

## APPLICATION

### Studiju virziena "Law" for assessment

Study field	<i>Law</i>
Title of the higher education institution	<i>Biznesa augstskola Turība</i>
Registration code	<i>3343800213</i>
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# **Self-evaluation report**

Study field "Law"

Turība University

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# **I - Information on the Higher Education Institution/College**

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

Turiba University (TU) was founded in 1993 under the name "Turība" Ltd. Training Center. In 1998, the name was changed to the School of Business Administration Turība, Ltd. Since 2009 the name of the educational institution is Turiba University. 08.05.1997. accreditation certificate No.002 has been issued to the higher educational establishment "Turība Teaching Center", which gives the right to implement accredited study programs and issue state recognized diplomas for the acquisition of higher education. Educational establishment registration No.3343800213.

### **TU Vision:**

We are the creative core and driving force behind the future Latvian economy.

### **TU Mission:**

We steer forward business ideas in the world prospering ourselves and teaching others how to prosper.

### **TU Values:**

Freedom. Entrepreneurship. Competence.

### **Study directions:**

#### **• Law Science (Accreditation certificate No.298):**

1. First Level Professional Higher Education Study Program "Law"
2. Academic Bachelor Study Program "Law"
3. Professional Master's Degree Program in Law
4. Doctoral study program "Law"

#### **• "Economics" (Accreditation certificate No.209):**

1. First level professional higher education program "Finance and Accounting";
2. First level professional higher education program "Marketing and Trade";
3. Professional Bachelor study program "Marketing and Sales Management".

#### **"Information and Communication Sciences" (Accreditation certificate No. 55):**

1. Professional bachelor's study program "Public Relations".
2. Professional bachelor's study program "International Communication Management".
3. Professional Master's Degree Program in Public Relations
4. Doctoral study program "Communication Management"

#### **Management, Administration and Real Estate Management "Self-Assessment Report (Accreditation certificate No. 210):**

1. Professional Bachelor's study program "Business Management";
2. Professional Bachelor study program "International Financial Management" (licensed July 2, 2018)
3. Professional Bachelor Study Program "Business Logistics Management" (licensed June 21, 2018)

4. Professional Master's study program "Business Management";
5. Professional Master's study program "Business Psychology and human resource management in business" (licensed July 2, 2018);
6. Professional Master's study program "Public administration"
7. Doctoral study program "Business Management";
8. Doctoral study program "Management Science".

**"Hotel and Restaurant Service, Tourism and Recreation Organization" (Accreditation certificate No 102):**

1. First Level Professional Higher Education Program "Hospitality Service"
2. Professional Bachelor Study Program "Tourism and Hospitality Management"
3. Professional Bachelor Study Program "Business and Recreation Management"
4. Professional Master's study program "Strategic Tourism Management"

• **"Internal Security and Civil Protection" (Accreditation certificate No. 55):**

1. First Level Professional Higher Education Program, Organization Security (41861)
2. Professional Bachelor's Degree Program in Organizational Security (42861)

• **"Information Technology, Computing, Electronics, Telecommunications, Computer Control and Computer Science"**

Professional Bachelor Study Program "Computer Systems". (licensed June 27, 2018);

**General information about TU branches:**

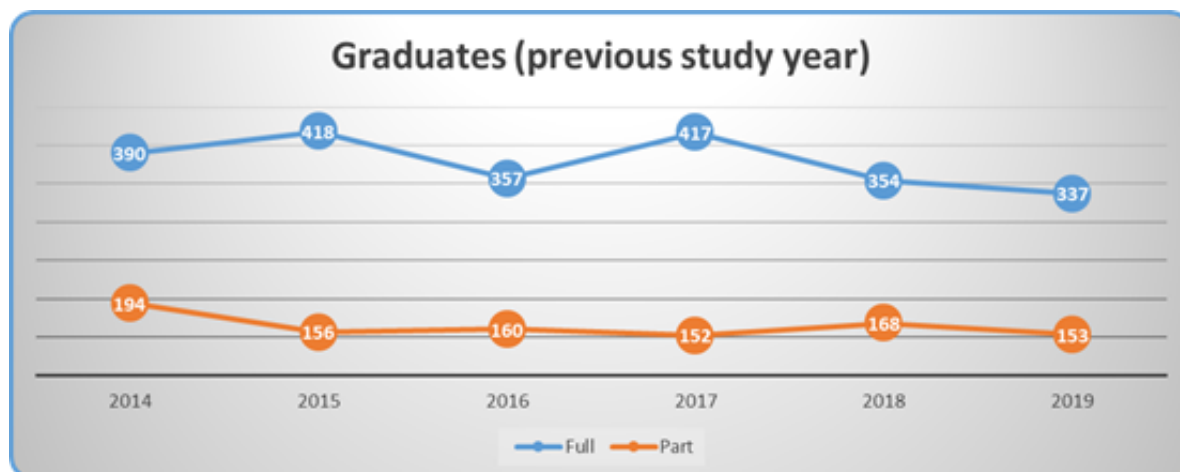
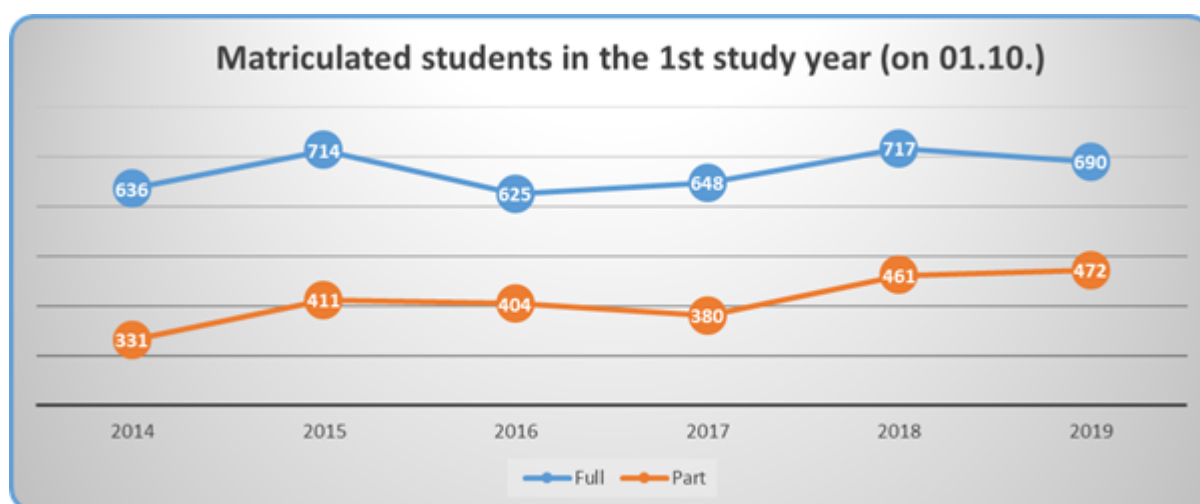
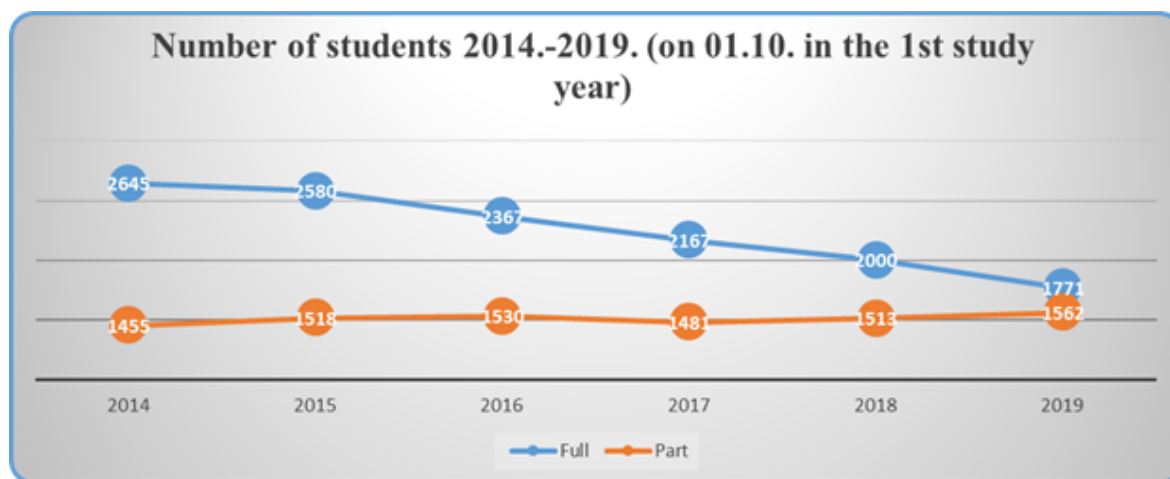
1. Cesis Branch. Established in 2002 as Cesis Study Center. 5/29/2003 is registered in the Register of Educational Institutions as a branch of Turība University, Cesis branch.
2. Talsi Branch. Established in 2002 as Talsi Studies Center. 5/29/2003 registered in the Register of Educational Institutions as Talsi Branch of Turība University.
3. Liepāja Branch. Established in 2002 as Liepāja Study Center. 5/29/2003 registered in the Register of Educational Institutions as Liepāja branch of Turība University.

**Dynamics of the number of students in the higher education institution during the evaluation period**

Year	All students			Matriculated students in the 1st study year			Graduates		
	Full	Part	Sum	Full	Part	Sum	Full	Part	Sum
2014	2645	1455	4100	636	331	967	390	194	584
2015	2580	1518	4098	714	411	1125	418	156	574
2016	2367	1530	3897	625	404	1029	357	160	517
2017	2167	1481	3648	648	380	1028	417	152	569
2018	2000	1513	3513	717	461	1178	354	168	522
2019	1771	1562	3333	690	472	1162	337	153	490

**Total number of students and number of students matriculated in the 1st study year on 01.10.**

PL - for part-time students, NL - for part-time students



**Higher education institution development strategy - main development objectives and defined directions of activities.**

According to Turība University Strategy for 2016-2020, the University has set 4 strategic goals for itself:

Objective 1 Our study programs are the first choice for those who wish to study in Latvia in the directions we offer.

Objective 2 At the heart of our activity is a student, a comfortable study process and a comfortable environment.

Objective 3 The academic staff is knowledgeable, experienced and engaged in practical research work.

Objective 4 Turība University is the most recognized brand in the Latvian business environment.

**Priority tasks to achieve the strategic objectives:**

- 1) To improve the study content in accordance with current and trends in Latvia and the world.
- 2) To use effective and attractive solutions in the organization and implementation of studies.
- 3) Ensure that our performance allows us to maintain existing and obtain new accreditations in various international organizations and to promote visibility.
- 4) Improve and modernize customer service processes to make them convenient, efficient and studio-friendly.
- 5) Promote multicultural tolerance and integration, facilitate entry of foreigners.
- 6) To improve and develop the campus, creating an attractive environment both for the study process and outside the study activities.
- 7) To develop high quality, interdisciplinary and university-level academic staff.
- 8) To promote research and publication in internationally quoted publications.
- 9) Directing and supporting staff development in international programs, participation in projects, and experience development.
- 10) To develop a common understanding of the culture, values and principles of the institution as an organization.
- 11) Promote staff activities and publicity in business, scientific and community settings.
- 12) Attract the best students, lecturers and professionals to develop products that are important for the economy.
- 13) Communicate with clients and partners, dominate the public space.

Current TU Strategy (ENG):

<http://www.turiba.lv/en/augstskola/strategic-guidelines-20162020/478/>

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

**Founder / Board.** Founder-created executive body for managing Turība University (TU) in strategic and financial matters. Proposes rector's candidature for election to the Constitutional Assembly and removal of the Rector, makes proposals to the Senate to convene an extraordinary Constitutional meeting, decides in cooperation with the Senate on academic and scientific issues, makes proposals to the Senate on establishment, reorganization or liquidation of TU Draft Constitution or its amendments, etc.

