assessment

Study field	<i>Seafaring</i>
Title of the higher education institution	<i>Liepājas Jūrniecības koledža</i>
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## **Self-evaluation report**

Study field "Seafaring"

Liepājas Jūrniecības koledža

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# 1. Information on the Higher Education Institution/College

## 1.1. Basic information on the higher education institution/ college and its strategic development fields,.

Liepāja Maritime College, Latvian – *Liepājas Jūrniecības koledža* (hereinafter – LJK) is an educational institution which prepares trained specialists mostly in the maritime industry – one of the key drivers for Latvia's future economic development. In the field of education, LJK is located in the environment of professional education and higher education. LJK prepares ship mechanic specialists – programme "Maritime transport – Ship mechanics" and "Ship mechanics" (previously study field "Mechanics and metalworking, thermal energy, thermal engineering and mechanical engineering"); Ship driver specialists – programmes "Maritime transport" and "Ship driving" (previously study field "Transport services"); logistics specialists – programme "Organization of international transportation" (previously study field "Transport services"). Graduates from LJK are employed both in Latvian and foreign companies (based on data from Maritime Administration of Latvia registry of seamen: out of the total number of LJK graduates working at sea on ships – ship drivers 70%; ship mechanics – 72%). The goals and objectives of the study programmes comply with the guidelines of the EU Qualifications in the European Education Area and Level 5 of the European Qualifications Framework (EQF). LJK also implements professional development programs and professional competence training courses. LJK prepares specialists in the following fields: ship mechanics, ship drivers and logistics specialists. Graduates from LJK are employed both in Latvian and foreign companies (based on data from LJA JR: out of the total number of LJK graduates working at sea on ships – ship drivers 70%; ship mechanics – 72%). At the time of strategy development, LJK is a state direct administrative institution, which receives state grants for the implementation of professional education programs and first-level higher education programs. It is an administratively and financially stable institution, which also provides paid services in the preparation of industry specialists. The vision of LJK is to become the best educational institution with the most modern training methods and technologies in the preparation of specialists in maritime and related industries in Latvia.

The Mission of LJK:

- Preparing competitive maritime and logistics specialists for the labour market;
- Providing internationally recognized level 1 professional higher education;
- Improving and maintaining the professional quality of maritime specialists;
- Acting as a promoter of the development of maritime traditions.

Strategic goals:

- Organizing the process of preparation of specialists using the latest technologies, taking into account the areas and spheres of Smart specialization and based on the requirements of the STCW conventions;
- Developing a new approach to providing training processes for maritime engineering specialties;
- Creating a modern educational technological base;
- Promoting research in the fields of maritime technology and safety;
- Promoting faster implementation of engineering achievements in the training process

LJK participating in the working groups for the development of seafarers' education concepts and professional programs, determined the needs of the Latvian labour market and the expected demand for first-level professional higher education specialist positions. As a result, with changes in the content, structure and specific form of implementation of professional education, LJK concluded that it is necessary to create such forms of professional education offer that facilitate the rapid learning of new and modern technologies, increases the availability of professional education, ensures continuous education, improvement and maintenance of qualifications. In the current situation in the maritime industry, LJK's place is clearly marked in the processes in which it is possible not only to participate, but also to create and develop.

In the next 12 years, all sectors for which LJK prepares specialists are expected to continue their development and growth, increasing the number of employed specialists. At the same time, looking at the demographic situation in the country, there is a visible tendency of the number of people to decrease in the coming years in those age groups of young people who could start studying at LJK at this time. As a result of economic migration, some trained specialists leave Latvia to work outside of it. Due to the rapid development of technologies, it is necessary to continuously supplement and improve the knowledge acquired by specialists, as a result of which the working ship officers need to raise the level of education and maintain their qualifications. In development of the industry, there is more and more interdisciplinary contact. Electronic control and management of processes, as well as various equipment, are entering practically all industries.

In order to successfully realize the vision, fulfill the mission and achieve the goals, LJK must develop actions in the following directions in its development plan:

- LJK personnel/human resources development, incl. involving new specialists in the relevant field in the educational process;
- Improvement of LJK management, more active involvement of students and learners in the processes;
- Raising the quality of 1st-level professional higher education and professional secondary education programs;
- Development of internship practice organization;
- Improvement of existing LJK infrastructure and development of new infrastructure;
- Maintenance and development of international relations;
- Promotion of cooperation with companies and other educational institutions;
- Development of new LJK activity directions/educational programs and diversification of existing ones;
- Promotion and formation of communication, public relations and maritime traditions;
- Maintenance and modernization of the quality management system;
- Creation of public-private partnership with the aim of improving the quality of education.

Total number of students at LJK:

Table No. 1

<b>2017</b> <b>(as of 01.09.)</b>	<b>2018</b> <b>(as of 01.09.)</b>	<b>2019</b> <b>(as of 01.09.)</b>	<b>2020</b> <b>(as of 01.09.)</b>	<b>2021</b> <b>(as of 01.09.)</b>

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1130

1058

968

952

929

The dynamics of the number of enrolled (matriculated) students in the last three years of study is similar, the numbers fluctuate within certain limits. The number of students matriculated within the study year is variable, as an average of 50 students are matriculated each year at a later stage of their studies. On average, 50% of all enrolled students complete the study program within the specified time and receive a diploma and professional qualification. During studies, due to various reasons (the student cannot manage to return in time after the qualification/internship practice, student experiences financial difficulties), students go on academic leave, and according to statistical data, on average 1% of them do not return to their studies, whereas 10% are deducted from the studies for failure to complete the study program (mostly this is when the student does not manage to create and submit the qualification work in time), about 5% of students are withdrawn from their studies of their own accord (moving abroad, heavy workload), as well as cases when the student has realized that what he is studying is not really what he wants, as well as other reasons, 2% are deducted from studies for non-fulfillment of the obligations assumed in the contract for obtaining education, i.e. a tuition fee debt exists.

LJK development strategy for 2017-2028. "Only in Latvian"  
[http://ljk.edu.lv/pluginfile.php/10302/mod\\_resource/content/2/LJK%20attist%C4%ABbas%20strategija%202017-2028.pdf](http://ljk.edu.lv/pluginfile.php/10302/mod_resource/content/2/LJK%20attist%C4%ABbas%20strategija%202017-2028.pdf)

## **1.2. Description of the management structure 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.**

LJK is a state-founded educational institution under the supervision of the Ministry of Education and Science [*Izglītības un zinātnes ministrija*], which provides persons after secondary education with the opportunity to obtain first-level professional higher education and the fourth level of professional qualification. The council is the collegial management body and decision-making body of the college staff. The director is the highest official of the college who carries out the general administrative and economic management of the college and represents the college without special authorisation. The college's highest management body and decision-making body in the strategic, financial and economic fields is the Ministry of Education and Science [*Izglītības un zinātnes ministrija*].

The list of the main legislative enactments, which are binding for ensuring the operation of LJK, is available in the appendix. (Refer to Appendix No. 1)

Decision-making bodies of LJK:

LJK council. Council elections are organized by the director. The Council is elected by means of a non-identifiable ballot/election. Representatives for work in the council are elected from among the academic and general staff and students. The director and deputy director are included in the board without election. The council consists of 12 council members: the director; deputy director; four representatives of the academic staff (the college is their main place of work); two representatives of the general staff; two representatives of the student self-government; two authorized representatives of employers or professional organizations, or the sub-council of tripartite cooperation of Vocational Education and Employment.

Study Council. The Study Council is a consultative institution established by LJK, which provides proposals for ensuring the quality of the study process and programs and promotes the improvement of the pedagogical and professional competence of the academic and teaching staff. The purpose of the activity of the study council is to implement constant contact, make amendments to the college's regulatory acts, cooperation for sustainable development, using diverse methods and creating prerequisites for the most effective use of the professionalism of educators and meeting their needs, interests, as well as the development of abilities, talents and knowledge.

Pedagogical meetings/sessions. Pedagogical sessions are held in the college twice a year (in August and July). They analyze the work of the admission commission, summarize and analyze the results of the study year, the working methods of pedagogues, current issues in education, as well as the main tasks for the study year.

Section and department meeting. Sections and departments are structural units created according to the principle of study programs or study subjects. The sections/departments meet once a month and solve mainly the problems of methodical work in specific study (learning) subjects in order to ensure the implementation of the content of educational programs, observing the latest approaches and technologies in integrated subject teaching, they evaluate educational achievements, discuss the problems of changes in educational content and forms and the improvement of the professional skills of pedagogues. The LJK management team has the right to request analytical evaluation documents and proposals for the improvement of methodological work from sections/departments.

Audit Committee. The three-person audit committee is elected by the college staff in non-identifiable elections. The audit commission consists of one elected representative of the academic staff, one elected representative of the general staff and one elected representative of the student self-government. The audit commission has the following rights: to check the compliance of the college's activities with the regulatory enactments, the college's regulations, as well as the decisions made by the council and the director; to get acquainted with all documents related to the financial and economic activity of the college.

Ethics Committee. The committee consists of 7 members who are elected from the number of College employees (including teachers and students). The number of committee members can be increased by inviting specialists from other institutions or organizations, giving them voting rights in decision-making. With its opinion, the Ethics committee can prompt the College Director to apply an appropriate punishment: note, reprimand, exclusion from the list of students; termination of employment based on circumstances, related to the behaviour of the employee, his abilities or the performance of economic, organizational, technological or similar measures in the institution.

The Student Self-Government (hereinafter the Self-Government) is the institution representing the students at the college, the operation of which is determined by the Regulations on the Student Self-Government of the Liepāja Maritime College. These regulations have been coordinated with the LJK Council. Accordingly, the purpose of the activity of the Self-Government is to defend and support the interests of all students in the college in the field of education, in the organization of the study process, in material and cultural matters, coordinating the interests of the students with the LJK administration; as well as getting involved in the improvement of the study process and social life. The tasks also include finding out the needs, problems and wishes of college students for improving the academic process and providing proposals for the implementation of these improvements. If necessary, the tasks also include being the mediator between students, as well as between students and LJK administration and employees in solving possible problems.

Representatives nominated and approved at the Self-government election meeting

participate in the activities of LJK decision-making bodies. In accordance with Cabinet of Ministers Regulations No. 307 and Liepāja Maritime College regulations, two representatives of Self-Government work in the College Council.

According to the scholarship award regulations of the Liepāja Maritime College ([http://ljk.edu.lv/pluginfile.php/17374/mod\\_resource/content/2/LJK%20Stipendiju%20pieskirsanas%20onolikums%20ar%20groz%20uz%2017\\_03\\_2022.pdf](http://ljk.edu.lv/pluginfile.php/17374/mod_resource/content/2/LJK%20Stipendiju%20pieskirsanas%20onolikums%20ar%20groz%20uz%2017_03_2022.pdf)), one representative of the Self-Government works in the LJK Scholarship Awarding Commission, participating in solving scholarship distribution issues.

Based on the Code of Ethics of Liepāja Maritime College ([http://ljk.edu.lv/pluginfile.php/10315/mod\\_resource/content/1/LJK\\_etikas\\_kodekss.pdf](http://ljk.edu.lv/pluginfile.php/10315/mod_resource/content/1/LJK_etikas_kodekss.pdf)), an ethics commission of LJK is formed, which ensures the operation of the mentioned code. The Ethics Commission consists of seven voting members, one of whom is a representative nominated and approved by the Self-Government, who actively participates in the commission's work.

One of the areas where LJK's Self-Government is active, attracting other students, is the promotion of LJK as an educational institution – both in the South Kurzeme region and throughout the entire Latvia. Student representatives participate in career days (for example, telling about maritime and logistics specialist education to young people from Tukums, Engures and Jaunpils schools (2019, 2020), as well as regularly visiting Liepāja and other regional educational institutions), by being actively involved in LJK's Open Door Days and informational activities, for example participating in filming in the series of programs "What would I be if I was...?" (2021; [https://www.youtube.com/watch?v=zUQlbYmbFwg&t=1061s&ab\\_channel=AiProductionLatvia](https://www.youtube.com/watch?v=zUQlbYmbFwg&t=1061s&ab_channel=AiProductionLatvia)) and talking about the studies of ship drivers, mechanics and logistics industry at the educational institution of LJK. The participation of Self-Government activists in the international education exhibition "School", which takes place in Riga, has become a lasting tradition., thus informing interested parties about LJK studies and professional career opportunities after college graduation. In addition, Self-Government members, including other students, participate in the events organized in Liepāja's urban environment, for example, the annual Maritime Festival, thus popularizing the profession of the sailor in our society.

LJK Self-Government plays an important role in shaping the social life of the college. In this regard, the welcoming and celebration of LJK pedagogues on their professional holiday, which has become a special tradition, as well as the cooperation of the Self-Government in organizing the annual Sports Day, should be noted, paying special attention to disciplines directly related to seafaring – rowing and the tug of war. The activities of the Student Self-Government are also related to the celebration of Latvia's National Day, participation in the city-organized Lāčplēša Day torchlight procession, creation of year-end events, and the organization of LJK graduations.

The cooperation of LJK Self-Government with Self-Governments of other universities is important. Since 2017, LJK Self-Government has been involved in the work of the Student Council of the Association of Latvian Colleges (hereinafter LKA). Already in 2018, members of LJK Self-Government as part of LKA Student Council went on an experience exchange visit to Tartu (Estonia), visiting Tartu Health Care College (THCC), which is a cooperation partner of several Latvian colleges. Also, in addition to that, student teams organized by LJK Self-Government have repeatedly participated in friendly bowling tournaments initiated by LKA in Riga. In a situation where the progress of various events was limited by the COVID-19 pandemic, the members of LJK Self-Government participated in the meeting sessions organized by LKA remotely.

Financial resources are allocated for the needs of LJK Self-Government, in accordance with Article 53, Part 4 of the Law on Higher Education Institutions [*Augstskolu likums*], stipulating that it is possible for the Self-Government to receive financial support by prior coordination with the

college administration.

The structure of LJK can be viewed in the report's appendix (refer to Appendix No. 2).

### **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. Description of the stakeholders involved in the development and improvement of the quality assurance system and their role in these processes.**

The college has developed, implemented, maintains and continuously improves a quality management system, including the necessary processes and their interaction, in accordance with the requirements of the international standard. College processes and procedures are specified in the LJK KVS manual and the LJK operating process register.

Quality Policy "Only in Latvian":  
[http://ljk.edu.lv/pluginfile.php/19987/mod\\_resource/content/1/Kvalitates\\_politika2022.pdf](http://ljk.edu.lv/pluginfile.php/19987/mod_resource/content/1/Kvalitates_politika2022.pdf)

Quality Manual "Only in Latvian":  
[http://ljk.edu.lv/pluginfile.php/19990/mod\\_resource/content/1/Rokasgr%C4%81mata\\_LJK\\_KVS%2022.pdf](http://ljk.edu.lv/pluginfile.php/19990/mod_resource/content/1/Rokasgr%C4%81mata_LJK_KVS%2022.pdf)

The policy of Liepāja Maritime College is focused on personnel development. Staff are regularly sent information about various cloud computing courses. The college management supports the desire of its employees to improve themselves and their knowledge.

Evaluation of general personnel competence, training and qualification raising:

[http://ljk.edu.lv/pluginfile.php/11303/mod\\_resource/content/1/Proced%C5%ABra%20Nr.%20V2-4.%20Visp%C4%81r%C4%93j%C4%81%20person%C4%81la%20kompetences%20nov%C4%93rt%C4%93%C5%A1ana%2C%20apm%C4%81c%C4%ABba%20un%20kvalifik%C4%81cijas%20cel%C5%A1ana.pdf](http://ljk.edu.lv/pluginfile.php/11303/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V2-4.%20Visp%C4%81r%C4%93j%C4%81%20person%C4%81la%20kompetences%20nov%C4%93rt%C4%93%C5%A1ana%2C%20apm%C4%81c%C4%ABba%20un%20kvalifik%C4%81cijas%20cel%C5%A1ana.pdf)

Liepāja Maritime College is currently actively improving the school's infrastructure, thus making learning spaces and workplaces more pleasant.

The college is making international connections with various crewing companies to offer internships to students.

Organization and evaluation of qualification practice (sea):

[http://ljk.edu.lv/pluginfile.php/11331/mod\\_resource/content/1/Proced%C5%ABra%20Nr.%20P8-3.%20Kvalifik%C4%81cijas%20prakses%20%28j%C5%ABras%29%20organiz%C4%93%C5%A1ana%20un%20nov%C4%93rt%C4%93%C5%A1ana.pdf](http://ljk.edu.lv/pluginfile.php/11331/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P8-3.%20Kvalifik%C4%81cijas%20prakses%20%28j%C5%ABras%29%20organiz%C4%93%C5%A1ana%20un%20nov%C4%93rt%C4%93%C5%A1ana.pdf)

The college is actively involved in Erasmus projects and creates cooperation with other institutions. During the exchange of experiences, Zoom conferences are created, as a result of which students and teachers have the opportunity to learn, see, understand and try new things and methods.

Every year, the Liepāja Maritime College conducts an internal audit, as a result of which it is possible to find out whether everything is going as planned, or whether there are any gaps or inaccuracies that need to be improved so that the work goes better.

Planning of internal audits:

[http://ljk.edu.lv/pluginfile.php/11309/mod\\_resource/content/1/Proced%C5%ABra%20Nr.%20V4-1.%200lek%C5%A1%C4%93jo%20auditu%20pl%C4%81no%C5%A1ana.pdf](http://ljk.edu.lv/pluginfile.php/11309/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-1.%200lek%C5%A1%C4%93jo%20auditu%20pl%C4%81no%C5%A1ana.pdf)

Also, the College conducts surveys every year in order to improve and improve the services provided.

Service Hotel Services Survey 2021:

[http://ljk.edu.lv/pluginfile.php/20356/mod\\_resource/content/1/Dienesta%20viesn%C4%ABcas%20sni egto%20pakalpojumu%20anal%C4%ABze%202021.pdf](http://ljk.edu.lv/pluginfile.php/20356/mod_resource/content/1/Dienesta%20viesn%C4%ABcas%20sni egto%20pakalpojumu%20anal%C4%ABze%202021.pdf)

Employer survey results 2021:

[http://ljk.edu.lv/pluginfile.php/20357/mod\\_resource/content/1/Darba%20dev%C4%93ju%20aptaujas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf](http://ljk.edu.lv/pluginfile.php/20357/mod_resource/content/1/Darba%20dev%C4%93ju%20aptaujas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf)

Results of the qualification practice assessment:

[http://ljk.edu.lv/pluginfile.php/20358/mod\\_resource/content/1/Kvalifik%C4%81cijas%20prakses%20 nov%C4%93rt%C4%93%C5%A1anas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf](http://ljk.edu.lv/pluginfile.php/20358/mod_resource/content/1/Kvalifik%C4%81cijas%20prakses%20 nov%C4%93rt%C4%93%C5%A1anas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf)

The results of the evaluation of the work of teachers:

[http://ljk.edu.lv/pluginfile.php/20359/mod\\_resource/content/1/Pasniedzeju%20vert%C4%93jums.pdf](http://ljk.edu.lv/pluginfile.php/20359/mod_resource/content/1/Pasniedzeju%20vert%C4%93jums.pdf)

Study process observation:

[http://ljk.edu.lv/pluginfile.php/20360/mod\\_resource/content/1/Studentu%20aptaujas%20rezult%C4%81ti%20studiju%20procesa%20nov%C4%93rt%C4%93jumam%202020.pdf](http://ljk.edu.lv/pluginfile.php/20360/mod_resource/content/1/Studentu%20aptaujas%20rezult%C4%81ti%20studiju%20procesa%20nov%C4%93rt%C4%93jumam%202020.pdf)

**1.4. Fill in the table on the compliance of the internal quality assurance system of the higher education institution/ college with the provisions of Section 5, Paragraph 2(1) of the Law on Higher Education Institutions 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 justification.**

<p>1 The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.</p>	<p>Quality Policy: <a href="http://ljk.edu.lv/pluginfile.php/19987/mod_resource/content/1/Kvalitates_politika2022.pdf">http://ljk.edu.lv/pluginfile.php/19987/mod_resource/content/1/Kvalitates_politika2022.pdf</a> Procedures: Planning of internal audits - <a href="http://ljk.edu.lv/pluginfile.php/11309/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-1.%200lek%C5%A1%C4%93jo%20auditu%20pl%C4%81no%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11309/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-1.%200lek%C5%A1%C4%93jo%20auditu%20pl%C4%81no%C5%A1ana.pdf</a> Internal audit and improvement of non-compliance - <a href="http://ljk.edu.lv/pluginfile.php/11310/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-2.%200lek%C5%A1%C4%93jo%20auditu%20un%20neatbilst%C4%81tu%20nov%C4%93rt%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11310/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-2.%200lek%C5%A1%C4%93jo%20auditu%20un%20neatbilst%C4%81tu%20nov%C4%93rt%C5%A1ana.pdf</a> Preparation of management report - <a href="http://ljk.edu.lv/pluginfile.php/11306/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V3-3.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20izstr%C4%81de%20un%20izmai%C5%B6as.pdf">http://ljk.edu.lv/pluginfile.php/11306/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V3-3.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20izstr%C4%81de%20un%20izmai%C5%B6as.pdf</a> Management of issues and non-conformances - <a href="http://ljk.edu.lv/pluginfile.php/11307/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V3-4.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11307/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V3-4.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Corrective actions - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-5.%20Korekt%C4%ABvas%20darb%C4%ABbas.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-5.%20Korekt%C4%ABvas%20darb%C4%ABbas.pdf</a> A quality policy was introduced at the college so that every employee knows what the organization is focused on, engages in self-improvement and contributes to the development of the workplace. So that every employee knows the institution's vision, mission and values that are important to the organization. Develop procedures and improve them so that the work is clear and known. To make updates and improvements if necessary.</p>
<p>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.</p>	<p>Preparation of educational program documents: Development, approval, acceptance and handling of educational programs - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-1.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-1.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Development of study course documentation - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-2.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-2.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Certification of educational and study results programs - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-3.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-3.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Acceleration of educational programs - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-4.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-4.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Updating of educational programs - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-5.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-5.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Assessing and improving the relevance of material and technical provision of educational programs - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-6.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-6.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Completion, evaluation and approval of the self-assessment report of the study area - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-7.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-7.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> Notification of changes in the implementation of educational programs - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-8.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20V4-8.%200lek%C5%A1%C4%93jo%20normat%C4%ABvo%20dokumentu%20saglab%C4%81%C5%A1ana.pdf</a> The college reviews programs once a year until the beginning of the academic year.</p>
<p>3 The criteria, conditions, and procedures for the evaluation of students' results, which enable reassurance of the achievement of the intended learning outcomes, have been developed and made public.</p>	<p>Basic study process: Organization and evaluation of qualification practice - <a href="http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P8-3.%200Kvalifik%C4%81cijas%20prakses%202020%20organiz%C4%93%C5%A1ana%20un%20nov%C4%93rt%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11313/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P8-3.%200Kvalifik%C4%81cijas%20prakses%202020%20organiz%C4%93%C5%A1ana%20un%20nov%C4%93rt%C5%A1ana.pdf</a> Organization and evaluation of teaching practice - <a href="http://ljk.edu.lv/pluginfile.php/11332/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P8-4.%200M%C4%81c%C4%ABru%202028krasta%209%20prakses%20organiz%C4%93%C5%A1ana%20un%20nov%C4%93rt%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11332/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P8-4.%200M%C4%81c%C4%ABru%202028krasta%209%20prakses%20organiz%C4%93%C5%A1ana%20un%20nov%C4%93rt%C5%A1ana.pdf</a> Providing and analyzing learners' knowledge tests - <a href="http://ljk.edu.lv/pluginfile.php/11333/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P8-5.%200Izgl%C4%81c%C4%ABt%C4%81juma%20izstr%C4%81%C5%A1ana%20un%20nov%C4%93rt%C5%A1ana.pdf">http://ljk.edu.lv/pluginfile.php/11333/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P8-5.%200Izgl%C4%81c%C4%ABt%C4%81juma%20izstr%C4%81%C5%A1ana%20un%20nov%C4%93rt%C5%A1ana.pdf</a> In Section 5 of the Liepāja Maritime College's regulations, the criteria and conditions for evaluating student performance are placed, which allow you to be sure of the achievement of the expected study results. LJK study regulations: <a href="http://ljk.edu.lv/pluginfile.php/19055/mod_resource/content/1/LJK%20Studiju%20Nolikums%20ar%20groz.%20uz%2028.10.2021.pdf">http://ljk.edu.lv/pluginfile.php/19055/mod_resource/content/1/LJK%20Studiju%20Nolikums%20ar%20groz.%20uz%2028.10.2021.pdf</a></p>

4	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	Study process: Competence assessment, training and upgrading of academic staff – <a href="http://ljk.edu.lv/pluginfile.php/11335/mod_resource/content/1/Proced%C5%ABra%20Nr.%20Akad%C4%93misk%C4%81%20person%C4%81a%20kompetences%20nov%C4%93rt%C4%81%C5%A1ana%202020.pdf">http://ljk.edu.lv/pluginfile.php/11335/mod_resource/content/1/Proced%C5%ABra%20Nr.%20Akad%C4%93misk%C4%81%20person%C4%81a%20kompetences%20nov%C4%93rt%C4%81%C5%A1ana%202020.pdf</a> See section 2.3.6.
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.	Customer satisfaction scores: Results of the survey of the services provided by the student dormitory – <a href="http://ljk.edu.lv/pluginfile.php/20356/mod_resource/content/1/Dienesta%20viesn%C4%ABcas%20sniegto%20pakalpojumu%20anal%C4%ABze%202021.pdf">http://ljk.edu.lv/pluginfile.php/20356/mod_resource/content/1/Dienesta%20viesn%C4%ABcas%20sniegto%20pakalpojumu%20anal%C4%ABze%202021.pdf</a> Employer survey results – <a href="http://ljk.edu.lv/pluginfile.php/20357/mod_resource/content/1/Darba%20dev%C4%93ju%20aptaujas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf">http://ljk.edu.lv/pluginfile.php/20357/mod_resource/content/1/Darba%20dev%C4%93ju%20aptaujas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf</a> Results of the qualification practice assessment – <a href="http://ljk.edu.lv/pluginfile.php/20358/mod_resource/content/1/Kvalifik%C4%81cijas%20prakses%20nov%C4%93rt%C4%93rt%C5%A1ana%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf">http://ljk.edu.lv/pluginfile.php/20358/mod_resource/content/1/Kvalifik%C4%81cijas%20prakses%20nov%C4%93rt%C4%93rt%C5%A1ana%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf</a> The results of the evaluation of the lecturers' work – <a href="http://ljk.edu.lv/pluginfile.php/20359/mod_resource/content/1/Pasniedzēju%20vert%C4%93jums.pdf">http://ljk.edu.lv/pluginfile.php/20359/mod_resource/content/1/Pasniedzēju%20vert%C4%93jums.pdf</a> Evaluation of the study process – <a href="http://ljk.edu.lv/pluginfile.php/20360/mod_resource/content/1/Studentu%20aptaujas%20rezult%C4%81ti%20studiju%20procesa%20nov%C4%93rt%C4%93jumam%202020.pdf">http://ljk.edu.lv/pluginfile.php/20360/mod_resource/content/1/Studentu%20aptaujas%20rezult%C4%81ti%20studiju%20procesa%20nov%C4%93rt%C4%93jumam%202020.pdf</a> Student, employer and service hotels are made customer surveys.
6	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study field whilst implementing their quality assurance systems.	Quality Policy: <a href="http://ljk.edu.lv/pluginfile.php/19987/mod_resource/content/1/Kvalitates_politika2022.pdf">http://ljk.edu.lv/pluginfile.php/19987/mod_resource/content/1/Kvalitates_politika2022.pdf</a> Quality Manual: <a href="http://ljk.edu.lv/pluginfile.php/19990/mod_resource/content/1/Rokasgr%C4%81mata_LJK_KVS%202022.pdf">http://ljk.edu.lv/pluginfile.php/19990/mod_resource/content/1/Rokasgr%C4%81mata_LJK_KVS%202022.pdf</a> Risk identification: <a href="http://ljk.edu.lv/pluginfile.php/19989/mod_resource/content/1/Riski_LJK_2022.pdf">http://ljk.edu.lv/pluginfile.php/19989/mod_resource/content/1/Riski_LJK_2022.pdf</a> An internal audit is performed every year, risks and quality goals are reviewed. Procedures are updated and supplemented.

## 2.1. Management of the Study Field

### 2.1.1. Aims of the study field and their compliance with the scope of activities of the higher education institution/ college, the strategic development fields, as well as the development needs of the society and the national economy. The assessment of the interrelation of the study field and the study programmes included in it.

Within the study direction "Seafaring", the following programmes are being implement: "Maritime transport", "Ship driving (management)", "International transport organization", "Maritime transport - ship mechanics" and "Ship mechanics". Until now, as part of the study direction "Transport services", LJK implements the study programs "Maritime transport", "Ship management", "International transport organization" and the study direction "Mechanics and metalworking, thermal energy, thermal engineering and mechanical engineering" - the study program "Maritime transport - ship mechanics" and "Ship mechanics". In compliance with SCTW conventions and binding EU legislative requirements, LJK implements single-profile programs and international standards determine the requirements for program content, scope, infrastructure, lecturers' qualifications, professional supervision, competence assessment, certification and international recognition. Taking into account the special requirements of maritime professions and the connection of various maritime professions, the educational programs of LJK are included in the evaluation process of the study direction "Seafaring".

LJK prepares specialists for the maritime industry, which is one of the main drivers of the future economic development of Latvia. In the field of education, LJK is located between general education institutions and universities. LJK prepares specialists in the following fields: ship mechanics, ship drivers and logistics specialists. LJK graduates work in many Latvian and foreign companies (from the data of the Seamen's Register of the Latvian Maritime Administration: of the total number of graduates, 70% KV (ship drivers) and 72% KM (shim mechanics) work at sea on ships).

Transport services in Latvia are important areas of the national economy, which ensure both maritime development and cargo turnover, including transit. Latvia's geographical position is such

that almost half of the country's total border is with an exit to the sea, which provides the country with profitable and perspective growth in the economy and specifically in the field of maritime industry. On the other hand, the field of maritime industry cannot be imagined without such things as: ships, sailors, ports, logisticians, stevedores, warehouses, etc., which give the opportunity to develop cargo circulation and earn money not only in the private sector, but also for the state.

The economic development of the Latvian state is unthinkable without the development of the maritime industry, specifically in terms of the provision of maritime transport services. The existing ports and ships in the country provide employment to a large number of people in professions such as seafarers and logisticians. These professions are in demand not only in the national but also in the international market.

The interest of the Latvian state in this field is also related to the fact that, when the specialists of this industry acquire a profession, successfully settle into work under the flags of different countries, they live with their families, and provide them in their own country and sustain the country's economy by paying taxes in it instead of leaving the country.

Liepāja Maritime College students are given opportunities to study abroad; in addition to that, a new college development plan has been developed, which provides for active participation in projects that would ensure the mobility of both staff and students.

The strategic goal of the field of study fully corresponds to the strategic goals of the college, i.e.

**Priority No. 1:** Organizing the process of preparation of specialists using the latest technologies, taking into account the areas and spheres of Smart specialization and based on the requirements of the STCW conventions;

**Priority No. 2:** Developing a new approach to providing training processes for maritime engineering specialties;

**Priority No. 3:** Creating a modern educational technological base;

**Priority No. 4:** Promoting research in the fields of maritime technology and safety;

**Priority No. 5:** Promoting faster implementation of engineering achievements in the training process.

The study programs correspond to the national long-term development planning document "Latvia's sustainable development strategy until 2030", which outlines the main problems related to the education system in the country. Education must be of high quality, accessible throughout life and oriented towards creativity, which allows us to respond to the challenges of global competition and demographics and is one of the prerequisites for changing the economic model.

Comparing the goals of the study direction with Latvia's sustainable development strategy, it should be concluded that the study direction ensures the development of the abilities, knowledge and talents of Latvia's main capital, namely - its people, the study direction also develops creativity and the ability to cooperate, educates young people so that they can fit into both the local and global labour market. Studies at LJK provide an opportunity to learn a perspective and a well-paid profession. Ensuring a good financial situation in one's career serves as a motivation to study better, to become a good professional, provides a basis for satisfying one's needs more fully and improving the standard of living.

### **2.1.2. SWOT analysis of the study field 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 field 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 field for the next assessment period shall be provided.

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**Strengths**

**Weaknesses**

- Stable high demand for educational programs among primary and secondary school graduates.
- Compliance of study programs with national educational standards and the requirements of the Code of the STCW Convention, taking into account the 2010 Manila amendments.
- Sufficient demand for qualified seafarers in the labour market.
- The study programs additionally provide mandatory courses for work at sea, students can receive certificates for the assignment of competence during their studies.
- Minimally sufficient material and technical support with navigation equipment, engine room simulators, teaching aids and literature, in accordance with the requirements of the model courses of the STCW Convention.
- A team of multi-profile pedagogues, which ensures the fulfillment of the minimum requirements in the implementation of programs.
- Implementation of the latest methodologies and programs in the study process.

- The number of simulator workplaces for the performance of practical tasks does not correspond to the number of LJK students.
- Lack of qualified academic staff (professional qualification and educational level of specialists – seafarers meet the requirements of the Register of Seafarers, but do not meet the mandatory requirements of the Ministry of Education [*Izglītības ministrija*], which require teachers to have pedagogical education and a master's degree and vice versa).
- Lack of professional development courses for teachers of specialized study courses.
- Insufficient cooperation with foreign educational institutions (exchange of lecturers and students).
- Insufficient involvement of college students and staff in EU fund projects and the "ERASMUS +" programme.
- Insufficient methodological provision of the study program.
- Due to limited financial resources, the study and administrative work load is not balanced.
- Insufficient experience of college employees in organizing, managing and implementing projects.
- Insufficient cooperation with crewing companies in organizing sea internship/practice.
- When studying 3<sup>rd</sup> level professional education programs, without passing the qualification exam, there is no possibility to receive a diploma for the completed secondary education.

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### Opportunities

### Threats

- 
- Expanding cooperation with partners – Latvian and foreign crewing companies, educational institutions and seafarers' centres.
  - Participating in EU fund projects, attracting funding from EU funds for improving the material and technical base of the college and writing textbooks.
  - Development and implementation of new professional maritime education programs (sailors, motorists) and sailors training courses, diversification of study programs and students.
  - Graduates have the opportunity to continue their studies in courses organized by LJK, professional development programs at the management level.
  - Research and scientific-technical cooperation with foreign educational institutions.
  - Implementation of the distance learning study system and development of distance learning materials.
  - Lack of budget places.
  - Depopulation and the resulting consequences – a decrease in the number of potential students.
  - A drop in the solvency level of potential applicants.
  - The state funding of the educational institution is not sufficient for the regular renewal and improvement of the material and technical base of the study programs.
  - Lack of professional educational literature in the maritime industry in Latvian.
  - Inadequate remuneration of teachers and requirements for pedagogical education do not allow attracting specialists from the maritime industry to the implementation of the study program.
  - Limited financial opportunities for participation in projects (to ensure pre-financing and co-financing).
  - Lack of qualified (meeting STCW convection requirements) instructors and teachers.

The study direction development plan for the next six years is based on the development strategy of LJK 2017-2028 and the strategic goals of the study direction are aligned with the strategic goals of LJK.

In order to prevent weak points, cooperation with industry companies - shipping company/agency company, ship repair companies, transport and logistics industry companies, as well as with the Seamen's Register of the Latvian Maritime Administration, is implemented in several directions:

- achievement of professional competence of future specialists - apprentices and students - qualification practice with potential employers in a real work environment, including in the ERASMUS+ project;
- updating of study programs – practice/employer surveys;
- regular monitoring of study programs in accordance with the current legislation, statistical information on the professional development of college graduates - cooperation with the Seamen's Register of the Latvian Maritime Administration;
- development of qualification papers – selection of reviewers from among specialists of potential employers;
- qualification exams - the National Examination Commission consists of representatives from the Seamen's Register of the Latvian Maritime Administration and qualified industry specialists - potential employers;
- meeting of pupils and students with representatives of shipping companies before the start of qualification practice;
- involving industry specialists in the development of new teaching aids within EFAR projects;
- informing industry specialists about the modernization of the infrastructure and equipment of the

college, including within the framework of EFAR projects - representatives of industry companies and the Seamen's Register participate in project closing conferences;

- implementation of study courses - attraction of professionals from the maritime sector from among the specialists of potential employers;
- At LJK, work will be continued on the priorities of improving the modern material and technical base for obtaining professional qualifications.