**Constituent Assembly.** The highest body for the representation, management and decision-making of TU academic and scientific activities. Adopt and amend the TU Constitution, elect and dismiss the Rector in accordance with the Constitution, listen to the Rector's report, elect the Senate and the Academic Arbitration Court, approve the Senate and Academic Arbitration



Regulations, elect the Chairman of the Constitutional Assembly, deputy chairman and secretary.

The Constitutional Assembly shall consist of twenty representatives (twelve representatives shall be elected from the academic staff, four representatives from the students and four representatives from the general staff).

**Senate.** The collegial management body and decision-making body of TU personnel, which approves the rules and regulations governing all areas of the University's activities. The Senate appoints professors, associate professors, leading researchers, researchers with whom to conclude employment contracts, approves study directions, programs and calendar schedules, decides on issues of academic and scientific activities of the higher education institution and departments, academic positions and their election procedure, approve the documents regulating the study process, decide on the establishment of the Council of Advisers, the composition of which is recommended by the TU Board, and approve the regulations of the activities of the Council of Advisers, etc.

The Senate is made up of 28 senators, 21 of whom are academic staff, 1 is from the TU Board and 6 are from the Student Council.

**Advisory Convention.** Advises the Senate and the Rector on the development strategy of the School.

**Faculty councils.** The Council evaluates and submits to the Senate proposals for the establishment, reorganization or liquidation of the structural units of the Faculty, examines the study field self-evaluation reports and reports on the actions taken to improve the study field. The Council evaluates and provides proposals to the Dean of the Faculty on the quality of study programs, student success and compliance of the study programs with the labor market requirements, basic directions of the academic activity of the Faculty, its development strategy and perspectives; faculty scientific research and international co-operation directions, new study programs and their director candidates, additions and enhancements of existing study programs, on closure of some existing programs.

The council comprises 30% of the academic and general staff, 50% of the industry professionals and 20% of the students.

The basic documents of TU activities are the Statutes of the TU (V1) and the Constitution of the School of Business Administration Turība (V2). The TU organizational structure is defined in the TU organizational chart (D1) approved by the Board. The tasks and administration of each structural unit are specified in the structural regulations, but the duties of each employee are described in the job descriptions and job descriptions, in the work instructions.

The main TU long term planning document is the strategy, which is reviewed every 5 years. Currently the Strategic Guidelines 2016-2020 approved by the TU Senate are relevant. years (V46).

**TU Ethics Policy** (V123) contains ethical principles and norms that are binding to TU employees in their attitude to work, in their interaction, and in their relations with governmental and non-governmental institutions and business partners. Issues relating to restrictions or violations of academic freedom and rights are dealt with by the TU Academic Arbitration Tribunal, which operates in accordance with the Bylaws of the Academic Arbitration Court (N12).

**The Study Regulations** (N1) are the basic document regulating the study procedure

in the study programs implemented by TU. It describes the organization of the study process, examinations and assessment, internships and study papers, final examinations, as well as the rights and obligations of students and lecturers.

**Examination regulations** (N51) specify the types and forms of examinations, the rights and duties of students and lecturers. The composition of the State Examination Commission, the procedure for approval of supervisors and the composition of the commission, the rights and obligations of the supervisor, the procedure for submission and review of the work and the examination, the rights of the student and the appeal procedure.

The practice, preparation, defense and evaluation of the practice report are carried out in accordance with the Practice Statute (N60), while the procedure for approving and evaluating the topic of study papers and supervisors and the obligations of students are set out in the Regulations on Application and Defense.

The Regulations on the Development and Design of Independent Research Papers (N134) set out and approve requirements for the preparation and presentation of research papers.

Requirements for passing tests, assessment criteria, pedagogical methods, etc. are defined in the course descriptions.

The Academic Honesty and Plagiarism Regulations (N157) set out the basic principles of academic integrity for TU administration, academic, scientific and general staff, and the procedure for identifying and preventing plagiarism in student, faculty, and research papers.

TU scheme (LV and ENG):

[http://inet.turiba.lv/dok\\_adreses/Dok/2008\\_gada\\_marta\\_sakot/Sekretariats/BAT\\_organziatoriskas\\_strukturas\\_shema\\_D1\\_37.vers.docx](http://inet.turiba.lv/dok_adreses/Dok/2008_gada_marta_sakot/Sekretariats/BAT_organziatoriskas_strukturas_shema_D1_37.vers.docx)

[http://inet.turiba.lv/dok\\_adreses/Dok/2008\\_gada\\_marta\\_sakot/Sekretariats/BAT\\_organziatoriskas\\_strukturas\\_shema\\_D1\\_37\\_ENG.vers.docx](http://inet.turiba.lv/dok_adreses/Dok/2008_gada_marta_sakot/Sekretariats/BAT_organziatoriskas_strukturas_shema_D1_37_ENG.vers.docx)

### **1.3. Description of the mechanism for the implementation of the quality policy and the procedures for the assurance of the quality of higher education, as well as the stakeholders involved in the development and improvement of the quality assurance system and their role in these processes.**

Turiba University (TU) is a Quality Policy (V66), defined and approved by the Senate, which aims to promote the implementation of the TU strategy and to ensure consistently high quality as defined in the quality policy. There are general guidelines for quality policy, but detailed quality assurance activities are described in TU internal regulatory documents which cover a wide range of documents (policies, regulations, procedures, etc.).

The quality policy is published both on TU employees' intranet page, on BATIS and on

www.turiba.lv. The quality policy is implemented by all TU units and their employees both within the unit and individually.

The Quality Management Manual is a Senate-approved description of maintaining the TU Quality Management System. Its purpose is to ensure that all TU employees have a common understanding of TU quality standards.

The Quality Management Manual, together with other TU internal regulations, is available to any TU employee on the TU Employee intranet page, as well as in paper form. The TU internal normative documents binding on students are published on the TU website and in the BATIS student information system in accordance with the Senate approved list of "Binding documents published on the Internet and in the BATIS student information system" (S45). Information on amended documents as well as changes in specific documents, BATIS students and Outlook Public Folders are regularly published.

The TU quality management system is implemented in accordance with the requirements of Article 5 (21) of the Law on Higher Education Institutions of the Republic of Latvia, Standards and Guidelines for Quality Assurance in the European Higher Education Area (hereinafter - ESG) and ISO 9001 guidelines.

Basic principles of TU quality management system:

- customer orientation;
- leadership and staff engagement;
- Process approach;
- continuous improvement;
- evidence-based decision making;
- customer relationship management.

The aim of TU quality management system is to increase the efficiency of TU and the satisfaction level of all stakeholders through continuous improvement.

TU defines the following quality management document structure:

- Strategic Planning Documents (TU Strategic Guidelines with Vision Mission, Goals, Goals and Indicators for Performance Control, SWOT Analysis, Study Area Development Plans);
- Policies (Quality Policy, Ethics Policy, Personnel Policy, Personal Data Processing and Protection Policy, Security Policy for Information and Communication Technology Systems, Energy Policy, etc.);
- documents describing the process (regulations, rules, procedures, lists, diagrams);
- planning documents (work plans of structural units, individual work plans of lecturers);
- Supporting documents (order, personnel, correspondence, document forms, references, deeds, minutes, reports, records, etc.).

Responsibility is defined in the Regulations of the Faculties and other regulations, procedures and job descriptions of the structural units.

The Chairman of the Management Board is responsible for the quality management system at TU. The quality manager is responsible for designing, maintaining and improving the TU quality management system. The quality manager ensures the maintenance and improvement of the process management and measurement system, performs the review of the efficiency and effectiveness of the TU quality management system by organizing internal audits, ensures the maintenance of TU normative documents, participates in the development and updating of TU organizational documentation.

It is the responsibility of the Rector and Vice-Rectors to ensure a unified pedagogical process at TU, the organization and management of the study process, the management of scientific methodological activities and the provision of study development and international cooperation.

The Dean of the Faculty is responsible for the compliance of the study programs implemented by the Faculty with the demand of the labor market, initiates the creation of new programs or the improvement of the programs to be implemented, organizes the , implementation and improvement and is responsible for the implementation of the quality management system in the faculty and for proposing improvements.

The Vice-Dean of the Faculty manages the implementation of the study process and its improvement in accordance with the TU vision, mission and strategic development plan, is responsible for the comparative assessment of study process quality and student movement analysis, as well as methodological work in the Faculty.

Program directors are responsible for the design, implementation and development of a particular study program.

Heads of Departments are responsible for systematic improvement and modernization of the study process, participation in the collection of the library, organization of scientific research and methodological work, organization of experience exchange and qualification improvement of the lecturers, preparation of plans and reports, regular meetings of the Department on topical and prospective issues of study quality and scientific research, preparation, approval and publication of study course descriptions for the current academic year.

The TU branch managers, together with the department heads and program directors, are responsible for ensuring the quality of the programs being implemented in the branches and the appropriate control process.

Program directors are responsible for the design, implementation and development of a particular study program.

Heads of units are responsible for analyzing the results of surveys related to the operation of their unit, for planning and implementing corrective and preventive actions, and for ensuring continuous improvement of the unit's work.

Each TU employee is responsible for maintaining the quality management system within TU's own competence. It is the responsibility of each employee to inform management of any identified or suspected non-conformities and to propose suggestions for improvement.

Internal audits of the TU quality management system (implemented in accordance with the Quality Management System Internal Audit Regulation (N105)) are conducted to verify that the activities and results of the TU departments are consistent with the planned activities and that these activities are appropriate for achieving the objectives. Various surveys (employees, students, employers, graduates) are conducted to obtain feedback (Survey Procedure (P17)). A process and measurement system was used to improve process quality (Annex 2 to the Quality Management Manual).

Lecturers' qualification development is followed by TU professional competence training and departmental methodological seminars, which are dedicated to exchange of experience, introduction of new technologies and new teaching methods. Also used are the visits conducted in accordance with the Lesson Attendance Procedure (P30), as well as the results of the study course implementation survey, which are collected and analyzed at the end of each semester.

As quality assurance must comply with the standards and guidelines set by the European

Association for Quality Assurance in the European Higher Education Area, the higher education institution recognizes in its study process that quality assurance is a guarantee of study outcomes and graduates' competitiveness in the labor market.

Eligible internal quality assurance measures are as follows:

- Annual identification of weaknesses and strengths of study fields, changes, opportunities for development and internal self-evaluation;
- Competent study direction management by the Faculty Council, heads of departments and study program directors, including student self-government;
- Listening to students' opinions by advising students and collaborating on the development of a qualification paper;
- Continuous evaluation of the study process, using various forms and methods of diagnostics, for example, conducting regular questionnaires (student survey), as well as analyzing the results obtained and discussing the students' thoughts with the lecturers (feedback);
- Regular meetings of the academic staff at the Faculty Council meetings, where the contents of the courses and the possibilities for their improvement according to the development of the scientific fields are discussed, taking into account the latest scientific and technical achievements;
- Involvement of students and graduates in scientific activities, promoting the development of qualitative papers based on the latest scientific achievements (student research results are published and reported at local and international conferences);
- Invitation of students to the Faculty Council meetings, where problems concerning the quality assurance of the study courses and adjustments in the content of study programs are discussed.

The quality of studies is also ensured by the regular improvement of individual study courses, using the latest teaching aids and books prepared by the academic staff involved in the study fields.

Quality Policy (ENG):

[http://nodarbibas.turiba.lv/regdok\\_en.asp](http://nodarbibas.turiba.lv/regdok_en.asp)

Quality Management Guide (LV):

[http://inet.turiba.lv/dok\\_adreses/Dok/2008\\_gada\\_marta\\_sakot/Sekretariats/Kvalitates\\_vadibas\\_rokasgramata\\_V139\\_1.versija.docx](http://inet.turiba.lv/dok_adreses/Dok/2008_gada_marta_sakot/Sekretariats/Kvalitates_vadibas_rokasgramata_V139_1.versija.docx)

These links are located on the BAT internal network and will be available to experts during their visit or may be made available to experts before the visit upon request.

In addition, the document "Quality Policy" is attached in Annex 19.

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

1.	The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.	Complies
		Quality policy. Quality management manual.Faculty Regulations. Hospitality procedure. Survey procedure. Article 1.3 of the Report.
2.	A mechanism for the creation and internal approval of the study programmes of the higher education institution/ college, as well as the supervision of their performance and periodic inspection thereof has been developed.	Complies
		Regulations for the Development, Approval and Change of Study Programs.Process measurement system included in the Quality Management System Manual. Appendix to paragraph 1.2. report.
3.	The criteria, conditions, and procedures for the evaluation of students' results, which enable reassurance of the achievement of the intended learning outcomes, have been developed and made public.	Complies
		Study regulations. Examination regulations. State examination regulations. Study course descriptions. Appendix to paragraph 1.2. report.
4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	Complies
		Hospitality procedure.Survey procedure.Process measurement system included in the Quality Management System Manual.
5.	The higher education institution/ college ensures the collection and analysis of the information on the study achievements of the students, employment of the graduates, satisfaction of the students with the study programme, efficiency of the work of the academic staff, the study funds available, and the disbursements thereof, as well as the key performance indicators of the higher education institution/ college.	Complies
		Included in the Quality Management System Manual process measurement system. Survey procedure, questionnaires.

6.	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study direction whilst implementing their quality assurance systems.	<p>Complies</p> <p>The improvement of the study direction is ensured by the constant cooperation with Latvian and foreign companies and organizations, which ensure the achievement of the study goals. New study programs and their actualization are developed in cooperation with representatives of industry companies. The directions of scientific research correspond to the strategy of the institution of higher education, study directions and corresponding study programs, they correspond to the actualities of the branch and the needs of the labor market.</p> <p>Report p.5,6.</p>
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## II - Description of the Study Direction (1. Management of the Study Direction)

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

The study Direction “Law Sciences” comprises four study programs, the content of which is based on consultations with professional legal organizations and has been developed over time in accordance with the recommendations of lecturers, students, employers and graduates, as well as monitoring similar study programs in foreign universities:

1. First level higher education programme "Law Science" (41380)
2. Academic bachelor study programme "Law Science" (43380)
3. Professional master's study programme "Law Science" (47380)
4. Academic doctoral study programme "Law Science" <sup>[1]</sup> (51380)

The first level professional higher education study program and the professional master study program “Law Science” as well as the doctoral study program “Law Science” have been implemented for several years.

However the Academic bachelor study programme "Law Science" was first licensed and included under the study Direction since the year 2017.

The education model used in this Direction is 3 + 2 (3 years academic bachelor studies and 2 years professional master studies). The relevant model is aligned to the idea of creating a single common European education area and is in line with the Bologna Declaration of 19 June 1999 on the European Higher Education Area, which aims to achieve a uniform system of higher education in the Member States, which is a prerequisite for creating a flexible higher education system in the EU.

After graduating these programs, students also have the opportunity to continue their studies at the higher level - doctoral programs in Latvia or abroad. Consequently the Turība Faculty of Law ensures a full three level cycle of education.

A detailed description of these programs and their analysis will be provided in the self-evaluation section of each program, including references to the uniqueness of these programs compared to other similar programs in Latvia and abroad.

Two previously accredited or licenced programs are not submitted for accreditation:

1. Professional bachelor study programme "Law Science" (42380), because the profession qualification of a *Legal adviser* was excluded from the Cabinet Regulations Nr. 626 "Regulations on the List of Minimum Applicable Professional Standards and Professional Qualifications Requirements and the Procedure for Publication of the Occupational Standards and Professional Qualifications Requirements Contained therein". As a result, it will no longer be possible to award the professional qualification of a *Legal adviser*, and it will no longer be possible to implement this program.
2. Joint doctoral study program "Law Science" (code 51380), as the partner institution KAZIMIERAS SIMONAVIČIAUS University (Lithuania) has not been granted the right to implement the doctoral programs according to the Lithuanian legal framework.

[1] The present title of the programme is "Juridiskā zinātne" The title of the programme put forward for accreditation is "Tiesību zinātne". The change in the title of the study programme was carried out in accordance with all normative enactments incl. 23/01/2018 Cabinet of Ministers regulations on Latvian Science branches and sub branches

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

*Aims of the study Direction* -to educate qualified legal professionals capable of independently carrying out activities relating to the application of substantive and procedural law, the application of case law and doctrine in the fields of public and private law at national, European Union and international level.

The evaluation of prospects of study Direction and study programmes with respect to the interests of the Republic of Latvia. The study Direction and the individual study programmes have very good prospects in the Latvian as well as the global context. This is evident from the areas of action mentioned in National Development Plan of Latvia for 2014– 2020 (NDP2020) [1] wherein „Highly Productive Manufacturing and Internationally Competitive Services with Export Potential” is defined as one of the priorities.

The main tasks formulated for the strategic aim "Advanced Research and Innovation and Higher Education" in the area of education are as follows: 1) Ensuring access to higher education (184), Measures to support higher education export (combining of outstanding programmes and creation of joint programmes in other EU languages in no fewer than 10 fields of study; international publicity of the programmes and development of support centres for foreign students; recruitment of foreign instructors) (189), Competitiveness and consolidation of higher education, development



of material and technological provision (equipment), improvement of the internal quality system, encouraging a higher rate of scientific publication by university staff, launching of international journals, increased effectiveness of the governance system (190).

The Faculty of Law has taken all the above considerations into account while developing the study Direction: - Specific tasks in the further development plan for achieving the strategic aims were discussed and approved at the sitting of the Council of the Faculty of Law on 9 October 2019 (Minutes No.19/2019)[2]:

Cooperation among HEIs, research institutions and private sector as well as the transfer of research and innovation to the industry/business has also been determined as priority for Latvia in the near future and therefore the aims of the study Direction and its implementation are directly related to the interests of the state and its vision of development.

[1] Cross-Sectoral Coordination Centre (2014) Latvian National Development Plan 2014. – 2020. Approved by the decision of the Saeima of the Republic of Latvia of 20 December 2012. Retrieved: [https://www.pkc.gov.lv/sites/default/files/inline-files/20121220\\_NAP2020%20apstiprinats%20Saeima\\_1.pdf](https://www.pkc.gov.lv/sites/default/files/inline-files/20121220_NAP2020%20apstiprinats%20Saeima_1.pdf)

[2] Minutes of the sitting of the Council of the Faculty of Law of Turība University No. 19/2019, 9 October 2019 Retrieved: [file:///\\BREKSI\\Users\\JF\\2019\\Nomenklatūras%20lietas\\2.06.-13\\_Fakultates%20Domes%20Iemumi,%20sezu%20protokoli%20ar%20pielikumiem\\JF\\_Domes\\_19.sedes\\_protokols%2009.10.2019.docx](file:///\\BREKSI\\Users\\JF\\2019\\Nomenklatūras%20lietas\\2.06.-13_Fakultates%20Domes%20Iemumi,%20sezu%20protokoli%20ar%20pielikumiem\\JF_Domes_19.sedes_protokols%2009.10.2019.docx)

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

## Strengths of the study Direction:

- The team of educators involved in the programme are mainly practitioners and the permanent staff members are involved in various projects to enhance their practical skills;
- The content of lectures are interesting - a lot of facts, practical materials, thorough and well prepared lectures;
- Education oriented towards the labour market which is dynamic as there is an opportunity of study courses that are topical as optional subjects;
- Cooperation agreements concluded with governmental institutions and businesses as well as NGOs offers the opportunity to strengthen cooperation and offer internship placements to all students;
- Rapid development of library resources with availability of the latest scientific literature and electronic databases;
- A strong infrastructure and technical base – latest generation IT and state of art lecture halls;
- Newly worked out regulations for compilation of independent papers approved by the Council

of Faculty of Law that foresee requirements for compiling the papers in electronic form thereby enabling Turiba to develop a database for students' independent papers and help effectively fight plagiarism;

- A practice advisor appointed for each group by Turiba to help students undergo practice and write practice reports, who evaluates the practice reports before defence and then approves (or rejects) them for defence;
- Actively pursue further cooperation with employers ensuring internship placements for students.

## Weaknesses of the study Direction:

- Not a fast enough rise in the number of educators with doctoral degrees,
- Insufficient number of elected academic personnel who are permanent staff members of Turiba,
- Lack of strong research traditions at Turiba,
- Although Turiba has concluded agreements on the organisation of practice with several state and municipal institutions and professionals in the legal field, students more often prefer to undergo practice foreseen in the study Direction at their own work places. This can be explained by the fact that the majority of students already work in this profession and would like to enhance their professionalism at their enterprises.

## Opportunities for the study Direction:

- Work with students:
  - strengthen cooperation with other HEIs including foreign HEIs, conclude more agreements on student exchange opportunities and motivate students to go abroad;
  - enhance student awareness of registration for optional courses and the impact of the chosen optional courses on their further studies and career.
- Work with educators:
  - define the aims of the study courses as learning outcomes in accordance with EQF standards and review the current study course aims and learning outcomes accordingly;
  - work out more detailed and understandable criteria for the assessment of final concluding exams, study papers, qualification papers, bachelor and master's theses;
  - systematically control the implementation of the overall aims of the study Direction in each of the study courses in the programme;
- Enhancing the study Direction:
  - monitor that the order of study courses is correct and that they are grouped in such a manner as to progress from simple to complex;
  - enhance the methodological materials necessary for the study courses;
  - to carry repeated surveys of the graduates of the study Direction to gather and process information on the graduates' further career progress and further qualification in accordance with the Cabinet of Ministers (MK) regulations No.348 "Procedure of submission of information by HEIs and colleges to the Ministry of Education and Science regarding their activities"

## Threats to the study Direction:

- the research work of the lecturers is insufficient, resulting in negative remarks from experts during the accreditation of the study Direction,

- Low salaries for educators making it difficult to attract well known researchers and professionals.

Weaknesses and threats in the study Direction have been evaluated and explanations are given how Turība plans to eliminate or improve weaknesses, avoid threats, use opportunities:

<i>Weaknesses of the study Direction:</i>	<i>Measures taken</i>
Not a fast enough rise in the number of educators with doctoral degrees,	Turība University strives to attract lecturers with a doctoral degree each year, offering them both permanent academic positions and guest lectures. This process of attracting new doctors who have not yet been attracted to other universities will continue . Several educators with doctoral degrees (Rolands Neilands, Jeļena Alfejeva etc.) have been recruited during the reporting period
Insufficient number of elected academic personnel who are permanent staff members of Turība,	Several educators with doctoral degrees (Gatis Litvins, Dana Rone) have been elected to permanent positions
Lack of strong research traditions at Turība,	Traditions are developed when lecturers participate in professional development courses on writing scientific articles, and increasingly publish their research in peer-reviewed internationally-cited editions,
Practice contracts concluded show that students most often go undergo practice work foreseen in the study Direction at their own work places. This can be explained by the fact that the majority of students already work in this profession and would like to enhance their professionalism at their enterprises.	Students are invited to choose other practice enterprises during their internship to ensure the opportunity to get a broader perspective into their field of research
<i>Threats to the study Direction:</i>	<i>Measures taken</i>
the research work of the lecturers is insufficient, resulting in negative remarks from experts during the accreditation of the study Direction,	Educators have been more active following the decision to pay for publications that are included in WoS or Scopus databases and to reward them for expressing their opinions in the press
Low salaries for educators making it difficult to attract well known researchers and professionals.	Various ways are being sought to raise funds to pay for lecturers' work, for example by involving them in various projects. In particular, participation in projects has increased dramatically recently.