**2.1.3. The structure of the management of the study field and the relevant study programmes, and the analysis and assessment of the efficiency thereof, including the assessment of the role of the head of the study field 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 field.**

LJK operates in accordance with the regulations of Liepāja Maritime College. The director of the college, together with the deputy in study work and the deputy in administrative work, ensures the study process of the college, as well as administrative and economic management. The LJK Council is the highest representative and management body and decision-making body in education and research matters. The council consists of academic staff of the college, student representatives and employer representatives. The Council is chaired by the Chairman of the Council.

There are two deputies under the direct authority of the director of the college - the deputy director of the college for studies and scientific work and the deputy director of the college for administrative matters, as well as the head of the office of the director of the college.

The deputy director of the college has the following structural units under his direct authority in studies and scientific work:

1. Study support part;
2. Department of Ship Managers;
3. Engineering Department;
4. Department of Lifelong Education;
5. Department of General Educational Studies;
6. Department of Foreign Languages.

The following structural units are under the direct authority of the deputy director of the college in administrative matters:

1. Part of record keeping;
2. Personnel management part;
3. Financial part;
4. Supply part of the farm;
5. Service hotel;
6. Information technology section.

The Study Council is a consultative institution established by the Liepāja Maritime College, which provides proposals for ensuring the quality of the study process and programs and promotes the improvement of the pedagogical and professional competence of the academic and teaching staff. The chairperson of the study council is the deputy director of LJK in study work.

Competence of the College's structural units directly under the study and scientific work of the

Deputy Director of the College:

1. The study support part is the administrative structural unit of the College, the basic task of which is to ensure the progress of the study process, its compliance with accredited educational programs and regulatory documents, as well as to solve issues related to the organization, planning, coordination, analysis of study results and assembling the learner contingents.
2. The Department of Shipmasters is the organizational and methodological structural unit of the College's teaching and studies, which implements the professional teaching and study courses of the professional secondary education program and the first-level professional higher education study program, the professional subjects of the professional development education program, as well as participates in the development and updating of study programs , coordination, licensing and accreditation, conducts research in the relevant sector and unites the teachers of the mentioned teaching and study courses.
3. The engineering department is the organizational and methodological structural unit of the College's teaching and studies, which implements the professional teaching and study courses of the professional secondary education program and the first-level professional higher education study program, the professional subjects of the professional development education program, as well as participates in the development and updating of study programs, coordination, licensing and accreditation, conducts research in the relevant sector and unites the teachers of the mentioned teaching and study courses.
4. The Department of Lifelong Education implements seafarers' training courses and professional development education programs, participates in the development, updating and coordination of programs and unites training course instructors, as well as plans, organizes and coordinates the training process.
5. The department of general educational studies is the organizational and methodical structural unit of teaching and studies of the College, which implements the general educational teaching and study courses of the professional secondary education program and the first-level professional higher education study program. The department unites teachers of general educational teaching and study courses who carry out studies, scientific research (creative) and methodical work in one or more teaching and study courses.
6. The Department of Foreign Languages is the organizational and methodical structural unit of the College and studies, which promotes foreign languages and ensures their quality learning, scientific and methodical work for secondary and professional education.

Competence of the College's structural units directly subordinated to the College's deputy director in administrative matters:

1. The record keeping department is a structural unit of the College that carries out record keeping and archival work, as well as visitor service and information provision, ensures information coordination, timely and operative document processing and circulation procedures, develops and controls uniform procedures for issuing documents in the College.
2. The personnel management department is a structural unit of the College that performs personnel management functions, maintains personnel files and personnel records, develops and implements personnel policy, deals with personnel planning, recruitment, selection, retention, evaluation and development.
3. The financial department is a structural unit of the College that ensures budget planning and execution, handles accounting document processing; in accordance with regulatory enactments, prepares accounting reports, calculates wages for College employees, records fixed assets and calculates depreciation, ensures the execution of procurement procedures.
4. The supply department of the farm is the structural unit of the College, which is responsible for the maintenance and management of the property of the College and the state property transferred to its possession or use, ensures the purchase of necessary goods or services, participates in the planning of the financial resources necessary for the management of the College, monitors

compliance with the labor protection process and fire safety norms in the College .

5. The service hotel is a structural unit of the College that provides accommodation services for students, teaching staff and guests, creating suitable conditions for living and recreation, as well as supervises the security of the College's premises and territory.

6. The Information Technology Department is a structural unit of the College that implements the College's tasks in the field of coordination, control and development planning of organizational measures for information technology security.

The college implements seven study programs, each program has its own director. The director of the study program is basically responsible for the content of the study program and the quality of the academic provision.

The library performs partial functions of methodical work, providing educators with necessary and sufficient information. It purchases literature, informational and regulatory materials as needed.

#### **2.1.4. 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 options for the students to have their study period, professional experience, and the previously acquired formal and non-formal education recognised within the study field by providing specific examples of the application of these procedures.**

Admission criteria to LJK study programs are approved by the LJK Council. Admission to studies is based on the LJK Admission Rules, which are published annually on the LJK website: [https://uznemsana.ljk.lv/storage/files/LJK\\_uznemsanas\\_noteikumi\\_2022-2023.pdf](https://uznemsana.ljk.lv/storage/files/LJK_uznemsanas_noteikumi_2022-2023.pdf) and these rules are posted on the notice boards. LJK also operates the recognition of informal and formal education, which is regulated by the rules of procedure "**Procedure for recognition of study courses acquired in other universities and study programs at the Liepāja Maritime College**": [http://ljk.edu.lv/pluginfile.php/13074/mod\\_resource/content/1/LJK\\_Atzisanas\\_kartiba.pdf](http://ljk.edu.lv/pluginfile.php/13074/mod_resource/content/1/LJK_Atzisanas_kartiba.pdf) The rules of procedure determine the study results achieved in LJK outside of formal education, previous education or professional experience, evaluates and determines their compliance with the study programs implemented by LJK; if they meet the relevant requirements of the study programs implemented by LJK, they are recognized and credit points are awarded accordingly. The decision on the recognition of study results achieved in previous education and/or professional experience is made by commissions established by LJK, whose personnel composition is approved by the director of LJK. LJK admits:

1. the content and scope of the accredited, state-recognized study courses successfully completed in universities and higher education institutions of the Republic of Latvia and abroad, with the exception of final exams;
2. courses of continuing education programs, if credit points have been credited for taking the courses (in the higher education credit point or ECTS system of the Republic of Latvia);
3. study results achieved in professional experience.

List of contracts that certify that the university or college will provide students with opportunities to continue their education in another study program or at another university/college (contract with another accredited university or college), if the implementation of the study program will be interrupted, in Appendix No. 2.1.4.1. and 2.1.4.2.

A standard sample of the study contract in Appendix No No. 2.1.4.3.

### **2.1.5. 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 assessment of students' knowledge is based on the requirements of the first-level professional higher education standard (the March 20, 2001 Cabinet of Ministers Regulations No. 141, Articles 9 - 15 thereof). The results of the students' knowledge assessment are discussed at department meetings twice a school year, and they serve to determine the basic principles of the study program and to further improve the study process.

*The basic principles of educational evaluation in the study program are as follows:*

- principle of summation of positive achievements;
- principle of mandatory inspection;
- the principle of openness and clarity of evaluation criteria;
- the principle of diversity of assessment forms;
- principle of test availability.

The teaching staff conducts control and assessment of study activities using various forms and methods, such as, for example, seminars, independent works, tests, solving problem situations, tests, defense of study works. At the end of each course, a test is organized in the form of an exam/test with a grade.

The basic forms of evaluation of the learning of the program are the exam, the test and the defence (presentation) of the study work, which must be done at the end of each study course. The form of examinations is determined in the study program. In the exam, the learning of the program is assessed with a grade on a 10-point rating scale in accordance with the April 14, 1998 order of the Ministry of Education and Science [Izglītības un zinātnes ministrija] No. 208 "On the uniform accounting of study results evaluations".

The exam is accepted by the teaching staff of the study course. In the test, the learning of the program is evaluated both on a two-part rating scale - "passed" or "failed" and on a 10-point system. The test is accepted by the teaching staff of the study course. Study work is evaluated on a 10-point rating scale.

In addition to the final exam, regular exams are also possible in each study course: tests, mid-term tests, speaking at seminars, independent studies. These regular tests and the set of study course requirements for positive evaluation of study achievements are determined in the study course descriptions.

The form of final test of the internship practice is the defence (presentation) of the internship practice project. The defence (presentation) of the qualification practice project is evaluated on the evaluation scale: passed/failed, based on the evaluation criteria.

Credit points are credited for each studied course according to the conditions and requirements of the final exams, internship practice programs and internship practice project defence requirements, according to the test conditions, requirements and questions for the student. At the end of the study program, there is a national final examination, the components of which are as follows:

- Defence (presentation) of the qualification work;
- Maritime English language/state exam English language (for logistics specialists);
- qualifying exam.

The components of the national final exam are evaluated by the national qualification commission.

Quality of the academic staff's work is assessed by the head of the department and the administration in accordance with the developed hosting plan.

The internal audit of the study program analyzes the compliance of the acquired knowledge, skills, abilities and professional attitudes with the requirements of the labour market in the transport sector. The study program and study course programs are regularly reviewed and discussed at department meetings and at the College Council, where decisions are made on measures to improve and develop the study process.

Students have the opportunity to regularly monitor their progress in the learning social network: [mycoob.lv](http://mycoob.lv)

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

The academic integrity regulation of LJK is the Academic Integrity Regulations of the Liepāja Maritime College (26.03.2021). The regulations determine the obligations of students and academic staff to observe academic honesty in their work, to avoid plagiarism; they determine actions of the staff and the procedure for identifying and preventing plagiarism in the works of students and teaching staff. The regulation explains that academic integrity – behaviour that includes objectivity, responsibility, mutual respect and trust, excludes deception and cheating, and also promotes the quality and prestige of education and science in Latvia; conducting academic work in accordance with the highest standards of professionalism and accuracy, objectivity and truthfulness, moral and ethical principles, fairness, including the prevention of plagiarism, truthful reporting and accuracy in academic publications, as well as communications and publicity efforts, which form the image of the academic environment; adherence to ethical and professional principles, standards and practices and a consistent value system that serves as guidelines for decision-making and action in education, in research and academia.

Students are discussed with the students about the principles of academic honesty and also about other aspects mentioned in the academic honesty regulations of LJK during introductory studies, as well as the principles of academic honesty are learned and potential risks are analyzed within the framework of the study course "Research methods", they are discussed with the students outside qualification gift holders in the gift development process. This is how it is ensured that all involved parties regularly receive information, reminders about the principles based on academic integrity, and can be consulted on issues related to academic integrity in a timely manner.

In 2023, the supervision of Riga Technical University (RTU) will be transferred, LJK will have the opportunity to use RTU's unified computerized plagiarism control system.

## 2.2. Efficiency of the Internal Quality Assurance System

### 2.2.1. Assessment of the efficiency of the internal quality assurance system within the study field 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 field and the relevant study programmes.

Education is highly valued in today's society. Liepāja Maritime College provides high-quality and professional education for students. In the college, according to the development strategy of the Liepāja Maritime College for the years 2017-2028, a quality policy has been developed, as well as a quality handbook. Liepāja Maritime College has received the ISO 9001:2015 certificate.

Mission of the Liepāja Maritime College is to prepare competitive maritime and logistics specialists for the labour market, to provide internationally recognized vocational secondary education and Level 1 vocational higher education; to continuously improve and maintain the professional quality of maritime specialists, as well as to be promoters of the development of maritime traditions and to be a centre of excellence.

1. The aim of the college's quality management is to:

To ensure the proper functioning of the College in accordance with IMO and STCW convention requirements and regulatory documents, as well as ESG and ISO 9001 standard requirements; Ensure stakeholder satisfaction with the services provided by the College; Ensure the fulfillment of strategic goals.

2. The college observes the following in its activities:

Valid, current educational regulatory acts and other documents; ISO 9001 standards; IMO and STCW Convention requirements and regulatory documents.

3. The objectives of the College are as follows:

To promote the continuation of studies of graduates of LJK professional secondary education programs in college level programs; to ensure the implementation of STCW module course programs and the possibility to learn/acquire them at LJK (expanding the range of courses); to provide high-quality and labour market-appropriate educational services; to improve the condition of the infrastructure of the college in the study centre premises.

4. Quality management documentation in the College is divided into 3 levels:

Management documents; Basic operating documents; Supporting documents.

See section 1.3. and 1.4.

### 2.2.2. Analysis and assessment of the system and the procedures for the development and review of the study programmes by providing specific examples of the review of the study programmes, the aims, and regularity, as well as the stakeholders and their responsibilities. If, during the reporting period, new study programmes have been developed within the study field, describe the procedures of their development (including the process of the approval of study programmes).

Quality assurance is based on the independent assessment of interested parties, on which measures to improve the academic process are based. Liepāja Maritime College conducts a student survey on the quality of the study process, the work of lecturers and the services offered by the student dormitory. Employer survey results and feedback are used to identify the quality of services provided by the College, as well as to make the necessary improvements. Student work is evaluated both during the study process and in the state final exams. The study regulations state that students who, during the study year, have an assessment of no lower than 4 points are enrolled in the next study course. An integral stage of quality assurance is the annual self-evaluation of the study direction/programme. The results of the survey are included in the annual self-assessment report. Taking into account the communication with employers, we receive both internships (practice opportunities) and job offers for our students from employers. In general, the survey results have always been positive and there has been no need for such changes in the evaluated program, such as, for example, changes in the content of the study program. The study program is reviewed by program directors once a year until the beginning of the academic year.

The purpose of the procedure for developing, approving, harmonizing and licensing educational programs is to determine the procedure for developing, approving, harmonizing and licensing educational programs.

Link:

[http://ljk.edu.lv/pluginfile.php/11318/mod\\_resource/content/1/Proced%C5%ABra%20Nr.%20P6-1.%20Izgl%C4%ABt%C4%ABbas%20programmu%20izstr%C4%81d%C4%81%C5%A1ana%2C%20apstiprin%C4%81%C5%A1ana%2C%20saska%C5%86o%C5%A1ana%20un%20licenc%C4%93%C5%A1ana%20.pdf](http://ljk.edu.lv/pluginfile.php/11318/mod_resource/content/1/Proced%C5%ABra%20Nr.%20P6-1.%20Izgl%C4%ABt%C4%ABbas%20programmu%20izstr%C4%81d%C4%81%C5%A1ana%2C%20apstiprin%C4%81%C5%A1ana%2C%20saska%C5%86o%C5%A1ana%20un%20licenc%C4%93%C5%A1ana%20.pdf)

**2.2.3. 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 field and the relevant study programmes are communicated by providing the respective examples.**

College students are provided with a free opportunity to express themselves. Students can submit their proposals and complaints electronically in the e-environment, where the application form is available, and those who do not want to reveal their identity can send the message to the administration, the application can be left in the mailbox prepared for it - "Suggestions and complaints". Official, written submissions are answered in writing, in accordance with the requirements of regulatory enactments. During administration meetings with students, they are encouraged to express their suggestions and dissatisfaction, if any, because otherwise, the administration will not have a chance to learn about it and thus prevent it. In the 2020/2021 academic year, an application was received from the students with a request to change the instructor, and the College management, taking this application into account, engaged another instructor.

**2.2.4. Provide information on the mechanism for collecting the statistical data, as developed by the higher education institution/ college. Specify the type of data to be collected, the regularity of collection, and the way the information is used to improve the study field. Describe the mechanism for obtaining and providing feedback, including with regard to the work with the students, graduates, and employers.**

Statistical data of the number of students are mainly used for the improvement of the study direction, i.e., data on the enrolled students, withdrawn students from studies, analyzing separately each item of deduction, for example, tuition fee debt, failure to complete the study program, at students's own will, etc. As part of the analysis of the student data, the main reasons for the change in the data are evaluated, mainly in relation to negative indicators, their causes are analyzed and solutions are sought, for example, in improving the study content.

When collecting, storing and processing personal data, the following data protection principles are observed (College personal data protection policy). Data is collected and compiled only for specific, clear and legal purposes and is processed only in the manner and to the extent provided for by regulatory acts. Personal data that allow the identification of the data subject are kept or stored for no longer than is necessary for the purposes for which the personal data were collected and processed; after the collection or storage period of the natural person's data has expired. The personal data protection specialist appointed by the director's order supervises the protection of personal data and its processing in the College.

Every year, information is collected on the number of enrolled students, the number of students studying and graduating. The data is collected and the reasons why the number of students decreases or increases are evaluated. Student surveys are evaluated to make improvements and possibly attract more students.

The college annually conducts surveys to find out how the provided services satisfy the students of the college. Employers are surveyed about the readiness of students after graduation. Students who use the services of the service hotel are surveyed about the services provided by it. Students are also invited to express their opinion about the study process and the work of the lecturers.

The results of the survey of the services provided by Diensta Hotel -

[http://ljk.edu.lv/pluginfile.php/20356/mod\\_resource/content/1/Diensta%20viesn%C4%ABcas%20sniegto%20pakalpojumu%20anal%C4%ABze%202021.pdf](http://ljk.edu.lv/pluginfile.php/20356/mod_resource/content/1/Diensta%20viesn%C4%ABcas%20sniegto%20pakalpojumu%20anal%C4%ABze%202021.pdf)

Employer survey results -

[http://ljk.edu.lv/pluginfile.php/20357/mod\\_resource/content/1/Darba%20dev%C4%93ju%20aptaujas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf](http://ljk.edu.lv/pluginfile.php/20357/mod_resource/content/1/Darba%20dev%C4%93ju%20aptaujas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf)

The results of the qualification practice assessment -

[http://ljk.edu.lv/pluginfile.php/20358/mod\\_resource/content/1/Kvalifik%C4%81cijas%20prakses%20nov%C4%93rt%C4%93%C5%A1anas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf](http://ljk.edu.lv/pluginfile.php/20358/mod_resource/content/1/Kvalifik%C4%81cijas%20prakses%20nov%C4%93rt%C4%93%C5%A1anas%20rezult%C4%81tu%20anal%C4%ABze%202020.pdf)

The results of the evaluation of the lecturers' work -

[http://ljk.edu.lv/pluginfile.php/20359/mod\\_resource/content/1/Pasdresjeju%20vert%C4%93jums.pdf](http://ljk.edu.lv/pluginfile.php/20359/mod_resource/content/1/Pasdresjeju%20vert%C4%93jums.pdf)

Evaluation of the study process -

[http://ljk.edu.lv/pluginfile.php/20360/mod\\_resource/content/1/Studentu%20aptaujas%20rezult%C4%81ti%20studiju%20procesa%20nov%C4%93rt%C4%93jumam%202020.pdf](http://ljk.edu.lv/pluginfile.php/20360/mod_resource/content/1/Studentu%20aptaujas%20rezult%C4%81ti%20studiju%20procesa%20nov%C4%93rt%C4%93jumam%202020.pdf)

Pilna laika studijas				Nepilna laika studijas						
	programmas nosaukums	1. kurss	2. kurss	3. kurss		programmas nosaukums	1. kurss	2. kurss	3. kurss	4. kurss
41 525	Jūras transports-kuģu mehānika (2 gadi)	M-51A	M-61A			41 525	Jūras transports-kuģu mehānika (3 gadi)	APM I	APM II	APM III
41 840	Jūras transports (2 gadi)	S-51A	S-61A			41 840	Jūras transports (3 gadi)	APV I	APV II	APV III
41 840	Kuģu vadīšana (3 gadi)	S-11A	S-21A	S-31A		41 840	Straptautisko pārvadājumu organizācija (3 gadi)	LS I	LS II	LS III
41 525	Kuģu mehānika (3 gadi)	M-11A	M-21A	M-31A		41 840	Kuģu vadīšana (4 gadi)	AVV I	AVV II	AVV III
41 840	Straptautisko pārvadājumu organizācija (2 gadi)	L-11A	L-12A			41 525	Kuģu mehānika (4 gadi)	AVM I	AVM II	AVM III

<b>2021./2022.</b>													
<b>PILNA LAIKA</b>													<b>KOPĀ</b>
GRUPA	01.08.2021.	01.09.2021.	01.10.2021.	01.11.2021.	01.12.2021.	01.01.2022.	01.02.2022.	01.03.2022.	01.04.2022.	01.05.2022.	01.06.2022.	01.07.2022.	01.08.2022.
M-11A	18	17	17	17	17	17	17	17	16	15	15	15	
M-21A	9	8	9	9	9	9	9	9	8	8	8	8	
M-31A	14	14	14	14	15	16	19	18	17	17	18	15	
M-51A	10	10	11	11	11	11	11	11	11	11	10	10	
M-61A	21	21	21	22	22	23	27	28	30	31	32	29	
studiju pārtraukumā	0	0	2	0	1	0	3	1	1	0	4	2	14
eksmatrikulēti	0	2	0	0	0	0	0	1	4	1	1	6	15
<b>KOPĀ</b>	<b>72</b>	<b>70</b>	<b>74</b>	<b>73</b>	<b>75</b>	<b>76</b>	<b>83</b>	<b>83</b>	<b>82</b>	<b>82</b>	<b>83</b>	<b>77</b>	<b>KOPĀ</b>
S-11A	14	13	15	14	14	13	12	12	12	12	12	12	
S-21A	16	16	18	22	22	19	21	20	19	18	18	17	
S-31A	23	23	23	23	25	25	31	32	31	30	29	29	28
S-51A	23	23	23	23	23	23	23	23	23	23	23	22	
S-61A	21	21	21	21	22	24	26	25	25	25	24	24	
studiju pārtraukumā	0	0	3	1	0	2	3	4	2	3	3	4	25
eksmatrikulēti	0	1	2	0	0	4	3	4	3	4	2	4	1
<b>KOPĀ</b>	<b>97</b>	<b>96</b>	<b>105</b>	<b>103</b>	<b>106</b>	<b>104</b>	<b>113</b>	<b>112</b>	<b>110</b>	<b>108</b>	<b>106</b>	<b>104</b>	<b>KOPĀ</b>
L-11A	9	8	5	6	5	5	5	5	4	4	4	4	
L-21A	10	10	10	10	10	10	10	10	9	9	9	0	
studiju pārtraukumā	0	0	0	0	0	0	0	0	0	0	0		0
eksmatrikulēti	0	1	3	0	1	0	0	0	3	0	1	2	11
<b>KOPĀ</b>	<b>19</b>	<b>18</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>4</b>	
<b>PAVISAM KOPĀ</b>	<b>188</b>	<b>184</b>	<b>194</b>	<b>192</b>	<b>197</b>	<b>195</b>	<b>211</b>	<b>210</b>	<b>205</b>	<b>203</b>	<b>202</b>	<b>185</b>	
studiju pārtraukumā	0	0	5	1	1	2	6	4	3	3	7	6	38
eksmatrikulēti	0	4	5	0	1	4	3	5	1	5	4	12	1
													44

NEPILNA LAIKA													
GRUPA	01.08.2021.	01.09.2021.	01.10.2021.	01.11.2021.	01.12.2021.	01.01.2022.	01.02.2022.	01.03.2022.	01.04.2022.	01.05.2022.	01.06.2022.	01.07.2022.	01.08.2022.
APM I	11	11	11	11	11	11	11	11	10	10	10	10	
APM II	6	6	6	9	8	8	8	8	8	8	8	8	
APM III	14	14	14	15	14	14	15	15	15	15	15	15	13
<b>KOPĀ</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>35</b>	<b>33</b>	<b>33</b>	<b>34</b>	<b>34</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	
AVM I	33	33	38	30	30	29	29	25	25	25	25	25	
AVM II	19	19	19	22	22	22	22	22	22	22	22	22	
AVM III	28	28	31	27	27	24	24	24	24	24	23	23	
AVM IV	21	21	22	32	31	31	31	31	31	31	33	33	22
<b>KOPĀ</b>	<b>101</b>	<b>101</b>	<b>110</b>	<b>111</b>	<b>110</b>	<b>106</b>	<b>106</b>	<b>102</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>103</b>	
APV I	10	10	13	12	10	10	10	10	10	10	10	10	
APV II	15	15	15	13	12	12	12	12	12	12	12	12	
APV III	13	13	13	16	15	15	15	15	15	15	15	11	
<b>KOPĀ</b>	<b>38</b>	<b>38</b>	<b>41</b>	<b>41</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>33</b>	
AVV I	52	52	55	48	49	42	39	34	34	34	34	33	
AVV II	40	40	40	44	43	43	40	38	38	38	38	37	
AVV III	50	50	51	41	41	39	38	38	38	38	38	38	
AVV IV	41	41	41	55	55	54	52	51	51	51	51	48	
<b>KOPĀ</b>	<b>183</b>	<b>183</b>	<b>187</b>	<b>188</b>	<b>188</b>	<b>178</b>	<b>169</b>	<b>161</b>	<b>161</b>	<b>161</b>	<b>161</b>	<b>156</b>	
LS I	9	9	9	9	9	9	7	6	6	6	6	5	
LS II	5	5	5	5	5	5	5	4	4	4	4	4	
LS III	1	1	1	2	2	2	2	2	2	2	2	1	
<b>KOPĀ</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>14</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>10</b>	
<b>PAVISAM KOPĀ</b>	<b>368</b>	<b>368</b>	<b>384</b>	<b>391</b>	<b>384</b>	<b>370</b>	<b>360</b>	<b>346</b>	<b>345</b>	<b>345</b>	<b>346</b>	<b>335</b>	
studiju pārtraukumā		1		1		1	1	2			2	3	11
eksmatrikulēti			1		4	6	11	15	1		1	10	49

- Information on changes in the number of students is collected and compared year by year.

2020./2021. studiju gads uz 01.10.2020.			ieguvuši grādu vai kvalifikāciju (01.10.2019.-30.09.2020.)		2020./2021. studiju gads uz 01.10.2020.			ieguvuši grādu vai kvalifikāciju (01.10.2019.-30.09.2020.)	
41 525	Jūras transports-kuģu mehānika (2 gadi)		15		41 525	Jūras transports-kuģu mehānika (3 gadi) APM		6	
41 840	Jūras transports (2 gadi)		18		41 840	Jūras transports (3 gadi) APV		2	
41 840	Kuģu vadīšana (3 gadi)		14		41 840	Straptautisko pārvadājumu organizācija (4 gadi)		0	
41 525	Kuģu mehānika (3 gadi)		10		41 840	Kuģu vadīšana (4 gadi) AVV		5	
41 840	Straptautisko pārvadājumu organizācija (2 gadi)		9		41 525	Kuģu mehānika (4 gadi) AVM		11	
			<b>KOPĀ</b>	<b>66</b>				<b>KOPĀ</b>	<b>24</b>
<hr/>									
2021./2022. studiju gads uz 01.10.2021.			ieguvuši grādu vai kvalifikāciju (01.10.2020.-30.09.2021.)		2021./2022. studiju gads uz 01.10.2021.			ieguvuši grādu vai kvalifikāciju (01.10.2020.-30.09.2021.)	
41 525	Jūras transports-kuģu mehānika (2 gadi)		6		41 525	Jūras transports-kuģu mehānika (3 gadi) APM		5	
41 840	Jūras transports (2 gadi)		10		41 840	Jūras transports (3 gadi) APV		0	
41 840	Kuģu vadīšana (3 gadi)		22		41 840	Straptautisko pārvadājumu organizācija (4 gadi)		1	
41 525	Kuģu mehānika (3 gadi)		9		41 840	Kuģu vadīšana (4 gadi) AVV		7	
41 840	Straptautisko pārvadājumu organizācija (2 gadi)		6		41 525	Kuģu mehānika (4 gadi) AVM		12	
			<b>KOPĀ</b>	<b>53</b>				<b>KOPĀ</b>	<b>25</b>
<hr/>									
2022./2023. studiju gads uz 01.10.2022.			ieguvuši grādu vai kvalifikāciju (01.10.2021.-30.09.2022.)		2022./2023. studiju gads uz 01.10.2022.			ieguvuši grādu vai kvalifikāciju (01.10.2021.-30.09.2022.)	
41 525	Jūras transports-kuģu mehānika (2 gadi)		24		41 525	Jūras transports-kuģu mehānika (3 gadi) APM		2	
41 840	Jūras transports (2 gadi)		18		41 840	Jūras transports (3 gadi) APV		4	
41 840	Kuģu vadīšana (3 gadi)		13		41 840	Straptautisko pārvadājumu organizācija (4 gadi)		1	
41 525	Kuģu mehānika (3 gadi)		9		41 840	Kuģu vadīšana (4 gadi) AVV		3	
41 840	Straptautisko pārvadājumu organizācija (2 gadi)		7		41 525	Kuģu mehānika (4 gadi) AVM		11	
			<b>KOPĀ</b>	<b>71</b>				<b>KOPĀ</b>	<b>21</b>

2.2.5. Specify the websites (e.g., the homepage) on which the information on the study field 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 (State Education Information System (VIIS), E-platform).

Information about LJK's study directions and offered study programs is published on LJK's homepage.

Shipmasters: <https://ljk.lv/programmas/kugu-vaditajs>

Ship mechanic: <https://ljk.lv/programmas/kugu-mehanikis>

Logistics Specialist: <https://ljk.lv/programmas/logistikas-specialists>

Heads of LJK departments, program directors and IT specialist are responsible for publicizing information.

## 2.3. Resources and Provision of the Study Field

**2.3.1. Provide information on the system developed by the higher education institution/ college for determining and redistribution of the financial resources required for the implementation of the study field and the relevant study programmes. Provide data on the available funding for the scientific research and/or artistic creation activities, its sources and its use for the development of the study field.**

Studies at LJK are provided both within the allocated budget places paid by the state and for a fee. The amounts of study fees and other paid services are determined by the JK Council. Tuition fees are increased by an average of 5% every year in order to equate the tuition fees with the amount of the grant granted by the state, as well as to take into account the economic situation in the country and the solvency level of the population. Students have the opportunity to apply for state-guaranteed loans.

The College's financial resources consist of the following:

- tuition fees
- income from other educational services
- income from organizing courses
- revenue from student dormitory services
  
- income from the rental of premises
- revenues from European Union structural fund projects.

The source of funding for the Liepāja Maritime College study program is a grant and tuition fees. An analysis of the funding and available resources of the study area is carried out every year, identifying the current needs and planning the long-term necessary investments. In order to successfully implement it, the college management meets with study program leaders every year, discussing the results achieved during the previous study year and prioritizing the needs of study areas for the next calendar year. The implementation of international projects and the availability of funds contribute not only to the quality of processes, the improvement of the content of study programs and the improvement of the qualifications of college staff, but also has an impact on the financial stability of the college and provides additional financial availability for activities that would otherwise not be implemented due to limited resources. By attracting project funding, a stable learning base has been created for LJK learners (mechanic workshop, chemistry laboratory, virtual

ship, etc.). Student fee services, which are related to the study process, are determined by the regulations of the Cabinet of Ministers. An Agreement on the acquisition of education is concluded with each student, in which the tuition fee for the entire period of study is presented. The costs of one student in the study program are calculated based on the basic principles that have been determined by the December 12, 2006 Cabinet of Ministers Regulations No. 994. For the students enrolled in the study year 2021/2022, the total study payment was: for full-time studies - EUR 2726.00, and for part-time studies - EUR 2606.00.

Revenues and costs are calculated for 2022/2023. study year cost bases for the entire study period - **2 years in the program "Maritime transport - ship mechanics"**. The planned funding of the study program for full-time studies in 2022 was EUR 130,720. The financing of the study program consisted of funding from the state budget of EUR 104,850 (including social security costs of EUR 5,575.50) and income from study fees of EUR 25,870.

In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Ship management" determined by the Ministry of Education and Culture: 1.7, with the optimal study cost coefficient of 2.9.

*Calculation of the base cost of the study place*

<b>Cost item</b>	<b>Amount EUR</b>	<b>%</b>
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
<b>Total</b>	<b>1 630,11</b>	

The fee for one study year in 2022 for fee-paying students is set at 2380 EUR. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state.

***Financing at optimal ratios in 2022 and 100% secured.***

<b>Thematic area of study cost coefficients</b>	<b>Minimum study cost coefficient</b>	<b>Optimal study cost coefficient</b>	<b>Study level coefficient</b>	<b>Study base costs (EUR)</b>	<b>Scholarship amount (EUR)</b>	<b>Sports, culture, service hotel (EUR)</b>	<b>Number of study places financed from the state budget in 2022</b>	<b>Funding at optimal coefficients in 2022 and provides 100%.</b>	<b>Scholarship fin.</b>
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12. Ship management	1,7	2,9	1,0	1630,11	251,98	13,52	21	104849	5292
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Revenues and costs are calculated for 2022/2023. of the study year for the entire study period – **3 years in the "Ship Mechanics" program**. The planned funding of the study program for full-time studies in 2022 was EUR 166,726. The financing of the study program consisted of funding from the state budget in the amount of EUR 134,806 (including social security costs of EUR 7,168.50) and income from study fees in the amount of EUR 31,920.

In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Ship Management" determined by the Ministry of Education and Culture: 1.7, with the optimal study cost coefficient of 2.9.

*Calculation of the base cost of the study place*

Cost item	Amount EUR	%
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
Total	1 630,11	

The fee for one study year in 2022 for fee-paying students is set at 2380 EUR. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state.

***Financing at optimal ratios in 2022 and 100% secured.***

Thematic area of study cost coefficients	Minimum study cost coefficient	Optimal study cost coefficient	Study level coefficient	Study base costs (EUR)	Scholarship amount (EUR)	Sports, culture, service hotel (EUR)	Number of study places financed from the state budget in 2022	Funding at optimal coefficients in 2022 and provides 100%.	Scholarship fin.
12. Ship management	1,7	2,9	1,0	1630,11	251,98	13,52	27	134806	6803

Study fees for part-time students are calculated for 2022/2023. study year cost bases for the entire study period and approved by the LJK Council. The study fee is set at EUR 1,600 (per year) and applies to the entire study period. Tuition fees 2022/2023 for the study year for 1 course has been

calculated on the basis of the base cost calculation basis of the study place prepared by the Ministry of Education, the study cost coefficient 1.0, which amounts to EUR 1630.11. In 2022, revenues from tuition fees for providing part-time training process amounted to EUR 46400.

*Calculation of the base cost of the study place*

<b>Cost item</b>	<b>Amount EUR</b>	<b>%</b>
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
<b>Total</b>	<b>1 630,11</b>	

The training program for part-time students is organized according to an individual plan, which ensures the implementation of the training process with the minimum number of learners (1 learner).

Revenues and costs are calculated for 2022/2023. study year cost bases for the entire study period - **2 years in the "Sea transport" program**. The planned funding of the study program for full-time studies in 2022 was EUR 121,675. The funding of the study program consisted of funding from the state budget of EUR 51,195 (including social security costs EUR 4,248) and income from study fees EUR 70,480.

In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Transport services" determined by the Ministry of Education and Culture: 1.1, with the optimal study cost coefficient of 1.8.

*Calculation of the base cost of the study place*

<b>Cost item</b>	<b>Amount EUR</b>	<b>%</b>
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811

Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
Total	1 630,11	

The fee for one study year in 2022 for fee-paying students is set at 2380 EUR. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state.

**Financing at optimal ratios in 2022 and 100% secured.**

Thematic area of study cost coefficients	Minimum study cost coefficient	Optimal study cost coefficient	Study level coefficient	Study base costs (EUR)	Scholarship amount (EUR)	Sports, culture, service hotel (EUR)	Number of study places financed from the state budget in 2022	Funding at optimal coefficients in 2022 and provides 100%	Scholarship fin.
8. Transport services	1,1	1,8	1,0	1630,11	251,98	13,52	16	51195	4032

Revenues and costs are calculated for 2022/2023. cost base for the study year for the entire study period – **3 years in the "Ship management" program**. The planned financing of the study program for full-time studies in 2022 was 144326 EUR. The financing of the study program consisted of funding from the state budget of EUR 44,796 (including social security costs EUR 3,717) and income from study fees EUR 99,530.

In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Transport services" determined by the Ministry of Education and Culture: 1.1 with the optimal study cost coefficient of 1.8.

Calculation of the base cost of the study place

Cost item	Amount EUR	%
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708

Total	1 630,11
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The fee for one study year in 2022 for fee-paying students is set at 2380 EUR. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state.

***Financing at optimal ratios in 2022 and 100% secured.***

Thematic area of study cost coefficients	Minimum study cost coefficient	Optimal study cost coefficient	Study level coefficient	Study base costs (EUR)	Scholarship amount (EUR)	Sports, culture, service hotel (EUR)	Number of study places financed from the state budget in 2022	Funding at optimal coefficients in 2022 and provides 100%	Scholarship fin.
8. Transport services	1,1	1,8	1,0	1630,11	251,98	13,52	14	44796	3528

Study fees for part-time students are calculated for 2022/2023. study year cost bases for the entire study period and approved by the LJK Council. The study fee is set at EUR 1,600 (per year) and applies to the entire study period. Tuition fees 2022/2023 for the study year for 1 course has been calculated on the basis of the base cost calculation basis of the study place prepared by the Ministry of Education, the study cost coefficient 1.0, which amounts to EUR 1630.11. In 2022, revenues from tuition fees for providing part-time training process amounted to EUR 53,650.