### **Study Direction Development plan for the next six years:**

According to the Rector's report to the Constituent Assembly (2019), Turība has set out a number of

very important tasks to be accomplished this year, as well as continues the work begun in previous years:

1. Ensuring successful accreditation in all Directions to be accredited this year
2. Reducing student drop-out and improving the system for this task
3. Development of e-learning environment and wider use of the possibilities offered by MOODLE
4. Work on the development of academic staff to ensure international accreditation for business programs
5. Work on getting financing from EU funded projects and preparation of new projects
6. Preparation and approval of a BAT strategy for the next phase

#### **Evaluation of the study plan development plan for the next six years:**

The study plan development plan is successful, it will ensure the training of young specialists in the field of law, both professional and research. In order to do this, highly qualified lecturers will be attracted, as well as qualification of existing lecturers will be raised by activating scientific research. The study direction and the programs included in it will be even more attuned to the requirements of the sector and will be coordinated with the trends of public administration and national economy development.

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

The management structure of the study direction and the corresponding study programs is considered to be successful because it operates continuously, not only in the form of planned formal documents and meetings. Daily discussions on the development of study programs and evaluation of the entire study field take place on a regular basis, including the doctoral program director Unu Skrastiņš.

The cooperation of the study program directors is considered successful because:

- All changes in the program are initiated by the director of the respective study program and it is considered by the faculty council with the participation of all study program directors. For example, at the meeting of October 9, 2019, after suggestion made by the director of the Master's study program Mr Naciscionis, it was decided that the Master's program in Law should be restructured to better align with the structure of the Lawyer Qualification Exam by removing specialization opportunities and providing all students with current knowledge, skills and competences in the five areas that will be tested. Accordingly, the Senate's decision of 25.11.2019 was to amend the content of the Master's study program;
- When making changes to the Master's study program, it was also necessary to specify the content of the Bachelor's study program. Thus, the director of the Bachelor's study program I.Veikša also made the necessary additions to the academic bachelor's study program in order to achieve the common goal of the Master's study program - to achieve knowledge, skills and competences for successful passing of the lawyer's qualification examination.

BAT participates in the European Social Fund project "Improvement of Management at Turība

University" (Project No.8.2.3.0 / 18), which will further improve the efficiency of the management structure in the study direction.

#### Structure of study Direction and corresponding study program management (management)

Study programme directors	Carries out the practical process of implementation of his / her study program, prepares reports, gives suggestions to the study Direction manager about necessary changes in the program
Head of study Direction	Ensures the development of the study Direction and its programs, compliance with legal acts, is responsible for the orientation of the study Direction to the needs of the labour market; proposes, if necessary, the the development of new programs and their inclusion in the study Direction
Head of TZK	Recruits the appropriate lecturers, supervises the symbiosis of academic and scientific research work in the study process
JF Dean	Supervises the process of designing and implementing the study Direction
JF Vice Dean	Carries out a practical implementation of the study Direction, works closely with students and graduates, uses their views for formulating proposals for the development of the study Direction
JF Council	Examines the self evaluation reports, recommends improvements needed, recommends programs and plans to the Senate for approval, and amendments
Turiba Senate	Approves programs to be included in the study Direction. Approves new programs

The Self-Evaluation procedure for the study process (Approved by Senate 22.01.2014. decision) states that the goal of self-evaluation of study programs and process is to ensure continuous improvement of study quality management.

Several structural units of Turiba are involved in the implementation of the study Direction.

The Faculty and the departments are primarily involved in academic activity whereas the Study Department and the Rector's Council deal with the implementation of study processes.

The annual study program self-evaluation report (hereinafter - SPPN) should analyse the current situation in the Latvian and international market, the problems related to the implementation of the study program and make recommendations for improvement of the study process and increase the demand for the study program.

1. The study program director organizes the preparation of the SPPN, involving lecturers of the departments, guest lecturers, employers, students and Turiba structural units that ensure the study process.
2. The scope of the annual SPPN should ideally be of up to 5 pages.
3. The SPPN analysis uses quantitative and qualitative indicators of Turiba activity as of June 30

of the reference year, which are accumulated in relevant databases on an annual basis.

4. The self-evaluation report (hereinafter - PNZ) to be submitted for accreditation or re-accreditation shall be prepared by the program director in accordance with the legislation of the Republic of Latvia, using the results of the SPPN analysis.
5. SPPN and PNZ are reviewed and approved by the Faculty Council by September 10 of the current academic year.
6. The program director is responsible for publishing the PZ.
7. The evaluation and development plan for the study program are prepared by the program director using the results of SWOT analysis, recommendations of internal audit and partners, and other factors.

Faculty deans:

1. report to the Senate during the meeting in September on the effectiveness of improvement activities carried out by the faculty regarding program quality and process in the previous academic year and propose measures to improve the study quality, scientific research and management process for the current academic year;
2. promptly remedy shortcomings identified through lectures visits, surveys, claims and other routine tasks.
3. Programme director
4. analyse the achievement of the study program goals, the demand for study program graduates in the labour market and the quality of studies using quantitative indicators:
5. number of students per study year;
6. number of drop-out by study year and its causes;
7. dynamics of students' progress in study courses and State examinations;
8. demand of graduates in the labour market; graduate employment;
9. offer of study opportunities in Latvian and foreign education market.
10. Quantitative indicators are provided by the relevant Turība structural units that carry out data collection and / or surveys.

Quantitative indicators are provided by the Study Department.

The head of the department analyses the quality of the study process and its implementation (the work of elected and part time lecturers), using quantitative indicators: structure of the academic staff; qualification and development of the academic staff; practical experience of the academic staff in their relevant study courses; research, methodological and consultative activities of the academic staff; publications of the academic staff.

Departments review the results of the analysis during the final department meeting for the academic year and submit them to the program director.

The quantitative indicators are provided by the Departments, Personnel and the Science Department.

Rector's Council is a consultative unite primarily responsible for the management of pedagogical and research activity at the university and ensuring international cooperation.

The main tasks are as follows:

- provision of unified pedagogical process at Turība;

- organisation and management of study processes;
- management of research – methodological activity;
- study development and international cooperation;
- organisational and documentation activity including issuing decrees, testimonials, drafting reports and rules and regulations necessary for the provision of all the above mentioned tasks.

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

The enrolment regulations are in compliance with the Law on Higher Education Institutions, Cabinet of Minister regulations No. 846 “Regulations on requirements, criteria and procedure for enrolment in study programmes” as of 10.10.2006 and the Study regulations of Turība University. All citizens of the Republic of Latvia, persons who are entitled to the non-citizen passport issued by the Republic of Latvia, permanent and temporary residents of Latvia or persons based on inter university agreements shall be entitled to study at TU. TU Rector shall issue a decree on enrolment.

Reviewing the enrolment over the past few years, we can conclude that we are satisfied with the overall enrolment results show an increase, albeit a modest one. However, the fact that last year's levels were exceeded only at the end of the enrolment period, shows that there is room for growth. Moreover, in recent years, there has been no significant decline in the annual number of secondary school leavers. It is true that this process has an inertia, which in our case is even higher than the national average, because the a relatively large than average proportion of students enrolled at TU are those who have completed their secondary education several years ago. On average, the number of students enrolled in state universities, in particular, has been higher and is related to the distribution of scholarship places between higher education institutions.

A small, insignificant decrease has been registered in the enrolment of students in the academic year 2019/2020. Although we have not reached the historically lowest level of the last decade (2017), the result requires some reflection and further analysis. First of all, the impact of external factors, such as the introduction of a centralized examination for lawyers, should be mentioned. This could explain the significant drop in enrolment in the Master's program in Law since this is the first year that graduates will have to take such an examination to become a lawyer. There was also some impact on the number of contracts signed, due to changes in the discount system, with a 50% discount being applied for the second semester instead of the first, for applying on the first day. On the one hand, this could reduce the number of applications and, on the other hand, encourage an increase in the proportion of students with a more serious attitude towards the study process.

Strategic clarity is needed on how undergraduate education (professional or academic) will develop. Studies at TU is for a fee and students studying here must be confident of their place in the labour market after graduation and a stable income. There is urgent need for a discussion on higher professional education in the legal field at the bachelor level.

Recognition of study period, professional experience, previously acquired formal and non-formal education shall be in accordance with the Regulations on procedure for recognition of study results

attained in previous education or professional experience elaborated by Turība[1].

The study results achieved through previous education or professional experience are evaluated and determined in accordance with the study programs implemented by Turība; if they meet the relevant requirements of the study programs implemented by Turība, they shall be recognized and the relevant credits shall be awarded.

A person, who is not a student of the respective study program may be enrolled in the corresponding study period of this study program, after recognition of the study results and if necessary, the scope of additional study courses or study modules and respective examinations to be completed are determined individually.

- The following criteria must be met for the recognition of study results achieved through prior education or professional experience:
  1. documents submitted by the person contain clear, unambiguous and complete information regarding the knowledge, skills and competences obtained or achieved;
  2. at least one credit point can be granted for the recognised knowledge, skills and competences
  3. the previous education obtained by the person meets the enrolment requirements in the respective study programme;
  4. the person has successfully passed the additional examination set by the Commission and demonstrate knowledge, skills and competence corresponding to the relevant study program or part thereof.
- Study Results gained through professional experience can be recognised only if:
  1. in the part of the respective study program which consists of practice, in addition, these study results must be achieved in the area of professional activity corresponding to the thematic area of education of the study program;
  2. in the study course or study module of the study program which acquires practical knowledge, skills and competence.
  3. Study results achieved in professional experience may be recognized in professional or academic study programs, and only 30 percent of the credits in a professional or academic study program may be awarded in recognition of study results achieved through professional experience.
- The study results achieved in previous education can be recognized if they correspond to the level of higher education and have been achieved:
  1. in an accredited study program;
  2. in professional further education program, the acquisition of which gives the possibility to obtain the fourth or fifth level of professional qualification;
  3. in a separate course or study module of the study program which the person has acquired as a listener;
  4. as a part of the study program;
  5. in other forms acquired outside formal education (except for study programs corresponding to regulated professions).
- One credit for study results achieved through prior education or professional experience may be awarded if they have been achieved through at least one week (40 academic hours) of learning;
- Study results achieved and recognized in previous education or professional experience may not be counted as final examinations, state examinations, final examinations, qualification examinations or doctoral theses of the relevant study program.

The project “Panākumu universitāte” is also being continued with the active cooperation of secondary schools all over Latvia,. It is a professional development education program for young



people, wherein the individual ability to gain personal success of each young person is developed and promoted by acquainting them with the lives and business experiences of other young and successful personalities. Monthly Turiba events stimulate youth interest in the university, as well as provide a wider range of information for teachers in the region, which is also passed on to students. 600 students participated in the study year. 2018/2019.

Applicants underline the importance of study programme content in their choice of Turiba study programs. Applicant survey, 2019, 8p. [2]

The procedure and requirements for student enrolments are laid out in the Enrolment regulations which is accessible on the Turiba homepage on the Internet: [http://www.turiba.lv/f/2018/2019\\_2020\\_studiju\\_gada\\_uznemsanas\\_noteikumi.pdf](http://www.turiba.lv/f/2018/2019_2020_studiju_gada_uznemsanas_noteikumi.pdf)

Opportunities for recognition of professional experience, previously acquired formal and non-formal education are specified in the Regulations on procedure for recognition of study results gained through previous education or professional experience, accessible at Turiba website: <http://nodarbibas.turiba.lv/regdok.asp>

[1] Regulations on procedure for recognition of study results attained in previous education or professional experience APPROVED by Turiba University Senate meeting as of 28.03.2012. minutes of the meeting No.2; SIA "TuribaUniversity" 30.03.2012. Board Decree No.6 Accessible at: <http://nodarbibas.turiba.lv/regdok.asp>

[2] Applicant survey, 2019, 8p. Accessible at: [http://inet.turiba.lv/faili/Reflektantu\\_aptauja\\_2019.pdf](http://inet.turiba.lv/faili/Reflektantu_aptauja_2019.pdf)

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

One of the most important indicators of HEI performance is the results of final examinations. As the State Examination Commission are formed by, albeit well-known to us, external evaluators, we can, to some extent, judge the level of quality of the academic process at the university by looking at trends in ratings. While this is not the only or most important indicator, it does allow for some inferences to be drawn in a relatively short time, or at least to signal the need for further analysis. How well or badly our graduates perform in the labour market can be judged three years after graduation in a particular study program. However obtaining information on the subject is relatively difficult and one can not always be certain of its impartiality. From this point of view, it is absolutely necessary to regularly analyse changes and trends in the state examinations assessments.