Calculation of the base cost of the study place

Cost item	Amount EUR	%
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
Total	1 630,11	

The training program for part-time students is organized according to an individual plan, which ensures the implementation of the training process with the minimum number of learners (1 learner).

Revenues and costs are calculated for 2022/2023. study year cost bases for the entire study period – **2 years in the program "International Transport Organization"**. The planned funding of the study program for full-time studies in 2022 was EUR 37,597. The financing of the study program

consisted of funding from the state budget EUR 31997 (including social security costs EUR 2655) and income from study fees EUR 5600.

In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Transport services" determined by the Ministry of Education and Culture: 1.1, with the optimal study cost coefficient of 1.8.

*Calculation of the base cost of the study place*

Cost item	Amount EUR	%
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
Total	1 630,11	

The fee for one study year in 2022 for fee-paying students is set at EUR 1,600. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state.

**Financing at optimal ratios in 2022 and 100% secured.**

Thematic area of study cost coefficients	Minimum study cost coefficient	Optimal study cost coefficient	Study level coefficient	Study base costs (EUR)	Scholarship amount (EUR)	Sports, culture, service hotel (EUR)	Number of study places financed from the state budget in 2022	Funding at optimal coefficients in 2022 and provides 100%	Scholarship fin.
8. Transport services	1,1	1,8	1,0	1630,11	251,98	13,52	16	51195	4032

Study fees for part-time students are calculated for 2022/2023. study year cost bases for the entire study period and approved by the LJK Council. The study fee is set at EUR 1400 (per year) and applies to the entire study period. In 2022, revenues from study fees for providing part-time training process amounted to EUR 4,200.

At the beginning of each study semester, department heads submit a material and technical request, incl. including necessary provision for research. It is assessed individually within each annual LJK budget. Funds for research purposes are also attracted through EU funds - ERDF, ESF, Interreg cross-border cooperation and Erasmus+ programs. Taking into account the 2014-2020 EU fund projects, larger investments are as follows:

Programs: **Maritime transport 41840, Ship management 41840, Maritime transport-ship mechanics 41525, Ship mechanics 41525** of the project "Improving the study environment of Liepāja Maritime College's first-level professional higher education STEM program studies" ( ) No. 8.1.4.0/17/I/008), mobile laboratory testing cabinets with a multifunctional combination of parameters were purchased for EUR 30,023.73 (LJK funding).

Programs: **Maritime transport 41840, Ship management 41840, Maritime transport-ship mechanics 41525, Ship mechanics 41525, International transport organization 41840** - project "Improvement of the workforce mobility and skills in Latvian - Lithuanian maritime transport sector" -Lithuanian Maritime Transport Sector), No.LLI-42, LatLitNaviPort, faster simulators were purchased with the help of which you can simulate several situations, both in the port terminal, and by modeling situations at sea and conducting research on accidents in the maritime and logistics sphere. Project No. LLI-42, LatLitNaviPort, LJK funding part - 605,997.10 EUR, of which 515,097.53 EUR - ERDF and 90,899.57 EUR - Latvian state budget funding. Interreg Latvia - Lithuania program 2014-2020.

LJK also plans to provide funding for research in the period of 2021-2027 EU funds using opportunities to apply for projects of various programs and open selections.

### **2.3.2. Provide information on the infrastructure and the material and technical provisions required for the implementation of the study field and the relevant study programmes. Specify whether the required provision is available to the higher education institution/college, available to the students, and the teaching staff.**

To ensure the teaching process of the Liepāja Maritime College, the material and technical base of the Ministry of Education and Science [*Izglītības un zinātnes ministrija*] transferred to the use of the college is used.

The Liepāja Maritime College also has access to computer classes, an assembly hall, and other rooms. LJK teaching staff are provided with appropriate workplaces, a teachers' room is provided with workplaces and a rest room, there is also a library fund and a reading room where students have access to computer workstations, as well as opportunities to print and reproduce study materials. Material and technical support is organized based on the plan submitted by department heads, as well as based on individual material and technical requests. The submission and application system is provided by "Hop modulis".

For ensuring the study programmes of the Liepāja Maritime College, a material - technical basis has been provided with projectors and screens, interactive whiteboards, 3D printers, copiers, printers, scanners, laptops, document binders, laminators, with acoustic systems and sound amplifiers, video and photo cameras, audio and video equipment, voice recorders, video projectors, etc. The training ship "Namejs" is available to provide training for mechanics, as well as a training base in Liepāja at Ezermalas street 2a, where it is possible to carry out practical activities related to rigging work, lowering/raising the lifeboat, etc. 8 welding workbenches equipped with an air purification filter system, 4 lathes, milling machine, CNC milling machine, stationary drill (drill-press), metal cutting equipment, grinding equipment with dust extraction and other tools are available in the mechanic's workshop.

In order to meet the requirements of the STCW Convention and IMO modular courses, LJK are maintained TRANSAS (Wartsila) simulatori.

In the library, students have the opportunity to use computers, as well as copiers and printers

(colour and monochrome). Computers are combined in a local network. The arrangement of classrooms and providing them with programs allows to organize the following classes: in computer science, including, working on the internet; in foreign language learning using multimedia; in technical drawing; in other subjects, if they have appropriate programs.

**2.3.3. 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 field 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 field, 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 possibilities for the subscription to the databases.**

In Liepāja Maritime College, the availability of library funds and databases is planned as part of the budget plan. In accordance with their competence, the teaching staff submits a request for material and technical resources (hereinafter - MTL), which specifies the name, quantity and price of the MTL to be purchased. The necessity of the item to be purchased is coordinated with the head of the corresponding department. The purchase of MTL is carried out after coordination with the head of the financial department and the director of LJK. LJK has signed a cooperation agreement, within the framework of which it is possible to use learning materials available in other libraries. The library has computers with Internet connection, as well as printers and copiers.

Liepāja Maritime College students and students have access to the ljk.edu.lv platform in the library - a page for LJK students, where learning materials and lecture notes are arranged by subject category. In the Library section of this page, books are available in e-format ordered from the IMO (International Maritime Organization). The selection of the books to be ordered is carried out by LJK teaching staff by submitting a request for the necessary learning resources to the librarian, which is approved - agreed upon in accordance with the internal procedures of the educational institution (MTL). Books in paper format are ordered in 2-4 copies. This is not enough for the college, so every ordered book for pupils and students is available in e-format on the LJK students page. Methodical materials are also available on the ljk.edu.lv platform - methodology and rules for the execution of teaching and study work. Lecture notes created by LJK teaching staff are widely available in the library in paper format, and books compiled and published by LJK teaching staff as part of international projects. In the library, students have access to 16 computers with Internet connection and free use of wireless Internet. Mykoob - a learning social network - is available to students in the library. There are no subscribed databases in the library.

Students have access to the joint catalog of Liepāja and Southern Kurzeme county libraries for searching books and study materials.

The library works four days a week. Working hours 9.00 - 16.30. The library is well attended during this period. Inquiries and consultations about the library and the possibilities of its use are available during the working hours of the library. The library has a reading room with 24 seats for readers.

The total area of the library is 261 m<sup>2</sup>. The service rooms of the library are 241 m<sup>2</sup> in satisfactory technical condition, well-lit rooms, there is a 3-phase electricity connection, there is central heating.

The library provides the following free services:

- Consultations on the library's agenda, fund;
- Consultations on information search options;
- Provision of librarian, bibliographic references;
- Internet use.

The library provides paid services;

- copying;
- printing;
- binding.

**2.3.4. Provide a description and assessment of information and communication technology solutions used in the study process (e.g., MOODLE). If the study programmes within the study field are implemented in distance learning, the tools specially adapted for this form of study must also be indicated.**

In the LJK Study process, the opportunities provided by the intranet are actively used: moodle.ljk.lv – the study electronic environment, in which the materials necessary for studies are stored as part of each study course, lecture presentations, information is exchanged, students post their presentations and homework; electronic storage of ViA documents; intranet message storage; email, skype, social media.

The educational social network Mykoob operates within the LJK, where records are regularly made during each lesson about student attendance, posted evaluations, recorded lesson topics and learning tasks, attestations are posted and necessary evaluations given.

During the Covid-19 pandemic, LJK uses the following methods and means of communication in the organization of the teaching/study process: platform MOODLE, MYKOOB, WhatsApp, Skype, ZOOM, Google Classroom, phones etc.

**2.3.5. 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.**

LJK has developed the following internal rules: "On the procedure for the election of academic and administrative positions" and internal regulations "Liepāja Maritime College personnel selection procedure", which determine the procedure for announcing vacancies, evaluating candidates and making a decision on approval in an academic or administrative position. Vacancies are announced by announcing the competition on the official website "Latvijas Vēstnesis", as well as by publishing information in LJK's home page. The principles of openness and access to information are observed throughout the entire staff onboarding process. Individuals are elected to academic positions as a result of an open competition. The academic staff of the college are assistant professors, lecturers and assistants. The elected administrative positions of the college are heads of departments/departments. A candidate can apply and submit documents for several academic positions, but be elected to only one position and one higher education institution. Elections are held in the College Council within one month from the application deadline. Academic staff and prospective administrative staff are elected for six years. Assistants, if they do not have a doctoral

degree, are elected no more than twice in a row. Elections of academic staff and elected administrative staff are held at the end of the academic study year.

The internal regulations "On the procedure for the election of academic and administrative positions" can be found: <https://moodle.ljk.lv>

The internal regulations "Liepāja Maritime College personnel selection procedure" can be found: <https://moodle.ljk.lv>

**2.3.6. 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 qualifications (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.**

LJK has developed a professional development plan for pedagogues, and pedagogues monitor their professional development and are actively involved in further education. Educators participate in various ESF projects in order to supplement their knowledge, skills and abilities in their field and increase the quality of their work. Educators of professional subjects of educational programs participate in seminars, thus ensuring the improvement of theoretical knowledge, practical skills and professional competences, by means of emphasizing the connection with the modernized content of professional education, innovations in the national economy, observing the continuous development of production technologies, creating long-term and continuous cooperation between professional education institutions and social cooperation partners throughout the territory of Latvia.

LJK has established a unified procedure for ensuring the quality of academic staff qualifications and work. Qualification upgrading is determined by the regulations "Liepāja Maritime College regulations on upgrading and/or maintaining the qualifications of pedagogues and the procedure for covering related expenses". Funding is being sought in the framework of LJK, in the framework of various projects, in the framework of the advanced qualifications in frailty, as well as opportunities to participate in Erasmus+ mobility as are offered in the advanced qualifications. For professional development, since 2018, the project "Ensuring better governance in Liepāja Maritime College" has been implemented by the European Social Fund (SAM 8.2.3.), in the framework of which there are English language, digital technologies, academic leadership training, provision of exchange of experience and internships/practice works of pedagogues at both the national and international level, as well as internship practice opportunities in industry companies.

The selection of teaching staff involved in the implementation of the study program is based on the following criteria: direction in scientific work and interests in research, competence and knowledge accumulated in academic work in fields related to the contents of study programs, scientific degree and qualification. A person who has a first-level higher education, according to the taught subject, and who is able to conduct practical classes and carry out individual research/creative work, can apply for the position of Assistant. A person who has a bachelor's, master's or doctorate degree, according to the taught subject, scientific/methodical publications or published teaching aids relevant to the field of science, and who is able to independently read lecture courses, lead

practical classes, students' scientific works, research works. A person who has a doctorate degree, publications and/or teaching aids appropriate to the taught subject, branch of science and/or sub-branch, and whose scientific and academic work experience is not less than three years in total can apply for the position of Associate Professor. of which at least one year of academic work at a university.

### **2.3.7. Provide information on the number of the teaching staff members involved in the implementation of the relevant study programmes of the study field, as well as the analysis and assessment of the academic, administrative (if applicable) and research workload.**

LJK has all the personnel necessary for the implementation of educational programs. All structural units and workforce are involved in the implementation of educational programs. All structural units and personnel participate in ensuring the functionality of the educational institution, educational and economy/management processes. LJK employs 43 educators. Almost all working teachers have a higher education, all of them also have a pedagogical education, a lot of experience working on ships as an officer. Many educators have master's degrees. 89% are elected academic staff. 92% of the realization of study courses, according to credit points, is provided by teachers with a master's scientific degree, 8% of all study program credit points are provided by teachers with a bachelor's degree and long-term practical experience. Educators are also involved in research work in addition to study work.

The pedagogic composition of LJK is supplemented with active seafarers, who deal with modern issues in the maritime industry every day, thus more modern training is carried out and the rapid inclusion of the latest technologies and information in the learning process is promoted.

The education and professional qualification of LJK pedagogues, as well as professional development, meet the requirements of regulatory acts. The assessment of the quality of the teacher's work has been put forward as one of the criteria characterizing the need for the teacher's professional development. Educators participate in various activities related to pedagogical work both in the educational institution and outside the educational institution. All subjects and internship practice, with the exception of qualification practice, are provided by the teaching staff of LJK.

The teaching staff is divided into methodological commissions. Working groups of methodical commissions and the methodologist work on methodological diversity and quality assurance of educational programs, develop various documents and materials, participate in defense of qualification practice, content development of qualification exams, as well as share pedagogical work experience by visiting each other's classes, creating discussions and organizing methodical activities .

Educators improve their knowledge by implementing experience exchange trips to cooperative educational institutions in Latvia and outside Latvia, participating in various projects.

Educators actively participate in various ERASMUS+ program projects in cooperation with partner institutions throughout the European Union, as well as outside it. Educators are offered a wide number of ERASMUS+ program activities, from which everyone can find the most suitable and necessary.

Each review period, the workload of the teaching force is evaluated to ensure a balanced workload. Loads have been balanced, reducing the academic load of individual lecturers, for example by attracting additional teaching staff to teach individual courses. The planning and distribution of the workload of each individual lecturer is carried out in accordance with the specifics of the study plan of each study program, and the volume of administrative work.

**2.3.8. 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.).**

LJK takes care not only of the student's good educational opportunities, but also of social needs and psychological support, always supports the student in various life situations, especially in problem situations, as much as possible. The staff provides the necessary assistance to meet the emotional, psychological and social needs of students. It is also possible to get assistance from a psychologist. Counseling by a psychologist is a resource for processing the experience and improving social functioning. The college psychologist regularly provides individual consultations to students and teachers in cases of psychological difficulties and implementing preventive and prophylactic work. Heads of departments, program directors, study methodologists and teaching staff provide assistance to students during the study process. Regarding career support, since the fall semester of 2021, the service of career consultant, career planning and personal development support is available at LJK. This service is offered to students in all study programs. Psychological support turned out to be particularly important in the 1<sup>st</sup> year for students who experience the transition from high school to college and often start an independent life away from their families. In addition, in 2020/2021 and 2021/2022 study years, in the biggest part of the study year, the study event was carried out in a remote mode, which was difficult in the socialization opportunities. Therefore, remote meetings were regularly organized in order to clarify how the students were doing in the study process, and to notice potential problems in a timely manner.

Students who go to foreign countries as part of the exchange program are invited to an informative seminar, which provides information about the country which the student (teacher) will go to, on traditions and legal aspects; information is provided about the host country's higher education institutions, study opportunities and peculiarities, as well as accommodation options. When students (teachers) return from the exchange program, they must provide a report, information about the time spent abroad, and feedback as part of the informative seminars. The responsible employee of the college follows the progress of the student abroad via e-mail, as well as uses social networks for communication. Incoming foreign students/teachers are admitted according to the best standards and requirements. Support in finding accommodation is provided even before the arrival. Students and lecturers are provided with regular access to information, introduced to the country, traditions; discussions, exchange of experiences and cultural events are organized together with college students. When studying in absentia, students are provided with a hotel and a parking lot. If the student expresses the need to additionally or repeatedly listen to a particular study course, the opportunity is ensured to attend lectures with another group or full-time face-to-face groups or receive individual counselling.

## **2.4. Scientific Research and Artistic Creation**

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

Scientific research activities regarding students' research work are regulated by the Methodological Instructions for the development and design of qualification works. In the direction of studies, students and academic staff use the current novelties in the field of water/marine transport on a daily basis, as well as apply them in research-related activities in the process of developing qualification papers, during internship practice on ships, in laboratories, workshops and simulators. Students carry out research work by developing reports and qualification papers, as well as by participating in scientific conferences organized by the college.

The scientific research and creative activity of LJK teaching staff is carried out in accordance with the "LJK development strategy 2017-2028." and corresponds to the goals of the study direction:

- the research topic corresponds to internationally relevant research directions, as well as the development needs of the region;
- research results are made public at an international level (at international conferences and at congresses);
- popularization of science and research takes place in cooperation with all social partners, professional organizations, promoting youth interest in science and understanding of scientific activity and creativity as the basis of a successful career in any field of activity.

### **2.4.2. 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.**

Several lectures on the methodology of scientific research work are given to students already in the first semester of study (docents dr. psych. Aivars Buls [*Aivars Buls*]). In practice, research exercises begin with tasks for students to develop reports, which are mandatory. The broadest and deepest researches are carried out in the second year of studies, when developing qualification papers, which are then publicly defended (presented). Students prepare reports on current topics and present them within the framework of study courses.

Lecturers, by regularly visiting and speaking at both local and international scientific conferences, keep up with the latest developments in the industry, current trends in research. In this way, the content of the study courses is improved, it is ensured that the study courses pale in the latest scientific knowledge and research results.

### **2.4.3. 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.**

In general, in international cooperation, research is one of the directions that needs to be further developed, because currently a good level has been achieved in the field of studies and academic work (LJK lecturers regularly go on foreign teaching visits, guest lecturers from foreign universities are invited every year), but in science, the intensity could be higher in collaborations. The development of strategies in scientific activities for the next 10 years, and as one of the priority goals, is marked specifically in the international cooperation in science in development. This can be done by more precisely identifying and communicating opportunities for partners in the field of LJK science, as well as by activating the network of partners, working purposefully to attract funds, the EU and other finance sources.

Project no. Within the framework of 8.2.3.0/18/A/015 "Ensure better management in higher education institutions", the Liepāja Maritime College (LJK) in cooperation with the Lithuanian Maritime Academy (LJA) organized an international scientific event. At the scientific event, Roberts Gailītis, head of the Convention Monitoring Department of the Maritime Administration of Latvia, spoke on the topic "Attracting young people to the maritime industry". Anastasija Galkina, representative of the Confucius Institute of the University of Latvia, and Tang Jing, who spoke on behalf of Professor Wu Jian, vice president of the Southern Normal University, presented the paper "Difference between Latvian and Chinese education systems". On the other hand, the representative of Liepāja Maritime College, Aivars Buls, spoke on the topic: "The importance of the teacher's personality in the learning process". Vadim Zakarchenko, representative of the National University of Ukraine "Odesa Maritime Academy", spoke on the topic: "Qualification of ship's officers: approved education and professional requirements". Pavlo Brin, representative of the National Technical University "Kharkiv Polytechnic Institute", gave a presentation on the topic: "International collaborative learning: using web 2.0 tools to organize the study process in adverse conditions (COVID-19; war in Ukraine)". But Herbert V. Nalupa of the Philippine Maritime Industry Authority (MARINA), World Maritime University spoke on the topic: "Challenges and Opportunities for Maritime Education and Training in the Fourth Industrial Revolution".

**2.4.4. Specify the way how the higher education institution/ college promotes the involvement of the teaching staff in scientific research and/or artistic creation. Provide the description and assessment of the activities carried out by the academic staff in the field of scientific research and/or artistic creation relevant to the study field by providing examples.**

The academic staff, within the scope of their competence, participates in activities related to scientific research. LJK in cooperation with the Lithuanian Maritime Academy (LJA) organized an international scientific event, which from 14.09.2022. until 16.09.2022. took place both in Liepāja and Klaipėda. By summarizing the results, it was possible to meet with specialists in the maritime industry, get to know and compare innovative opportunities in education and, by participating in debates, gain insight into future trends. At the scientific event, the representative of the Liepāja

Maritime College, docent Dr.psych. Aivars Buls spoke on the topic "The importance of the teacher's personality in the learning process".

In terms of studies, the list of conferences and publications can be found in the report in Appendix No.2.4.4.

**2.4.5. Specify how the involvement of the students in scientific research and/ or applied 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 field in scientific research and/ or applied research and/or artistic creation activities by giving examples of the opportunities offered to and used by the students.**

Students are actively involved in research activities. As part of their studies, students must prepare reports, as well as prepare and defend (present) a qualification thesis at the end of their studies. Essay writing is essential not only in relation to the presentation and analysis of information, but also prepares students for the development of a qualification thesis. Students are given the opportunity to participate in scientific conferences organized by the college.

14. 09.2022. The "Green Sea Business Line" conference was held at the Lithuanian Maritime Academy, which is part of the international project "Blue4Seas" implemented by Lithuanians.  
15.09.2022 Liepāja Maritime College hosted the conference "Advantages of the module system in modern education", which is organized within the framework of the program 8.2.3 specific support goal "Ensuring better management in higher education institutions" project "Ensuring better management in Liepāja Maritime College". Scientists and researchers, students and supervisors of their scientific works, representatives of local and state institutions, interested parties in the field of higher education, maritime representatives, incl. entrepreneurs and other interested parties.

**2.4.6. Provide a brief description and assessment of the forms of innovation (for instance, product, process, marketing, and organisational innovation) generally used in the higher education institution, especially in study field subject to the assessment, by giving the respective examples and assessing their impact on the study process.**

As part of the study process, sufficient attention is paid to innovative solutions. As part of product innovation, various technical improvements are made, the material and technical base is improved (library resources, copiers, projectors, etc.), various new software is purchased. New software has been introduced in the Moodle learning environment. Within the European Social Fund project (Project No. 8.2.3.0/18/A/015) the college has purchased new computer equipment and software. As part of the project, the college will develop a new e-solution for the needs of the college:

- E-administration is introduced, document circulation is optimized;
- the documentation of the study process and the documentation of the students (personal files, results, test reports, study breaks) have been transferred to the e-environment;
- the financial management system has been improved by purchasing additional software that would ensure automatic selection and evaluation of debtors, as well as other additional

software has been implemented.

## 2.5. Cooperation and Internationalisation

**2.5.1. Provide the assessment as to how the cooperation with different institutions from Latvia (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the study field contributes to the achievement of the aims and learning outcomes of the study field. Specify the criteria by which the cooperation partners for the study field 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 cooperation partners.**

All LJK programs include work environment-based learning: LJK constantly cooperates with Latvian and foreign seafarer employment companies. The analysis shows that about 90% of cadets were placed in practice through Latvian companies or official representative offices in Latvia until 2019. And only 10-15% went to practice from foreign companies. Among Latvian companies, many cadets practice in companies such as SIA LSC Shipmanagement, SIA Anglo-Eastern Ltd., SIA Astor Shipmanagement, etc. Before the situation with restrictions due to Covid, many cadets were trained on AS Tallink ferries.

LJK develops cooperation with foreign, mainly Lithuanian and Estonian crewing companies. Cooperation agreements are currently in process with the most active cooperation partners: Baltnautic Shipping Ltd Lt and OJ Crew LT companies. LJK students are regularly employed in the companies Ethalon Recruitment LT, Baltcrew Agency OÜ and Skaya Agency EST.

Contracts are mostly concluded between a specific intern/student, institution (LJK) and company (kruing).

The cooperation agreements between LJK and companies/crews do not oblige the companies/crews to accept interns in a certain number and period, because each prospective intern (LJK student/cadet) is evaluated individually, and providers of internships do not agree to any other rules. It should be noted that the seafaring profession is strictly regulated (this applied equally to both trainee and working seafarers), crews check trainees equally with working seafarers before agreeing to provide an internship. The internship is a full-fledged workplace for LJK students, it differs only in that the work is carried out under the supervision of a person appointed at the internship, this applied to kruings registered in Latvia, abroad, and within Erasmus+. The formal nature of the cooperation agreements between the institution and the crew.

Agreements have been concluded with the Latvian Maritime Academy, SIA "Novikontas Maritime College" and the University of Liepāja on the possibility for students to continue their studies if, for some reason, it cannot be provided by LJK. As well as within the framework of contracts, it is possible to conclude agreements on the use of individual resources.

LJK project "Promoting the mobility and employability of Lithuanian and Latvian electrical engineering and high-voltage technology industry specialists" (project name in English: Enhancement of the mobility and employability of Lithuanian and Latvian specialists in the field of electrical engineering and high voltage technologies), LitLatHV, Interreg V-A Within the Latvian-Lithuanian cross-border cooperation program, successful cooperation with the Lithuanian Maritime Academy (Lithuania) has been established - leading project partner and Kaunas Technical College

(KTK), Riga Technical University (Ventspils branch), Ventspils Technical University.

About the criteria for choosing the appropriate cooperation partners for the study direction and study programs, the types of cooperation, how the cooperation is organized, incl. for mechanisms for attracting partners, see information 2.5.2. in point When evaluating cooperation with Latvian institutions, the same principles of choice and attachment are applied to foreign organizations.

**2.5.2. Provide the assessment as to how the cooperation with different institutions from abroad (higher education institutions/ colleges, employers, employers' organisations, municipalities, non-governmental organisations, scientific institutes, etc.) within the study field contributes to the achievement of the aims and learning outcomes of the study field. Specify the criteria by which the cooperation partners suitable for the study field 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 cooperation partners.**

LJK evaluates the cooperation partner according to the following criteria:

**Relations to foreign higher education institutions:** offers higher education maritime programs (navigation, marine mechanics and logistics direction) in short cycle or bachelor studies (short-cycle studies in the EU are not yet widespread among maritime institutions, so LJK uses the opportunity to cooperate in the framework of short-cycle and bachelor's cycles up to the 3<sup>rd</sup> year of the bachelor's program, thus also promoting the positive image of LJK students to continue their studies in a full cycle or at the bachelor's level after graduating from LJK). When starting cooperation, LJK conducts a detailed analysis of study programs. The possible collaboration institution's ability to cooperate within the Erasmus+ program, the institution's common image, number of students, infrastructure are also evaluated.

Liepāja Maritime College (LJK) as an institution has been granted the Erasmus Higher Education Charter (ECHE) for the next program planning period from 2021 to 2027.

ECHE provides a general quality framework for European and international cooperation activities that a higher education institution can carry out under the Erasmus+ programme. The award of an ECHE is a prerequisite for all higher education institutions located in a program country that wish to participate in the mobility of persons and/or cooperation in the field of innovation and good practice under Erasmus+.

ECHE ensures the extension of contracts concluded in the previous Erasmus+ program period 2014-2020 year with a term of operation until years 2021 to 2027, but it will happen no sooner than at the beginning of 2022.

Types of attraction:

1) The Erasmus+ program is the most requested and widely used tool/way to attract new foreign institutions, as it also guarantees the possibility of receiving financial support for the promotion of cooperation - staff experience exchange visits, teaching opportunities that contribute to mutual strategic development of institutions, institutions' ability to offer education at an international level; student exchange for study and practice purposes, which promotes the prestige and recognition of partner institutions and enriches students' lives during their studies, as well as motivates students to improve their success, as this is one of the important criteria for participation in Erasmus+ program activities.

- 2) Already existing cooperation institutions recommend new cooperation partners.
- 3) Participating in activities promoting international cooperation both in Latvia and abroad.
- 4) By engaging Interreg cross-border cooperation programs.

One of two types of model contracts is usually used: The sample of cooperation agreements developed by LJK or the sample of Inter-institutional agreements offered by Erasmus+.

**About steersmen and logisticians (programs: Maritime transport 41840, Ship management 41840, International transport organization 41840):** Together with higher educational cooperation institutions, such as, for example, the Lithuanian Maritime Academy, LJK teaching staff developed teaching aids and also improved the content of curriculum subjects in cooperation with the teaching staff of the Lithuanian Maritime Academy.

Within the project "Improvement of the workforce mobility and skills in Latvian-Lithuanian Maritime Transport Sector", No. LLI-42, LatLitNaviPort, the following books were issued: "Materials for lessons in the navigation and maneuvering laboratory", ISBN 978-9934-22-252-8 (print) and "Joint management of operations between the bridge and the engine control room", ISBN 978-9934-22-254-2 (print). These were published in paper format in Latvian and in electronic version - in Latvian and English. 3 thematic books have been developed in cooperation with the Lithuanian Maritime Academy: "Technologies of cargo operations", "Management of port operations" and Economics of port operations. These books are available in English and partly in Latvian.

LJK has a port operations simulator available online as part of the project of the Lithuanian Maritime Academy. LJK Navigation, maneuvering and engine control Laboratory simulators can be connected online to simulators of the Lithuanian Maritime Academy, and provide real training in a virtual environment, full simulation of bridge control processes.

The relationship to cooperation with foreign companies/crews within the Erasmus+ program is not a mandatory rule for concluding a cooperation agreement between LJK and the place of practice. Individual contracts are concluded with each intern/cadet/student, place of practice and LJK. It is worth noting that cooperation agreements between LJK and companies/crews do not obligate companies/crews, as each future intern (LJK student)/cadet is evaluated individually. See additional information 2.5.1. in point

**About mechanics (programs: Maritime transport - ship mechanics 41525, Ship mechanics 41525):** Several books were created in cooperation with the Lithuanian Maritime Academy, Kaunas Technical College, Riga Technical University (Ventspils branch), Ventspils Technical University. LJK published the following materials electronically:

Educational resources in Latvian:

"High voltage equipment and systems of ships and their safe use" - (ISBN 978-9934-8187-4-5),

"Educational tools for working with an electro-diesel engine (MAN L51/60DF) with LNG carrier ship model simulator" (ISBN 978-9934-8187-5-2),

"High voltage equipment on ships for marine engineers and electrical technicians" (ISBN 978-9934-8187-6-9),

"Laboratory work of marine engineers and electrotechnical specialists, safe technical maintenance of high-voltage equipment on ships" (ISBN 978-9934-8187-7-6);

Educational resources in English:

"Methodological Instructions "Ship's High voltage Equipment and Systems, and their Safe Use" Laboratory work and detailed training plans" - (ISBN 978-9934-8187-8-3),

"Working with Diesel-Electric (MAN L51/60DF) LNG Carrier Ship Model simulator" - (ISBN 978-9934-8187-9-0).

### **About all programs**

**Regarding foreign social partners-employers, in the case of LJK, crewing or logistics companies, within the Erasmus+ program:** company status – crewing or logistics company, active in the labour market, limits of possibilities – personal reviews of graduates about work in the company, if it is possible to identify them, at the place of company registration (outside Latvia, but in EU countries), negotiations with the crew or the company LJK student's responsibilities and provision during the internship practice. A separate personal contract is concluded for each student with a foreign social partner, where the obligations and basic obligations of the parties are stipulated. For this purpose, a sample internship contract for Erasmus+ program students is being used.

Types of attraction:

- 1) The Erasmus+ program is the most requested and widely used tool/way to attract new foreign cooperation partners.
- 2) Already existing cooperation institutions recommend new cooperation partners.
- 3) Participating in activities promoting international cooperation both in Latvia and abroad.

For the administration of the Erasmus+ program, LJK has created the Regulation, according to which the exchange and admission of students and staff at LJK is ensured.

### **2.5.3. Specify the system or mechanisms, which are used to attract the students and the teaching staff from abroad. Provide the assessment of the incoming and outgoing mobility of the teaching staff in the reporting period, the mobility dynamics, and the issues which the higher education institution/ college faces with regard to the mobility of the teaching staff.**

Mostly, two types of programs are used to attract foreign students and teaching staff: Erasmus+ and Interreg cross-border cooperation programs. The recruitment of foreign students and teaching staff takes place only within the framework of the mentioned programs. And the main reason for this is that there are currently no accredited programs in English at LJK, due to which there is no need to intensify the attraction of foreign teaching forces, as well as the attraction of foreign students is not possible, because there is no program in which they can study and which can interest them accordingly. It is also worth noting that there was no expressed interest from foreign potential students to study in programs in Latvian.

On the other hand, Erasmus+ and Interreg cross-border cooperation programs allow foreign students and teaching staff to study or teach at LJK temporarily (no longer than 1 academic semester), thus gaining the experience they are interested in. The limitations of programs that do not provide for learning full programs or long-term teaching abroad (LJK) in a foreign language should also be taken into account. Despite the short-term nature of the exchange, the period is sufficient to provide the necessary experience and achieve the objectives of the program and

specific projects. Such experience, on the other hand, ensures the maintenance of the necessary skills for LJK staff and promotes the ability of LJK staff to provide studies for foreign students and to communicate with foreign teaching forces, which in turn ensures the maintenance of the quality of education in accordance with the study direction and study programs, making an important contribution to the achievement of the goal of the direction and study results. For the administration of the Erasmus+ program, LJK has created the Regulation, according to which the exchange and admission of students and staff at LJK is ensured.

LJK as an institution has been granted the Erasmus Higher Education Charter (ECHE) for the next program planning period from 2021 to 2027.

ECHE provides a general quality framework for European and international cooperation activities that a higher education institution can carry out under the Erasmus+ programme. The award of an ECHE is a prerequisite for all higher education institutions located in a program country that wish to participate in the mobility of persons and/or cooperation in the field of innovation and good practice under Erasmus+.

ECHE ensures the extension of contracts concluded in the previous Erasmus+ program period 2014-2020 year with a term of operation until years 2021 to 2027, but it will happen no sooner than 2023/2024, because it is linked to specific projects of the Erasmus+ program.

The biggest challenge was the COVID-19 pandemic and the resulting restrictions that slowed down the exchange of students and staff within the Erasmus+ programme. The threat of illness during travel, travel restrictions, as well as adaptation to work in a remote mode played a role, did not encourage the desire of students and staff to go on exchange.

Before the COVID-19 pandemic (2015 - beginning of 2020), all types of mobility (incoming mobility, outgoing mobility, applied to both students and teaching staff) had positive, growing dynamics, while in 2020-2021 a period of stagnation has entered, when only student practice mobilities were organized. The mobility of LJK staff and the admission of foreign staff resumes at the end of 2021 - the beginning of 2022, while the attraction of foreign students will resume only tentatively in 2023, when the energy efficiency works of the main building of LJK will be completed. See statistical information in the appendices.

## **2.6. Implementation of the Recommendations Received During the Previous Assessment Procedures**

**2.6.1. Assessment of the fulfilment of the plan regarding the implementation of the recommendations provided by the experts during the previous accreditation of the study field, 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 field and the relevant study programmes.**

Accreditation experts for the study program made several recommendations in their report, which the college has taken into account. The previous study direction "Mechanics and metalworking, thermal energy, thermal engineering and mechanical science" (the programs "Maritime transport - ship mechanics" and "Ship mechanics") was accredited in June 2017. The study direction was accredited for six years. The previous study direction "Transport services" (programs "Maritime

transport", "Ship management" and "International transport organization") accreditation took place in June 2015. The field of study is accredited for six years.

For expert recommendations, a brief assessment of the execution of the implementation plan of the provided recommendations and the impact of the provided recommendations on the quality of studies or the improvement of processes in the direction of studies and in the corresponding study programs, see attachment no. 2.6.1.

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

***(Not applicable)***

# Annexes

I - Information on the Higher Education Institution/ College		
Information on the implementation of the study field in the branches of the higher education institution/ college (if applicable)		
List of the governing regulatory enactments and regulations of the higher education institution/ college	1.2.1.ENG.pdf	1.2.1.LV.pdf
The management structure of the higher education institution/ college	1.2.2.ENG.pdf	1.2.2..pdf
II - Description of the Study Field - 2.1. Management of the Study Field		
Plan for the development of the study field (if applicable)	2.1.2.ENG.pdf	2.1.2.LV.pdf
The management structure of the study field	2.1.3.ENG.pdf	2.1.3..pdf
A document certifying that the higher education institution or college will provide students with opportunities to continue their education in another study programme or another higher education institution/ college (agreement with another accredited higher education institution or college) if the implementation of the study programme is terminated.	2.1.4.1..pdf	2.1.4.1..pdf
A document certifying that the higher education institution or college guarantees compensation for losses to students if the study programme is not accredited or the study programme license is revoked due to actions (actions or omissions) of the higher education institution or college and the student does not wish to continue studies in another study programme.	2.1.4.2..edoc	2.1.4.2..edoc
Standard sample of study agreement	LMC_contract ENG.pdf	LJK_līgums_LV.pdf
II - Description of the Study Field - 2.2. Efficiency of the Internal Quality Assurance System		
Analysis of the results of surveys of students, graduates and employers	2.2.4.ENG.pdf	2.2.4.LV.pdf
II - Description of the Study Field - 2.3. Resources and Provision of the Study Field		
Basic information on the teaching staff involved in the implementation of the study field	academic staff.xlsx	koledžas akadēmiskais personāls.xlsx
Biographies of the teaching staff members (Curriculum Vitae in Europass format)	CV_ENG.pdf	CV_LV.pdf
A statement signed by the rector, director, head of the study programme or field that the knowledge of the state language of the teaching staff involved in the implementation of the study programmes within the study field complies with the regulations on the state language knowledge and state language proficiency test for professional and official duties.	LJK_13.09.2022_1.12_360_2022_nd.edoc	LJK_13.09.2022_1.12_360_2022_nd.edoc
A statement of the higher education institution/ college on the respective foreign language skills of the teaching staff involved in the implementation of the study programme at least at B2 level according to the European Language Proficiency Assessment levels (level distribution is available on the website www.europass.lv, if the study programme or part thereof is implemented)		
II - Description of the Study Field - 2.4. Scientific Research and Artistic Creation		
Summary of quantitative data on scientific and/ or applied research and / or artistic creation activities corresponding to the study field in the reporting period.	2.4.3.ENG.pdf	2.4.3.LV.pdf
List of the publications, patents, and artistic creations of the teaching staff over the reporting period.	2.4.4.ENG.pdf	2.4.4.LV.pdf
II - Description of the Study Field - 2.5. Cooperation and Internationalisation		
List of cooperation agreements, including the agreements for providing internship	Agreements ENG.pdf	Līgumi LV.pdf
Statistical data on the teaching staff and the students from abroad	2.5.3.1.ENG.pdf	2.5.3.1.LV.pdf
Statistical data on the incoming and outgoing mobility of students (by specifying the study programmes)	2.5.3.2.ENG.pdf	2.5.3.2.LV.pdf
Statistical data on the incoming and outgoing mobility of the teaching staff	2.5.3.3.ENG.pdf	2.5.3.3.LV.pdf
II - Description of the Study Field - 2.6. Implementation of the Recommendations Received During the Previous Assessment Procedures		
Report on the implementation of the recommendations received both in the previous accreditation and in the licensing and/ or change assessment procedures and/ or the procedures for the inclusion of the study programme on the accreditation form of the study field.	2.6.1.ENG.pdf	2.6.1.LV.pdf

An application for the evaluation of the study field signed with a secure electronic signature	LJK_16.11.2022_1.40_447_2022_nd.edoc	LJK_16.11.2022_1.40_446_2022_nd.edoc
<b>III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme</b>		
Sample of the diploma and its supplement to be issued for completing the study programme		Diploma_pielikums_kugu_mehaniki_LV_M-61A.doc
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period		Studentu skaits JT.xlsx
<b>III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof</b>		
Compliance with 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 or the requirements for professional qualification (if applicable)		3.2.1 Punkts - tabula.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		Tabula juras transports.docx
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme		
The curriculum of the study programme (for each type and form of the implementation of the study programme)		KM studiju plāns.odt
Descriptions of the study courses/ modules		1.10. Pielikums. Studiju kursa apraksti.pdf
Description of the organisation of the internship of the students (if applicable)		
<b>III - Description of the Study Programme - 3.4. Teaching Staff</b>		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

## Other annexes

Name of document	Document
Dokuments, kas apliecina, ka augstskola vai koledža studējošajiem nodrošinās iespējas turpināt izglītības ieguvu citā studiju programmā vai citā augstskolā/ koledžā (līgums ar citu akreditētu augstskolu vai koledžu), ja studiju programmas īstenošana tiks pārtraukta.	2.1.4.1. LJK_Novikontas.edoc
Dokuments, kas apliecina, ka augstskola vai koledža studējošajiem nodrošinās iespējas turpināt izglītības ieguvu citā studiju programmā vai citā augstskolā/ koledžā (līgums ar citu akreditētu augstskolu vai koledžu), ja studiju programmas īstenošana tiks pārtraukta.	2.1.4.1. LJK_LJA.edoc
Dokuments, kas apliecina, ka augstskola vai koledža studējošajiem nodrošinās iespējas turpināt izglītības ieguvu citā studiju programmā vai citā augstskolā/ koledžā (līgums ar citu akreditētu augstskolu vai koledžu), ja studiju programmas īstenošana tiks pārtraukta.	2.1.4.1.LJK_RTU.pdf
Document certifying that the college guarantees compensation for losses	LJK_13.12.2022_1.12_487_2022_nd.edoc
Civila aizsardzība.docx	Civila aizsardzība.docx
Diploma_pielikums_kugu_mehaniki_3gadi_ENG_M-31A (1).doc	Diploma_pielikums_kugu_mehaniki_3gadi_ENG_M-31A (1).doc
Diploma_pielikums_kugu_mehaniki_3gadi_LV_M-31A (1) (1).doc	Diploma_pielikums_kugu_mehaniki_3gadi_LV_M-31A (1) (1).doc
Diploma_pielikums_kugu_mehaniki_ENG_M-61A (1) (1).doc	Diploma_pielikums_kugu_mehaniki_ENG_M-61A (1) (1).doc
Diploma_pielikums_kugu_mehaniki_LV_M-61A (1) (1).doc	Diploma_pielikums_kugu_mehaniki_LV_M-61A (1) (1).doc
JR.pdf	JR.pdf
kvalifikācijas darbi KM.docx	kvalifikācijas darbi KM.docx
LJA_LJK_agreement.pdf	LJA_LJK_agreement.pdf
LJK_RTU_agreement.pdf	LJK_RTU_agreement.pdf
1. Konferenču saraksts_darbinieki_un_studentsi_17_01_2023.docx.pdf	1. Konferenču saraksts_darbinieki_un_studentsi_17_01_2023.docx.pdf
1. List of conferences_17_01_2023_ENG.docx.pdf	1. List of conferences_17_01_2023_ENG.docx.pdf
2. List of projects_employees_16_01_2023_ENG.docx.pdf	2. List of projects_employees_16_01_2023_ENG.docx.pdf
2. Projektu saraksts_darbinieki_16_01_2023 (2).docx.pdf	2. Projektu saraksts_darbinieki_16_01_2023 (2).docx.pdf
3. List of projects_students_16_01_2023_ENG.docx.pdf	3. List of projects_students_16_01_2023_ENG.docx.pdf
3. Projektu saraksts_students_16_01_2023 (2).docx.pdf	3. Projektu saraksts_students_16_01_2023 (2).docx.pdf
4. List of student's final thesis for all five programs.docx.pdf	4. List of student's final thesis for all five programs.docx.pdf
4. Visām programmām kvalifikācijas darbu tēmu saraksts.docx.pdf	4. Visām programmām kvalifikācijas darbu tēmu saraksts.docx.pdf
5. Annex 1.1 of the human resources development plan.pdf	5. Annex 1.1 of the human resources development plan.pdf
5. LJK_Cilvekresursu_attistib_ricib_plana_1.1.pielikums.pdf	5. LJK_Cilvekresursu_attistib_ricib_plana_1.1.pielikums.pdf
6. LJK_pedagogu_kompetencu_prasmju_pilnveides_plans_1.2.pielikums.docx.pdf	6. LJK_pedagogu_kompetencu_prasmju_pilnveides_plans_1.2.pielikums.docx.pdf
6. LMC_teachers_competence_skills_improvement_plan_1.2.appendix.docx.pdf	6. LMC_teachers_competence_skills_improvement_plan_1.2.appendix.docx.pdf
7. LJK_atbalsta_administrativā_personāla_kompetencu_prasmju_pilnveides_plans_1.3.pielikums.docx.pdf	7. LJK_atbalsta_administrativā_personāla_kompetencu_prasmju_pilnveides_plans_1.3.pielikums.docx.pdf
7. LMC_support_administrative_staff_competencies_skills_development_plan_1.3.appendix.docx.pdf	7. LMC_support_administrative_staff_competencies_skills_development_plan_1.3.appendix.docx.pdf
8. plan_industry.docx.pdf	8. plan_industry.docx.pdf
8. Plāns_nozari.docx.pdf	8. Plāns_nozari.docx.pdf

# Organization of International Transportation (41840)

Study field	<i>Seafaring</i>
ProcedureStudyProgram.Name	<i>Organization of International Transportation</i>
Education classification code	<i>41840</i>
Type of the study programme	<i>Short-cycle professional higher education study programme</i>
Name of the study programme director	<i>Marija</i>
Surname of the study programme director	<i>Prusa</i>
E-mail of the study programme director	<i>marija.prusa@ljk.lv</i>
Title of the study programme director	<i>Bc.sc.ing.</i>
Phone of the study programme director	<i>63484620</i>
Goal of the study programme	<i>The objective of the study program is in line with the mission of Liepāja Marine College - within two years, prepare theoretically knowledgeable and practical able specialists for the national economy, able to fulfil logistical functions, establish and analyse freight transport routes, be able to organise warehouse work and plan the procedures for servicing different transport modes, organise cargo handling processes, observing the characteristics of transport, transshipment terminals and agency regulations, keep cargo accompanying documentation and apply international law, manage professional terminology and conversations in foreign languages.</i>
Tasks of the study programme	<i>To ensure the acquisition of knowledge necessary for practical operation in the field of logistics; provide modern professional knowledge and skills, which are necessary to perform the work of a logistics specialist; to ensure the learning process through high-quality teaching and methodical means, using modern information technologies; to promote the ability to think creatively and show initiative, to develop the capacity to work in non-standard situations, to link the acquired knowledge to real economic activity.</i>
Results of the study programme	<i>Upon successful completion of the study programme, the graduate is granted the professional qualification "logistics specialist". The planned result of the programme is to prepare logistics specialists whose level of theoretical knowledge and practical skills allows them to start independent work, continue their education in study programmes in the field of logistics, as well as independently and systematically improve their knowledge and skills to adapt to professional activity in changing labour market conditions</i>
Final examination upon the completion of the study programme	<i>- State Examination; - Qualification Thesis; - professional English</i>

## Study programme forms

### Full time studies - 2 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>2</i>

Duration in month	0
Language	latvian
Amount (CP)	80
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)	logistics specialists

#### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

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

Study type and form	Part time extramural studies
Duration in full years	3
Duration in month	0
Language	latvian
Amount (CP)	80
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)	logistics specialists

#### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

## **3.1. Indicators Describing the Study Programme**

**3.1.1. Description and analysis of changes in the parameters of the study programme made since the issuance of the previous accreditation form of the study field or issuance of the study programme license, if the study programme is not included on the accreditation form of the study field, including changes planned within the evaluation procedure of the study field evaluation procedure.**

The implementation of Liepāja Maritime College first level higher professional education program for logistics specialist qualification (professional education program "Organization of International Transportation" (41 840)) was begun on 1 September 2005. The license No. 041010-4 entitling the implementation of "Organization of International Transportation" study program has been issued to Liepāja Maritime College on 9 June 2005.

On 19 December 2007, the higher education program accreditation No. 075-1401 with the right to implement the study program "Organization of International Transportation" (120 CP, 3 years), was issued with a deadline of 31 December 2013.

On 26 June 2013, the higher education program accreditation No. 218 with the right to implement the study program "Transport Services" was issued with a deadline of 25 June 2015. Study direction includes three programs - "Maritime Transport" and "Ship Navigation" with the same navigation officer qualification, as well as "Organization of International Transportation" with logistics specialist qualification. Based on the needs of society, trends in education, the need to create an opportunity for students to obtain the desired qualification in a shorter time and enter the labor market, 2014/2015. during the study year, a working group was formed at the college and a decision was made to reduce the amount of the " Organization of International Transportation " program from 120 credit points (CP) to 80 CP in order to increase competitiveness. On 19 June 2015, the higher education program accreditation No. 378 with the right to implement the study program "Transport Services" was issued with a deadline of 18 June 2021, where the amount of the " Organization of International Transportation" program is 80 CP and the duration is 2 years.

This has been done by recalculating the volume of all study courses based on the recommendations of the previous accreditation expert group. A new study plan has been prepared in the reporting period. For certain study courses during the reporting period, not only the content, but also the name was revised and updated. Appendix 1.1 shows the courses of the previous study programme in the left column and the information in the right column is about what changes affected these courses. Taking into account today's changing requirements and adapting to the current situation (study process during an emergency situation), LMC constantly expands the spectrum of using modern technologies in its work based on the recommendations of experts.

**3.1.2. Analysis and assessment of the study programme compliance with the study field. Analysis of the interrelation between the code of the study programme, the degree, professional qualification/professional qualification requirements or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements. Description of the duration and scope of the implementation of the study programme (including different options of the study programme implementation) and evaluation of its usefulness.**

Latvia is a suitable place for organizing transport logistics between the European Union and Asian markets. Multimodal transport corridors cross the territory of Latvia both from East to West and from North to South. The main flow of cargo, mainly transit, moves from East to West through Latvian ports. The transport logistics sector in the Latvian national economy in 2021 provided 22.8% of service exports. Therefore, special attention is paid to adding the "Organization of International Transportation" program to the "Seafaring" study field. In logistics, there has always been a demand for highly qualified, competent specialists, who are also trained by Latvian maritime educational institutions.

The first level higher vocational education study programme "Organization of International Transportation" is practically oriented, combining theoretical knowledge with the strengthening of professional skills during practice and developing competences that are particularly necessary for successful work in profession. Within the framework of the program, knowledge about several types of logistics is provided not only in the context of the local market, but also in the international context.

The study content is coordinated with the regulations of the Cabinet of Ministers of May 23, 2017 No. 264 «Rules on the Classification of Professions, basic tasks corresponding to the profession, basic qualification requirements»

**The main objective of the study programme "Organization of International Transportation"** is to ensure a set of theoretical knowledge and practical skills acquisition in order to achieve professional competence corresponding to a certain standard of profession and First-level professional higher education.

**General objective:** to prepare logistical specialists, be able to perform logistical functions, establish and analyse freight transport routes, be able to organise warehouse work and plan the procedures for servicing different modes of transport, organise cargo handling processes, observing the characteristics of transport, handling terminals and agency regulations, keep cargo accompanying documentation and apply international law, manage professional terminology and conversations in foreign languages.

Considering Latvia's unique geographical position, logistics is an important sector of the country's economy, which requires qualified specialists.

**Tasks** of the study programme:

- enable students to acquire qualifications in close connection with future work;
- promote the analytical capacity of students, develop skills in raising professional problems and solving related tasks, developing projects;
- ensure specialisation of students, in accordance with modern requirements, in the given programme – specialisation of transport logistics;
- ensure the learning process through high-quality learning and methodological tools using modern information technologies;
- in cooperation with employers and teaching staff of the college, adjust study course programs, link the topic of qualification work to practice.

The target audience of the study programme is persons with secondary education who want to obtain their first higher professional education in a short period of time and start practical work

in the field of logistics as a qualified workforce

LJK first-level professional higher education program "Organization of International Transportation" was developed in accordance with the Law on Higher Education Institutions of the Republic of Latvia, in accordance with the Education Classification of the Republic of Latvia (code 41840), the State Standard of first-level professional higher education and the Classification of Professions of the Republic of Latvia

Reception requirements are set out in the LMC admission rules and are based on regulatory requirements. Admission requirements do not include specific foreground of specialisation, only acquired at secondary education level, including a foreign language.

The expected results of the study programme are formulated on the basis of the knowledge, skills and competences defined in the qualification framework of Latvia for qualification level 5 and requirements included in the profession standard. When graduating from the study programme, the student obtains a diploma regarding first-level professional higher education and qualification "Logistics specialist".

The study program is completed in 2 years (full-time studies) or 3 years (part-time studies)

### **3.1.3. Economic and/ or social substantiation of the study programme, analysis of graduates' employment.**

With the development of the economy and trade in the world, the volume and pace of cargo transportation is increasing. Latvia is a suitable place for organizing transit and logistics services between European Union, CIS and Asian markets. The transit and logistics sector in Latvia's national economy provides approximately a quarter of service exports. The transport and trade sectors are among those that show higher GDP growth. Considering Latvia's unique geographical position, logistics is an important sector of the national economy, which requires qualified specialists.

Advantages and uniqueness of the study program:

- The "Organization of International Transportation" program includes topics in the field of maritime affairs;
- Teaching staff involved in the program are qualified and competent;
- A port operations simulator purchased within the Lithuanian Maritime Academy project (online) is available during the study process.
- The content of the program is focused on the research, analysis and improvement of processes in logistics;
- There are internship opportunities abroad.

The study programs are interconnected by ensuring the continuity of studies, as well as by sharing resources, for example, the study programs "Organization of International Transportation", " Navigation" and "Marine Engineering" have many common courses in the general education course section, which allows for the organization of flow lectures, thus effectively using existing human resources. , materials and technical resources.

Graduates of the "Organization of International Transportation" study program have very wide employment prospects (port companies, transport companies and terminals).

There is no separate record of how many LJK graduates work in their chosen profession.

**3.1.4. 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 into different study forms, types, and languages.**

Liepāja Marine College started implementing the study programme " International Transport Organisation " in 2007. The study programme is implemented full-time in person and part-time in absentia in Latvian.

Statistics on students in the "Organisation of International Transportation " study programme are attached in the appendix. As can be seen from the appendix, the number of students is small. Despite the demand of employers and labour market for logistics specialists, the number of those who want to study and therefore the number of students does not increase. In our view, this is mainly due to the sufficiently complex content of the study programme, which requires sufficient background in math and science subjects at secondary level. This is evidenced by the views of students, graduates and particularly disadvantaged students in the study programme, who point to difficulties in successfully completing study courses precisely due to prior knowledge of mathematics and information technology, lack of finances, change of place of residence (moving abroad).

Every year, some students (on average 1-2 students per year) return to the institution of higher education and resume their studies at later stages of study, prior to performing the recognition of the study results achieved in the previous stage of study. Information on the number of students, full time studies and part-time studies can be found in Appendix 1.4

**3.1.5. Substantiation of the development of the joint study programme and description and evaluation of the choice of partner universities, including information on the development and implementation of the joint study programme (if applicable).**

## **3.2. The Content of Studies and Implementation Thereof**

**3.2.1. Analysis of the content of the study programme. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators with the aims of the study course/ module and the aims and intended outcomes of the study programme. Assessment of the relevance of the content of the study courses/ modules and compliance with the needs of the relevant industry, labour market and with the trends in science on how and whether the content of the study courses/ modules is updated in line with the development trends of the relevant industry, labour market, and science.**

The first-level professional higher education programme "Organization of International Transportation " is created in accordance with the Education Law of the Republic of Latvia, the Law on Universities, the Law on Professional Education, the Cabinet of Ministers' regulations on requirements for education and professional qualification of teachers. They are aligned with the national standard of first-level professional higher education (Cabinet of Ministers Regulation No. 141 of 20.03.2001 "Regulations on the national first-level professional education standard" with amendments No. 347). (see Appendix 1.5)

Volume of the study program "Organization of International Transportation" is 80 CP. The study program includes compulsory courses, elective courses, internship and state final exams

Compulsory courses include:

- general courses (part A) include humanitarian, social and economic courses, which provide further understanding of theoretical and professional specialization courses and expand the student's horizons;
- specialization courses (part B) include subjects that provide application of theoretical and professional specialization. Students have to learn and understand the international and Latvian transport system, scientific logistics principles, freight peculiarities and regulations, the material and information flow planning, organization and management, knowledge to use types of transportation, international freight transport and legal security, the use of modern information technology and working methods in transport management and planning.
- Elective courses enable students to deepen their knowledge and skills in the chosen specialization.

The director of the programme and the teaching staff of the study courses are responsible for the updating of the programme content and compliance with the needs of the industry. The teaching staff of study courses together with the programme director review and evaluate the content of all study courses once a year, updating of study materials shall be performed as necessary. The evaluation of study programmes and study courses content take place as follows:

- in the self-assessment process, the teaching staff is involved by conducting surveys on the content of the study programs, the used teaching methods, the quality of the work of the teaching staff, the organization of the study process and the e-environment;
- study programme directors regularly follow the current affairs of the industry and consult with representatives of the relevant industry on the suitability of the study programme content to the labour market and the possibilities of its improvement.

Taking into account the results of the self-assessment, the opinion and decisions of the department commission, the director of the study programme carries out and organizes the approval of changes in the content of the study programme, descriptions of study courses, practice tasks, sample topics of qualification papers.

When updating the content of the study programme, next factors are taken into account:

1. the results of the evaluation of the external and internal quality of the study programmes (comparison with the achievable results of the study program, the standard requirements of the logistics specialist profession, the study direction strategy;
2. recommendations of employers, respecting the development trends of the industry (recommendations and reviews of practice managers in the company, results of employer surveys);
3. recommendations of qualification thesis supervisors and members of the National final examination commission on the topics, development process and results of qualification thesis.

4. compliance with labour market trends and requirements of the professional environment ensured by attracting representatives of industry employers and representatives of professional sector associations in ensuring and improvement of the study process.

Taking into account the recommendations of the previous accreditation commission, during the reporting period the LMC has specified the study programme plan of the “Organisation of International Transportation”. The study courses included in the study programme correspond to the objective of the study programme: firstly, the programme includes all compulsory study courses provided for in the standard of the profession of logistics specialist, secondly, the programme includes general education courses to promote students' entrepreneurial skills as well as research and analysis skills. In each study course, a goal matrix has been created and is available to the student, showing exactly what actions the student must take in order to achieve the course results.

When developing or updating the description of the study course, the teaching staff must take into account the objectives of the study program and the results of studies to be achieved. When defining the description of the study course and the study results to be achieved by students in the study course, it is necessary to ensure that they promote the achievement of the results of the study programme. The responsible course instructor, whose name appears as the author of the course description, develops study course descriptions.

The director of the study programme verifies the conformity of the results to be achieved by study courses with the study results of the study programme, performing mapping analysis. Preparing a description of the study course and formulating the results to be achieved by the course, the teacher shall focus both on achieving the objective of the course and on ensuring the results of the programme (see appendix 1.7. “Study programme’s “Organisation of International Transportation” study course arrangements”)

When analysing study courses of the study programme “Organisation of International Transportation” (see appendix 1.10 “study course descriptions”), it may be concluded that the results thereof ensure the achievement of the results of the study programme.

**3.2.2. In the 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. In the 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 (if applicable).**

**3.2.3. Assessment of the study programme including the study course/ module implementation methods by indicating what the methods are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. In the case of a joint study programme, or in case the study programme is implemented in a foreign language or in the form of distance learning, describe in detail the methods used to deliver such a study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.**

Study implementation methods are chosen to achieve the planned results of the programme and study course. The implementation of the study programme takes place in different ways, using different methods:

1. lectures – mainly in order to familiarise students with the basic principles of the study course and issues regarding which the educational literature is not available in sufficient amount, as well as in study courses in which independent learning of study materials is difficult. During the study process, guest lectures are also organized, e.g. by the lecturer of the Lithuanian Maritime Academy, Mrs. Asta Glioziene's guest lecture "Effective communication" and Lithuanian Maritime Academy lecturer Associate Professor dr. Saulius Lileiki guest lecture "Psychological Self-Management"(see the appendix "List of guest lectures in the program "International Transport Organization")
2. practical lessons - to help apply the acquired theoretical knowledge;
3. self-guided work- students learn to collect, compile and analyse the necessary information, as well as strengthen and develop knowledge acquired during lessons;
4. work in small groups – students learn how to work in teams and improve communicative and presentation skills for practical learning of topics;
5. discussions – used in study courses where at the same time theoretical knowledge is acquired as well as communicative skills have also been developed;
6. seminars – are organised in almost all study courses. They allow cultivating a culture of speech, presenting a report, developing the ability to argue and defend your opinion;
7. educational excursions- students become acquainted with specialists of the sector and their work, acquire new information that is necessary within the framework of study courses.

Methods of implementation of study courses are indicated in the descriptions of study courses, and their choice is mainly in the hands of the teaching staff. When updating the descriptions of study courses, the conformity assessment of the implemented methods for achieving the objectives of the study course and programme also takes place.

Part-time studies are based on the existing study programme “International Transport Organisation”, maintaining the amount to be learnt in terms of credits. In order to fulfill the above-mentioned requirements, a longer duration of the program (3 years) is determined in part-time studies. Taking into account the specifics of part-time study programmes, students basically learn the content of study courses independently, using methodological means. In the study process, study implementation methods such as self-tests, video lectures, Moodle e-environment, teacher consultations, and evaluation methods (exam or test evaluation) are chosen in order to achieve the goal of the study program and all specified study results as efficiently as possible. Due to COVID-19, LMC has developed regulations "Procedures for ensuring and organizing remote study process". Remote studies - a part of a face-to-face educational process in which students study, including using information and communication technologies, without being physically present in the same room or place of study with the teacher. A contact lesson in a remote study process is communication between a teacher and a student in a Microsoft Teams and Zoom environment or other platform according to a lesson schedule.

Knowledge testing and evaluation is based on the assessment principles determined by the "LMC Examination Regulations", such as the principle of summation of positive achievements, the principle of compulsory assessment, the principle of openness and clarity of requirements, the principle of variety of examination methods used in the assessment.

The criterion for evaluating study results is a grade in a 10-point system or "passed"/"failed".

Teaching staff use several forms to assess knowledge, e.g.: control works, essays, development and defence of study work, development and defence of independent work, development and defence of work performed by the group, management, performance of tests, netting, examinations. The study results achieved by students are evaluated not only in the final examination of the study course - in the examination, but also in the intermediate tests.

The principles and criteria for evaluation are described in the description of each course of study. Teaching staff, when starting work with students in the auditorium, introduce students to the requirements of the study course and the knowledge and skills evaluation system. In practice, the evaluation process takes place regularly throughout the studies.

LMC implements student-centred education to encourage students to play an active role in shaping the study process and to ensure appropriate evaluation of students' achievements. The principles of student-centric education provide that:

- Students know and understand the study results expected in the study program or study course, and the student studies to achieve them;
- Students are involved in improving the study process and content;
- Students receive feedback, which provides advice on the learning process if necessary;
- Procedure for examining student appeals is in place;
- Information system (Info centre, LMC email) has been set up to provide student assistance.

**3.2.4. If the study programme envisages an internship, describe the internship opportunities offered to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).**

In the study programme, the internship is divided into two parts: study internship (2 CP) and qualification internship (14 CP). The purpose of the study internships to strengthen and supplement the student's knowledge, as well as to improve his or her professional skills in accordance with the requirements of the profession. The purpose of qualification internship is related to the research of business logistics processes and the collection, compilation and analysis of information for the qualification thesis. An internship program is prepared for each internship, which is available to every student in the Moodle e-environment (<http://ljk.edu.lv/course/view.php?id=707>).

The qualification internship programme is divided into two types: internship in manufacturing companies and internship in transport organisations. The reason for the split was the real situation in student qualification internship and recommendations from employers.

The qualification internship is implemented in accordance with the tripartite internship agreement concluded between Liepaja Marine College, the logistics company and the intern. The internship agreement contains the goals and tasks of the internship, as well as the obligations and responsibilities of the parties.

To support the student during the internship, LMC assigns an internship coordinator who coordinates the course of the internship, advises the student and resolves issues related to the

internship with the relevant company. Before starting the internship and during the internship, the internship coordinator organizes a consultation for the students, where he informs them about the basic conditions for choosing the most suitable internship location, the organization of the internship, the most important deadlines, as well as explains the internship tasks, their content, and the preparation of the internship report. The main criterion for choosing a place of internship is the possibility for a student to perform the tasks of the internship fully and qualitatively.

The tasks of the internship are divided into themes and sub-themes. In order to fulfil the tasks of internship, a student needs to apply both digital and professional skills. The application and development of all these skills is included in the performance of internship tasks, the preparation and defence of the internship report, accordingly achieving the results of the study program in full.

The study programme's internship tasks follows from the study internship results, which in turn are co-ordinated with the results to be achieved by the study programme.

Students of the "Organization of International Transportation" study program are offered internship opportunities both in Latvia, for example at the DFDS company, and also in Lithuania, for example at the "3P logistics" company.

### **3.2.5. Evaluation and description of the promotion opportunities and the promotion process provided to the students of the doctoral study programme (if applicable).**

### **3.2.6. 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 marks of the final theses.**

The final theses of the students of the "Organization of International Transport Organization" programme are relevant both in the specific company and in the industry as a whole. The topics of qualification theses are developed based on the experience of teaching staff, recommendations of employers, and the professional competences, skills and knowledge defined in the standard of the logistics specialist profession.

A student can also propose the subject of his research himself. Together with the head of the qualification thesis, the student can make adjustments and clarify the subject. This usually happens when the student is already working and the chosen research topic can help him better acquire professional competences in a certain field of knowledge. The organisation of the transport of goods plays an important role in any company and is also seen in the subject of qualification thesis. For example, organisation of transport operations, construction of composite cargoes, determination of optimal volumes of cargo to be transported, etc. By analysing the logistical processes of companies, students demonstrate their ability to evaluate separate logistical operations and assess the total logistical chain of the company.

The department meeting approves the topics and supervisors of qualification theses. Once a qualification thesis topic has been approved, it should no longer be changed unless there is valid reason.

Every year, the core of the National Examination Commission for qualification thesis is made up of professionals from the industry, who evaluate the relevance of the work, the student's knowledge, and presentation skills. The 1.13. Appendix provides a list of some qualification theses topics defended during the last 2021-2022 study year.

In the year 2021/2022., eight qualification theses were defended, with an average score of 8.5 balls. The average rating of qualification theses has fluctuated from 7.4 to 9.0 in the last five years. In the 2021/2022 study year, one student receives the highest assessment (10 points). The fact that that assessment is not made too often merely confirms the serious attitude of the State Examination Commission when assessing the progress made by each student. No unsatisfactory rating has been received in the last 10 years.

The qualification exam consists of 100 questions (test). The test includes questions from the following study courses: transport geography, transport logistics, transport legal norms, information systems and technology, transport routes and terminals, commercial operation of transport, cargo handling. The structure, course and evaluation procedure of the exam are determined by the college instruction "State examination progress and evaluation criteria". The qualification exam is evaluated on a scale of 10 points.

The State Examination in English consists of two parts: practical (in the form of a written test) and theoretical (verbal). The final assessment in the State examination in English is determined as a joint assessment of the practical and theoretical part.

The qualification examination commission discusses and evaluates the results in a closed meeting, making a decision on awarding or not awarding the relevant qualification by a majority of votes.

### **3.3. Resources and Provision of the Study Programme**

#### **3.3.1. 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.**

For the needs of the study program, the necessary informative, material and technical resources that are available both within the direction and in the institution of higher education as a whole. The implementation of the study programme is generally ensured by the material and informational base of the college at Uliha street 5 and Cietokšnu street 2. The study process is organized in the auditoriums. Theoretical and practical classes are held in the auditoriums. Infrastructure provision in the logistics department is characterised by three main blocks: premises for teaching and scientific work, library, and information technology provision. Rooms for teaching and scientific work:

- 6 auditoriums (all equipped with multimedia techniques) are used for lectures and workshops;
- 1 auditorium (equipped with TV technique) is mainly used for language training practice;

- 2 computer labs (14+12 seats equipped with multimedia equipment, interactive whiteboard);
- 3 auditoriums are used for lectures and practical workshops.

**Investment in infrastructure:** - purchasing an interactive whiteboard

Within the framework of the programme “Organisation of International Transportation” (41 840) of the Liepaja Marine College, using the KEC system and the Internet, the simulator of port operations purchased and installed by the Lithuanian Maritime Academy will be able to be used online.

In the study process, the MOODLE e-learning platform is used to upload learning materials, while the Mykoob e-journal was introduced to reflect student grades. Both internet platforms allow students to follow the progress of the study course, the requirements, the conditions of the tests and the evaluations received in them.

Students have free access to a library with a wide range of books, which is regularly updated. Students also have free access to computers in the LJK library. The wireless Internet connection (WIFI) provided in the college premises makes it possible to use the Internet for study purposes in any auditorium.

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

**3.3.3. Indicate data on the available funding for the corresponding study programme, its funding sources and their use for the development of the study programme. Provide information on the costs per one student within this study programme, indicating the items included in the cost calculation and the percentage distribution of funding between the specified items. The minimum number of students in the study programme in order to ensure the profitability of the study programme (indicating separately the information on each language, type and form of the study programme implementation).**

Studies at LJK are provided both within the allocated budget places paid by the state and for a fee. The amounts of study fees and other paid services are determined by the JK Council. Tuition fees are paid annually increased by an average of 5% in order to equalize the tuition fee with the amount of the grant granted by the state, as well as to would take into account the economic situation in the country and the solvency level of the population.

Students have an opportunity apply for state-guaranteed loans.

The college's financial resources consist of:- tuition fees

- income from other educational services
- income from organizing courses
- revenues from service hotel services
- income from renting premises;

- revenues from European Union structural fund projects.

The source of funding for the Liepāja Maritime College study program is a grant and tuition fees. An analysis of the funding and available resources of the study area is carried out every year, identifying the current ones needs and planning long-term necessary investments. To successfully implement it, every year there is a meeting of the college management with the heads of study programs, discussing the previous study year the results achieved during the period and prioritizing the needs of study areas for the next calendar year.

The implementation of international projects and the availability of funds contribute not only to the quality of processes, but also to studies improving the content of the programs and improving the qualifications of the college staff, but has an impact also to the financial stability of the college and provides additional financial availability for activities which, due to limited resources, would otherwise not be implemented. Attracting project funding for LJK learners is a stable learning base has been created.

Student fee services, which are related to the study process, are determined by the regulations of the Cabinet of Ministers. An Agreement on the acquisition of education is concluded with each student, in which the tuition fees for everything are presented study time. The costs of one student in the study program are calculated according to the Minister the basic principles of Cabinet Regulation No. 994 (12.12.2006). For those admitted in 2021/2022 total tuition fee for students: full-time - 1600.00 euros, part-time - 1400.00 euros.

Revenues and costs are calculated for 2022/2023. study year cost bases for the entire study period – 2 years. The planned funding of the study program for full-time studies in 2022 was EUR 37,597. The financing of the study program consisted of funding from the state budget EUR 31997 (including social security costs EUR 2655) and income from study fees EUR 5600.

In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Transport services" determined by the Ministry of Education and Culture: 1.1, with the optimal study cost coefficient of 1.8 .

*Calculation of the base cost of the study place*

<b>Cost item</b>	<b>Amount in EUR</b>	<b>%</b>
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708

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In total 1 630,11

The fee for one study year in 2022 for fee-paying students is set at EUR 1,600. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state.

Financing at optimal ratios in 2022 and 100% secured.

Thematic area of study cost ratios	The minimum study cost factor	The optimal study cost ratio	Coefficient of study level	Basic study costs (EUR)	Scholarship amount (EUR)	Sports, culture, service hotel (EUR)	The number of study places financed from the state budget in 2022	Financing at optimal ratios in 2022 and 100% secured.	Scholarship fin.
8. Transportation services	1,1	1,8	1,0	1630,11	251,98	13,52	16	51195	4032

### 3.4. Teaching Staff

**3.4.1. 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 qualitative composition of lecturers working in the direction of studies complies with the Law on institutions of higher Education. The qualification of the academic staff involved in the implementation of the study programme are in accordance with the specifics of the academic study programme and implementation conditions, as well as the requirements of regulatory acts in the field of education:

- 12 trainers are fully involved in the implementation of the study programme “International Transport Organisation”, of which 12 trainers or 100.0% are employed in the main work of LMC;
- 1 Doctor of Science participates in the implementation of the study programme (LMC main work)

The criteria for the selection of teaching staff are in the compliance of the teaching staff qualifications with the requirements set by the regulatory enactments and relevant knowledge of the state language and foreign languages.

The principally elected academic staff of LJK are involved in the implementation of the program. The teaching staff actively participates in the improvement of the study program, updating of study courses, methodical work, as well as constant self-improvement in further education courses, participates in projects. The composition of the teaching staff is good, which is confirmed by the students' feedback on the teaching of study courses, as well as feedback on the knowledge gained in the program as a whole. According to the results of the students and surveys, the teaching staff of the program is an essential strength of the program - their knowledge, experience and competence, a favorable atmosphere in the study process, as well as mutual cooperation create a deeper interest of the students in learning the study program.

The teaching staff are professionals in their field of science who have demonstrated their competence in industry research and the use of e-environment in the study process, as well as participating in projects.

In order to verify the English language proficiency of teachers, LMC periodically organises an English proficiency level test and, if necessary, additional training, for example, currently in college, several of the teachers are improving the level of English proficiency in courses organised within the project.

More detailed information on the compliance of teaching staff involved with the specified selection criteria can be found in their biographies (CVs).

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

When comparing the qualifications of the teachers involved in the study programme during the previous accreditation period with the current qualification, it is evident that the overall tendency has improved - the number of teachers with appropriate qualification and professional experience has been increased in the implementation of the study programme.

Currently, one assistant professor is involved in the implementation of the study programme. In turn, seven lecturers with a master's and engineer's degree and professional experience in the field corresponding to the study course are employed as lecturers.