Although each evaluation is subjective in some respects, the overall tendency of the evaluation can help us discuss the improvements in the quality of the study process at the institution of higher education.

Requirements for quality improvement are confirmed by the low grade in the first-level study program "Law Science", where the grade is below six for the second consecutive year in contrast to the average grade which is significantly above seven in state examinations.

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##### **Average assessments for state examinations**

Study programme	Study year 2015/2016	Study year 2016/2017	Study year 2017/2018	Study year 2018/2019
KT*	6.37	6.65	5.74	5.89
TZ**	6.69	6.86	6.50	6.48
TM***	7.26	7.16	6.56	7.07

\*KT - First Level Professional Higher Education Programme "Law Science"

\*\*TZ - Academic Bachelor Study Programme "Law Science"

\*\*\*TM - Professional Master Study Programme „Law Science“

The **Study Regulations** (approved by the Senate at its meeting of 23.01.2019) determine the procedure of examination and assessment.

The students shall pass regular tests (tests, study papers) that are foreseen in the study course programme during the course of studies. At the end of the study course, the student shall pass the final assessment of the study course (examination or test).

Consultations are planned before each final assessment for the respective study course in addition to the contact hours foreseen for the study course, except for e-studies.

Students are only allowed to pass the final concluding examination for the study course if they have fulfilled all the requirements foreseen by the study course (passed all regular tests), fulfilled all their contractual obligations.

Examinations at the conclusion of study courses and regular tests shall be assessed according to a 10 point system.

Assessment criteria for the 10-point grading system shall be as follows:

10 - outstanding - the student's knowledge, skills and abilities exceed the study programme requirements;

9 - excellent - the student's knowledge, skills and abilities are in full compliance with the study programme requirements;

8 - very good - the student's knowledge, skills and abilities are in compliance with the study programme requirements, but there is a lack of some deeper understanding;

7 - good - the student's knowledge, skills and abilities are in general in compliance with the study programme requirements, but the student is not able to fully apply the skills and knowledge independently;

6 - almost good - the student's knowledge, skills and abilities are in general in compliance with the study programme requirements, but there are flaws in the knowledge of the theory, capability of presenting it or applying it in practice;

5 - satisfactory - the student's knowledge, skills and abilities broadly comply with the study programme requirements, but there are flaws in the knowledge, understanding and presentation of the theory or applying it in practice;

4 - almost satisfactory - the student's knowledge, skills and abilities are in compliance with the minimal level of the study programme requirements, but the student lacks the knowledge of the theory and skills necessary for correct and independent performance of standard practical tasks;

3 – poor – the student has just partially mastered the study programme content and his/her knowledge and skills are insufficient;

2 – very poor – the student has only a shallow command of the study programme content, he/she lacks knowledge or understanding of the same;

1 – very, very poor – the student is unable to provide theoretical answers or perform practical tasks.

The educator can work out individual criteria in accordance with the relevant learning outcomes for the study course using the general criteria for assessment mentioned in the study regulations as a basis.

The assessment grade of 4 points (almost satisfactory) is considered to be the lowest successful assessment in accordance to the Cabinet of Ministers regulations on state standards for first and second level professional higher education.

Qualification shall be awarded, if the student has received a successful assessment grade during the State or Qualification Examination. The lowest successful assessment grade for State or Qualification Examination shall be 4 points (almost satisfactory).

If the student contests the objectivity of the grade received in the final assessment and aspires a higher grade, he/she shall submit a written reasoned appeal to SIC within 5 working days of the final assessment. Having received the appeal, the head of department and the student shall form a three-member re-assessment commission (the student shall exclude two of the five commission members proposed in the list compiled by the head of the department). The commission shall once again assess the student's written test or hold an oral test. The assessment by the commission shall be not subject to appeal.

If the student contests the objectivity of the grade received in the final assessment for the study year and aspires a higher grade, he/she shall submit a written reasoned appeal to SIC within 5 (five) working days of the final assessment. The appeal shall review only complaints regarding the final assessment procedure. The justification for the appeal shall be evaluated by the appeal commission: dean, vice rector for research and academic affairs and the rector. The assessment by the commission shall be not subject to appeal. Should infringements of the assessment procedure be confirmed, the grade received in the assessment shall be annulled. The student shall be given an opportunity to re-appear for the assessment in accordance with the relevant regulations.

If the educator or commission finds that the student's work is plagiarism (fragments of text written by other authors have been identified in the thesis without the author's name) or the student has violated the principle of academic integrity (submitted the same work without significant additions of at least 50%) the work must be repeated. In the event of repeated plagiarism or violation of the principle of academic integrity, the student shall be expelled.

If the student uses unauthorized materials and/or technical devices during assessment, he/she shall be suspended from the assessment or can be expelled. Upon suspension the student shall be allowed to pass the assessment not earlier than the next day.

In case the student receives a grade not less than 9 (nine) in the final assessments for all study years and his/her average grade in all the examinations conducted at the conclusion of study courses is not less than 8.5 (eight point five) and none of the study course grades are lower than 6 (six) the student upon graduation of the study programme shall receive a diploma supplement with the clause 6.1. (additional information) therein marked „Graduated the study programme with honours“.

Examination regulations (approved by the Senate on 25.10.2017) determine the procedure for

examinations: types and forms of examinations, as well as the duties and rights of educators and students.

The students can get acquainted with the criteria, conditions and procedures for student assessment on the Turiba homepage: <http://nodarbibas.turiba.lv/regdok.asp>

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

A number of internal normative enactments have been drafted to combat plagiarism. The Regulations on compilation of students' independent papers determine the sequence and procedure for writing individual papers, with particular attention to procedure for references. The Regulations on academic integrity and plagiarism identifies certain types of plagiarism, describing each of them as follows:

- Absolute plagiarism or playing with words. The author of the work submits work written by another author or authors under his/her name.
- Word by word plagiarism. The author of the work copies large fragments, one or more paragraphs or it parts to another text and submitting it as his/her own without citing references to the original sources.
- Unethical plagiarism. The author of the work submits a work under his/her name in which the names of other author/s who participated in the work are not mentioned.
- The author of the work cites another student/s who had not participated in the compilation of the work as authors.
- Submitting the work repeatedly although the author/s guarantee that the work has not been submitted for publishing or assessment elsewhere.
- The author of the work takes the work of another author retaining the original content, paraphrasing it a little or not changing it at all and submits it as his/her own work.
- Incorrect sources. The work contains references to non-existing sources or deliberately exaggerated list of sources and literature without any references in the text.
- Secondary sources. The author of the work copies large fragments, one or more paragraphs or parts from secondary sources and submits it as primary sources.

The Study Regulations stipulate the students' obligation to study in good faith within the framework of the respective study program and to use the works of other authors only to the amount corresponding to the purpose of their use in carrying out research, obligatory indicating the author and title of the work used. It is stipulated that each test must be submitted in the form of a properly designed work and that there is no right to submit a single work several times unless it is substantially supplemented. The Study Regulations foresees cases where a student has not acted in good faith and has submitted a plagiarism or repeatedly submitted the same work without any significant additions. In such cases the student has to repeat his / her work, but in case of repeated violation the student is expelled. The State Examination Regulations regulate cases when students have submitted plagiarism for defence of their final thesis (qualification paper, bachelor's thesis or master's thesis). In such a situation the study regulations stipulate that the student is expelled with the right to rewrite and submit the thesis for defence within three years, but if the work shows signs

of plagiarism repeatedly, the student is ex matriculated without the right to defend the thesis.

One of the tools for discovering plagiarism, the origin and the lawful use of which is unquestionable, is the unified computerized plagiarism control system (VDPKS)[1], which was created jointly by Latvian higher education institutions and wherein it is possible to compare the works of students [2] of 16 Latvian higher education institutions as well as documents therein. Turība has joined this system and examines every qualification, bachelor, master and doctoral thesis submitted. Every semester, several students are not admitted to the defence and are forced to rewrite and submit their work and pay an additional fee for the defence.

According to the Turība regulations, if a match is found between 15% and 30% of the work submitted to the VDPKS, the work is evaluated by a commission of three staff members organized by the Dean of the Faculty. However, if there is more than 30% of match then the is considered to be plagiarism without further examination.

The commission examines the work of students of the Faculty of Law according to the criteria set by the decree of the dean of the faculty (Turība, 2015) and the work is recognized as plagiarism if:

- there is a definite match in the student's opinion, comment, conclusion or suggestion,
- there is definite match in the order of the sources used in the citations of legislation, literature or case law,
- the same typing errors or common phrases are found in the work.

In order to evaluate the general trend, the author of the study compared the data on cases of plagiarism identified at the Turība Faculty of Law from 2016 to 2018. In total, 21 cases of plagiarism were recorded, of which five were in first-level study programs and eight each in undergraduate and graduate programs. As can be seen, the level of higher education programme does not impact the students' dishonest use of the works of other authors to cover their "laziness". However, there is a clear downward trend in the BAT Faculty of Law:

- Ten cases of plagiarism were recorded in 2016, when BAT started using VDPKS;
- In 2017, though slightly, the number of cases dropped to eight;
- Significant progress had already been made in 2018, with only three cases of plagiarism being identified.

In six of these cases, identical texts with the work of other authors were found to the scope of more than 30% which was considered as plagiarism without any further verification. It is interesting to note that in four cases this percentage was significantly exceeded and the works found identical to the scope of 53% and even 71%. In other cases, the volume of identical texts ranged from 15% to 30%. In these cases, the works were evaluated by a three-person commission on the prevention of plagiarism, and the works were recognized as plagiarism when the text matched the student's alleged opinion, conclusions, and suggestions, or when multiple matching string of references were recorded. Also, typing errors and the use of various small words (details, links, etc.) in the work were also highlighted, which clearly indicated copying of the work from another source. Cases where the work was compiled from several other authors were also found. For example, in one case, a student had used 13% and 11% of the work written by students from another university, as well as 16% and 13% of the two works found on the web. As all these works were used without reference, the volume of the equal texts was summed up, resulting in a uniform text of 53%, which of course was recognized as plagiarism.

It is interesting to note that the students mainly used works of Turība or University of Latvia students, except for some cases when the works were copied from the works written at Rīga Stradiņš University and Daugavpils University.

In all these cases, the Dean of the Faculty decreed that the paper should not be defended, and the

students were expelled with the right to submit a new topic application for approval, to independently develop a new paper and resubmit it for defence. The decree also states that the next defence of the work will be for a fee and that, in the event of repeated plagiarism, the student will be expelled without the right to defend the work again.

In 2019, BAT joined the international plagiarism prevention platform Turnitin, which enables both students and lecturers to check the extent of the text against the works of other authors before submitting their works.

[1] Accessible at (password protected): <https://plag3.lu.lv/cgi-bin/ul>

[2] University of Latvia, BA School of Business and Finance, Turība University, University of Daugavpils, University of Culture and economics, Jēkabpils Agrobusiness College, Liepāja University, Latvia University of Life Sciences and Technologies, Rēzekne Academy of Technology, "RISEBA" University of Business, Arts and Technology, Rīga Stradiņš University, Rīga Technical University, International Cosmetology College, Transport and Telecommunication Institute, Ventspils University College, Vidzeme University College

**1.8. Specify the websites (e.g. the homepage) on which the information on the study direction and the relevant study programmes is published (in all languages in which the study programmes are implemented) by indicating the persons responsible for the compliance of the information available on the website with the information published in the official registers.**

The list of study programmes implemented at Turība is accessible on the Turība webpage: <http://www.turiba.lv/lv/studijas/studiju-programmas/184/>

The responsibility for correspondence of the information available on the website to the information available in the official registers lies with each study program director and the Development Department as a whole.