In total, 12 representatives of the academic staff are involved in the implementation of the study programme, 12 of whom are full-time employees.

Teaching staff total 12 people. of them: Docent - 1 person;.; Lecturer - 11 persons.

#### **3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of 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 or peer-reviewed monographs may be additionally specified. Information on the teaching staff**

**included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).**

**3.4.4. 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).**

**3.4.5. 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 programme and 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).**

Several courses included in the programme are of an interdisciplinary, cross-sectoral nature, the development and implementation of which involves LMC teachers and other college teachers or industry professionals. LMC lecturers, in collaboration with LMA (Lithuanian Naval Academy) lecturers, recast programmes for four subjects in the LMC educational programme "International Transport Organisation" (41 840):

1. subject, LMC - "Transport Ways and Hubs" ("Transporta ceļi un ostas") (1,5 ECTS/40 hr) 2. subject, LMC - "Cargo Transshipping Technology and Organization" ("Kravu pārvadājumu tehnoloģijas un organizēšana") (1,5 ECTS/40 hr) 3. subject, LMC - "Transport Logistics" ("Transporta loģistika") (1,5 ECTS/40 hr)
2. subject, LMA - "Port terminal operations" ("Operācijas ostu terminālos") (5 ECTS)
  - Study Internship (Studiju praksei) (3 ECTS/80hr).
  - LMC lecturers in collaboration with LMA lecturers developed:
  - course of one module (32 hours) "Port operation technologies for working specialists" ("Ostu operāciju tehnoloģijas strādājošiem speciālistiem") (responsible for development - LMC)
  - course of four modules (every module has eight hours -32 hours) "Port terminal operations (all terminals)" ("Operācijas visos ostu terminālos"), (responsible for development - LMA)

The following interdisciplinary (integrated) study courses are included in the study programme "International Transport Organisation": Information Systems and Technologies, Civil and Environmental Protection, Transport Econometrics, Applied Communications, Statistics and Forecasting, Logistics Fundamentals and others.

Interdisciplinary (integrated) study courses can be grouped in two directions: 1) study courses developed and studied by one lecturer of another sector (for example, Information Systems

and Technologies); 2) study courses, which are implemented by 2 or more lecturers from different scientific sectors (Environmental and Civil Protection).

Such cooperation allows using the best competences of lecturers, helps to improve course delivery, increases interest in studies and motivates students. The development of integrated study courses is necessary to ensure full acquisition and achievement of the results and objectives of the study programme.

The proportion of students/teachers in the study programme is as follows: on average, two students per one teacher.

# Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	Appendix 1.2. Diploma and Diploma Supplement sample.pdf	1.2. Pielikums. Diploma un pielikuma paraugs.pdf
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	Appendix 1.4. Statistics on students Program.pdf	1.4 Pielikums. Statistiskie dati.pdf
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	Appendix 1.6. Compliance of the study program with the national education standard.docx	1.6. Pielikums. Studiju programmas atbilstiba valsts izglītības standartam.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	Appendix 1.5. Compliance of the study program with the professional standard.pdf	1.5. Studiju programmas atbilstība profesijas standartam.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	Appendix 1.7. Study course mapping within the study programme Organization of International Transportation.pdf	1.7. Pielikums. Studiju programmas "Starptautisko pārvadājumu organizācija" studiju kursu kartējums.pdf
The curriculum of the study programme (for each type and form of the implementation of the study programme)	Appendix 1.8. Plan of study program (Full and part time).pdf	1.8. Pielikums. Studiju programmas plāns (pilna un nepilna laika studijas).pdf
Descriptions of the study courses/ modules	Appendix 1.10. Study course descriptions.pdf	1.10. Pielikums. Studiju kursa apraksti.pdf
Description of the organisation of the internship of the students (if applicable)	Appendix 1.11. Procedure for organizing and evaluating Qualification Internship.pdf	1.11. Pielikums Studējošo prakses organizācijas apraksts.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

# Navigation (41840)

Study field	<i>Seafaring</i>
ProcedureStudyProgram.Name	<i>Navigation</i>
Education classification code	<i>41840</i>
Type of the study programme	<i>Short-cycle professional higher education study programme</i>
Name of the study programme director	<i>Elīna Dimza</i>
Surname of the study programme director	<i>Elīna Dimza</i>
E-mail of the study programme director	<i>Elina.dimza@ljk.lv</i>
Title of the study programme director	<i>Profesinālais bakalaura grāds jūras transportā un kuģa vadītāja kvalifikācija</i>
Phone of the study programme director	<i>+371 29803793</i>
Goal of the study programme	<i>As part of the study process, ensure the acquisition of theoretical knowledge and practical skills, so that learners reach the level of professional competence in accordance with the requirements of the STCW Convention Code A/II-1 standard and relaxed A/II-2 standard.</i>

<p>Tasks of the study programme</p>	<p><i>General tasks of the program</i>  <i>As a result of the educational process, it is possible to acquire knowledge and skills:</i></p> <ol style="list-style-type: none"> <li><i>1. to plan and carry out a voyage of the ship;</i></li> <li><i>2. determine the location by all possible means;</i></li> <li><i>3. handle all the ship's electronic navigation equipment and apply the obtained information to verify the vessel's location;</i></li> <li><i>4. know the working principles of the magnetic and gyrocompass, determine and take into account the compass corrections;</i></li> <li><i>5. determine the most likely location of the ship according to the Sun, stars or planets and apply meteorological information;</i></li> <li><i>6. coordinate search and rescue operations;</i></li> <li><i>7. perform a safe navigational watch and know the resources management of the ship's bridge team principles;</i></li> <li><i>8. ensure safe navigation using information from navigation equipment and systems that provide assistance in decision-making;</i></li> <li><i>9. apply RLS and ARPA for safe shipping;</i></li> <li><i>10. ensure safe navigation using ECDIS and related navigations decision support systems;</i></li> <li><i>11. respond to shipping emergency situations;</i></li> <li><i>12. respond to a distress signal at sea;</i></li> <li><i>13. use IMO standard maritime expressions, write and speak in English;</i></li> <li><i>14. transmit and receive information using the visual signaling method;</i></li> <li><i>15. to maneuver and steer the ship in any conditions;</i></li> <li><i>16. control the loading, securing and unloading of cargo, as well as supervise during cargo travel;</i></li> <li><i>17. carry out inspection of cargo spaces, hatch covers or ballast tanks and report defects or damage;</i></li> <li><i>18. ensure compliance with pollution prevention requirements;</i></li> <li><i>19. maintain the ship's seaworthiness;</i></li> <li><i>20. prevent, control and extinguish fires on board;</i></li> <li><i>21. operate with life-saving devices;</i></li> <li><i>22. provide first aid on board;</i></li> <li><i>23. control compliance with legislative requirements;</i></li> <li><i>24. use leadership and teamwork skills;</i></li> <li><i>25. ensure and maintain the safety and protection of the ship, its crew and passengers rescue, firefighting and other safety systems in working order;</i></li> <li><i>26. operate main drive equipment and engine room remote control systems.</i></li> </ol>
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Results of the study programme	<i>Planned results of the studies - at the end of the 1st level of the professional higher education program "Shipmaster", the graduates obtain the professional qualification "shipmaster", which corresponds to the 4th professional qualification level. This gives the right to work as a watch helmsman on ships of 500 GT and larger without navigation district restrictions and to receive the certificate of competence of the International Convention STCW-78/95 "Watch helmsman on ships of 500 GT and larger" in the prescribed manner.</i>
Final examination upon the completion of the study programme	<i>Qualification work Maritime English Qualification exam</i>

## Study programme forms

### Full time studies - 3 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>3</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>120</i>
Admission requirements (in English)	<i>with 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>Ship Navigation (at the operating level)</i>

### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

### Part time extramural studies - 4 years - latvian

Study type and form	<i>Part time extramural studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>120</i>
Admission requirements (in English)	<i>with secondary education and the professional of watch or qualified watch sailor qualification and with a 12-month sea license;</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>Ship Navigation (at the operating level)</i>

### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

## 3.1. Indicators Describing the Study Programme

**3.1.1. Description and analysis of changes in the parameters of the study programme made since the issuance of the previous accreditation form of the study field or issuance of the study programme license, if the study programme is not included on the accreditation form of the study field, including changes planned within the evaluation procedure of the study field evaluation procedure.**

*Due to the fact that in the regulations of the MK 793, a new field of study appeared in higher education, in all institutions responsible for maritime education in Latvia, a decision was made to change the field of study from "Transport services" and "Maritime"*

*The following corrections were made in the "Ship Navigation" study program:*

In the mandatory part (A), the amount of Credit Points is increased from 24 KP to 25 KP:

1. The study course is supplemented with "Research methods" so that students learn the design of writing scientific papers, without credit points.
2. The study course is supplemented with "Civil Protection" because it is determined by Cabinet of Ministers (CoM) regulations no. 716 "Minimum requirements for the content of the mandatory civil defense course and the content of civil protection training for employees" with the amount of 1 KP.

*The following corrections were made in the "Ship Navigation" study program:*

In the mandatory part (B), the amount of Credit Points is reduced from 46 KP to 45 KP:

1. The number of hours and the number of credits for the study course "Ship's energy equipment" have been reduced in order to provide 1 CP for the course program "Civil Protection" in accordance with Cabinet of Ministers (CoM) regulations No.716
2. Updated list of academic staff of the study program due to changes in the academic staff.

**3.1.2. Analysis and assessment of the study programme compliance with the study field. Analysis of the interrelation between the code of the study programme, the degree, professional qualification/professional qualification requirements or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements. Description of the duration and scope of the implementation of the study programme (including different options of the study programme implementation) and evaluation of its usefulness.**

The Liepāja Marine College implements the 1st level vocational higher education programs of the "Maritime" field of study:

- "Ship Navigation" (after general secondary education), duration of implementation 3 years, 120 CP;
- "Ship Navigation" part-time absenteeism (with secondary education and the professional qualification of a watch or qualified watch sailor and with a 12-month sea license;), duration

of implementation 4 years, 120 CP;

Within the framework of the European Social Fund project "Evaluation of higher education study programs and proposals for quality improvement", the study programs "Maritime transport" and "Ship Navigation " have been accredited for 2 years.

On June 19, 2015, the study direction accreditation sheet No 364, with the right to implement the study direction "Maritime Transport" and "Ship Navigation", the deadline for the accreditation page of the program corresponding to the study direction is until June 18, 2021.

In 2014, the aims, tasks, study plan and study course programs of the "Maritime Transport" and "Ship Navigation" study programs have been agreed in the Seamen's Register of the Latvian Maritime Administration, issued on April 16, 2014, certificates of conformity of the Ministry of Transport of the Republic of Latvia No. 323, No. 324 (Appendix 1), which certifies that the content of the study program is coordinated and that the college is technically and organizationally ready to implement the program. The certificates of conformity of the Ministry of Transport of the Republic of Latvia have been issued in accordance with the regulations of the Cabinet of Ministers on December 22, 2008, No 1065 "Regulations on the certification and supervision of professional training programs for seafarers".

In 2016, the Ministry of Transport of the Republic of Latvia supplemented the existing certificates in the school with a certificate of conformity for the GMDSS seafarer training course, now there are 10 course certificates:

- Security Training for Seafarers , No 307 10.03.14.
- RADAR and ARPA, No 315 10.03.14.
- ECDIS, No 316 10.03.14.
- AIS, No 317 10.03.14.
- Leadership and Ship's Bridge Team Management, No 318 10.03.14.
- Medical First aid, No 324 30.04.14.
- GMDSS No 386 04,11,2016
- Basic safety training No 187 16.03.2012
- Advanced Firefighting No. 186 16.03.2012
- Proficiency in Survival Craft and Rescue Boats (except Fast Rescue Boats)No 185 16.03.2012

### **3.1.3. Economic and/ or social substantiation of the study programme, analysis of graduates' employment.**

Transport services in Latvia are important areas of the national economy, which ensure both the development of maritime shipping and the circulation of cargo, including transit, in the country. Latvia's geographical position is such that almost half of the country's total border is with an outlet to the sea, which provides the country with profitable and perspective growth in the economy and specifically in the field of maritime industry. On the other hand, the field of maritime industry cannot be imagined without such things as: ships, sailors, ports, logisticians, stevedores, warehouses, etc. which gives an opportunity to develop freight turnover and earn money not only in the private sector, but also for the state.

The economic development of the Latvian state is unthinkable without the development of the maritime industry, specifically in terms of the provision of maritime transport services. Existing ports and ships in the country provide employment to a large number of people in professions such

as seafarers and logisticians. These professions are in demand not only in the national but also in the international market. The specialty of shipmasters is currently in great demand not only within the EU, but also throughout the world, and its deficit is between 20 and 30%.

The Latvian state's interest in this field is also related to the fact that, when the specialists of this industry acquire a profession and successfully find work under the flags of different countries, they live with their families and provide their materials in their country and maintain the national economy by paying taxes there, instead of leaving the country.

The development strategy and goals of the study area are determined by the development of the transport services business in Latvia and the world. The study direction "Maritime" currently includes 5 study programs "Maritime transport" and "Ship management" with the same qualification: SHIP NAVIGATION. "Maritime transport - ship mechanics" and "Ship mechanics" with the same qualification Ship mechanic (operational level), as well as "International transport organization" with the obtainable qualification Logistics specialist.

There is no separate record of how many LJK graduates work in their chosen profession. But the last known survey of the Register of Jurists in 2013 shows that in the first years after graduating from school, even 99% work in their chosen profession.

**3.1.4. 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 into different study forms, types, and languages.**

The number of students of the "Ship Navigation" study direction at the beginning of the 2021/2022 academic year in the table. (1st picture)

	Full- time	Part -time	Total	
Number of students	69	186	255	
	2018./2019.	2019./2020.	2020./2021.	2021./2022.
Full-time study	31	31	22	16
Part-time study	19	20	19	9

In this table. Comparative analysis of the number of students enrolled in the study programs "Ship Navigation".

From the comparison graph, it can be seen that the number of students matriculated in the "Ship Management" study programs in the full-time study department has been greatly reduced in the last two years, but in the part-time study department it is quite even, except for the last year, when a 50% decrease is observed.

## Number of graduates

Study programs "Ship Navigation" and 2021/2022. 16 students graduated during the study year (full-time study department graduates - 13 people, part-time study department graduates - 3 people). (2nd picture)

	2017./2018.	2018./2019.	2019./2020.	2020./2021.	2021./2022.
Full-time study	21	22	20	10	13
Part-time study	12	12	21	7	3

In this table. Comparative analysis of the number of graduates of the "Ship Navigation" study programs

From the comparison graph, it can be seen that the number of graduates in the "Ship Management" study programs has significantly decreased in the last two years. All graduates obtain the qualification "Ship's manager", of which 7 graduates obtain the qualification - Watch helmsman on ships with 500BT and larger, while the other 9 graduates have the opportunity to do so in the Seamen's Register, taking a test and having discussions with the inspectors of the Seamen's Register.

### 3.1.5. Substantiation of the development of the joint study programme and description and evaluation of the choice of partner universities, including information on the development and implementation of the joint study programme (if applicable).

Not applicable

## 3.2. The Content of Studies and Implementation Thereof

### 3.2.1. Analysis of the content of the study programme. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators with the aims of the study course/ module and the aims and intended outcomes of the study programme. Assessment of the relevance of the content of the study courses/ modules and compliance with the needs of the relevant industry, labour market and with the trends in science on how and whether the content of the study courses/ modules is updated in line with the development trends of the relevant industry, labour market, and science.

The first-level vocational higher education programs "Ship navigation" are created in

accordance with the Law of the Republic of Latvia on Education, the Law of Universities, the Law of Vocational Education, the Cabinet of Ministers' regulations on the requirements for the education and professional qualification of pedagogues, Cabinet of Ministers 18.10.2005 regulations No 773 on the procedures for obtaining education and professional development of teachers of vocational education.

They are in accordance with the national standard of first-level vocational higher education (Cabinet of Ministers Regulation No 141 of 20.03.2001 "Regulations of the national first-level vocational education standard" with amendments No 347).

The course content of the study program is revised every academic year according to the requirements of the IMO, which makes various changes according to market requirements.

They are harmonized with the national standard of first-level professional higher education (Cabinet of Ministers Regulation No. 141 of 20.03.2001 "Regulations on the national first-level professional education standard" with amendments No. 347).

The course content of the study program is reviewed every academic year according to the requirements of the IMO, which makes various changes according to market requirements.

As part of the study process, ensure the acquisition of theoretical knowledge and practical skills, so that learners reach the level of professional competence in accordance with the requirements of the STCW Convention Code A/II-1 standard and relaxed A/II-2 standard.

As a result of the educational process, it is possible to acquire knowledge and skills:

Plan and conduct a ship excursion; Determine the location by all possible means; Handle all the ship's electronic navigation equipment and use the obtained information to check the ship's location; Determine the most likely location of the ship according to the Sun, stars or planets and apply meteorological information; Coordinate search and rescue operations; Ensure safe navigation using information from navigational equipment and decision support systems; Maneuver and steer the ship in any conditions; Ensure compliance with pollution prevention requirements; Maintain the ship's seaworthiness; Provide first aid on board; Control compliance with legislative requirements; and other knowledge.

As a result, at the end of the 1st level professional higher education program "Maritime transport", graduates obtain the professional qualification "ship manager", which corresponds to the 4th professional qualification level. This gives the right to work as a watch helmsman on ships of 500 GT and larger without navigation district restrictions and to receive the certificate of competence of the International Convention STCW-78/95 "Watch helmsman on ships of 500 GT and larger" in the prescribed manner.

**3.2.2. In the 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. In the 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 (if applicable).**

Not applicable

**3.2.3. Assessment of the study programme including the study course/ module implementation methods by indicating what the methods are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. In the case of a joint study programme, or in case the study programme is implemented in a foreign language or in the form of distance learning, describe in detail the methods used to deliver such a study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.**

In the implementation of the study process, the following principles of student-centered teaching and learning are taken into account: each student is respected as an individual, therefore LJK works with students both in a group and individually adapting (according to possibilities) to each student, so that the student can understand the study topics in the curriculum. During the learning process, the student's desire to become permanent and grow as a person is encouraged. Mutual respect is encouraged between teaching staff and students.

The realization of the study program takes place creatively, using different methods:

1. The lecture method, which is mainly used in study courses that are not provided with a sufficient amount of study literature, or in courses where this method is the most effective, for example, independent learning of the course is difficult;
2. Due to COVID-19, LMC has developed rules for the provision and organization of the distance learning/study process.
3. independent work, during which students learn to collect, summarize and analyze the necessary information;
4. seminars that allow students to develop a culture of speech, develop the ability to argue their point of view and the ability to present information;
5. situation analysis;
6. study tours, etc.

Assessment – confirmation of the level of acquisition of knowledge, skills and abilities specified in the educational program.

Assessment is an integral part of the learning process, so it can be done throughout the learning process, choosing the most appropriate:

- Places of assessment in the learning process,
- Assessment objectives,
- Evaluation methodical techniques,
- Evaluation procedures,
- Assessment content: assessment of knowledge, skills, achievement, competence.

Formative assessment is carried out by:

- lecturer,
- the learner.

Summative assessment in modules or vocational subjects is carried out by:

- lecturer, (subtopics)
- lecturer, (subject)
- professional qualification exam examination commission.

1. A 10-point scale is used to evaluate the educational achievements of students
2. The notation "passed/not considered" (p/nc), "no rating" (n/r) is also used in the evaluation.
3. "passed/not passed" - designation for the quantitative assessment of the learner's acquired knowledge and basic skills in diagnostic, practical, independent works.
4. In order to obtain the grade "p", the student must complete the work set by the teacher in the amount of 35% - 100% (for students who started their studies in the 1st year from September 1, 2020, to obtain the grade "p", the work in general education subjects must be completed 45% - 100% in scope and in professional subjects the work can be completed in 60% - 100% in scope). If the assigned work is performed in a correspondingly smaller amount, then the learner gets the grade "ni".
5. The designation "n/r" (no rating) is used if the student
  - has participated in the lesson, but has refused to answer in the case of an oral test;
  - has participated in the lesson, but in writing, incl. in the case of electronically performed test work, has not submitted a work or has submitted a work that has not been fully started (blank page);
  - did not participate in the lesson and did not submit the work;
  - has not submitted the mandatory test within the deadline set by the teacher;
6. The learner gets "n/r" in a month, if the learner has not received any evaluation in the month.
7. The learner gets "n/r" in the term, if the learner has not received any evaluation in the relevant term.
8. The learner gets "n/v" in the year, if the learner did not receive an assessment in both semesters of the relevant academic year.

**3.2.4. If the study programme envisages an internship, describe the internship opportunities offered to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).**

The study process is organized in such a way that, after acquiring general knowledge and skills, students move towards their deepening and expansion; emphasis is placed on the acquisition of professional knowledge and skills, as well as on independent learning: independent work, projects and study work individually and in groups. The independent works have a practical nature, the ability to connect theory with practical solutions is demonstrated. During the study process, academic staff consultations are provided for students. Consultations are carried out in accordance with the consultation schedule drawn up by the college's methodologist, observing the workload distribution of the academic staff for the study year.

More and more attention is being paid to the organization of qualification practices, cooperation with Maritime Traineeship institutions is being formed.

**The Aim of Maritime Internship:** to strengthen and supplement the acquired theoretical knowledge, to acquire competence corresponding to the study program, to acquire the practical skills necessary for specialists in the relevant field.

Internships are organized in accordance with the Regulations of LMC on the organization, implementation and defense of the Internship project for first-level higher professional full-time and part-time studies.

**Description of the study programs "Maritime Transport" and "Ship Navigation" traineeship.**

In the study program "Ship Navigation" (implementation duration 3 years), traineeship takes place in 3 parts:

- Maritime (Shore)Pre-Internship
- 1st Maritime Internship
- 2nd Maritime Internship – qualification traineeship.

Maritime (Shore)Pre-Internship carried out on a training ship or on ships ashore.

Maritime Internship tasks:

- execute the internship program independently and under the supervision of qualified personnel, systematically documenting it in the internship book;
- systematically perform Watchkeeping duties under the supervision of qualified personnel;
- collect the necessary information for the development of the Traineeship project;
- to conduct research in the given topic of the qualification thesis, evaluate the relevance of the topic chosen for the qualification based on the information obtained at the traineeship, systematize materials for the development of the qualification thesis.

Maritime Internship at sea is carried out in accordance with the tripartite Internship Agreement concluded between the Liepāja Marine College, the shipping company and the student. The Internship agreement contains the goals and tasks of the traineeship, as well as the obligations and responsibilities of the parties. LMC has developed practice tasks and requirements for the content of the practice report, which are coordinated with the Practice Book approved by the Register of Seafarers. In order to help provide traineeships for students, individual lecturers have verbal agreements with companies to which LMC students are sent for maritime traineeships. These informal agreements contribute to LMC's cooperation and the circulation of information on the issue of the seafarers' labor market, which is an essential incentive for revising and improving the study program.

**3.2.5. Evaluation and description of the promotion opportunities and the promotion process provided to the students of the doctoral study programme (if applicable).**

Not applicable

**3.2.6. 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 marks of the final theses.**

The students of Liepāja Maritime College prepare final studies or qualification papers in accordance with the content and requirements of the programs. These works are included in study programs with the aim that students acquire and expand the skills to systematize and analyze theoretical and practical information and demonstrate readiness for professional activity.

**The qualification thesis** (hereinafter: QT) is the final examination at the end of studies, a practical research work carried out independently by students, in which students use the knowledge and skills acquired during their studies in written form. The qualification work meets the basic requirements of the scientific work.

The subject of the qualification thesis is chosen by the student in connection with his professional interests and the level of theoretical preparation, in coordination with the scientific supervisor of the thesis.

The topic of the thesis must arise from actual problems identified in practice, and it must correspond to the relevant study program. The department can offer a list of topics for qualification papers created by lecturers for students to choose.

The student must choose the subject of the qualification work within a certain period approved by LJK. The subject of the work and the leader of the scientific work are approved by the director by order.

**Pre-Advocacy.** The completed, printed and torn QT is presented by the student to the supervisor of qualifications. and handed over to the Reviewer for evaluation.

**Advocacy.** QT is evaluated by the commission, which is established on the recommendation of the Shipmasters Department Council and approved by the director's order. QT is a part of the Qualification State Exam, members of State examination commissions can participate in the defense.

Defense of works is done openly. The committee gives the student 6 to 10 minutes to outline the content of the work. After that, the members of the commission ask questions to clarify the issues that are insufficiently presented in the applicant's report and to judge his general preparation. After that, the qualification supervisor reads the review and the student responds to the reviewer's instructions.

The KD commission evaluates in a 10-point system based on several criteria:

work content and design;

- the quality of the student's report;
- the quality of the illustrated material shown;
- for answers to the questions of commission members;
- Supervisor and reviewer feedback.

The results are recorded in the defense protocol, which is signed by all members of the commission. After the closed session, the committee's decision is announced to the authors of the works. After evaluation, the work remains in the library or archive.

**Assessments 21/22.m.y. :**

balls	10	9	8	7	6	5	4	3	2
success	0	1	0	9	5	2	0	0	0

As can be concluded from the table, the majority of students have an average rating. Those 3 students who received 5 points do not receive a qualification when they graduate this school year. But it will be possible to do it in the Register of Seafarers.

### **3.3. Resources and Provision of the Study Programme**

#### **3.3.1. 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.**

To ensure the teaching process of the Liepāja Maritime College, the material and technical base of the Ministry of Education and Culture transferred to the use of the college is used.

The Liepāja Maritime College also has access to computer classes, an assembly hall, etc. rooms.

LJK teaching staff are provided with appropriate workplaces, a teacher's room is provided in which workplaces and a rest room are provided, there is also a library fund and a reading room in which students have access to computerized workstations, as well as opportunities to print and reproduce learning

materials. Material and technical support is organized based on the plan submitted by department heads, as well as based on individual material and technical requests. The submission and application system is provided by "Hop mpdulis."

For the provision of study programs of the Liepāja Maritime College, a material and technical base is available with

for projectors and screens, interactive whiteboards, 3D printers, copiers, printers, scanners, portable computers, document binding machines, laminating devices, acoustic systems and sound amplifiers, video cameras and photo cameras, audio and video equipment, voice recorders, video projectors, etc.

The training ship "Namejs", the training base in Liepāja, Ezermalas street 2a, is available for shipmasters to provide practice, where it is possible to perform practical activities related to rigging work, lowering/raising the lifeboat, etc.

TRANSAS (Wartsila) simulators are maintained at LJK to meet STCW Convention and IMO modular course requirements.

In the library, students have the opportunity to use computers, as well as copiers and printers (color and black and white).

Computers are combined in a local network. The arrangement of classrooms and providing them with programs allows you to organize classes:

in computer science, incl. work on the Internet;

in foreign language learning using multimedia;

drawing;

in other subjects, if they have appropriate programs.

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

Not applicable

**3.3.3. Indicate data on the available funding for the corresponding study programme, its funding sources and their use for the development of the study programme. Provide information on the costs per one student within this study programme, indicating the items included in the cost calculation and the percentage distribution of funding between the specified items. The minimum number of students in the study programme in order to ensure the profitability of the study programme (indicating separately the information on each language, type and form of the study programme implementation).**

Studies at LJK are provided both within the allocated budget places paid by the state and for a fee. The amounts of study fees and other paid services are determined by the JK Council. Tuition fees are paid annually

increased by an average of 5% in order to equalize the tuition fee with the amount of the grant granted by the state, as well as to

would take into account the economic situation in the country and the solvency level of the population. Students have an opportunity

apply for state-guaranteed loans.

The college's financial resources consist of:

- tuition fees
- income from other educational services
- income from organizing courses
- revenues from service hotel services
- income from renting premises
- revenues from European Union structural fund projects.

The source of funding for the Liepāja Maritime College study program is a grant and tuition fees.

An analysis of the funding and available resources of the study area is carried out every year, identifying the current ones

needs and planning long-term necessary investments. To successfully implement it, every year there is a meeting of the college management with the heads of study programs, discussing the previous study year

the results achieved during the period and prioritizing the needs of study areas for the next calendar year.

The implementation of international projects and the availability of funds contribute not only to the quality of processes, but also to studies

improving the content of the programs and improving the qualifications of the college staff, but has

an impact

also to the financial stability of the college and provides additional financial availability for activities which,

due to limited resources, would otherwise not be implemented. Attracting project funding for LJK learners is

a stable learning base has been created (mechanic workshop, chemical laboratory, virtual ship, etc.).

Student fee services, which are related to the study process, are determined by the regulations of the Cabinet of Ministers.

An Agreement on the acquisition of education is concluded with each student, in which the tuition fees for everything are presented

study time. The costs of one student in the study program are calculated according to the Minister

the basic principles of Cabinet Regulation No. 994 (12.12.2006). For those admitted in 2021/2022

total tuition fee for students: full-time - 2726.00 euros, part-time - 2606.00 euros.

For calculations on the costs of one student, see other appendices ""Kuģu vadītāju ieņēmumi un izmaksas aprēķināts 2022 - ENG"

### 3.4. Teaching Staff

**3.4.1. 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.**

According to the Law on Higher Education, the academic staff of the study programs "Ship Navigation" can be persons with higher education. Staff hired and an employment contract is concluded with them by the principle of LMC. An academic person has the right to demand from the employer the complete and accurate fulfillment of the obligations stipulated in the contract. In case of labor disputes, they are resolved in accordance with the procedure provided for in the legislation of the Republic of Latvia. Staff is hired and signed with them in accordance with the procedure provided for in the legislation. The work of the academic staff is evaluated according to the level at which the students have mastered the theoretical foundations and practical skills of their study courses. The quality of teaching is evaluated by conducting student surveys, hosting, and presentations of methodical exhibitions.

Analyzing the structure of the department's academic staff, it can be concluded that most of them are educators with higher education and the desire to improve their qualifications in the relevant sector and pedagogy. All this reveals new perspectives in the development and improvement of the study program.

In order to improve the work of selection, renewal, training and development of academic staff, surveys of academic staff are organized, in which staff express their opinion on the policy of

selection, renewal, training and development, on the improvement of the motivation system, on work organization and the professionalism of leading employees, as well as express proposals for improving the study process.

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

On the other hand, most of the compulsory study courses and additional study courses are taught by professionals (active seafarers) who have completed pedagogy courses and are interested in passing on their knowledge to students. For completing individual study courses, the College concludes company contracts with lecturers for the performance of specific work. All instructors are provided with the opportunity to supplement or refresh their knowledge in seafarer training courses organized by the school. Instructors working in the department (active sailors) do not have a heavy workload. Several instructors have only one professional subject, as a result of which there is an opportunity to replace other instructors as needed. Among the trainers for industry professionals are two active ship captains, two captain's assistants, two active ship pilots, two active ship traffic service operators. As well as two captains and helmsmen who have finished active work at sea.

s.y..	total	Instrukt.	Docenti	Lettori	Assist
20/21sy	28	2	1	17	8
21/22sy	29	2	1	19	7
changes	+1	-	-	+2	-1

### **3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of 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 or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).**

Not applicable

### **3.4.4. Information on the participation of the academic staff, involved in the**

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

Not applicable

**3.4.5. 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 programme and 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).**

To facilitate the interconnection of study courses, study programme teachers conduct discussions and debates regarding topical issues of the content of their study courses and colleague study courses, co-ordinating the topic, as well as discuss the latest developments in the relevant field

Teachers of study programmes, co-operate in the implementation and updating of the content of study courses, co-ordinate topics in order to avoid unnecessary material and duplication. Teachers also collaborate within the framework of research groups, offer ideas for model subjects of qualification work, improvement of study programmes and development of LMC. At the same time, teachers participate together in the creation of offerings of non-lecture events for students, for example, in order to provide study tours for students with employers or attract guest speakers of the sector.

LMC academic staff performs teaching, methodical and scientific work. In the framework of the educational work, lectures and practical lessons are given, tests, reports, permanent works, control works are organized, consultations are organized, qualification works are managed and reviewed, and other duties related to the organization of the educational work are performed.

On the other hand, most of the compulsory study courses and additional study courses are taught by professionals (active seafarers) who have completed pedagogy courses and are interested in passing on their knowledge to students. For completing individual study courses, the College concludes company contracts with lecturers for the performance of specific work. All instructors are provided with the opportunity to supplement or refresh their knowledge in seafarer training courses organized by the school.

All lecturers have the opportunity to apply for the ERASMUS program and participate in courses, seminars and exchange experience at other cooperating colleges in order to improve their knowledge.

The number of all instructors involved in student training is 1 to 3.

# Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	Diploma_pielikums_kugu_vaditaji_3gadi_ENG_S31A.doc	Diploma_pielikums_kugu_vaditaji_3gadi_LV_S31A.doc
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	STUDENTU SKAITS angliiski SN.xlsx	Studentu skaits KV.xlsx
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	Valsts atbilstiba EN - SN.odt	Valsts atbilstiba LV - KV.odt
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	3.2.1 Punkts angliiski - table - SN.docx	3.2.1 Punkts - tabula - KV.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)	Tabula kugu vadisana - Anglu val.docx	Tabula kugu vadisana.docx
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	Kartejums - SN - Anglu val.docx	Kartejuma - KV.docx
The curriculum of the study programme (for each type and form of the implementation of the study programme)	3 gadu KV programma 2021 (3) - Anglu val.xls	3 gadu KV programma 2021 (3).xls
Descriptions of the study courses/ modules	Navig. Study Course Description 3year.docx	KV 3gadu progr korekteta 16.09.22A-L.docx
Description of the organisation of the internship of the students (if applicable)	Appendix Procedure for organizing and evaluating Qualification Internship.pdf	Pielikums Studējošo prakses organizācijas apraksts.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

# Maritime Transports (41840)

Study field	<i>Seafaring</i>
ProcedureStudyProgram.Name	<i>Maritime Transports</i>
Education classification code	<i>41840</i>
Type of the study programme	<i>Short-cycle professional higher education study programme</i>
Name of the study programme director	<i>Elīna Dimza</i>
Surname of the study programme director	<i>Elīna Dimza</i>
E-mail of the study programme director	<i>Elina.dimza@ljk.lv</i>
Title of the study programme director	<i>Profesinālais bakalaura grāds jūras transportā un kuģa vadītāja kvalifikācija</i>
Phone of the study programme director	<i>+371 29803793</i>
Goal of the study programme	<i>As part of the study process, ensure the acquisition of theoretical knowledge and practical skills, so that learners reach the level of professional competence in accordance with the requirements of the STCW Convention Code A/II-1 standard and relaxed A/II-2 standard.</i>

<p>Tasks of the study programme</p>	<p><i>As a result of the educational process, it is possible to acquire knowledge and skills:</i></p> <ol style="list-style-type: none"> <li><i>1. to plan and carry out a voyage of the ship;</i></li> <li><i>2. determine the location by all possible means;</i></li> <li><i>3. handle all the ship's electronic navigation equipment and apply the obtained information to verify the vessel's location;</i></li> <li><i>4. know the working principles of the magnetic and gyrocompass, determine and take into account the compass corrections;</i></li> <li><i>5. determine the most likely location of the ship according to the Sun, stars or planets and apply meteorological information;</i></li> <li><i>6. coordinate search and rescue operations;</i></li> <li><i>7. perform a safe navigational watch and know the resources management of the ship's bridge team principles;</i></li> <li><i>8. ensure safe navigation using information from navigation equipment and systems that provide assistance in decision-making;</i></li> <li><i>9. apply RLS and ARPA for safe shipping;</i></li> <li><i>10. ensure safe navigation using ECDIS and related navigations decision support systems;</i></li> <li><i>11. respond to shipping emergency situations;</i></li> <li><i>12. respond to a distress signal at sea;</i></li> <li><i>13. use IMO standard maritime expressions, write and speak in English;</i></li> <li><i>14. transmit and receive information using the visual signaling method;</i></li> <li><i>15. to maneuver and steer the ship in any conditions;</i></li> <li><i>16. control the loading, securing and unloading of cargo, as well as supervise during cargo travel;</i></li> <li><i>17. carry out inspection of cargo spaces, hatch covers or ballast tanks and report defects or damage;</i></li> <li><i>18. ensure compliance with pollution prevention requirements;</i></li> <li><i>19. maintain the ship's seaworthiness;</i></li> <li><i>20. prevent, control and extinguish fires on board;</i></li> <li><i>21. operate with life-saving devices;</i></li> <li><i>22. provide first aid on board;</i></li> <li><i>23. control compliance with legislative requirements;</i></li> <li><i>24. use leadership and teamwork skills;</i></li> <li><i>25. ensure and maintain the safety and protection of the ship, its crew and passengers rescue, firefighting and other safety systems are on the agenda.</i></li> <li><i>26. operate main drive equipment and engine room remote control systems.</i></li> </ol>
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Results of the study programme	<i>Planned results of the studies - at the end of the 1st level professional higher education program "Maritime transport", the graduates obtain the professional qualification "ship manager", which corresponds to the 4th professional qualification level. This gives the right to work as a watch helmsman on ships of 500 GT and larger without navigation district restrictions and to receive the certificate of competence of the International Convention STCW-78/95 "Watch helmsman on ships of 500 GT and larger" in the prescribed manner.</i>
Final examination upon the completion of the study programme	<i>Qualification work Maritime English Qualification exam</i>

## Study programme forms

### Full time studies - 2 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>2</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>80</i>
Admission requirements (in English)	<i>Vocational secondary education (maritime school graduates)</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>Ship Navigation (at the operating level)</i>

### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

### 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)	<i>80</i>
Admission requirements (in English)	<i>with secondary professional maritime education (maritime school graduates) and the professional of watch or qualified watch sailor qualification and with a 12-month sea license;</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>Ship Navigation (at the operating level)</i>

### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401



## 3.1. Indicators Describing the Study Programme

**3.1.1. Description and analysis of changes in the parameters of the study programme made since the issuance of the previous accreditation form of the study field or issuance of the study programme license, if the study programme is not included on the accreditation form of the study field, including changes planned within the evaluation procedure of the study field evaluation procedure.**

*Due to the fact that in the regulations of the MK 793, a new field of study appeared in higher education, in all institutions responsible for maritime education in Latvia, a decision was made to change the field of study from "Transport services" and "Maritime"*

*The following corrections were made in the "Maritime Transport" study program:*

In Compulsary subjects part( part A), the amount of Credit Points is increased from 23 KP to 25 KP:

1. The study course is supplemented with "Research methods" so that students learn the scientific writing format, with the amount of 1 KP.
2. The 2nd study course is supplemented with "Civil Protection" to ensure Cabinet of Ministers (CoM) Regulation No. 716 claims with the amount of 1KP.

*The following corrections were made in the "Maritime Transport" study program:*

In Compulsary subjects part( part B), the amount of Credit Points is reduced from 47 KP to 45 KP:

1. The amount of the study course "Astronavigation" was reduced from 4 KP to 3 KP in order to provide 1 KP for the course program "Civil Protection" in compliance with Cabinet of Ministers (MK) regulation no. 716.

In part (C) of free-choice study courses, the amount of KP is reduced from 3 KP to 2 KP:

1. The number of hours and the number of credit points for the study course "Sports" have been reduced from 3 KP to 2 KP so that students can learn the design of scientific paper writing.
2. Updated list of academic staff of the study program due to changes in the academic staff.

**3.1.2. Analysis and assessment of the study programme compliance with the study field. Analysis of the interrelation between the code of the study programme, the degree, professional qualification/professional qualification requirements or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements. Description of the duration and scope of the implementation of the study programme (including different options of the study programme implementation) and evaluation of its usefulness.**

Liepāja Maritime College implements the 1st level professional higher education programs of the "Maritime" field of study:

- "Maritime transport" (after secondary professional education), duration of implementation -2 years, 80 CP;

- "Maritime transport" part-time absenteeism (after secondary vocational education or secondary education and the professional qualification of a watch or qualified watch sailor and with a 12-month sea license;), duration of implementation 3 years, 80 CP;

Within the framework of the European Social Fund project "Evaluation of higher education study programs and proposals for quality improvement", the study programs "Maritime transport" have been accredited for 2 years.

On June 19, 2015, the study direction accreditation sheet No 364, with the right to implement the study program "Maritime Transport" and "Ship Navigation", the deadline for the accreditation page of the program corresponding to the study direction is until June 18, 2021.

In 2014, the aims, tasks, study plan and study course programs of the "Maritime Transport" and "Ship Navigation" study programs have been agreed in the Seamen's Register of the Latvian Maritime Administration, issued on April 16, 2014, certificates of conformity of the Ministry of Transport of the Republic of Latvia No. 323, No. 324 (Appendix 1), which certifies that the content of the study program is coordinated and that the college is technically and organizationally ready to implement the program. The certificates of conformity of the Ministry of Transport of the Republic of Latvia have been issued in accordance with the regulations of the Cabinet of Ministers on December 22, 2008, No 1065 "Regulations on the certification and supervision of professional training programs for seafarers".

In 2016, the Ministry of Transport of the Republic of Latvia supplemented the existing certificates in the school with a certificate of conformity for the GMDSS seafarer training course, now there are 10 course certificates:

- Security Training for Seafarers , No 307 10.03.14.
- RADAR and ARPA, No 315 10.03.14.
- ECDIS, No 316 10.03.14.
- AIS, No 317 10.03.14.
- Leadership and Ship's Bridge Team Management, No 318 10.03.14.
- Medical First aid, No 324 30.04.14.
- GMDSS No 386 04,11,2016
- Basic safety training No 187 16.03.2012
- Advanced Firefighting No. 186 16.03.2012
- Proficiency in Survival Craft and Rescue Boats (except Fast Rescue Boats)No 185 16.03.2012

### **3.1.3. Economic and/ or social substantiation of the study programme, analysis of graduates' employment.**

Transport services in Latvia are important areas of the national economy, which ensure both the development of maritime shipping and the circulation of cargo, including transit, in the country. Latvia's geographical position is such that almost half of the country's total border is with an outlet to the sea, which provides the country with profitable and perspective growth in the economy and specifically in the field of maritime industry. On the other hand, the field of maritime industry cannot be imagined without such things as: ships, sailors, ports, logisticians, stevedores, warehouses, etc. which gives an opportunity to develop freight turnover and earn money not only in the private sector, but also for the state.

The economic development of the Latvian state is unthinkable without the development of the

maritime industry, specifically in terms of the provision of maritime transport services. Existing ports and ships in the country provide employment to a large number of people in professions such as seafarers and logisticians. These professions are in demand not only in the national but also in the international market. The specialty of shipmasters is currently in great demand not only within the EU, but also throughout the world, and its deficit is between 20 and 30%.

The Latvian state's interest in this field is also related to the fact that, when the specialists of this industry acquire a profession and successfully find work under the flags of different countries, they live with their families and provide their materials in their country and maintain the national economy by paying taxes there, instead of leaving the country.

The development strategy and goals of the study area are determined by the development of the transport services business in Latvia and the world. The study direction "Maritime" currently includes 5 study programs "Maritime transport" and "Ship management" with the same qualification: SHIP NAVIGATION. "Maritime transport - ship mechanics" and "Ship mechanics" with the same qualification Ship mechanic (operational level), as well as "International transport organization" with the obtainable qualification Logistics specialist.

There is no separate record of how many LJK graduates work in their chosen profession. But the last known survey of the Register of Jurists in 2013 shows that in the first years after graduating from school, even 99% work in their chosen profession

**3.1.4. 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 into different study forms, types, and languages.**

The number of students of the "Maritime transport" study direction at the beginning of the 2021/2022 academic year in the table. (1st picture)

Number of students at the beginning of the 2021/2022 academic year

	Full- time	Part -time	Total	
Number of students	48	41	89	
	2018./2019.	2019./2020.	2020./2021.	2021./2022.
Full-time study	18	13	21	23
Part-time study	6	4	5	3

In this table : Analysis of the comparison of the number of students enrolled in the study programs "Maritime Transport" (Schedule See attachment "Studentu skaits") .

From the comparison table, it can be seen that the number of students matriculated in the study programs "Maritime Transport" in the full-time study department, there has been a slight increase in the last three years, but in the part-time study department, a decrease can be observed.

### Number of graduates

Study programs "Ship Navigation" and "Maritime Transport" 2021/2022. 39 students graduated during the study year (full-time study department graduates – 32 people, part-time study department graduates – 7 people). (2nd picture)

	2017./2018.	2018./2019.	2019./2020.	2020./2021.	2021./2022.
Full-time study	13	14	14	22	18
Part-time study	1	2	2	0	4

In this table. Comparative analysis of the number of graduates of the "Maritime Transport" study programs (Schedule See attachment "Studentu skaits")

From the comparison table, it can be seen that the number of graduates in the study programs "Maritime Transport" in full-time studies is steady, but in part-time studies it increases slightly. All graduates obtain the qualification "Deck Officer", of which 16 graduates obtain Officer in Charge of Navigational Watch on ships of 500 BT and more while the other 6 graduates have the opportunity to do so in the Seamen's Register, taking a test and having discussions with the inspectors of the Seamen's Register

### 3.1.5. Substantiation of the development of the joint study programme and description and evaluation of the choice of partner universities, including information on the development and implementation of the joint study programme (if applicable).

Not applicable

## 3.2. The Content of Studies and Implementation Thereof

**3.2.1. Analysis of the content of the study programme. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators with the aims of the study course/ module and the aims and intended outcomes of the study programme. Assessment of the relevance of the content of the study courses/ modules and compliance with the needs of the relevant industry, labour market and with the trends in science on how and whether the content of the study courses/ modules is updated in line with the development trends**

## **of the relevant industry, labour market, and science.**

The first-level vocational higher education programs "Maritime transport" are created in accordance with the Law of the Republic of Latvia on Education, the Law of Universities, the Law of Vocational Education, the Cabinet of Ministers' regulations on the requirements for the education and professional qualification of pedagogues, Cabinet of Ministers 18.10.2005 regulations No 773 on the procedures for obtaining education and professional development of teachers of vocational education.

They are in accordance with the national standard of first-level vocational higher education (Cabinet of Ministers Regulation No 141 of 20.03.2001 "Regulations of the national first-level vocational education standard" with amendments No 347).

The course content of the study program is revised every academic year according to the requirements of the IMO, which makes various changes according to market requirements.

They are harmonized with the national standard of first-level professional higher education (Cabinet of Ministers Regulation No. 141 of 20.03.2001 "Regulations on the national first-level professional education standard" with amendments No. 347).

The course content of the study program is reviewed every academic year according to the requirements of the IMO, which makes various changes according to market requirements.

As part of the study process, ensure the acquisition of theoretical knowledge and practical skills, so that learners reach the level of professional competence in accordance with the requirements of the STCW Convention Code A/II-1 standard and relaxed A/II-2 standard.

As a result of the educational process, it is possible to acquire knowledge and skills:

Plan and conduct a ship excursion; Determine the location by all possible means; Handle all the ship's electronic navigation equipment and use the obtained information to check the ship's location; Determine the most likely location of the ship according to the Sun, stars or planets and apply meteorological information; Coordinate search and rescue operations; Ensure safe navigation using information from navigational equipment and decision support systems; Maneuver and steer the ship in any conditions; Ensure compliance with pollution prevention requirements; Maintain the ship's seaworthiness; Provide first aid on board; Control compliance with legislative requirements; and other knowledge.

As a result, at the end of the 1st level professional higher education program "Maritime transport", graduates obtain the professional qualification "ship manager", which corresponds to the 4th professional qualification level. This gives the right to work as a watch helmsman on ships of 500 GT and larger without navigation district restrictions and to receive the certificate of competence of the International Convention STCW-78/95 "Watch helmsman on ships of 500 GT and larger" in the prescribed manner.

**3.2.2. In the 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. In the 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 (if applicable).**

Not applicable

**3.2.3. Assessment of the study programme including the study course/ module implementation methods by indicating what the methods are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. In the case of a joint study programme, or in case the study programme is implemented in a foreign language or in the form of distance learning, describe in detail the methods used to deliver such a study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.**

In the implementation of the study process, the following principles of student-centered teaching and learning are taken into account: each student is respected as an individual, therefore LJK works with students both in a group and individually adapting (according to possibilities) to each student, so that the student can understand the study topics in the curriculum. During the learning process, the student's desire to become permanent and grow as a person is encouraged. Mutual respect is encouraged between teaching staff and students.

The realization of the study program takes place creatively, using different methods:

1. The lecture method, which is mainly used in study courses that are not provided with a sufficient amount of study literature, or in courses where this method is the most effective, for example, independent learning of the course is difficult;
2. Due to COVID-19, LMC has developed rules for the provision and organization of the distance learning/study process.
3. independent work, during which students learn to collect, summarize and analyze the necessary information;
4. seminars that allow students to develop a culture of speech, develop the ability to argue their point of view and the ability to present information;
5. situation analysis;
6. study tours, etc.

Assessment – confirmation of the level of acquisition of knowledge, skills and abilities specified in the educational program.

Assessment is an integral part of the learning process, so it can be done throughout the learning process, choosing the most appropriate:

- Places of assessment in the learning process,
- Assessment objectives,
- Evaluation methodical techniques,
- Evaluation procedures,
- Assessment content: assessment of knowledge, skills, achievement, competence.

Formative assessment is carried out by:

- lecturer,
- the learner.

Summative assessment in modules or vocational subjects is carried out by:

- lecturer, (subtopics)
  - lecturer, (subject)
  - professional qualification exam examination commission.
1. A 10-point scale is used to evaluate the educational achievements of students
  2. The notation "passed/not considered" (p/nc), "no rating" (n/r) is also used in the evaluation.
  3. "passed/not passed" - designation for the quantitative assessment of the learner's acquired knowledge and basic skills in diagnostic, practical, independent works.
  4. In order to obtain the grade "p", the student must complete the work set by the teacher in the amount of 35% - 100% (for students who started their studies in the 1st year from September 1, 2020, to obtain the grade "p", the work in general education subjects must be completed 45% - 100% in scope and in professional subjects the work can be completed in 60% - 100% in scope). If the assigned work is performed in a correspondingly smaller amount, then the learner gets the grade "ni".
  5. The designation "n/r" (no rating) is used if the student
    - has participated in the lesson, but has refused to answer in the case of an oral test;
    - has participated in the lesson, but in writing, incl. in the case of electronically performed test work, has not submitted a work or has submitted a work that has not been fully started (blank page);
    - did not participate in the lesson and did not submit the work;
    - has not submitted the mandatory test within the deadline set by the teacher;
  6. The learner gets "n/r" in a month, if the learner has not received any evaluation in the month.
  7. The learner gets "n/r" in the term, if the learner has not received any evaluation in the relevant term.
  8. The learner gets "n/v" in the year, if the learner did not receive an assessment in both semesters of the relevant academic year.

**3.2.4. If the study programme envisages an internship, describe the internship opportunities offered to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).**

The study process is organized in such a way that, after acquiring general knowledge and skills, students move towards their deepening and expansion; emphasis is placed on the acquisition of professional knowledge and skills, as well as on independent learning: independent work, projects and study work individually and in groups. The independent works have a practical nature, the ability to connect theory with practical solutions is demonstrated. During the study process, academic staff consultations are provided for students. Consultations are carried out in accordance with the consultation schedule drawn up by the college's methodologist, observing the workload

distribution of the academic staff for the study year.

More and more attention is being paid to the organization of qualification practices, cooperation with Maritime Traineeship institutions is being formed.

**The Aim of Maritime Internship:** to strengthen and supplement the acquired theoretical knowledge, to acquire competence corresponding to the study program, to acquire the practical skills necessary for specialists in the relevant field.

Internships are organized in accordance with the Regulations of LMC on the organization, implementation and defense of the Internship project for first-level higher professional full-time and part-time studies.

### **Description of the study programs "Maritime Transport" traineeship.**

The study program "Maritime Transport" provides for only one maritime practice - qualification traineeship in the 3rd study term.

Maritime (Shore)Pre-Internship carried out on a training ship or on ships ashore.

Maritime Internship tasks:

- execute the internship program independently and under the supervision of qualified personnel, systematically documenting it in the internship book;
- systematically perform Watchkeeping duties under the supervision of qualified personnel;
- collect the necessary information for the development of the Traineeship project;
- to conduct research in the given topic of the qualification thesis, evaluate the relevance of the topic chosen for the qualification based on the information obtained at the traineeship, systematize materials for the development of the qualification thesis.

Maritime Internship at sea is carried out in accordance with the tripartite Internship Agreement concluded between the Liepāja Marine College, the shipping company and the student. The Internship agreement contains the goals and tasks of the traineeship, as well as the obligations and responsibilities of the parties. LMC has developed practice tasks and requirements for the content of the practice report, which are coordinated with the Practice Book approved by the Register of Seafarers. In order to help provide traineeships for students, individual lecturers have verbal agreements with companies to which LMC students are sent for maritime traineeships. These informal agreements contribute to LMC's cooperation and the circulation of information on the issue of the seafarers' labor market, which is an essential incentive for revising and improving the study program.

### **3.2.5. Evaluation and description of the promotion opportunities and the promotion process provided to the students of the doctoral study programme (if applicable).**

Not applicable

### **3.2.6. 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 marks of the final theses.**

The students of Liepāja Maritime College prepare final studies or qualification papers in accordance with the content and requirements of the programs. These works are included in study programs with the aim that students acquire and expand the skills to systematize and analyze theoretical and practical information and demonstrate readiness for professional activity.

**The qualification thesis** (hereinafter: QT) is the final examination at the end of studies, a practical research work carried out independently by students, in which students use the knowledge and skills acquired during their studies in written form. The qualification work meets the basic requirements of the scientific work.

The subject of the qualification thesis is chosen by the student in connection with his professional interests and the level of theoretical preparation, in coordination with the scientific supervisor of the thesis.

The topic of the thesis must arise from actual problems identified in practice, and it must correspond to the relevant study program. The department can offer a list of topics for qualification papers created by lecturers for students to choose.

The student must choose the subject of the qualification work within a certain period approved by LJK. The subject of the work and the leader of the scientific work are approved by the director by order.

**Pre-Advocacy.** The completed, printed and torn QT is presented by the student to the supervisor of qualifications. and handed over to the Reviewer for evaluation.

**Advocacy.** QT is evaluated by the commission, which is established on the recommendation of the Shipmasters Department Council and approved by the director's order. QT is a part of the Qualification State Exam, members of State examination commissions can participate in the defense.

Defense of works is done openly. The committee gives the student 6 to 10 minutes to outline the content of the work. After that, the members of the commission ask questions to clarify the issues that are insufficiently presented in the applicant's report and to judge his general preparation. After that, the qualification supervisor reads the review and the student responds to the reviewer's instructions.

The KD commission evaluates in a 10-point system based on several criteria:

work content and design;

- the quality of the student's report;
- the quality of the illustrated material shown;
- for answers to the questions of commission members;
- Supervisor and reviewer feedback.

The results are recorded in the defense protocol, which is signed by all members of the commission. After the closed session, the committee's decision is announced to the authors of the

works. After evaluation, the work remains in the library or archive.

**Assessments 21/22.m.y. :**

balls	10	9	8	7	6	5	4	3	2
success	0	3	7	6	2	3	0	0	0

As can be concluded from the table, the majority of students' grades are above the average mark. Those 3 students who received 5 points do not receive a qualification when they graduate this school year. But it will be possible to do it in the Register of Seafarers.

### **3.3. Resources and Provision of the Study Programme**

#### **3.3.1. 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.**

To ensure the teaching process of the Liepāja Maritime College, the material and technical base of the Ministry of Education and Culture transferred to the use of the college is used.

The Liepāja Maritime College also has access to computer classes, an assembly hall, etc. rooms.

LJK teaching staff are provided with appropriate workplaces, a teacher's room is provided in which workplaces and a rest room are provided, there is also a library fund and a reading room in which

students have access to computerized workstations, as well as opportunities to print and reproduce learning

materials. Material and technical support is organized based on the plan submitted by department heads, as well as based on individual material and technical requests. The submission and application system is provided by "Hop mpdulis."

For the provision of study programs of the Liepāja Maritime College, a material and technical base is available with

for projectors and screens, interactive whiteboards, 3D printers, copiers, printers, scanners, portable computers, document binding machines, laminating devices, acoustic systems and sound amplifiers, video cameras and photo cameras, audio and video equipment, voice recorders, video projectors, etc.

The training ship "Namejs", the training base in Liepāja, Ezermalas street 2a, is available for shipmasters to provide practice, where it is possible to perform practical activities related to rigging work, lowering/raising the lifeboat, etc.

TRANSAS (Wartsila) simulators are maintained at LJK to meet STCW Convention and IMO modular course requirements.

In the library, students have the opportunity to use computers, as well as copiers and printers (color and black and white).

Computers are combined in a local network. The arrangement of classrooms and providing them with programs allows you to organize classes:

in computer science, incl. work on the Internet;

in foreign language learning using multimedia;

drawing;

in other subjects, if they have appropriate programs.

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

Not applicable

**3.3.3. Indicate data on the available funding for the corresponding study programme, its funding sources and their use for the development of the study programme. Provide information on the costs per one student within this study programme, indicating the items included in the cost calculation and the percentage distribution of funding between the specified items. The minimum number of students in the study programme in order to ensure the profitability of the study programme (indicating separately the information on each language, type and form of the study programme implementation).**

Studies at LJK are provided both within the allocated budget places paid by the state and for a fee. The amounts of study fees and other paid services are determined by the JK Council. Tuition fees are paid annually

increased by an average of 5% in order to equalize the tuition fee with the amount of the grant granted by the state, as well as to

would take into account the economic situation in the country and the solvency level of the population. Students have an opportunity

apply for state-guaranteed loans.

The college's financial resources consist of:

- tuition fees
- income from other educational services
- income from organizing courses
- revenues from service hotel services
- income from renting premises
- revenues from European Union structural fund projects.

The source of funding for the Liepāja Maritime College study program is a grant and tuition fees.

An analysis of the funding and available resources of the study area is carried out every year, identifying the current ones

needs and planning long-term necessary investments. To successfully implement it, every year there is a meeting of the college management with the heads of study programs, discussing the previous study year

the results achieved during the period and prioritizing the needs of study areas for the next calendar year.

The implementation of international projects and the availability of funds contribute not only to the quality of processes, but also to studies

improving the content of the programs and improving the qualifications of the college staff, but has an impact

also to the financial stability of the college and provides additional financial availability for activities which,

due to limited resources, would otherwise not be implemented. Attracting project funding for LJK learners is

a stable learning base has been created (mechanic workshop, chemical laboratory, virtual ship, etc.).

Student fee services, which are related to the study process, are determined by the regulations of the Cabinet of Ministers.

An Agreement on the acquisition of education is concluded with each student, in which the tuition fees for everything are presented

study time. The costs of one student in the study program are calculated according to the Minister

the basic principles of Cabinet Regulation No. 994 (12.12.2006). For those admitted in 2021/2022

total tuition fee for students: full-time - 2726.00 euros, part-time - 2606.00 euros.

For calculations on the costs of one student, see other appendices ""Kuģu vadītāju ieņēmumi un izmaksas aprēķināts 2022 - ENG"

## 3.4. Teaching Staff

**3.4.1. 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.**

According to the Law on Higher Education, the academic staff of the study programs "Maritime Transport" can be persons with higher education. Staff hired and an employment contract is concluded with them by the principle of LMC. An academic person has the right to demand from the employer the complete and accurate fulfillment of the obligations stipulated in the contract. In case of labor disputes, they are resolved in accordance with the procedure provided for in the legislation of the Republic of Latvia. Staff is hired and signed with them in accordance with the procedure provided for in the legislation. The work of the academic staff is evaluated according to the level at which the students have mastered the theoretical foundations and practical skills of their study courses. The quality of teaching is evaluated by conducting student surveys, hosting, and presentations of methodical exhibitions.

Analyzing the structure of the department's academic staff, it can be concluded that most of them are educators with higher education and the desire to improve their qualifications in

the relevant sector and pedagogy. All this reveals new perspectives in the development and improvement of the study program.

In order to improve the work of selection, renewal, training and development of academic staff, surveys of academic staff are organized, in which staff express their opinion on the policy of selection, renewal, training and development, on the improvement of the motivation system, on work organization and the professionalism of leading employees, as well as express proposals for improving the study process.

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

On the other hand, most of the compulsory study courses and additional study courses are taught by professionals (active seafarers) who have completed pedagogy courses and are interested in passing on their knowledge to students. For completing individual study courses, the College concludes company contracts with lecturers for the performance of specific work. All instructors are provided with the opportunity to supplement or refresh their knowledge in seafarer training courses organized by the school. Instructors working in the department (active sailors) do not have a heavy workload. Several instructors have only one professional subject, as a result of which there is an opportunity to replace other instructors as needed. Among the trainers for industry professionals are two active ship captains, two captain's assistants, two active ship pilots, two active ship traffic service operators. As well as two captains and helmsmen who have finished active work at sea.

s.y..	total	Instrukt.	Docenti	Lettori	Assist
20/21sy	20	-	1	13	6
21/22sy	20	-	1	15	4
changes	-	-	-	+2	-2

**3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of 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 or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert)**

**(if applicable).**

Not applicable

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

Not applicable

**3.4.5. 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 programme and 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).**

To facilitate the interconnection of study courses, study programme teachers conduct discussions and debates regarding topical issues of the content of their study courses and colleague study courses, co-ordinating the topic, as well as discuss the latest developments in the relevant field

Teachers of study programmes, co-operate in the implementation and updating of the content of study courses, co-ordinate topics in order to avoid unnecessary material and duplication. Teachers also collaborate within the framework of research groups, offer ideas for model subjects of qualification work, improvement of study programmes and development of LMC. At the same time, teachers participate together in the creation of offerings of non-lecture events for students, for example, in order to provide study tours for students with employers or attract guest speakers of the sector.

LMC academic staff performs teaching, methodical and scientific work. In the framework of the educational work, lectures and practical lessons are given, tests, reports, permanent works, control works are organized, consultations are organized, qualification works are managed and reviewed, and other duties related to the organization of the educational work are performed.

On the other hand, most of the compulsory study courses and additional study courses are taught by professionals (active seafarers) who have completed pedagogy courses and are interested in passing on their knowledge to students. For completing individual study courses, the College concludes company contracts with lecturers for the performance of specific work. All instructors are provided with the opportunity to supplement or refresh their knowledge in seafarer training courses organized by the school.

All lecturers have the opportunity to apply for the ERASMUS program and participate in courses, seminars and exchange experience at other cooperating colleges in order to improve their

knowledge.

The number of all instructors involved in student training is 1 to 3.

# Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	Diploma_pielikums_kugu_vaditaji_S-61_2_gadi_ENG.doc	Diploma_pielikums_kugu_vaditaji_S-61_2_gadi_LV.doc
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	STUDENTU SKAITS angliiski MT.xlsx	Studentu skaits JT.xlsx
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	Valsts atbilstiba EN - MT.odt	Valsts atbilstiba LV - JT.odt
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	3.2.1 Punkts angliiski - table - MT.docx	3.2.1 Punkts - tabula - JT.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)	Tabula juras transports - Anglu val.docx	Tabula juras transports.docx
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	Kartējums - MT - Anglu val.docx	Kartējuma - JT.docx
The curriculum of the study programme (for each type and form of the implementation of the study programme)	2 gadi KV programma 2022 - Anglu val.xls	2 gadi KV programma 2022 (1).xls
Descriptions of the study courses/ modules	Navig. Study Course Description 2year.docx	KV 2gadu progr. korekteta 15.09.22.docx
Description of the organisation of the internship of the students (if applicable)	Appendix Procedure for organizing and evaluating Qualification Internship.pdf	Pielikums Studējošo prakses organizācijas apraksts.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

# Maritime Transport - Marine Engineering (41525)

Study field	<i>Seafaring</i>
ProcedureStudyProgram.Name	<i>Maritime Transport - Marine Engineering</i>
Education classification code	<i>41525</i>
Type of the study programme	<i>Short-cycle professional higher education study programme</i>
Name of the study programme director	<i>Marina</i>
Surname of the study programme director	<i>Treguba</i>
E-mail of the study programme director	<i>marina.treguba@ljk.lv</i>
Title of the study programme director	<i>profesionālā maģistra grāds, kuģubūves inženieris</i>
Phone of the study programme director	
Goal of the study programme	<i>As a result of the study process, ensure the acquisition of professional higher education and prepare specialists of the fourth professional qualification level of the marine engineering industry "Engineer Officer in charge of a watch on ships with a main engine power of 750 kW and above " who can work on various types of Latvian or ships of other countries' flags</i>
Tasks of the study programme	<i>Within the framework of the study process, ensure the acquisition of theoretical knowledge and practical skills acquisition so that learners reach the level of professional competence in accordance with the requirements of standard A/III-1 of the STCW Code and simplified standards A/III-2 of the STCW Convention Code.</i>
Results of the study programme	<i>To prepare specialists, who will be able to work on ships with a main engine power over 750 kW under the flag of Latvia, and on ships with foreign flags around the world as an Engineer Officer in charge of a watch without limiting the main engine power.</i>
Final examination upon the completion of the study programme	<i>Speciality Examination and Qualification Thesis</i>

## Study programme forms

### Full time studies - 2 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>2</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>80</i>
Admission requirements (in English)	<i>Secondary professional 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>Engineer Officer (at operational level)</i>

### Places of implementation

Place name	City	Address
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Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401
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### Part time extramural studies - 3 years - latvian

Study type and form	<i>Part time extramural studies</i>
Duration in full years	3
Duration in month	0
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>Secondary professional education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	---
Qualification to be obtained (in english)	<i>Engineer Officer (at operational level)</i>

### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

## 3.1. Indicators Describing the Study Programme

**3.1.1. Description and analysis of changes in the parameters of the study programme made since the issuance of the previous accreditation form of the study field or issuance of the study programme license, if the study programme is not included on the accreditation form of the study field, including changes planned within the evaluation procedure of the study field evaluation procedure.**

There are no significant changes in the program parameters.

Study direction

**„Jūrniecība”**

The previous field of study "MECHANICS and METALWORKING, THERMAL ENERGY, THERMAL ENGINEERING and MECHANICAL SCIENCES"

The field of study is essentially a group of similar study programs, therefore, taking into account the special requirements of professions in the maritime field and the connection of various maritime professions, the field of study "Maritime" has been separated separately. Thus, all maritime programs awarding regulated qualifications are included in one accreditation stream.

**3.1.2. Analysis and assessment of the study programme compliance with the study field. Analysis of the interrelation between the code of the study programme, the degree, professional qualification/professional qualification requirements or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements. Description of the duration and scope of the implementation of the study programme (including different options of the study programme implementation) and evaluation of its usefulness.**

Parameters of First-level professional higher education study programme “Marine transport - Marine engineering”.

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Name of the study programme in English	<i>Marine transport - Marine engineering</i>
Code of the study programme according to the education classification of Latvia	41 525

Science sector of the study programme (applicable to doctoral programmes)		
Type and level of study programme	<i>First-level professional higher education study programme</i>	
Qualification level to be obtained (European Qualifications Framework)	<i>Level 4</i>	
Profession code in the Classification of occupations	<i>3151 07 Engineer Officer in charge of a watch on ships with a main engine power of 750 kW and above</i>	
Scope of the study programme (CP, ECTS is also recommendable)	<i>80CP, 120ECTS</i>	
Form, type, duration of implementation (if less than one year, indicate in months) and language of implementation		
full-time studies	<i>2.years</i>	<i>Latvian</i>
full-time external studies	<i>not implemented</i>	<i>not implemented</i>
full-time external studies (distance education)	<i>not implemented</i>	<i>not implemented</i>
part-time studies	<i>3.years</i>	<i>Latvian</i>
part-time external studies	<i>not implemented</i>	<i>not implemented</i>

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part-time external  
studies (distance  
education)

*not implemented*

*not implemented*

Analysis and assessment regarding the interconnection of the study programme title, degree to be obtained, professional qualification or degree and the objectives and tasks of professional qualification, study results, as well as the requirements for admission.

Study programme " Marine transport - Marine engineering"		Analysis and evaluation
Name of the study programme	Marine transport - Marine engineering	The title of the programme is fully consistent with the objectives and intended outcome of the programme
Degree to be obtained		
Professional qualification	Engineer Officer	The professional qualification is fully in line with programme tasks and study results

Tasks and objectives	<ul style="list-style-type: none"> <li>• to promote students' analytical abilities, develop skills in raising professional problems and solving related tasks, developing projects;</li> <li>• to develop the study process in such way as to develop students' intelligence, promote their spiritual development, promote the use of intellectual abilities in practical activities;</li> <li>• to encourage the development of students' interests in processes taking place in society;</li> <li>• to ensure specialisation of students, in accordance with modern requirements, in the selected programme – Marine engineering specialty;</li> <li>• to ensure the studying process with methodical materials, find access to a modern material and technical base;</li> <li>• to provide studies with access to computers and appropriate computer programs;</li> <li>• to ensure students with the opportunity to learn foreign languages;</li> <li>• in co-operation with employers and training forces of co-operation educational institutions to adjust study course programmes, to link the topic of qualification thesis with practice;</li> <li>• to cooperate with relevant profile universities abroad.</li> </ul> <p>The study process provides an opportunity to acquire knowledge and skills:</p> <ul style="list-style-type: none"> <li>• work independently or in a team;</li> <li>• solve problem situations;</li> <li>• plan and organize the work;</li> <li>• use modern information technologies at work;</li> <li>• know business etiquette;</li> <li>• manage country language and one or more foreign languages;</li> <li>• properly operate the ships' energy equipment;</li> <li>• organize watchkeeping duty, ship repair and prevention works in the engine room;</li> <li>• comply with the rules of occupational safety and security technology on board on various ships;</li> <li>• ensure emergency-free operation of all machinery spaces;</li> <li>• communicate with the team;</li> <li>• comply with the protection rules;</li> <li>• comply with the rules of occupational safety and fire safety.</li> </ul>	<p>The objectives and tasks are fully compatible to ensure the acquisition of theoretical knowledge and practical skills and to achieve the level of professional competence in accordance with the requirements of standard A/III-1 of the STCW Code and simplified standards A/III-2 of the STCW Convention Code.</p>
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Study results	<p>To provide opportunities to acquire knowledge and skills in the educational process:</p> <ul style="list-style-type: none"> <li>• organise and perform watchkeeping duties in the engine room;</li> <li>• prepare to start internal combustion engines, auxiliary machinery and systems;</li> <li>• operate the main engine and related systems;</li> <li>· monitor the operation of all machinery in the engine room, either personally or through the watchkeeping personnel;</li> <li>• plan and carry out technical operation measures;</li> <li>• perform fuel, oil, ballast and other pumping operations;</li> <li>• use English, both verbally and in writing;</li> <li>• operate electrical, electronic and control systems;</li> <li>• perform detection of defects in electrical and electronic equipment and restore normal operating conditions;</li> <li>· perform safe and efficient maintenance and repair works;</li> <li>· use hand and mechanical tools and measuring devices for parts production;</li> <li>· detect and identify the causes of machinery malfunction and prevent defects;</li> <li>· ensure compliance with work safety equipment requirements;</li> <li>· understand and apply information about trim, tilt, stability, and hull load;</li> <li>• control compliance with legislative requirements and measures to ensure the protection of human life and the marine environment;</li> <li>• ensure the safety and security of the ship, her crew and passengers, as well as maintain in working order rescue, firefighting and other security systems;</li> <li>• develop emergency action and damage prevention plans, as well as action plans in emergency situations;</li> <li>• apply leadership and management skills.</li> </ul>	<p>Upon completion of the study program, graduates obtain the professional qualification of Engineer Officer, which corresponds to the 4th professional qualification level. This gives the right to work on ships with a main engine power of over 750 kW under the flag of Latvia, and on ships with foreign flags around the world as an Engineer Officer in charge of a watch without a limitation on the power of the main engine.</p>
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The interconnection of enrollment requirements.	<p>Enrollment is in accordance with LMC admission rules:</p> <p>Applicants with professional secondary education for full-time studies in the College are matriculated in a competitive manner, taking into account:</p> <ul style="list-style-type: none"> <li>- evaluations are taken into account for the admission of applicants to a specific study program in the diploma of ship mechanics on secondary professional education or 3. professional qualification level.</li> </ul> <p>Students with vocational secondary education are matriculated for full-time studies at the college by tender, taking into account:</p> <ul style="list-style-type: none"> <li>□ the centralized professional qualification exam;</li> <li>□ obtained grades in the following subjects: <ul style="list-style-type: none"> <li>- maritime English;</li> <li>- auxiliary mechanisms of ships;</li> <li>- ship internal combustion engines;</li> <li>- ship electrical equipment.</li> </ul> </li> </ul> <p>It is also necessary to present a medical regarding the conformity of the health condition of a person to work on a ship in the selected speciality of MK 2014. Regulations No. 273 of June 3 "Regulations on seafarers' health compliance for work on board".</p> <p>Admission part-time: in studies:</p> <p>The following persons are admitted to part-time study programs for ship mechanics:</p> <ul style="list-style-type: none"> <li>with secondary professional maritime education (maritime school graduates).</li> </ul>	Is related
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The "Maritime" study program "Maritime Transport - Ship Mechanics" of the field of study gives the opportunity to prepare specialists with professional maritime education, whose knowledge, skills, abilities, behavior and morals, and for ship specialists, the state of health also meets certain requirements. The study program helps to develop applied science and maintain the necessary potential of the maritime industry of the Republic of Latvia and promote its development. The solution to Latvia's transport problems is largely included in the implementation of the common transport policy of the European Union, raising the education and qualification improvement of transport professionals as one of the most important areas in order to increase competitiveness in the European and global labor market. The goal of Latvia's transport development policy is to create an efficient, safe, environmentally friendly, multimodal, balanced and competitive transport system, of which maritime transport is an integral part.