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

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

The Quality Management System of Turība University is organized using a systemic approach for efficient and continuous improvement which has been designed in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area and the strategic guidelines of Turība.

- Turība identifies processes as well as maintains, uses and enhances a process

measurement/benchmarking system.

1. The Faculties, departments and other departments, management, employees and students shall be responsible for improving the performance of Turiba.
  2. All Turiba stakeholders shall also be involved in the enhancement of Turiba's performance.
  3. Turiba personnel (including its students) shall be involved in the introduction of the quality assurance policy and the maintenance and enhancement of the quality management system.
- Study programmes
    1. The design and approval of study programmes shall be organised in accordance with the internal procedures approved by the Turiba Senate.
    2. The study programmes that are designed in accordance with the Turiba strategy shall have clearly formulated goals and learning outcomes.
    3. Turiba students and educators as well as employers and social organisations shall be involved in the design of the study programmes.
  - Students:
    1. Turiba's study process are student centred underlining an individual approach towards students during the study process.
    2. Turiba students are actively encouraged to participate in the enhancement of the study process.
    3. The teaching/learning methods, pedagogical approaches, introduction of innovations and new technologies are regularly reviewed.
    4. Involvement in the labour market and establishment of new enterprises is actively promoted during the study process.
    5. Assessment is consistent and in accordance with Turiba approved procedures. The assessment criteria and methods are communicated to both students as well as assessors.
    6. All complaints, suggestions and appeals are reviewed in accordance with procedures approved by Turiba.
  - Study process
    1. The study process at Turiba is in accordance with the goals set and consistent, approved and published rules and regulations that describe the whole study process from the moment of enrolment of students till their graduation.
    2. The progress of students' study process is constantly monitored by Turiba.
  - Personnel
    1. Competent personnel are employed in accordance with clearly defined, transparent and fair recruitment procedures.
    2. The study process is provided for by highly qualified Latvian and foreign educators, who are characterized by academic professionalism and integrity, as well as intolerance to academic fraud.
    3. Turiba provides its personnel opportunities and motivates them to enhance their professionalism and carry out research activities.
    4. Student and educator exchange and cooperation with other foreign higher educational institutions is promoted
  - Resources
    1. Turiba provides all the necessary financial, personnel and materials resources required for its students and ensuring the performance of its activities.
    2. A high level, modern material technical base, modern infrastructure and comfortable, safe and tidy environment is provided to support the study process.
    3. A convenient and supportive customer service is also provided.

- Information:
  1. Turiba systemises and analyses information regarding its activities and uses it for the enhancement of its study programmes and the internal quality management system.
  2. A systematic self-assessment of Turiba activities is carried out.
  3. Turiba cooperates with students, employers and other stakeholders to ensure a consistent feedback system.
- Informing the Society
  1. Turiba publishes, clear, precise, objective, actual and easily accessible information about its activities through its webpages, social network profiles and informative brochures.
  2. Turiba personnel actively participate in forming public opinion through publications, lectures, seminars and conferences and are actively involved in social organisations.
- Review
  1. Turiba regularly evaluates the correspondence of its study programmes to the expectations and needs of the students and the changing requirements of the society as well as the achievement of the goals set
  2. The review of study programmes is aimed at ensuring the actuality of its study programmes and their continuous development and is carried out with the involvement of students, employees, employers and social organisations

The Quality Management Manual (Document v 139, approved by the Senate on 22.05.2019, Minutes No.5) regulates in detail the objectives and standards of the Quality Management System, the various processes and measurement systems, and other relevant quality assurance measures. The documents are accessible in electronic form at:

[http://inet.turiba.lv/dok\\_adreses/?nr=&psearch=kvalit%E2tes&Process=&st\\_search=&am\\_search=](http://inet.turiba.lv/dok_adreses/?nr=&psearch=kvalit%E2tes&Process=&st_search=&am_search=)

These links are located on BAT's internal network and will be available to experts during their visit to the University, or upon request, may be made available to experts prior to their visit.

In addition, we attach the document "Quality Policy" in Annex 19.

It should be noted that at the end of 2019 BAT received an opinion and recommendations from Polish experts on quality management policy and implementation in the university.

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

#### **The mechanism for obtaining and providing feedback:**

- with students - at the end of each study course and each academic year students complete a questionnaire in which they express their objections or recommendations for the development of the study program. The results of the student surveys are collected by the Development Department and passed to the faculties. Faculties take these student



recommendations into account when amending or supplementing the content of study programs. For example, at the suggestion of students, the Bachelor study program included courses in Criminology and Forensics;

- with graduates - once every two years the Development Department organizes student surveys. Graduates working in the results of these surveys often provide information on what was missing in the content of a course to provide the necessary knowledge, skills and competence;
- with employers - at the end of each internship, the internship organization provides information on the student's knowledge and skills, answering questions such as: basic skills, professional skills, initiative, etc. The Council of the Faculty of Law includes a number of representatives of employers whose views are carefully heard, discussed and analyzed. The obtained information is collected and used by modifying or supplementing the content of study programs.

The procedure for development and approval of study programs in the study Direction was approved by the Turiba Senate meeting on 24.04.2019 and its decision as of 26.04.2019. Minutes of Board Meeting No.9 However, even before this internal legislation was adopted, study programs were designed and revised in accordance with the then existing procedures of Turiba.

In 2018 two new study programs were licensed in the study Direction "Law Science" - academic bachelor study program "Law Science" (license No. 04036-41, 02.05.2018) and joint doctoral study program "Law Science" (license No. 04036 -42, 6/21/2018). Both of these programs were developed in accordance with the then existing Turiba procedures:

- The development of a new study program can be initiated by the Faculty Council, Dean, Head of Department, Student Council.
- The proposal to create a new study program is considered at the Faculty Council meeting, which makes the decision.
- Following the decision of the council meeting to create a new study program, the dean or head of department organizes the preparation of the application for the establishment of the study program, which consists of:
  1. substantiation of topicality of the study program in the national and international context;
  2. substantiation of the necessity of the study program, indicating significant differences from similar study programs implemented by BAT;
  3. justification of compliance with BAT strategy and BAT resources;
  4. an evaluation of the potential program director;
  5. cost and profitability assessment.
- Application for study program development is examined by a commission consisting of the rector, vice-rector for scientific and academic work, vice-rector for study development and international cooperation, head of finance department, dean or head of department, which proposes the study program development., potential program director and the student council representative.
- Upon receipt of a positive decision of the commission, the Dean or Head of the Department organizes a working group for the preparation of the study program content and implementation, which consists of potential stakeholders such as BAT representatives, lecturers, employers and social partners involved in the implementation of the study program.
- The description of the content and implementation are developed in accordance with the criteria for the assessment of the requirements set forth in the fifth paragraph of Article 55<sup>2</sup> of the Law on Higher Education Institutions and Cabinet Regulation No.795 "Regulations for

Licensing Study Programs”.

- The dean or head of department organizes independent study program expertise, which is attached to the study content and implementation description.
- The Faculty Council shall review the description of the content and implementation of the study and decide on putting forward the study program to the Senate for approval.
- Study content and implementation documents shall be submitted to the Senators for approval not later than two weeks before the Senate meeting.
- The Senate gives a decision on the implementation of the study program and approves the program director.
- The Director of the Study Program prepares for the Academic Information Center (AIC) an application for the licensing of the study program, signed by the Rector, and submits them to the AIC for a license for the study program.

**If changes are to be made in a licensed study program, the following procedure shall be followed:**

- Changes in the study program can be proposed by the program director, dean, head of department, faculty council, student council.
- Changes in the study program to be approved by the BAT Senate can be as follows:
  1. changes in the requirements set when starting the study program;
  2. changes in the place, form, language of study program implementation;
  3. changes regarding the compliance of the study program with the study Direction;
  4. the changes made during the period of accreditation of the study Direction regarding the duration or scope of the study program that exceed 20 percent to those specified in the application for the accreditation of the study program in the corresponding study Directions;
  5. Reduction of qualification Turiba academic staff working in the respective Direction or study program since the previous accreditation of the study Direction if it concerns at least 20 percent of the total number of academic staff working in the respective study Direction or at least 50 percent of the overall performance (not including the elective part of the study program, internship and final examinations) in the respective study Direction is no longer ensured by the academic staff elected at BAT.
- Desired changes in the study program shall be submitted by the program director for consideration by the Faculty Council, which shall decide on making the changes and forwarding it for approval to the Senate.
- After approval of the changes in the Senate, the program director prepares an application, signed by the rector, about the changes in the study program and submits it to the AIC.

**The closure of the study programs is carried out according to the following procedure:**

- The closure of the study program is proposed by the program director, dean, head of department at the Faculty Council, vice-rector for scientific and academic work, or rector.
- The Faculty Council considers the proposal to close the study program and forwards to the Senate for its decision.

Documents on the procedure for designing and revising study programs are available here:

[http://inet.turiba.lv/dok\\_adreses/?nr=&psearch=programmu+izstr&Process=&st\\_search=&am\\_search=](http://inet.turiba.lv/dok_adreses/?nr=&psearch=programmu+izstr&Process=&st_search=&am_search=)

These links are located in BAT's internal network and will be available to experts during their visit to the University, or upon request, may be made available to experts prior to their visit.

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

Students have access to information regarding opportunities for making complaints and suggestions:

[http://inet.turiba.lv/dok\\_adreses/?nr=&psearch=iesniegumu+izs&Process=&st\\_search=&am\\_search=](http://inet.turiba.lv/dok_adreses/?nr=&psearch=iesniegumu+izs&Process=&st_search=&am_search=)

(These links are located in BAT's internal network and will be available to experts during their visit to the University, or upon request, may be made available to experts prior to their visit.)

All claims and suggestions should be made to the Study Information Centre (SIC), which will then be addressed to the responsible department. The structural unit responds to the results of the review and the improvements made (deadlines are controlled). This procedure is set out in the procedure for reviewing student applications received by the Study Information Centre approved by the Senate on 24.04.2019 and the Board decree dated 26.04.2019.

In turn, the document "Procedure for acceptance and review of claims", approved by decree No.55 of the Deputy Chairman of the Board as of 14.09.2011. states that 2.2. Turiba accepts any claim addressed to it by a natural or legal person and gives its author a substantive reply in accordance with the procedures prescribed by the laws and regulations of the Republic of Latvia.

**Acceptance of claims**

Claims from natural or legal persons are accepted as written applications by the heads of structural units, in departments and faculties - also by assistants and secretaries, in the Secretariat - by secretary, in the Study Information Centre - employees of the Study Information Centre.

Claims in writing shall be filed and registered with the Secretariat or the SIC, as appropriate. Written claims shall be answered in writing.

Any employee of BAT who hears an oral claim shall inform the head of their unit. Responses to oral submissions shall be agreed with the complainant.

If the complainant wishes to address the matter to Turiba management (the Chairman of the Turiba Board or his deputy) in person, the Board secretary shall arrange an appointment.

**Review of oral complaints and decision-making**

If an oral complaint does not require additional verification, head of a structural unit makes a decision on the case and informs the complainant accordingly.

If a complaint requires additional information, the complainant should be duly informed about this fact.

If a complaint requires transfer to another structural unit in charge of the particular issue, it should be performed either by sending an e-mail letter to the head of the particular unit or by informing the head of unit orally and simultaneously - informing the complainant.

### **Review of written complaints, decision-making and providing response.**

After receiving a written complaint, secretary of the Secretariat or employee of SIC no later than the next working day forwards it to the head of the structural unit responsible for the particular issue. Prior to that secretary or an employee of SIC should verify if the complaint concerned is not a repeated complaint.

In case of dealing with a repeated complaint, it is submitted attaching documents related to previous claims or complaints.