### **3.1.3. Economic and/ or social substantiation of the study programme, analysis of graduates' employment.**

LMC has actually gathered information about the Latvian labour market needs and the expected demand of jobs of the first level higher vocational education specialists and has concluded that, in a situation where the content, structure and specific implementation forms of the vocational education are changing, there must be produced such tender forms of the vocational education that promote operative mastering of the new and modern technologies, boost the availability of the vocational education, provide continuous education, qualification improvement and maintenance. In the current situation the maritime industry clearly marks the place for LMC in processes in which there is not only a chance of participation but also shaping and developing them.

All the industries which LMC is producing specialists for during the next 12 years is foreseeing to continue a more or less rapid development by increasing the number of employable specialists.

Simultaneously the demographic situation in the coming years indicates a tendency of a decreasing population in those youth age groups which during this time could start studying in LCM.

As a result of an economic migration, part of the specialists produced is leaving Latvia to go for work abroad.

The rapid development of technology could make the knowledge gained by the specialists outdated or insufficient before the returns are generated from the educational investments. All things considered, working ship officers require raising and maintaining of their education level.

In the development of the industry, interdisciplinary contact is occurring increasingly. The electronic control and management of processes and devices is taking over practically all the industries.

In technical professions an increasingly greater importance is gained by the social competences that enable managing complicated processes in organized work teams. Communication basics, language skills for clearly expressing an opinion, knowledge of several foreign languages are becoming the everyday competences needed for technical specialists. The open international market in which Latvia is located is defining a multicultural working and social environment as an objective condition.

**Conclusion: all ship engineering specialists are in demand and engaged.**

***All ship engineering specialists are in demand and employed (92% of LJK 2017/2018 Maritime Transport - Ship Mechanics program graduates work at sea, 2018/2019 - 96%, 2019/2020 - 97%., 2020 /2021 95% and 2021/2022 100% according to alumni survey)***

**3.1.4. 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 into different study forms, types, and languages.**

Number of students in the 2021/2022 academic year

	Program-me	Number of students in course 1	Number of students in course 2	Number of students in course 3	Total number of students full-time/part-time study
Full-time students	Marine engineering	10	30	--	40
Part-time students	Marine engineering	11	7	14	32
<b>Total</b>					<b>70</b>

The number of students enrolled in the "Marine engineering" programme in 2022 is increasing, which is connected with a good advertising company in 2021, LMC participates in the "Education 2022" exhibition, works with school graduates. The number of students is linked to the number of available budget places and labour market demand. The number of students in part-time studies remains at a good level for many years, because a person can work and study, LMC provides such opportunity, works individually with each student.

Comparison of the number of imatriculated students over the last three years

Number of imatriculated students	" Marine transport- Marine engineering " <i>Full time studies</i>	" Marine transport - Marine engineering" <i>Part-time studies</i>	Total
2017//2018.	24	9	33
2018./2019.	19	12	31
2019./2020.	13	6	19
2020./2021.	21	2	23
2021./2022.	10	3	13

The number of imatriculated students is gradually falling, which is related to the economic and demographic situation in Latvia.

Comparison of the number of graduates over the last three years

Number of graduates	" Marine transport - Marine engineering" Full time studies	" Marine transport- Marine engineering" Part-time studies	Total
2017./2018.	32	4	36
2018./2019.	23	5	28
2019./2020.	12	6	21
2020./2021.	6	5	11
2021./2022.	24	2	26

It can be concluded that: The number of students imatriculated under the " Marine transport - Marine engineering" programme and the number of graduates of the programme are virtually the same, as they are students with a maritime school education and seniority of seagoing service who aim for higher qualifications.

Distribution of the number of students by funding sources (state budget places, private funding)

Name of study programme	2017./2018.			2018./2019.			2019./2020.			2020./2021.			2021./2022.		
	State budget places	Private funding	total	State budget places	Private funding	total	State budget places	Private funding	total	State budget places	Private funding	total	State budget places	Private funding	total
<b>Marine transport - Marine engineering</b>															
Course 1	9	15	24	10	3	13	21	1	22	9	1	10	9	2	11
Course 2	6	38	44	18	8	26	10	11	21	18	3	21	15	18	33
<b>total</b>	15	53	<b>68</b>	28	11	<b>39</b>	31	12	<b>43</b>	27	4	<b>31</b>	24	20	<b>44</b>

**3.1.5. Substantiation of the development of the joint study programme and description and evaluation of the choice of partner universities, including information on the development and implementation of the joint study programme (if applicable).**

## **3.2. The Content of Studies and Implementation Thereof**

**3.2.1. Analysis of the content of the study programme. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators with the aims of the study course/ module and the aims and intended outcomes of the study programme. Assessment of the relevance of the content of the study courses/ modules and compliance with the needs of the relevant industry, labour market and with the trends in science on how and whether the content of the study courses/ modules is updated in line with the development trends of the relevant industry, labour market, and science.**

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Planning, organization and implementation of the study process takes place in accordance with the Constitution of the Republic of Latvia, the Law on Education, the Law on Universities, the Law on Professional Education and the Council of LMC. The training of marine engineers is carried out in accordance with The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, European Union Directives, in accordance with the Regulation of the Cabinet of Ministers of 15.12.2015. No. 710 "Regulations of certification, implementation and monitoring of professional training programs for seafarers", and other regulatory enactments relevant to the sector and LMC internal regulatory enactments.

The assessment of the current content of study courses and compliance with industry, labour market needs and scientific trends is carried out in accordance with LMC Procedure Manual: Procedure No. P6-2 "Development of study course documents" and Procedure No. P6-5 "Updating the programmes of study courses".

Descriptions of study courses (DSC) are updated as necessary, where the valid version of the DSC is approved at the beginning of each study year at the department meeting. The director of study programs is responsible for the quality, actuality and compliance of the DSC with current study plans.

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The level of training in theoretical knowledge acquisition and practical field experience of the 1st level professional higher education study programme "Marine engineering" corresponds to the level of implementation of the International Maritime Organization (IMO) International Convention "The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended," (STCW as amended, requirements A-III/1).

The objectives and tasks of study programmes, the results to be achieved fundamentally reflect the set of knowledge, skills and competences to be acquired within the framework of all study courses and practices of programmes. The information included in the study courses, such as objectives, results, topics, etc., is reflected in the description of each specific study course.

Since part of the study programme's teaching staff is with professional work experience in the field of the study course, during the practical lessons of the study courses, the emphasis is increasingly placed on improving the skills of searching for alternative solutions, i.e. through real examples/situations; the improvement of problem-solving skills is promoted.

#### **Study program analysis.**

The block of compulsory study courses of the program includes:

□ general education study courses that provide an understanding of the theoretical and professional specialization courses of the industry: psychology of human relations, philosophy and personnel management, organization and training, etc.;

For example, taking study courses:

Applied chemistry - to give an opportunity not only to deepen the knowledge of chemistry, but also to conduct boiler water and fuel analyzes on ships;

Information technology - use new technologies that are widely used on ships today;

In technical professions, social competences, which enable complicated processes to be carried out in organized work teams, are gaining more and more importance. Basics of communication, language skills to be able to express one's opinion clearly, knowledge of several foreign languages become necessary competencies of technical specialists on a daily basis. The open international market in which Latvia is located determines a multicultural work and social environment as an objective circumstance.

□ study courses related to the operation of ship mechanics at the operating level, which ensure knowledge and understanding in accordance with the requirements of the International Convention STCW-78 "Standards for the Training, Certification and Watch Service of Seafarers", as amended, standard AIII/1. The study courses are created according to the model courses developed by the International Maritime Organization - IMO Model Course 7.04. - Officer in Charge of an Engineering Watch;

Free choice study courses give students the opportunity to deepen their knowledge, skills and abilities in the chosen specialization.

Study programs are realized in two study forms: full-time on-site studies and part-time off-site studies.

The "Maritime Transport - Ship Mechanic" program is based on the knowledge acquired in the maritime school course.

Upon completion of the study program, graduates obtain the professional qualification of a ship mechanic (operational level), which corresponds to the level of the fourth professional qualification. This gives the right to work on ships with a main engine power of over 750 kW under the Latvian flag, and on ships with foreign flags around the world as a watch mechanic without a limitation on the power of the main engine.

**3.2.2. In the 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. In the 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 (if applicable).**

**3.2.3. Assessment of the study programme including the study course/ module implementation methods by indicating what the methods are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. In the case of a joint study programme, or in case the study programme is implemented in a foreign language or in the form of distance learning, describe in detail the methods used to deliver such a study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study**

## process.

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Study methods are modern, stimulators, special computer programs, laboratories, mechanical workshops, stands, technical equipment are applied in study process as well as the course management system Mykoob has been implemented.

Full-time studies are implemented using planned lessons (lectures, seminars, practical and laboratory works, consultations, independent works). The study process is organized so that students move from acquiring general knowledge and skills to deepening and expanding them; emphasis is placed on the acquisition of professional knowledge and skills, as well as on independent learning, which includes independent work, projects and study work individually and in groups. The self-instructional works are practical in nature, demonstrating the skill of connecting theory with practical solutions. In their work, lecturers apply modern technologies - they use simulator programs and new equipment of the electrical laboratory.

During the study process consultations are provided for students by the academic staff. Consultations are carried out in accordance with the consultation schedule drawn up by the college's methodologist, observing the workload distribution of the academic staff for the study year. Part-time studies are based on the already existing study programme "Marine transport", maintaining the scope of learning in terms of credit points. In order to meet the above-mentioned requirement, a longer programme uptake time is specified in the part-time studies. In part-time studies, the study programme acquisition is organised according to the study plan and schedule: two sessions in the study year. During the session, students systematically attend lectures, take final examinations in accordance with the requirements of the study course programme and receive a corresponding number of credit points. Students have the opportunity to get counselling between sessions. During intersessions, students develop the obligatory self-instructional works in all study courses. The content and requirements of the mandatory self-instructional works can be found in the LMC Part-time Study Department.

Academic staff widely apply digital tools and use such platforms as MOODLE, ZOOM and others.

A student-centered approach to LJK

In creating the study content, orientation towards the achievement of the planned study results - at the level of the study course, study program, professional standard, educational standard, as well as the European and Latvian qualification framework (EKI/LKI)

Practically oriented tasks, trainings, practice are integrated into the study process

Regular extra-curricular activities and meetings with industry professionals - guest lectures, seminars and discussions, research (college level) and creative activities.

Access to education and personalization of studies - various study forms, individual study plan, informative and material support, digitized study process, discounts, social support program, internship at the workplace (if possible), separate study courses, mobility opportunities Recognition of previous education and practical experience and equalization Provided opportunities for continuing studies at the next study level.

Information availability - LJK website (internal regulations), Moodle (SKA, methodical materials), meetings, bulletin boards, e-mail, sms, etc.

Opportunities to get involved in the work of various institutional levels by participating in decision-making - LJK Council, LJK Student Self-Government, working groups, etc.

### **3.2.4. If the study programme envisages an internship, describe the internship opportunities offered LMC to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).**

The "Marine transport - Marine engineering" study programme intends for a practice on ships at sea. The "Marine transport - Marine engineering" study programme intends for a Shipboard Training practice on ships at sea. ( Shipboard Training 16CP). Practices are organized in accordance with the LMC regulations on the organization, implementation of qualification practice and practice project preparation and presentation for the first-level higher professional full-time and part-time studies.

Purpose of the practice: to strengthen and supplement theoretical knowledge acquired, obtain competence appropriate to the study programme, and gain practical skills necessary for specialists in the relevant field.

Practice tasks:

- to implement the programme of practice independently and under the supervision of qualified personnel, by systematically documenting it in the practice book;
- systematically carry out watchkeeping duties under the supervision of qualified personnel;
- collect the necessary information for the development of the practice project;
- conduct research on a specific topic of the qualification thesis, evaluate the relevance of the chosen topic of the qualification thesis based on the information obtained at the practice, and systematize materials for the development of the qualification thesis.

The procedure for organizing LMC student/learning practice is determined by the LMC practice regulations and quality management system procedure P8-3 "Practice".

The evaluation of practice results is based on the pass/fail system, the order is described in the LMC Practice Regulations.

#### QUALIFICATION PRACTICE

Full-time and part-time study programs "Maritime transport - Ship mechanics", code 41 525, 2020/2021. annual study report (college)

Distribution of interns in agencies during the qualification internship

Nr. p. k.	Name of the agency	Number of trainees (full-time programs)	Number of trainees (part-time programs)	Total
1.	SIA LSC Shipmanagement	4	3	7
1.	SIA Anglo-Eastern (UK) Ltd.,	1	1	2
1.	SIA Hanza Jūras Menedžments	2	-	2
1.	SIA Duna Marine Management	-	-	-
1.	SIA CSM Baltija	4	-	4
1.	SIA Astor Shipmanagement	2	2	4
1.	SIA Interorient Navigation	1	2	3
1.	SIA Ultramarin	-	2	2
1.	Foreign employers	5	5	10
1.	SIA Lat.B.G.I	1	-	1
1.	SIA BSM Crew Service Centre	-	1	1
1.	BIMS	-	1	1

1.	Aquarius Shipmanagement	1	-	1
1.	Manx Crewing	1	-	1
	Total	22	17	39

Distribution of trainees in agencies (full-time programs)

Distribution of trainees in agencies (part-time programs)

All students of Liepāja Maritime College's full-time and part-time study program "Maritime Transport - Ship Mechanics" 2020/2021. graduates of the study year have completed qualification (sea) practice in engine rooms as part of a team on ships with a main engine power of 750kW and more, cooperation with 11 Latvian companies and 7 foreign employers. All trainees have completed the internship program under the supervision of qualified marine specialists, documenting the experience gained in the internship book. 10 full-time students were hired as engine cadets, 10 as wipers, 1 as oiler and 1 worked at sea as motorman, combining their work duties with learning. 11 part-time students worked at sea as motorman, 3 as wiper, 1 as oiler and 1 as pumpman and 1 as Eng/K, combining their work duties with studies. During the defense of the practice, the commission of college specialists positively assessed the results of the practice for all with the rating "passed".

### **3.2.5. Evaluation and description of the promotion opportunities and the promotion process provided to the students of the doctoral study programme (if applicable).**

### **3.2.6. 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 marks of the final theses.**

**The basic principles for evaluation of education in the study programme are:**

- principle of summation of positive achievements;
- principle of mandatory testing;
- principle of openness and clarity of evaluation criteria;
- principle of diversity of assessment forms;
- principle of test availability.

The basic forms for evaluation of the programme acquisition are the **exam, the test, and preparation and presentation of the course paper**, which must be done at the end of each study course.

The form of examinations is specified in the description of the study programme. In the examination, the acquisition of the programme is evaluated with a grading on the 10-point rating scale.

The exam is accepted by the teaching staff of the study course.

The acquisition of the programme is evaluated both in the two-part evaluation scale - "passed" or "failed" and on a 10-point grading system.

The pass/fail exam is accepted by the teaching staff of the study course.

The course paper is evaluated on a 10-point grading system.

In addition to the final exam, regular testings are also possible in each course of study: tests, mid-term tests, control works, speaking at seminars, course self-instructional papers.

These regular tests and the set of study course requirements for positive evaluation of study achievements are determined in the study course descriptions.

The form of final test of the practice is practice project presentation.

The presentation of the qualification practice project is evaluated on the evaluation scale: passed/failed, based on the evaluation criteria.

Credit points are included for each study course acquired in accordance with the conditions and requirements of the final examinations, practice programmes and requirements for the practice presentation, test conditions, requirements and questions for the student.

At the end of the study programme is expected

State final examination, the components of which are:

- Qualification Thesis presentation
- Maritime English
- Specialty Examination

The components of the State final examination are evaluated by the State Qualification Commission in accordance with the rules specified in the instruction of the LMC Marine Engineering Department "Regarding the procedure, content and evaluation criteria of qualification examinations".

At the end of the study program, there is a national final examination, the components of which are:

- defense of qualification work;
- maritime English;
- qualification exam.

The components of the state final examination are assessed by the state qualification commission in accordance with the procedures specified in the LJK ITN instruction "On the conduct, content and evaluation criteria of qualification exams".

The qualification thesis is intended as a reflection of the results of the student's independent applied research, the presentation of the knowledge, skills and abilities acquired during the studies in accordance with the requirements of the qualification thesis.

At the end of the study program, there is a national final examination, the components of which are:

- defense of qualification work;
- maritime English;
- qualification exam.

The components of the state final examination are assessed by the state qualification commission in accordance with the procedures specified in the LJK ITN instruction "On the conduct, content and evaluation criteria of qualification exams".

The qualification thesis is intended as a reflection of the results of the student's independent applied research, the presentation of the knowledge, skills and abilities acquired during the studies in accordance with the requirements of the qualification thesis.

Analyzing the results, it can be said that:

1. An average score of 7.6 means that maritime school graduates who have more sea practice experience achieve the best results.
2. qualification works can be used as a teaching tool in the study process.

The qualification examination commission noted the high level of qualification works of our graduates.

2021/2022 During the study year, the students of the "Maritime Transport - Ship Mechanics" study program successfully passed the state exams, showing good knowledge and good performances:

The grade obtained in the exam	" 4 and below"	„5"	„6"	„7"	„8"	„9"	„10"	Avg. ball
Program "Maritime transport - ship engineering"								
full-time studies, number of examinees - 24								
Maritime English		5	5	10	4			<b>7,5</b>
Defense of qualification work			10	12	2			<b>7,7</b>
Qualification exam			7	16	1			<b>7,8</b>
part-time studies, number of examinees - 2								
Maritime English					2			<b>8.0</b>
Defense of qualification work			1	1				<b>7,5</b>
Qualification exam			1	1				<b>7,5</b>

Students who passed the components of the national examination with a score of not less than "7" and English language not less than "6" are also eligible to receive a certificate of competence (COC) "Watchman on ships with a main engine power of 750 kW and above" In the Register of Seafarers of Latvia. The total number of students applying for the certificate is 23 out of 26, which is 88% of the number of graduates!

Statistical analysis of the final exam results of the last three years:

Graduation year	Defense of qualification papers	Maritime English	Qualification exam
2019./2020.	7,76	7,48	7,58
2020./2021.	7.85	7.63	7.43
2021./2022.	7,6	7,8	7,5

The results of the final examination show that the level of knowledge remained unchanged from year to year, and also reflect the quality of work of the teaching staff.

### 3.3. Resources and Provision of the Study Programme

#### 3.3.1. 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.

The material technical support for the 2019/2020 academic year is intended in accordance with the STCW 78 Convention requirements the year 2010 Protocol.

The physical environment of the studies consists of auditoriums, laboratories, workshops, two computer labs and simulator facilities.

Professional study course laboratories are equipped with the necessary technical facilities. The following laboratories ensure the acquisition of professional study courses: diesel engine laboratory, auxiliary machinery and electrical equipment laboratories.

Completion of professional study courses is also provided by ship's engine room simulators, which allow to fully simulate the watchkeeping in the engine room. The simulator room has 14 jobs equipped with computers and special programs. Since 2011, the simulator programme has been regularly updated.

As part of the project, a new, modernly equipped ship electrical equipment laboratory was established. English language classroom was expanded and supplemented with computers. College students have gained the opportunity to train and try their knowledge in Maritime English. The English teaching staff of the college has developed the textbook "English for Marine Engineers".

Professional practice is provided by mechanical and welding workshops. The tools necessary for acquisition the programmes are available in the workshops.

The type of material and technical resources required for professional study courses (basic safety

course, proficiency in survival craft and rescue boats, advanced firefighting) is determined according to the recommendations of the IMO model courses, and it includes: swimming pool with inflatable life raft, life jacket, life-rings, life-boat equipment kit, life-raft equipment kit, first aid kit, communication means, room for smoke and fire training alarms, room with machine tool for viewing and maintaining breathing apparatus, steel fire tanks, hydrants, mannequins for search and rescue training, water hoses, water foam fire extinguishers, powder fire extinguishers, CO2 fire extinguishers, fire suits, fire resistant clothing kits, as well as posters and video materials.

Liepāja Trade Channel and LMC boat base are used for the acquisition of Survival Craft and Rescue Boats courses.

Teaching of study courses related to computer technology is provided by computer classrooms, where 30 workplaces are equipped with computers and the necessary programs.

Library funds are supplemented as much as possible with educational (professional) literature in Latvian and foreign languages, and methodological materials and teaching aids prepared by the academic staff.

As far as possible, the provision of computer software and programs is improved.

The college web page is being renewed.

The implementation of educational programmes is ensured by various teaching means: both those developed by specialists working in college and as well as a variety of special literature in Latvian, Russian and English. Through a college computer network with the Internet connections, students and academic staff have access to information from national and international information networks.

Literature required for studies and recommended supplementary literature in English, Russian and Latvian are available in the LMC library. Every year, LMC Library funds are supplemented with the latest literature necessary for students. The regulatory documents of the maritime sector recommended for the provision of IMO study programmes (IMO Conventions, Model courses and codes) are constantly updated.

LMC students have opportunities to study outside college as e-studies are introduced.

The college has a hostel on Cietokšņu street 2, where full-time students live, also part-time study students during the session, as well as learners who improve their professional education. Members of the student self-government and the manager and employees of the hostel perform active work in the hostel. Questions about improving living conditions, observing discipline and sanitary norms are addressed.

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

### **3.3.3. Indicate data on the available funding for the corresponding study programme, its funding sources and their use for the development of the study programme. Provide information on the costs per one student within this study programme, indicating the**

**items included in the cost calculation and the percentage distribution of funding between the specified items. The minimum number of students in the study programme in order to ensure the profitability of the study programme (indicating separately the information on each language, type and form of the study programme implementation).**

Studies at LJK are provided both within the allocated budget places paid by the state and for a fee. The amounts of study fees and other paid services are determined by the JK Council. Tuition fees are paid annually increased by an average of 5% in order to equalize the tuition fee with the amount of the grant granted by the state, as well as to would take into account the economic situation in the country and the solvency level of the population. Students have an opportunity apply for state-guaranteed loans.

The college's financial resources consist of:

- tuition fees
- income from other educational services
- income from organizing courses
- revenues from service hotel services
- income from renting premises
- revenues from European Union structural fund projects.

The source of funding for the Liepāja Maritime College study program is a grant and tuition fees. An analysis of the funding and available resources of the study area is carried out every year, identifying the current ones needs and planning long-term necessary investments. To successfully implement it, every year there is a meeting of the college management with the heads of study programs, discussing the previous study year the results achieved during the period and prioritizing the needs of study areas for the next calendar year.

The implementation of international projects and the availability of funds contribute not only to the quality of processes, but also to studies improving the content of the programs and improving the qualifications of the college staff, but has an impact also to the financial stability of the college and provides additional financial availability for activities which, due to limited resources, would otherwise not be implemented. Attracting project funding for LJK learners is a stable learning base has been created (mechanic workshop, chemical laboratory, virtual ship, etc.). Student fee services, which are related to the study process, are determined by the regulations of the Cabinet of Ministers.

An Agreement on the acquisition of education is concluded with each student, in which the tuition fees for everything are presented study time. The costs of one student in the study program are calculated according to the Minister the basic principles of Cabinet Regulation No. 994 (12.12.2006). For those admitted in 2021/2022 total tuition fee for students: full-time - 2726.00 euros, part-time - 2606.00 euros.

Revenues and costs are calculated for 2022/2023. of the study year for the entire study period – 2 years. The planned funding of the study program for full-time studies in 2022 was EUR 130,720. The financing of the study program consisted of funding from the state budget of EUR 104,850 (including social security costs of EUR 5,575.50) and income from study fees of EUR 25,870. In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Ship Management" determined by the Ministry of Education and Culture: 1.7, with the optimal study cost coefficient of 2.9.

<b>Cost item</b>	<b>Amount in EUR</b>	<b>%</b>
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
Kopā	1 630,11	

The fee for one study year in 2022 for fee-paying students is set at 2380 EUR. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state

### **3.4. Teaching Staff**

**3.4.1. 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 composition of the teaching staff employed in the study programme complies with the requirements specified in the Law on institutions of higher Education and the Cabinet of Ministers' regulations no. 141 "Rules on the state standard of first-level professional higher education" requirements. The provision laid down in Section 39 of the Law on institutions of higher Education – "teachers and assistants who do not have a scientific and academic degree need five years' practical experience corresponding to the subject to be taught" is observed, as the personnel involved in LMC "Marine Engineering" study programme have at least 5 years' length of service in the relevant sector. The qualification of the academic staff involved in the implementation of the study programme is appropriate for the achievement of the results of the study programme, as well

as for the implementation of the objectives and tasks of LMC.

The qualifications of teaching staff involved in the implementation of the study program are assessed according to the procedure of the quality management system of LMC. The qualifications and competence of the academic staff are sufficient to provide professional education in maritime transport and to ensure that students acquire the necessary research skills, theoretical knowledge, skills and competencies. The planning and implementation of the academic staff development policy is carried out in the context of the work plans of the departments involved in the implementation of the programmes, the individual plans of the lecturers regarding the further improvement of their qualifications and the progress of the implementation of the programmes.

20 lecturers are involved in the implementation of the program, 13 of them have master's degrees and one has a doctoral degree.

Eighteen teaching staff at the college have a basic job, two sailors who combine teaching work with work at sea.

In the qualification of teaching staff and its promotion, various courses help to achieve study results, for example, to use the ERS exercise machine at work, the teaching staff must be an instructor of the exercise machine. Five instructors passed appropriate courses and receive instructor certificates, one of them works directly with the simulator and the others use it from time to time, depending on the need.

Sailors, attached to the study process, base their lectures on real experience and give students the opportunity to familiarize themselves with today's technologies.

LJK's academic staff selection and development policy envisages raising the qualifications of existing staff and attracting new specialists.

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

The qualifications of guest lecturers involved in the implementation of the study programme are assessed according to the quality management system of LMC. Attracting guest lecturers improves the quality of the study process. Guest speakers are divided into three groups:

- Guest lecturers who present the study course, if a lecturer of LMC cannot participate in the study process for some reasons or left. Then the guest lecturer ensures the implementation of study courses.
- Guest lecturers from a similar educational institution abroad teach some part of the study course, then students have the opportunity to improve their English skills, and also to compare and understand the training process in other educational institutions.

Guest lecturers - working seafarers, students have the opportunity to learn new trends in seafaring, according to the topic and the skills of the guest lecturer.

The number of guest lecturers increases during the last year (except during the COVID period - 2019/2020).

Unlike university-type education, college education does not have an extensive part of academic knowledge and the related scientific research work of academic staff and students, however, elements of scientific work are introduced in the study process, starting with solving questions of

independent work to comparing different options in course papers and qualification theses.

The academic staff of the field of study engages in research work together with students and develops the topics of research works. Over a six-year period, students performed qualification theses, which can also be used as teaching aids in the study process.

College academic staff gathers handouts and briefings in his or her study course, performs regular work on the improvement of the methodological provision, participates in the development of the methodological support of studies in study courses, manages study and qualification work.

Exercises, tasks, design of study work, execution of documents have the highest proportion of course self-instructional papers. This is important because professionals are prepared according to the standard of the profession and the needs of the labour market. The academic staff of the ITA discuss at meetings the types of self-instructional papers in the acquisition of the selected profession, develop proposals for increasing the amount of projects and research work and diversification of content. The academic staff develops the content of final examination tests of study courses, and its form generally meets the requirements of the study programs. The thematic division of study courses and the course description provide for the proportion of course self-instructional papers in the final assessment.

In remote learning, instructors are encouraged to develop a large number of methodological tools and lecture materials in the courses of study to be taught, in order to offer students access to teaching materials independently at a good level, e-learning materials were actually created, translated and placed on the e-service platform

#### Brief description of the programme's academic staff

	Total	Number of academic posts				Academic staff for whom the institution of higher education is not the place of election (guest professors, guest docents, guest speakers)	Totally	The percentage of Prof./lek./assist./visitor
		Professors	Docents	Lectors	Asist.			
2017./2018.st.year.	28	-	1	21	6	5	33	0,03/63/18/0,15
2018./2019.st.year.	28	-	1	21	6	8	36	0,03/58/16/0,22
2019./2020.st.year.	28	-	1	21	6	1	29	0,03/72/21/0,03
2020./2021.st.year.	25	-	1	18	6	8	33	0,03/55/18/0,24
Changes compared to the previous st.year..	-3	-	-	-3	-	+7	-1	

**3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of 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 or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).**

**3.4.4. 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).**

**3.4.5. 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 programme and 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).**

To facilitate the interconnection of study courses, study programme teachers conduct discussions and debates regarding topical issues of the content of their study courses and colleague study courses, co-ordinating the topic, as well as discuss the latest developments in the relevant field

Teachers of study programmes, co-operate in the implementation and updating of the content of study courses, co-ordinate topics in order to avoid unnecessary material and duplication. Teachers also collaborate within the framework of research groups, offer ideas for model subjects of qualification work, improvement of study programmes and development of LMC. At the same time, teachers participate together in the creation of offerings of non-lecture events for students, for example, in order to provide study tours for students with employers or attract guest speakers of the sector.

The ratio of the number of students and teaching staff

Study program	Number of students	Number of teaching staff
"Maritime transport - ship engineering"		



# Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	Diploma_pielikums_kugu_mehaniķi_ENG_M-61A.doc	Diploma_pielikums_kugu_mehaniķi_LV_M-61A.doc
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	JT_KM EN Statistika par studējošajiem pārskata periodā 2g en.odt	JT_KM Statistika par studējošajiem pārskata periodā 2g (002).odt
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	First1 EN.odt	First 1 LV (1).odt
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	Studiju programmā iegūstamās kvalifikācijas atbilstību profesijas standartam vai profesionālās kvalifikācijas prasībām EN.odt	Pr.st. lv (1).odt
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)	Salīdzinošā tabula par IMO moduļa En.odt	Salīdzinošā tabula par IMO moduļa Nr.odt
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	Studiju kursu kartējums studiju programmas studiju rezultātu sasniegšanai En MT.odt	Kartējums LV.odt
The curriculum of the study programme (for each type and form of the implementation of the study programme)	St. plāns 80 KP EN.odt	St. plāns 80 KP.odt
Descriptions of the study courses/ modules	Studiju kursu apraksti JT-KM_EN (1) (1).docx	Studiju kursu apraksti JT-KM (1).docx
Description of the organisation of the internship of the students (if applicable)	P8-3 EN.odt	Procedūra Nr. P8-3. Kvalifikācijas prakses (jūras) organizēšana un novērtēšana.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

# Marine Engineering (41525)

Study field	<i>Seafaring</i>
ProcedureStudyProgram.Name	<i>Marine Engineering</i>
Education classification code	<i>41525</i>
Type of the study programme	<i>Short-cycle professional higher education study programme</i>
Name of the study programme director	<i>Marina</i>
Surname of the study programme director	<i>Treguba</i>
E-mail of the study programme director	<i>marina.treguba@ljk.lv</i>
Title of the study programme director	<i>profesionālā maģistra grāds, kuģubūves inženieris</i>
Phone of the study programme director	
Goal of the study programme	<i>As a result of the study process, ensure the acquisition of professional higher education and prepare specialists of the fourth professional qualification level of the marine engineering industry "Engineer Officer in charge of a watch on ships with a main engine power of 750 kW and above " who can work on various types of Latvian or ships of other countries' flags</i>
Tasks of the study programme	<i>Within the framework of the study process, ensure the acquisition of theoretical knowledge and practical skills acquisition so that learners reach the level of professional competence in accordance with the requirements of standard A/III-1 of the STCW Code and simplified standards A/III-2 of the STCW Convention Code.</i>
Results of the study programme	<i>To prepare specialists, who will be able to work on ships with a main engine power over 750 kW under the flag of Latvia, and on ships with foreign flags around the world as an Engineer Officer in charge of a watch without limiting the main engine power.</i>
Final examination upon the completion of the study programme	<i>Speciality Examination and Qualification Thesis</i>

## Study programme forms

### Full time studies - 3 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>3</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>120</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>Engineer Officer (at operational level)</i>

### Places of implementation

Place name	City	Address
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

**Part time extramural studies - 4 years - latvian**

Study type and form	<i>Part time extramural studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>120</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>Engineer Officer (at operational level)</i>

**Places of implementation**

<b>Place name</b>	<b>City</b>	<b>Address</b>
Liepāja Maritime College	LIEPĀJA	ULIHA IELA 5, LIEPĀJA, LV-3401

## 3.1. Indicators Describing the Study Programme

**3.1.1. Description and analysis of changes in the parameters of the study programme made since the issuance of the previous accreditation form of the study field or issuance of the study programme license, if the study programme is not included on the accreditation form of the study field, including changes planned within the evaluation procedure of the study field evaluation procedure.**

There are no significant changes in the program parameters.

There are no significant changes in the program parameters.

Study direction

### **„Jūrniecība”**

The previous field of study "MECHANICS and METALWORKING, THERMAL ENERGY, THERMAL ENGINEERING and MECHANICAL SCIENCES"

The field of study is essentially a group of similar study programs, therefore, taking into account the special requirements of professions in the maritime field and the connection of various maritime professions, the field of study "Maritime" has been separated separately. Thus, all maritime programs awarding regulated qualifications are included in one accreditation stream.

**3.1.2. Analysis and assessment of the study programme compliance with the study field. Analysis of the interrelation between the code of the study programme, the degree, professional qualification/professional qualification requirements or the degree and professional qualification to be acquired, the aims, objectives, learning outcomes, and the admission requirements. Description of the duration and scope of the implementation of the study programme (including different options of the study programme implementation) and evaluation of its usefulness.**

Name of the study programme	<i>Kuģu mehānika</i>
Name of the study programme in English	<i>Marine engineering</i>
Code of the study programme according to the education classification of Latvia	41 525

Science sector of the study programme (applicable to doctoral programmes)	
Type and level of study programme	<i>First-level professional higher education study programme</i>
Qualification level to be obtained (European Qualifications Framework)	<i>Level 4</i>
Profession code in the Classification of occupations	<i>3151 07 Engineer Officer in charge of a watch on ships with a main engine power of 750 kW and above</i>
Scope of the study programme (CP, ECTS is also recommendable)	<i>120, 180 ECTS</i>
Form, type, duration of implementation (if less than one year, indicate in months) and language of implementation	
full-time studies	<i>3.years Latvian</i>
full-time external studies	<i>-</i>
full-time external studies (distance education)	<i>-</i>
part-time studies	<i>4.years Latvian</i>
part-time external studies	<i>-</i>
part-time external studies (distance education)	<i>-</i>
Place of implementation	<i>Ūliha 5, Liepāja</i>
Director of the study programme	<i>Marina Treguba, professional master's degree, shipbuilding engineer</i>
Enrollment Requirements	<i>secondary education</i>
Degree to be awarded, professional qualification or degree and professional qualification	<i>Engineer Officer (operation level)</i>

Study programme objective	<i>As a result of the study process, ensure the acquisition of professional higher education and prepare specialists of the fourth professional qualification level of the marine engineering industry "Engineer Officer in charge of a watch on ships with a main engine power of 750 kW and above " who can work on various types of Latvian or ships of other countries' flags</i>
Study programme tasks	<i>Within the framework of the study process, ensure the acquisition of theoretical knowledge and practical skills acquisition so that learners reach the level of professional competence in accordance with the requirements of standard A/III-1 of the STCW Code and simplified standards A/III-2 of the STCW Convention Code.</i>
Study results to be achieved	<i>To prepare specialists, who will be able to work on ships with a main engine power over 750 kW under the flag of Latvia, and on ships with foreign flags around the world as an Engineer Officer in charge of a watch without limiting the main engine power.</i>
Final examination intended at the end of the study programme	<i>Speciality Examination and Qualification Thesis</i>

Study programme "Marine engineering"		Analysis and evaluation
Name of the study programme	Marine engineering	The title of the programme is fully consistent with the objectives and intended outcome of the programme
Degree to be obtained		
Professional qualification	Engineer Officer	The professional qualification is fully in line with programme tasks and study results

Tasks and objectives	<ul style="list-style-type: none"> <li>• to promote students' analytical abilities, develop skills in raising professional problems and solving related tasks, developing projects;</li> <li>• to develop the study process in such way as to develop students' intelligence, promote their spiritual development, promote the use of intellectual abilities in practical activities;</li> <li>• to encourage the development of students' interests in processes taking place in society;</li> <li>• to ensure specialisation of students, in accordance with modern requirements, in the selected programme - Marine engineering specialty;</li> <li>• to ensure the studying process with methodical materials, find access to a modern material and technical base;</li> <li>• to provide studies with access to computers and appropriate computer programs;</li> <li>• to ensure students with the opportunity to learn foreign languages;</li> <li>• in co-operation with employers and training forces of co-operation educational institutions to adjust study course programmes, to link the topic of qualification thesis with practice;</li> <li>• to cooperate with relevant profile universities abroad. The study process provides an opportunity to acquire knowledge and skills: <ul style="list-style-type: none"> <li>• work independently or in a team;</li> <li>• solve problem situations;</li> <li>• plan and organize the work;</li> <li>• use modern information technologies at work;</li> <li>• know business etiquette;</li> <li>• manage country language and one or more foreign languages;</li> <li>• properly operate the ships' energy equipment;</li> <li>• organize watchkeeping duty, ship repair and prevention works in the engine room;</li> <li>• comply with the rules of occupational safety and security technology on board on various ships;</li> <li>• ensure emergency-free operation of all machinery spaces;</li> <li>• communicate with the team;</li> <li>• comply with the protection rules;</li> <li>• comply with the rules of occupational safety and fire safety.</li> </ul> </li> </ul>	<p>The objectives and tasks are fully compatible to ensure the acquisition of theoretical knowledge and practical skills and to achieve the level of professional competence in accordance with the requirements of standard A/III-1 of the STCW Code and simplified standards A/III-2 of the STCW Convention Code.</p>
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Study results	<p><b>To provide opportunities to acquire knowledge and skills in the educational process:</b></p> <ul style="list-style-type: none"> <li>• organise and perform watchkeeping duties in the engine room;</li> <li>• prepare to start internal combustion engines, auxiliary machinery and systems;</li> <li>• operate the main engine and related systems;</li> <li>• monitor the operation of all machinery in the engine room, either personally or through the watchkeeping personnel;</li> <li>• plan and carry out technical operation measures;</li> <li>• perform fuel, oil, ballast and other pumping operations;</li> <li>• use English, both verbally and in writing;</li> <li>• operate electrical, electronic and control systems;</li> <li>• perform detection of defects in electrical and electronic equipment and restore normal operating conditions;</li> <li>• perform safe and efficient maintenance and repair works;</li> <li>• use hand and mechanical tools and measuring devices for parts production;</li> <li>• detect and identify the causes of machinery malfunction and prevent defects;</li> <li>• ensure compliance with work safety equipment requirements;</li> <li>• understand and apply information about trim, tilt, stability, and hull load;</li> <li>• control compliance with legislative requirements and measures to ensure the protection of human life and the marine environment;</li> <li>• ensure the safety and security of the ship, her crew and passengers, as well as maintain in working order rescue, firefighting and other security systems;</li> <li>• develop emergency action and damage prevention plans, as well as action plans in emergency situations;</li> <li>• apply leadership and management skills.</li> </ul>	<p>Upon completion of the study program, graduates obtain the professional qualification of Engineer Officer, which corresponds to the 4th professional qualification level. This gives the right to work on ships with a main engine power of over 750 kW under the flag of Latvia, and on ships with foreign flags around the world as an Engineer Officer in charge of a watch without a limitation on the power of the main engine.</p>
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<p>The interconnection of enrollment requirements.</p>	<p>Enrollment is in accordance with LMC admission rules:  Applicants with general secondary education for full-time studies at the college are immatriculated on a competitive basis, taking into account:</p> <ul style="list-style-type: none"> <li>· the average assessment in the certificate of general secondary education;</li> <li>· summing up the assessment of centralised examinations in Latvian, English and mathematics.</li> </ul> <p>It is also necessary to present a medical regarding the conformity of the health condition of a person to work on a ship in the selected speciality of MK 2014. Regulations No. 273 of June 3 "Regulations on seafarers' health compliance for work on board".</p> <p>1. Every Latvian citizen and non-citizen of Latvia, as well as a foreigner, has the right to study at LJK. In order to study at LJK, you need documentary proof and previous education that meets the requirements of the study program recognized in Latvia.</p> <p>2. The right to study at LJK is the same for a citizen of Latvia, a non-citizen of Latvia, a citizen of the European Union, a citizen of the European Economic Area or a citizen of the Swiss Confederation, and a permanent resident of the European Community who has a valid residence permit.</p> <p>3. The right to study at the college for foreigners who are not mentioned in points 1 and 2 as full-time students, if international agreements do not provide for other procedures, can be admitted to the college in compliance with the following rules:</p> <ul style="list-style-type: none"> <li>• secondary education documents of foreigners must comply with Latvian standards. Foreigners' secondary education documents are checked in accordance with Article 85 of the Higher Education Law;</li> <li>• the knowledge of foreigners must meet the requirements of the college admission rules;</li> <li>• foreigners must know the national language well enough;</li> </ul> <p>Admission to part-time studies:  The right to study at LJK in part-time studies is 1.-3. for the persons mentioned in paragraph: persons are admitted to part-time study programs for ship mechanics:</p> <ul style="list-style-type: none"> <li>• with secondary education and the professional qualification of watch or qualified watch motorist and with a 12-month sea license;</li> </ul>	<p>Is related</p>
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The "Maritime" study program "Maritime Transport - Ship Mechanics" of the field of study gives the opportunity to prepare specialists with professional maritime education, whose knowledge, skills, abilities, behavior and morals, and for ship specialists, the state of health also meets certain requirements. The study program helps to develop applied science and maintain the necessary potential of the maritime industry of the Republic of Latvia and promote its development. The solution to Latvia's transport problems is largely included in the implementation of the common transport policy of the European Union, raising the education and qualification improvement of transport professionals as one of the most important areas in order to increase competitiveness in the European and global labor market. The goal of Latvia's transport development policy is to create an efficient, safe, environmentally friendly, multimodal, balanced and competitive transport system, of which maritime transport is an integral part.

### **3.1.3. Economic and/ or social substantiation of the study programme, analysis of graduates' employment.**

LMC has actually gathered information about the Latvian labour market needs and the expected demand of jobs of the first level higher vocational education specialists and has concluded that, in a situation where the content, structure and specific implementation forms of the vocational education are changing, there must be produced such tender forms of the vocational education that promote operative mastering of the new and modern technologies, boost the availability of the vocational education, provide continuous education, qualification improvement and maintenance. In the current situation the maritime industry clearly marks the place for LMC in processes in which there is not only a chance of participation but also shaping and developing them.

All the industries which LMC is producing specialists for during the next 12 years is foreseeing to continue a more or less rapid development by increasing the number of employable specialists.

Simultaneously the demographic situation in the coming years indicates a tendency of a decreasing population in those youth age groups which during this time could start studying in LCM.

As a result of an economic migration, part of the specialists produced is leaving Latvia to go for work abroad.

The rapid development of technology could make the knowledge gained by the specialists outdated or insufficient before the returns are generated from the educational investments. All things considered, working ship officers require raising and maintaining of their education level.

In the development of the industry, interdisciplinary contact is occurring increasingly. The electronic control and management of processes and devices is taking over practically all the industries.

In technical professions an increasingly greater importance is gained by the social competences that enable managing complicated processes in organized work teams. Communication basics, language skills for clearly expressing an opinion, knowledge of several foreign languages are becoming the everyday competences needed for technical specialists. The open international market in which Latvia is located is defining a multicultural working and social environment as an objective condition.

**Conclusion: all ship engineering specialists are in demand and engaged.**

*All ship engineering specialists are in demand and employed (94% of LJK 2017/2018 Maritime Transport - Ship Mechanics program graduates work at sea, 2018/2019 - 95%, 2019/2020 - 97%.,*

2020 /2021 97% and 2021/2022 99% according to alumni survey)

**3.1.4. 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 into different study forms, types, and languages.**

#### **Number of students in the 2021/2022 academic year**

	Program-me	Number of students in course 1	Number of students in course 2	Number of students in course 3	Number of students in course 4	Total number of students full-time/part-time study
Full-time students	Marine engineering	17	11	22	-	50
Part-time students	Marine engineering	33	18	31	21	103
<b>Total</b>		50	29	53	21	<b>153</b>

The number of students enrolled in the "Marine engineering" programme in 2022 is increasing, which is connected with a good advertising company in 2021, LMC participates in the "Education 2022" exhibition, works with school graduates. The number of students is linked to the number of available budget places and labour market demand. The number of students in part-time studies remains at a good level for many years, because a person can work and study, LMC provides such opportunity, works individually with each student.

#### **Comparison of the number of imatriculated students over the last three years**

Number of imatriculated students	" Marine engineering "	" Marine engineering" Part-time studies	Total
2019./2020.	22	11	33
2020./2021.	12	14	26
2021./2022.	17	8	25

The number of imatriculated students is gradually falling, which is related to the economic and demographic situation in Latvia.

#### **Comparison of the number of graduates over the last three years**

Number of graduates	" Marine engineering"	" Marine engineering" Part-time studies	Total
2018./2019.	12	25	37
2019./2020.	10	11	21
2020./2021.	9	12	21

It can be concluded: half as many students complete college as they come in and that is the natural occurrence.

The main reasons for student exmatriculation are as follows:

- unable to find the shipboard training practice in time;
- material conditions (students are unable to cover study-related expenses and therefore work at sea). Not everyone is able to combine work with learning successfully. Mostly, choices are made in favour of work;
- after seagoing practice, students remain working for the same crewing company;
- insufficient perception of the chosen profession, incorrect initial choice, changing educational establishment;
- does not know how to learn and organize his study work independently, cannot withstand the intense workload.

### **Distribution of the number of students by funding sources (state budget places, private funding)**

Name of the study programme	2019/2020.			2020/2021.			2021/2022.		
	State budget places	Private funding	Total	State budget places	Private funding	Total	State budget places	Private funding	Total
<b>Marine engineering</b>									
course 1	13	10	23	8	1	9	10	7	17
course 2	9	4	13	13	6	19	5	3	8
course 3	10	20	30	9	11	20	13	1	14
<b>Total</b>	31	34	66	30	18	48	28	11	39

### **3.1.5. Substantiation of the development of the joint study programme and description**

**and evaluation of the choice of partner universities, including information on the development and implementation of the joint study programme (if applicable).**

## **3.2. The Content of Studies and Implementation Thereof**

**3.2.1. Analysis of the content of the study programme. Assessment of the interrelation between the information included in the study courses/ modules, the intended learning outcomes, the set aims and other indicators with the aims of the study course/ module and the aims and intended outcomes of the study programme. Assessment of the relevance of the content of the study courses/ modules and compliance with the needs of the relevant industry, labour market and with the trends in science on how and whether the content of the study courses/ modules is updated in line with the development trends of the relevant industry, labour market, and science.**

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Planning, organization and implementation of the study process takes place in accordance with the Constitution of the Republic of Latvia, the Law on Education, the Law on Universities, the Law on Professional Education and the Council of LMC. The training of marine engineers is carried out in accordance with The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, European Union Directives, in accordance with the Regulation of the Cabinet of Ministers of 15.12.2015. No. 710 "Regulations of certification, implementation and monitoring of professional training programs for seafarers", and other regulatory enactments relevant to the sector and LMC internal regulatory enactments.

The assessment of the current content of study courses and compliance with industry, labour market needs and scientific trends is carried out in accordance with LMC Procedure Manual: Procedure No. P6-2 "Development of study course documents" and Procedure No. P6-5 "Updating the programmes of study courses".

Descriptions of study courses (DSC) are updated as necessary, where the valid version of the DSC is approved at the beginning of each study year at the department meeting. The director of study programs is responsible for the quality, actuality and compliance of the DSC with current study plans.

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The level of training in theoretical knowledge acquisition and practical field experience of the 1st level professional higher education study programme "Marine engineering" corresponds to the level of implementation of the International Maritime Organization (IMO) International Convention "The International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), 1978, as amended, (STCW as amended, requirements A-III/1).

The objectives and tasks of study programmes, the results to be achieved fundamentally reflect the set of knowledge, skills and competences to be acquired within the framework of all study courses and practices of programmes. The information included in the study courses, such as objectives, results, topics, etc., is reflected in the description of each specific study course.

Since part of the study programme's teaching staff is with professional work experience in the field of the study course, during the practical lessons of the study courses, the emphasis is increasingly placed on improving the skills of searching for alternative solutions, i.e. through real examples/situations; the improvement of problem-solving skills is promoted.

### **Study program analysis.**

The block of compulsory study courses of the program includes:

□ general education study courses that provide an understanding of the theoretical and professional specialization courses of the industry: psychology of human relations, philosophy and personnel management, organization and training, etc.;

For example, taking study courses:

Applied chemistry - to give an opportunity not only to deepen the knowledge of chemistry, but also to conduct boiler water and fuel analyzes on ships;

Information technology - use new technologies that are widely used on ships today;

In technical professions, social competences, which enable complicated processes to be carried out in organized work teams, are gaining more and more importance. Basics of communication, language skills to be able to express one's opinion clearly, knowledge of several foreign languages become necessary competencies of technical specialists on a daily basis. The open international market in which Latvia is located determines a multicultural work and social environment as an objective circumstance.

□ study courses related to the operation of ship mechanics at the operating level, which ensure knowledge and understanding in accordance with the requirements of the International Convention STCW-78 "Standards for the Training, Certification and Watch Service of Seafarers", as amended, standard AIII/1. The study courses are created according to the model courses developed by the International Maritime Organization - IMO Model Course 7.04. - Officer in Charge of an Engineering Watch;

Free choice study courses give students the opportunity to deepen their knowledge, skills and abilities in the chosen specialization.

Study programs are realized in two study forms: full-time on-site studies and part-time off-site studies.

The "Maritime Transport - Ship Mechanic" program is based on the knowledge acquired in the maritime school course.

Upon completion of the study program, graduates obtain the professional qualification of a ship mechanic (operational level), which corresponds to the level of the fourth professional qualification. This gives the right to work on ships with a main engine power of over 750 kW under the Latvian flag, and on ships with foreign flags around the world as a watch mechanic without a limitation on the power of the main engine.

**3.2.2. In the 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. In the 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 (if applicable).**

**3.2.3. Assessment of the study programme including the study course/ module implementation methods by indicating what the methods are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. In the case of a joint study programme, or in case the study programme is implemented in a foreign language or in the form of distance learning, describe in detail the methods used to deliver such a study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.**

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Study methods are modern, stimulators, special computer programs, laboratories, mechanical workshops, stands, technical equipment are applied in study process as well as the course management system Mykoob has been implemented.

Full-time studies are implemented using planned lessons (lectures, seminars, practical and laboratory works, consultations, independent works). The study process is organized so that students move from acquiring general knowledge and skills to deepening and expanding them; emphasis is placed on the acquisition of professional knowledge and skills, as well as on independent learning, which includes independent work, projects and study work individually and in groups. The self-instructional works are practical in nature, demonstrating the skill of connecting theory with practical solutions. In their work, lecturers apply modern technologies - they use simulator programs and new equipment of the electrical laboratory.

During the study process consultations are provided for students by the academic staff. Consultations are carried out in accordance with the consultation schedule drawn up by the college's methodologist, observing the workload distribution of the academic staff for the study year.

Part-time studies are based on the already existing study programme "Marine transport", maintaining the scope of learning in terms of credit points. In order to meet the above-mentioned requirement, a longer programme uptake time is specified in the part-time studies. In part-time studies, the study programme acquisition is organised according to the study plan and schedule: two sessions in the study year. During the session, students systematically attend lectures, take final examinations in accordance with the requirements of the study course programme and receive a corresponding number of credit points. Students have the opportunity to get counselling between sessions. During intersessions, students develop the obligatory self-instructional works in all study courses. The content and requirements of the mandatory self-instructional works can be found in the LMC Part-time Study Department.

Academic staff widely apply digital tools and use such platforms as MOODLE, ZOOM and others.

**3.2.4. If the study programme envisages an internship, describe the internship opportunities offered to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).**

The Marine Engineering study programme intends for a practice on ships at sea. The "Marine engineering" study programme intends for professional practice ("Practice in workshops" in the scope of 8 CP and "Ship Repair Practice"-8CP) and qualification practice on ships at sea (Shipboard Training 32 CP). Practices are organized in accordance with the LMC regulations on the organization, implementation of qualification practice and practice project preparation and presentation for the first-level higher professional full-time and part-time studies.

Purpose of the practice: to strengthen and supplement theoretical knowledge acquired, obtain competence appropriate to the study programme, and gain practical skills necessary for specialists in the relevant field.

Practice tasks:

- to implement the programme of practice independently and under the supervision of qualified personnel, by systematically documenting it in the practice book;
- systematically carry out watchkeeping duties under the supervision of qualified personnel;
- collect the necessary information for the development of the practice project;
- conduct research on a specific topic of the qualification thesis, evaluate the relevance of the chosen topic of the qualification thesis based on the information obtained at the practice, and systematize materials for the development of the qualification thesis.

The procedure for organizing LMC student/learning practice is determined by the LMC practice regulations and quality management system procedure P8-3 "Practice".

The evaluation of practice results is based on the pass/fail system, the order is described in the LMC Practice Regulations.

## QUALIFICATION PRACTICE

Full-time and part-time study programs "Maritime transport - Ship mechanics", code 41 525, 2020/2021. annual study report (college)

Distribution of interns in agencies during the qualification internship

Nr. p. k.	Name of the agency	Number of trainees (full-time programs)	Number of trainees (part-time programs)	Total
1.	SIA LSC Shipmanagement	4	3	7
1.	SIA Anglo-Eastern (UK) Ltd.,	1	1	2
1.	SIA Hanza Jūras Menedžments	1	-	1
1.	SIA Duna Marine Management	1	-	1
1.	SIA CSM Baltija	4	-	4
1.	SIA Astor Shipmanagement		2	2
1.	SIA Interorient Navigation	1	2	3
1.	SIA Ultramarin	-	2	2
1.	Foreign employers	2	5	7
1.	SIA Lat.B.G.I	1	-	1
1.	SIA BSM Crew Service Centre	-	1	1
1.	BIMS	-	1	1
1.	Aquarius Shipmanagement	1	-	1
1.	Manx Crewing	1	-	1
	Total	14	17	31

Distribution of trainees in agencies (full-time programs)

Distribution of trainees in agencies (part-time programs)

All students of Liepāja Maritime College's full-time and part-time study program "Maritime Transport - Ship Mechanics" 2020/2021. graduates of the study year have completed qualification (sea) practice in engine rooms as part of a team on ships with a main engine power of 750kW and more,

cooperation with 11 Latvian companies and 7 foreign employers. All trainees have completed the internship program under the supervision of qualified marine specialists, documenting the experience gained in the internship book. 10 full-time students were hired as engine cadets, 10 as wipers, 1 as oiler and 1 worked at sea as motorman, combining their work duties with learning. 11 part-time students worked at sea as motorman, 3 as wiper, 1 as oiler and 1 as pumpman and 1 as Eng/K, combining their work duties with studies. During the defense of the practice, the commission of college specialists positively assessed the results of the practice for all with the rating "passed".

### **3.2.5. Evaluation and description of the promotion opportunities and the promotion process provided to the students of the doctoral study programme (if applicable).**

### **3.2.6. 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 marks of the final theses.**

#### **The basic principles for evaluation of education in the study programme are:**

- principle of summation of positive achievements;
- principle of mandatory testing;
- principle of openness and clarity of evaluation criteria;
- principle of diversity of assessment forms;
- principle of test availability.

The basic forms for evaluation of the programme acquisition are the exam, the test, and preparation and presentation of the course paper, which must be done at the end of each study course. The form of examinations is specified in the description of the study programme. In the examination, the acquisition of the programme is evaluated with a grading on the 10-point rating scale.

The exam is accepted by the teaching staff of the study course.

The acquisition of the programme is evaluated both in the two-part evaluation scale - "passed" or "failed" and on a 10-point grading system.

The pass/fail exam is accepted by the teaching staff of the study course.

The course paper is evaluated on a 10-point grading system.

In addition to the final exam, regular testings are also possible in each course of study: tests, mid-term tests, control works, speaking at seminars, course self-instructional papers.

These regular tests and the set of study course requirements for positive evaluation of study achievements are determined in the study course descriptions.

The form of final test of the practice is practice project presentation. The presentation of the qualification practice project is evaluated on the evaluation scale: passed/failed, based on the

evaluation criteria.

Credit points are included for each study course acquired in accordance with the conditions and requirements of the final examinations, practice programmes and requirements for the practice presentation, test conditions, requirements and questions for the student.

At the end of the study programme is expected

State final examination, the components of which are:

- Qualification Thesis presentation
- Maritime English
- Specialty Examination

The components of the State final examination are evaluated by the State Qualification Commission in accordance with the rules specified in the instruction of the LMC Marine Engineering Department "Regarding the procedure, content and evaluation criteria of qualification examinations".

At the end of the study program, there is a national final examination, the components of which are:

- defense of qualification work;
- maritime English;
- qualification exam.

The components of the state final examination are assessed by the state qualification commission in accordance with the procedures specified in the LJK ITN instruction "On the conduct, content and evaluation criteria of qualification exams".

The qualification thesis is intended as a reflection of the results of the student's independent applied research, the presentation of the knowledge, skills and abilities acquired during the studies in accordance with the requirements of the qualification thesis.

Analyzing the results, it can be said that:

1. An average score of 7.6 means that maritime school graduates who have more sea practice experience achieve the best results.
2. qualification works can be used as a teaching tool in the study process.

The qualification examination commission noted the high level of qualification works of our graduates.

2021/2022 During the study year, the students of the "Maritime Transport - Ship Mechanics" study program successfully passed the state exams, showing good knowledge and good performances:

The grade obtained in the exam	" 4 and below"	„5"	„6"	„7"	„8"	„9"	„10"	Avg. ball
Program "Maritime transport - ship engineering"								
full-time studies, number of examinees - 9								
Maritime English		1	3	4	1			<b>7,6</b>

Defense of qualification work	3	4	2		<b>7,7</b>	
Qualification exam	5	4			<b>7,4</b>	
part-time studies, number of examinees - 11						
Maritime English	1	5	2	2	1	<b>7,7</b>
Defense of qualification work	4	5	2		<b>7,8</b>	
Qualification exam	3	8			<b>7,7</b>	

Students who passed the components of the national examination with a score of not less than "7" and English language not less than "6" are also eligible to receive a certificate of competence (COC) "Watchman on ships with a main engine power of 750 kW and above" In the Register of Seafarers of Latvia. The total number of students applying for the certificate is 23 out of 26, which is 88% of the number of graduates!

Statistical analysis of the final exam results of the last three years:

Graduation year	Defense of qualification papers	Maritime English	Qualification exam
2019./2020.	7,76	7,48	7,58
2020./2021.	7.85	7.63	7.43
2021./2022.	7,65	7,75	7,55

The results of the final examination show that the level of knowledge remained unchanged from year to year, and also reflect the quality of work of the teaching staff.

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- defense of qualification work;
- maritime English;
- qualification exam.

The components of the state final examination are assessed by the state qualification commission in accordance with the procedures specified in the LJK ITN instruction "On the conduct, content and evaluation criteria of qualification exams".

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Qualification exam			5	4				<b>7,4</b>
part-time studies, number of examinees - 11								
Maritime English		1	5	2	2	1		<b>7,7</b>
Defense of qualification work			4	5	2			<b>7,8</b>
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The results of the final examination show that the level of knowledge remained unchanged from year to year, and also reflect the quality of work of the teaching staff.

### 3.3. Resources and Provision of the Study Programme

#### 3.3.1. 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.

The material technical support for the 2019/2020 academic year is intended in accordance with the STCW 78 Convention requirements the year 2010 Protocol.

The physical environment of the studies consists of auditoriums, laboratories, workshops, two computer labs and simulator facilities.

Professional study course laboratories are equipped with the necessary technical facilities. The following laboratories ensure the acquisition of professional study courses: diesel engine laboratory, auxiliary machinery and electrical equipment laboratories.

Completion of professional study courses is also provided by ship's engine room simulators, which allow to fully simulate the watchkeeping in the engine room. The simulator room has 14 jobs equipped with computers and special programs. Since 2011, the simulator programme has been regularly updated.

As part of the project, a new, modernly equipped ship electrical equipment laboratory was established. English language classroom was expanded and supplemented with computers. College students have gained the opportunity to train and try their knowledge in Maritime English. The English teaching staff of the college has developed the textbook "English for Marine Engineers".

Professional practice is provided by mechanical and welding workshops. The tools necessary for acquisition the programmes are available in the workshops.

The type of material and technical resources required for professional study courses (basic safety course, proficiency in survival craft and rescue boats, advanced firefighting) is determined

according to the recommendations of the IMO model courses, and it includes: swimming pool with inflatable life raft, life jacket, life-rings, life-boat equipment kit, life-raft equipment kit, first aid kit, communication means, room for smoke and fire training alarms, room with machine tool for viewing and maintaining breathing apparatus, steel fire tanks, hydrants, mannequins for search and rescue training, water hoses, water foam fire extinguishers, powder fire extinguishers, CO2 fire extinguishers, fire suits, fire resistant clothing kits, as well as posters and video materials.

Liepāja Trade Channel and LMC boat base are used for the acquisition of Survival Craft and Rescue Boats courses.

Teaching of study courses related to computer technology is provided by computer classrooms, where 30 workplaces are equipped with computers and the necessary programs.

Library funds are supplemented as much as possible with educational (professional) literature in Latvian and foreign languages, and methodological materials and teaching aids prepared by the academic staff.

As far as possible, the provision of computer software and programs is improved.

The college web page is being renewed.

The implementation of educational programmes is ensured by various teaching means: both those developed by specialists working in college and as well as a variety of special literature in Latvian, Russian and English. Through a college computer network with the Internet connections, students and academic staff have access to information from national and international information networks.

Literature required for studies and recommended supplementary literature in English, Russian and Latvian are available in the LMC library. Every year, LMC Library funds are supplemented with the latest literature necessary for students. The regulatory documents of the maritime sector recommended for the provision of IMO study programmes (IMO Conventions, Model courses and codes) are constantly updated.

LMC students have opportunities to study outside college as e-studies are introduced.

The college has a hostel on Cietokšņu street 2, where full-time students live, also part-time study students during the session, as well as learners who improve their professional education. Members of the student self-government and the manager and employees of the hostel perform active work in the hostel. Questions about improving living conditions, observing discipline and sanitary norms are addressed.

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

### **3.3.3. Indicate data on the available funding for the corresponding study programme, its funding sources and their use for the development of the study programme. Provide information on the costs per one student within this study programme, indicating the items included in the cost calculation and the percentage distribution of funding between**

**the specified items. The minimum number of students in the study programme in order to ensure the profitability of the study programme (indicating separately the information on each language, type and form of the study programme implementation).**

Studies at LJK are provided both within the allocated budget places paid by the state and for a fee. The amounts of study fees and other paid services are determined by the JK Council. Tuition fees are paid annually increased by an average of 5% in order to equalize the tuition fee with the amount of the grant granted by the state, as well as to would take into account the economic situation in the country and the solvency level of the population. Students have an opportunity apply for state-guaranteed loans.

The college's financial resources consist of:

- tuition fees
- income from other educational services
- income from organizing courses
- revenues from service hotel services
- income from renting premises
- revenues from European Union structural fund projects.

The source of funding for the Liepāja Maritime College study program is a grant and tuition fees.

Revenues and costs are calculated for 2022/2023. of the study year for the entire study period – 3 years. The planned funding of the study program for full-time studies in 2022 was EUR 166,726. The financing of the study program consisted of funding from the state budget in the amount of EUR 134,806 (including social security costs of EUR 7,168.50) and income from study fees in the amount of EUR 31,920.

In the calculations of the planned costs of the study program in full-time studies for 2022-2023, the base costs determined in 2022 are EUR 1,630.11 and the coefficient of the thematic field of education "Ship Management" determined by the Ministry of Education and Culture: 1.7, with the optimal study cost coefficient of 2.9.

An analysis of the funding and available resources of the study area is carried out every year, identifying the current ones needs and planning long-term necessary investments. To successfully implement it, every year there is a meeting of the college management with the heads of study programs, discussing the previous study year the results achieved during the period and prioritizing the needs of study areas for the next calendar year.

The implementation of international projects and the availability of funds contribute not only to the quality of processes, but also to studies improving the content of the programs and improving the qualifications of the college staff, but has an impact also to the financial stability of the college and provides additional financial availability for activities which, due to limited resources, would otherwise not be implemented. Attracting project funding for LJK learners is a stable learning base has been created (mechanic workshop, chemical laboratory, virtual ship, etc.). Student fee services, which are related to the study process, are determined by the regulations of the Cabinet of Ministers.

An Agreement on the acquisition of education is concluded with each student, in which the tuition fees for everything are presented study time. The costs of one student in the study program are calculated according to the Minister the basic principles of Cabinet Regulation No. 994 (12.12.2006). For those admitted in 2021/2022 total tuition fee for students: full-time - 2726.00 euros, part-time - 2606.00 euros.

<b>Cost item</b>	<b>Amount in EUR</b>	<b>%</b>
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
<b>Kopā</b>	<b>1 630,11</b>	

The fee for one study year in 2022 for fee-paying students is set at 2380 EUR. Tuition fees are updated once a year by approving the costs in the LJK study council with the aim of bringing the amount of tuition fees closer to the study costs determined by the state.

Study fees for part-time students are calculated for 2022/2023. study year cost bases for the entire study period and approved by the LJK Council. The study fee is set at EUR 1,600 (per year) and applies to the entire study period. Tuition fees 2022/2023 for the study year for 1 course has been calculated on the basis of the base cost calculation basis of the study place prepared by the Ministry of Education, the study cost coefficient 1.0, which amounts to EUR 1630.11.

In 2022, revenues from tuition fees for providing part-time training process amounted to EUR 31920.

<b>Cost item</b>	<b>Amount in EUR</b>	<b>%</b>
Reward	1 398,99	85,82208
Payment for services	75,25	4,616183
Costs of errands and business trips	2,85	0,174835
Materials, energy resources, water and inventory	75,78	4,648811
Purchase of books and magazines	17,64	1,082382
Equipment purchase and modernization costs	59,59	3,655708
<b>Kopā</b>	<b>1 630,11</b>	

The training program for part-time students is organized according to an individual plan, which

ensures the implementation of the training process with the minimum number of learners (1 learner).

### **3.4. Teaching Staff**

#### **3.4.1. 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 composition of the teaching staff employed in the study programme complies with the requirements specified in the Law on institutions of higher Education and the Cabinet of Ministers' regulations no. 141 "Rules on the state standard of first-level professional higher education" requirements. The provision laid down in Section 39 of the Law on institutions of higher Education – “teachers and assistants who do not have a scientific and academic degree need five years' practical experience corresponding to the subject to be taught” is observed, as the personnel involved in LMC “Ma-rine Engineering” study programme have at least 5 years' length of service in the relevant sector. The qualification of the academic staff involved in the implementation of the study programme is appropriate for the achievement of the results of the study programme, as well as for the implementation of the objectives and tasks of LMC.

The qualifications of teaching staff involved in the implementation of the study programme are assessed according to the procedure of the quality management system of LMC. The qualifications and competence of the academic staff are sufficient to provide professional education in maritime transport and to ensure that students acquire the necessary research skills, theoretical knowledge, skills and competencies. The planning and implementation of the academic staff development policy is carried out in the context of the work plans of the departments involved in the implementation of the programmes, the individual plans of the lecturers regarding the further improvement of their qualifications and the progress of the implementation of the programmes. 20 lecturers are involved in the implementation of the program, 13 of them have master's degrees and one has a doctoral degree.

Eighteen teaching staff at the college have a basic job, two sailors who combine teaching work with work at sea.

In the qualification of teaching staff and its promotion, various courses help to achieve study results, for example, to use the ERS exercise machine at work, the teaching staff must be an instructor of the exercise machine. Five instructors passed appropriate courses and receive instructor certificates, one of them works directly with the simulator and the others use it from time to time, depending on the need.

Sailors, attached to the study process, base their lectures on real experience and give students the opportunity to familiarize themselves with today's technologies.

LJK's academic staff selection and development policy envisages raising the qualifications of existing staff and attracting new specialists.

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

Brief description of the programme's academic staff

	Total	Number of academic posts				Academic staff for whom the institution of higher education is not the place of election (guest professors, guest docents, guest speakers)	Totally	The percentage
		Professors	Docents	Lectors	Asist.			
2017./2018. st.year.	28	-	1	21	6	5	33	
2018./2019. st.year.	28	-	1	21	6	8	36	
2019./2020. st.year.	28	-	1	21	6	1	29	
2020./2021. st.year.	25	-	1	18	6	8	33	
Changes compared to the previous st.year.	-3	-	-	-3	-	+7	-1	

The qualifications of guest lecturers involved in the implementation of the study programme are assessed according to the quality management system of LMC. Attracting guest lecturers improves the quality of the study process. Guest speakers are divided into three groups:

- Guest lecturers who present the study course, if a lecturer of LMC cannot participate in the study process for some reasons or left. Then the guest lecturer ensures the implementation of study courses.
- Guest lecturers from a similar educational institution abroad teach some part of the study course, then students have the opportunity to improve their English skills, and also to compare and understand the training process in other educational institutions.

Guest lecturers – working seafarers, students have the opportunity to learn new trends in seafaring, according to the topic and the skills of the guest lecturer.

The number of guest lecturers increases during the last year (except during the COVID period - 2019/2020).

Unlike university-type education, college education does not have an extensive part of academic knowledge and the related scientific research work of academic staff and students, however,

elements of scientific work are introduced in the study process, starting with solving questions of independent work to comparing different options in course papers and qualification theses.

The academic staff of the field of study engages in research work together with students and develops the topics of research works. Over a six-year period, students performed qualification theses, which can also be used as teaching aids in the study process.

College academic staff gathers handouts and briefings in his or her study course, performs regular work on the improvement of the methodological provision, participates in the development of the methodological support of studies in study courses, manages study and qualification work.

Exercises, tasks, design of study work, execution of documents have the highest proportion of course self-instructional papers. This is important because professionals are prepared according to the standard of the profession and the needs of the labour market. The academic staff of the ITA discuss at meetings the types of self-instructional papers in the acquisition of the selected profession, develop proposals for increasing the amount of projects and research work and diversification of content. The academic staff develops the content of final examination tests of study courses, and its form generally meets the requirements of the study programs. The thematic division of study courses and the course description provide for the proportion of course self-instructional papers in the final assessment.

In remote learning, instructors are encouraged to develop a large number of methodological tools and lecture materials in the courses of study to be taught, in order to offer students access to teaching materials independently at a good level, e-learning materials were actually created, translated and placed on the e-service platform.

**3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of 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 or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).**

**3.4.4. 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).**

**3.4.5. 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 programme and 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).**

To facilitate the interconnection of study courses, study programme teachers conduct discussions and debates regarding topical issues of the content of their study courses and colleague study courses, co-ordinating the topic, as well as discuss the latest developments in the relevant field

Teachers of study programmes, co-operate in the implementation and updating of the content of study courses, co-ordinate topics in order to avoid unnecessary material and duplication. Teachers also collaborate within the framework of research groups, offer ideas for model subjects of qualification work, improvement of study programmes and development of LMC. At the same time, teachers participate together in the creation of offerings of non-lecture events for students, for example, in order to provide study tours for students with employers or attract guest speakers of the sector.

The ratio of the number of students and teaching staff

Study program "Maritime transport - ship engineering"	Number of students	Number of teaching staff
2022./2023. st.y.	153	20

# Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	Diploma_pielikums_kugu_mehani_ki_3gadi_ENG_M-31A.doc	Diploma_pielikums_kugu_mehani_ki_3gadi_LV_M-31A (1).doc
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	Statistical data on students in the study programme.odt	KM Statistika par studējošajiem pārskata periodā.odt
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	First.odt	Studiju programmas atbilstība valsts izglītības standartam.odt
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	Studiju programmā iegūstamās kvalifikācijas atbilstību profesijas standartam vai profesionālās kvalifikācijas prasībām EN.odt	Studiju programmā iegūstamās kvalifikācijas atbilstību profesijas standartam vai profesionālās kvalifikācijas prasībām.odt
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)	COMPARATIVE ANALYSIS.odt	Salīdzinošā tabula par IMO moduļa Nr.odt
Mapping of the study courses/modules for the achievement of the learning outcomes of the study programme	First-level professional higher education study programme "Marine engineering division of study courses.odt	Studiju kursu kartējums studiju programmas studiju rezultātu sasniegšanai.odt
The curriculum of the study programme (for each type and form of the implementation of the study programme)	SE study plan.odt	KM studiju plāns.odt
Descriptions of the study courses/modules	Studiju kursu apraksti KM (1)_EN (1) (3).docx	Studiju kursu apraksti KM (2).docx
Description of the organisation of the internship of the students (if applicable)	Practical implementation of the study programs (1).odt	Procedūra Nr. P8-3. Kvalifikācijas prakses (jūras) organizēšana un novērtēšana.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		