In accordance with written instructions of the head of a structural unit, secretary of the Secretariat or employee of SIC forwards a copy of complaint to the responsible executive who prepares information necessary for assessment of the situation.

The Head of the responsible structural unit assesses the prepared information and takes a decision.

The Secretary of the Secretariat or employee of SIC ensure/control that the response is provided in a timely manner.

The Secretary of the Secretariat or employee of SIC has the right to ask responsible executives information regarding the review of a particular complaint.

After making a decision the responsible executive prepares a written answer to the complainant based on the decision made and submits it for signature to the head of the responsible unit

After providing a reply to a written complaint, its time and method of delivery is registered at SIC or Secretariat register

All information accumulated during the process of reviewing a complaint is filed with the Secretariat or SIC.

### **Record-keeping and preventive activities.**

Heads of structural units ensure filing of oral complaints in their units and prepare annual (every June) reports of all complaints received in their units and submit them in writing formally or by e-mail

The Secretary of the Secretariat and an employee of SIC prepare a summary of the written complaints received and submit it to the Head of Secretariat.

The report shall be prepared listing the themes and number of complaints as well as listing actions taken and recommendations for increasing effectiveness of the system.

The Head of Secretariat summarises the reports received and prepares recommendations for streamlining functions or processes in the areas which have received repeated complaints

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

Statistics are compiled in accordance with the Personal Data Processing Policy (approved by the Management Board decision No 21 of 08.05.2018).

The obtained information is used for the improvement of the study direction - in order to improve the work with students, for example, in case of a high drop-out, we involve program directors who speak with the students to prevent such cases from happening in the future. Low mobility statistics are used to provide additional information on mobility opportunities and to look for new partners.

In accordance with the policy, personal data are stored in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data concerned are processed; personal data may be kept longer insofar as personal data are processed only for archival purposes in the public interest, for scientific or historical research purposes or for statistical purposes in accordance with Article 89 (1) of this Regulation, provided that appropriate technical and organizational measures intended to protect the rights and freedoms of the data subject are carried out.

Data on student performance, internship placements, and final thesis topics are regularly collected. The data are used for the improvement of the study Direction, including changes in the credit points of individual study courses, addition of new study courses (especially in Parts B and C), conversion or removal of outdated study courses.

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

The Standards and Guidelines for Quality Assurance in the European Higher Education Area [1](ESG) set out the key standards that universities must meet to ensure the quality of their education:

### 1. Quality assurance policy

Increased attention is being paid to this standard.

BAT has a Quality Assurance Policy that supports:

- Organisation of quality assurance system ([Quality policy](#), Quality management handbook );
- the responsibility for quality assurance of departments, departments, faculties and other structural units, as well as the higher education institution's management, individual staff members and students (Regulations of the Faculties, [Student Council regulations](#), Ethics Policy);
- academic integrity and freedom and intolerance towards academic fraud [Regulations on academic integrity and plagiarism](#); [Regulations on academic arbitration](#));
- combating all forms of lack of tolerance and discrimination against students or staff - multicultural environment, giving everyone the opportunity to study regardless of gender, race, health (Turiba University internal regulations)
- the involvement of external stakeholders in quality assurance, with the involvement of employers, social partners and the Faculty Council through their recommendations for improvement;

All publicly available documents are accessible at: <http://nodarbibas.turiba.lv/regdok.asp>

### Program design and approval

Increased attention is being paid to this standard.

## Programmes:

- study programs are developed in accordance with education and professional standards, providing students with both academic/professional knowledge, clearly articulating both skills and competences, to fully prepare students for the labour market in line with current industry trends.
- they are designed according to the requirements of the standards - taking into account the proportion of compulsory and elective courses and their scope in credit points. Study program levels are designed to create continuity.
- are built around carefully planned practice opportunities,
- are subject to the approval procedures set by the higher education institution, are developed taking into account also the provisions of the Constitution of the higher education institution, programs and plans are finally approved by the BAT Senate.  
“Regulations on Development, Change and Approval of Study Programs” approved by BAT Senate on 23.10.2019. at the meeting, minutes No 9.

## Student-centred teaching, learning and assessment

Increased attention is being paid to this standard.

- taking into account and respecting the diversity of the student body and their needs, the educator decides on the most appropriate teaching methods for each group individually, adapting it to the individual characteristics and abilities of the group.
- taking into account and using different ways of implementing the programs, the topics are presented in an interactive way, where appropriate, by asking questions to students and encouraging discussion, as well as through presentations, seminars, group work;
- teaching methods and pedagogical methods are regularly evaluated through methodological seminars, discussions, department meetings, visits;
- learners are encouraged to become independent - under the guidance of the lecturer - independent studies, independent work, research, practice is a compulsory part of the study process. ;
- fostering mutual respect in student-lecturer relationships - through dean lessons, introductory seminars, individual and group discussions with students; discussing problem situations at methodological seminars;
- There are appropriate procedures for resolving student complaints - the “*Procedure for acceptance and review of complaints*” has been developed, the procedure for contesting the study course results is stipulated in the *Study Regulations*, the contesting of the State Examination results is in accordance with the State Examination Regulations. Turiba regulations on rotation of tuition fee discounts for 2019/2020 define the procedure for contesting the results (scholarships, discounts) in the academic year.

The following shall be taken into consideration for the assessment of students:

- the assessors are familiar with the methods of tests and examination and receive support for the improvement of their skills in this field - the lecturers work in accordance with the *Study Regulations, the Examination Regulations*, assessment criteria are discussed in seminars and at the meetings of the Department. Supported by Dean, Vice Dean, Head of Department;
- the assessment criteria and methods, as well as the criteria for putting marks, have been made public in advance - the *Study Regulations, the Examination Regulations, study course descriptions and regulations* are available to each student and lecturer in the BATIS system;
- assessment gives students the opportunity to show the extent to which they have achieved the expected learning outcomes - assessment criteria for regular and final tests;

- Students receive feedback - a follow-up analysis takes place in the form of discussions where the student will be able to identify the strengths, weaknesses,
- Practice and study papers are evaluated by a commission of two lecturers, the state examination is evaluated by a commission composed of five (including professional) members;

#### Matriculation of students, study process, recognition of qualifications and certification

Increased attention is being paid to this standard.

- Enrolment regulations that set out the criteria for admission and procedure for matriculation are accessible both on Turiba's internal information system (BATIS) as well as the Turiba webpage: -Enrolment regulations for the study year 2020/2021: [http://nodarbibas.turiba.lv/regdok\\_en.asp](http://nodarbibas.turiba.lv/regdok_en.asp)
- Prior to submitting documents to the university, prospective students have access to relevant information on the Turiba website, including study program content, tuition fees, procedure for obtaining scholarships and budget places and rotation of tuition fee discounts, etc. <http://www.turiba.lv/lv/studijas/viss-par-iestasanos/294/>
- Both the website and the regulatory documents provide information on student mobility opportunities and criteria <http://www.turiba.lv/lv/studijas/studijas-arzemes/104/> (arī Erasmus+ mobilitātes programmas nolikums)
- Study progress - matriculation, study content, study process organisation are determined by Study regulations. (Study regulations)
- Turiba also implements the recognition of results achieved in previous education or professional experience([Ārpus formālās izglītības apgūto vai profesionālajā pieredzē iegūto zināšanu, prasmju un kompetenču atzīšanas nolikums](#))
- Monitoring of the study process of students is carried out - surveys, summary of examination results, compilation of statistics of students.

#### 5. Educators

This standard is addressed but partly perceived as a challenge due to the necessary funding

- Academic staff shall be recruited on a regular basis as appropriate [Akadēmiskā personāla vēlēšanu nolikums](#)
- Lecture visits are conducted regularly to assess the educators' professional qualifications in their daily work. After passing the course exam students have the opportunity to express their opinion on all the lecturers. The surveys are conducted anonymously, and students are encouraged to express their views about the lecturers, indicating their positive and negative qualities. Provides opportunities and encourages educators to develop their professionalism;
- There is a regular planning and implementation of the academic staff development policy, and it is planned to support qualification improvement measures also financially - to pay the tuition fee, as well as travel and accommodation expenses, if necessary. The academic staff is involved in scientific research (creative) work. There will be incentives for academic staff and students to publish more of their research, paying for translation and publication wherever possible. Research results are published in internationally available and peer-reviewed editions.

The academic staff involved in the study program are highly qualified and competent and provide students with the necessary research skills, theoretical knowledge, skills and competences.

#### 6. Learning resources and support for students

Increased attention is being paid to this standard.

The infrastructure provisions at TU are regularly appended, renewed and modernised;

The library regularly purchases new literature, both in print and in electronic format.

Students of all departments have free access to the library and other resources at all times.

Students are provided assistance during consultations with educators. The student can address any questions concerning the study process to the Study Information Center, the department or faculty, or the International Department on international mobility issues.

## 7. Information management

Increased attention is being paid to this standard.

1)Qualitative indicators of the programme are measured using various instruments and various statistical indicators from Turiba's internal database system such as the number of students enrolled; number of alumni and students etc. are also used. Survey of various target audiences are used to gather information on the level of satisfaction of students, employers, alumni and employees, the pedagogical performance of educators, Professional career of alumni for example salaries, career growth etc.

2)The satisfaction of students with the existing system is ascertained by the annual students' survey and if necessary, improvements are made to the TU information system BATIS, computer and LAN connection in the lecture halls as well as to the quality of the WiFi internet access.

3)The dynamics of qualitative results are analysed at the management level as well as by each structural unit thereby ensuring prompt and adequate decision making to take the necessary corrective and preventive action required to maintain and enhance the overall quality of services provided and the level of satisfaction of customers.

4)Within the scope of its competence, Turiba collects and compiles students' studies, progress and drop-out indicators.

5)Students are regularly updated through BATIS with the latest information about their deadlines, changes in normative documents, etc. Students also have access to study course descriptions and study materials.

6) Alumni surveys are conducted on a regular basis to ascertain their career progression.

## Informing the Society

Increased attention is being paid to this standard.

Information regarding activities of students, alumni and their success stories are regularly published;

Educators work in the public domain as opinion makers and opinion leaders through not just the publication of research articles but also expressing recommendations and opinions in the mass media;

Turiba news is published on the website[www.turiba.lv](http://www.turiba.lv), and on Turiba profile on various social networks, such as facebook.com and Instagram. As well as on mass media.

## Program monitoring and periodic review

Increased attention is being paid to this standard.



Program monitoring and periodic review of

- the content of the program, taking into account the results of recent research in the sector, thus ensuring that the program remains relevant;
- changing needs of society;
- student workload, study progress and graduation;
- effectiveness of student performance assessment procedures;
- students' expectations, needs and satisfaction with the program;
- study environment, support services and their relevance to the program objective.

Programs are regularly evaluated and reviewed with the involvement of students and other stakeholders. The information collected is analyzed and the program is updated to ensure it is up to date. The results of the program evaluation are published on the Turiba website in the form of annual PNZ reports, which are available here: <http://www.turiba.lv/lv/studijas/studiju-programmas/studiju-virzienu-pasnovertejuma-zinojumi-un-parskati/346/>

#### 10. Cyclic external quality assurance

This standard is noteworthy, but in part is perceived as a challenge as not everything can be fulfilled due to limited funding.

Cyclic external quality assurance is implemented in the process of licensing study programs and accrediting study Directions.

Licensing and accreditation do not end with post-graduation activities at the university. Turiba ensures that progress from previous external quality assurance is taken into account in preparation for the next. Recommendations made by experts are taken into account as far as possible, but not all of them can be implemented due to limited funding.

[1] Standards and guidelines for quality assurance in the European Higher Education Area (ESG). Accessible at: [http://www.aic.lv/portal/content/files/AIC%20ESG2015%20int-1\\_2.pdf](http://www.aic.lv/portal/content/files/AIC%20ESG2015%20int-1_2.pdf)

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

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

The core operations of Turība University is the provision of education services. Tertiary education programmes are being implemented in 2019/2020 by the following three faculties:

- Faculty of Business Administration,
- Faculty of Law,
- Faculty of International tourism,

TU offers higher education at all levels: college, bachelor, master and doctoral levels; Study programmes are implemented not only in Riga but also at Turība branches in Jekabpils, Talsi, Liepāja and Cēsis. With the aim of developing education export, study programmes are offered in English language for both local as well as foreign students. Revenues from foreign students are increasing in contrast to the fall in revenues from the local market.

Turība uses only private funds for study provision. Turība's financial position is remarkably stable. Every financial year, starting from the foundation of the university, has ended with a profit. The reason for this is the successful economic activity of the higher education institution as well as well-considered and goal oriented activities in the field of education. The financing plan for each year is determined by the budget of the institution. Revenue consists of tuition fees in higher education, participation fees for seminars, hotel services and income from other economic activities. Expenditure is planned in the budget proportional to the revenue, the main items of which are salaries of staff, social security payments, maintenance of premises and utilities, material expenses for provision of the study process, purchase of new equipment, as well as renovation and repair of premises. Financial resources to ensure the implementation of the study programs in the study Direction:

The net turnover for the financial year 2017/2018 is EUR 5 149 008, the gross profit is EUR 1 558 925 and the profit after tax for the year is EUR 446 928.

Turība's revenue from tuition fees has increased by 5.4% (by 212 728 EUR). Total net turnover increased by 5.73% (EUR 278 953).

Total after-tax profit for the year increased by 27.06% compared to the financial year 2016/2017 (by 95 190 EUR).

Amount of share capital in the balance sheet of the reporting year as of 30.06.2018 is 2 134 300 EUR with retained earnings of EUR 1 972 534,

and total equity of EUR 5 705 022.

The sustainable development of Turība University can be seen from the annual updating of study programmes and adapting them to the requirements of the labour market as well as from the enhancement of existing programmes and development of new programmes. Further cooperation with foreign HEIs and research work is being developed as well. Thereby Turība continues to maintain its position among leading HEIs of Latvia and furthermore under modern day changing circumstances nurtures the ambition to be among the main innovators in the field of higher education in Latvia.

The development strategy of Turība University foresees the development of new study programmes and the enhancement of existing programmes in accordance with the requirements of the Latvian labour market and ensuring that the quality of study programmes meets international standards. It

is planned to attract students from Europe and Asia, as well as to place more emphasis on study programs and the teaching of separate courses in English.

Various kinds of support personnel are involved in ensuring the successful flow all the study processes concerning the implementation of study programmes. The key departments are: Study department that is in charge of planning study processes and recording academic progress; Technical department responsible for technical provision; the Library, Publishing house, Study information centre and Information systems department responsible for provision of information to students and educators. The aims and tasks, main activities and cooperation principles of these structural units are all laid down in the regulations/guidelines for these structural units.

Forecasting changes in the demographic situation as well as in the European Higher Education Area and the Latvian regulatory system, timely decisions allow us to make significant investments in the development of the higher education institution even today, as the local higher education market continues to shrink. We will continue to do so, because only such an approach can ensure the future growth of the university.

Another factor determining the stability of a higher education institution is the relatively diversified and branched structure of study programs and forms of study, which allows the University to compensate income in one sector when the market narrows in another sector. Combined with prudent, thrifty and efficient use of resources, a stable revenue base is a necessary factor for the continued operation of the university.

Another important factor for the private sector, compared to state universities, is the ability to make decisions and start implementing them much faster. True, quick decisions must not be rushed, there must also be sufficient time for analysis, discussion and reflection where necessary, but in our case there are no significant external obstacles to the process.

Sources of funding for research include BAT funding, as well as individual projects involving BAT or individual lecturers. This funding is used both for participation in conferences with reports and for translation of publications. For indexing a publication in Scopus or WoS databases, an additional reward is given to the lecturers. Both conference papers and publications are written about the issues included in the study programs and the researched material is used in the study process and included in the respective study courses.

**Cost per student in 2018.2019. academic year attached in the Appendix 18.**

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

Turiba has at its disposal all the resources necessary for the implementation of the study Direction and the corresponding study programs:

1. All necessary conditions/environment for studies are present – new conference halls, lecture rooms, computer classes, and modern library with a spacious reading room. The lecture rooms are equipped with high quality visual equipment – white boards, OHTs and screens,

multimedia projectors, audio and video equipment. Students have access to computer workstations. Stationary multimedia projectors as well portable one are available. There is sports hall which can also be used in the study process.

2. Students can use the whole territory of Turiba for practical lessons (except places which have been leased out or restricted areas), including the car park and other buildings.
3. There is a specially equipped/designed room where students can learn and develop their practical and Professional skills in Criminalistics.
4. The infrastructure provisions at TU are regularly appended, renewed and modernised;
5. New literature in printed and electronic form are regularly procured by the library;
6. Students of all departments have free access to the library and other resources at all times.
7. Students are provided assistance during consultations with educators. The student can address any questions concerning the study process to the Study Information Center, the department or faculty, or the International Department on international mobility issues.
8. During 2018/2019, BAT has created the environment necessary for the development of e-learning and has attracted a very good and interested consultant. The rest is day-to-day work of educators in improving their study courses and developing new ones. In a situation of falling number of full-time students, increasing work intensity and occupancy, distance learning is one of the forms of study that allows them to continue their studies while maintaining a stable income base for the university and contributing to its overall development.

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

Information Systems Department is a structural unit of BAT that provides the study process by offering students and lecturers BATIS, which contains information about the whole study process in terms of the calendar plan, study courses and their lecturers, requirements and rights in the study process, regular, final and final examinations , for study and student loans, for academic leave, for guest lectures, conferences, discussions, and other current events in Turiba.

All study program syllabus contain information about the possibilities to use the BAT library services in the study process: books, magazines, collections of articles both on paper and electronically. Library working hours are subordinated to the needs of the study process so that the student can use the library virtually 24/7. During the summer holidays the library is opened under a special regime, so that anyone interested can receive the necessary information and study materials. In addition, the library has materials: bachelor's, master's, study papers, doctoral theses and their summaries, which can be used to carry out the independent studies.

The Turiba University library offers students a modern automated free access library with an electronic subscription/registration system as well as access to books and periodicals using the

electronic catalogue ALISE. <http://www.turiba.lv/lv/studijas/biblioteka/bat-katalogs/257/>

The main task of the library is provide the latest text books and scientific literature for the various study programmes and research directions offering access to not only a wide range of text books and press editions but also to online and local databases and other information resources. The heads of the various departments and programme directors in cooperation with the library personnel work out the list of books, journals and electronic databases to be purchased for the new forthcoming academic year. TU has branches in three cities - Liepaja, Cesis, and Talsi.

The Library is a structural unit of Turība - a publicly accessible library that holds and maintains information resources for academic and research activities.

The library provides library users with information resources and services necessary for the study process and scientific activities; develops and supplements the Library Collection and Library Information System (BIS) Alise with the latest, up-to-date information resources in cooperation with the faculties, departments, etc. structural units according to the directions of scientific work of the higher education institution and requirements of study programs.

The library provides the library collection, incl. availability of electronic databases for independent studies and research; organizes and provides library and bibliographic services, modernizing and extending the quality of services provided. The University subscribes to online electronic databases: LETA. Nozare.lv., Letonika, Lursoft, EBSCO Academic Search Complete, EBSCO eBooks Academic Subscription Collection, EBSCO Business Source Complete, also constantly using trial databases: <http://www.turiba.lv/lv/studijas/biblioteka/tiessaistes-datu-bazes/249/>

The library provides users with a comfortable and work-friendly environment. Extensive collection of free-access books - subscription with user-accessible electronic catalogue, library reading room with latest press issues. The library has 182 workstations out of which 59 are computer workstations. The library offers a variety of library services to students and other users of the library: <http://www.turiba.lv/lv/studijas/biblioteka/bibliotekas-pakalpojumi/251/>

Turība invests annually in supplementing the library's information resources (both for purchasing literature and subscribing to electronic databases).

Turība University Library is a member of LATABA (Latvian Academic Library Association).

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

Study process take place under the guidance of experts. The faculty's lecturers are judges, lawyers, sworn advocates, sworn notaries, sworn bailiffs, who provide not only theoretical knowledge, but also, through various case studies and practical experience, educate and train students for solving practical tasks in real life situations.

The staff recruitment and employment processes at Turība are determined by several regulations:

Regulations on Election of Academic Staff approved by Senate 28.09.2016. meeting determine the procedures by which:

- assistants, lecturers, assistant professors are elected,
- associate professors and professors on the boards of other relevant professors of higher

education institutions are proposed for election.

Vacant positions of academic staff in Turiba departments are appointed by the Rector on the proposal of the Dean of the Faculty, the Director of the study program or the head of the department. Applicants, both resident and non-resident, with education and / or professional experience in accordance with the requirements of the Higher Education Institution Law and Turiba job descriptions, may apply for vacant positions in the academic staff. The process is open, with Turiba administrative staff and other faculties participating as observers.

Turiba University announces competition for vacancies in academic positions twice each academic year. It is a long-term strategy, which allows to increase the proportion of academic staff elected at Turiba University as permanent academic staff by 1-2 lecturers every year. However, the election of such lecturers involves financial investments, so it cannot be implemented rapidly, especially at a time when the number of high school graduates and university students is on the decrease

Application procedure:

- The competition shall be announced by the Turiba Personnel Division in accordance with the regulatory enactments of the Republic of Latvia on the recommendation of the Rector and the approval of the Board.
- Applicants must submit their application to the Turiba Secretariat within one month from the date of publication of the vacancies.
- The application must be accompanied by a copy of the CV, educational, academic and scientific credentials, a list of publications and / or significant achievements in the speciality (industry) during the last six years, and any other project specified in the publication.
- Upon submission of the application, the Applicant shall be acquainted with these Regulations. If the applicant submits documents by mail, then at the request of the applicant the Regulations will be sent to him by e-mail.
- Applicants' documents for election to the position of Associate Professors and Professors in the boards of professors of other higher education scientific boards shall be submitted by Turiba Personnel Division to Turiba science department for evaluation.
- The Scientific Council of the Turiba science department shall evaluate the eligibility of applicants for the position of Associate Professor and Professor and report on its decision to the Turiba Senate.
- At the meeting of the Turiba Senate, by open vote, a decision is made to recommend the election of the Board of Professors of Science of another higher school.
- Upon receipt of a positive approval from the Turiba Senate, the Rector prepares a letter to the professors council of another university, asking them to evaluate and elect the candidate for the position (while guaranteeing payment for the work of the respective professors' council).

The competition takes place in three (3) rounds:

- In the first round of the competition, the documents submitted by the applicants are checked for their compliance with the requirements announced.
- Documents submitted in the second round of the competition are examined by the departments, inviting the candidates,
- In the third round of the competition, candidates for the academic staff positions are evaluated and elected according to the regulations of the Faculty's Extended Council.

After the applicants have been elected for academic positions, Turiba shall enter into employment contracts with them for the period of election specified in the regulatory enactments of the Republic

of Latvia.

If the employment contract is terminated during the specified term of the election, the new employment contract shall be concluded only after re-election to the academic position.

The lecturers of the study field are reviewed every year and replaced if necessary. During the reporting period several new educators were attracted: Sigita Bebre (Martinšone), Poodle Dainis, Olga Boke - Fleitmane etc. In turn, the contractual relationship with several educators was terminated or not renewed, either voluntarily or by mutual agreement.

The procedure for the election of associate professors and professors is determined by the by-laws of the Turība Council of Joint Professors of Economics and Business, approved by the Senate on 02.10.2019.

The procedure for the selection of scientific research assistants, researchers and leading researchers at the Turība Institute of Business Technology is determined by the by-laws of the Institute of Business Technologies.

Turība staff who have obtained LŽP expert rights in Law Science:

<b>No.</b>	<b>Structural unit</b>	<b>Name Surname</b>	<b>Period of activity (dd.mm.yy. - dd.mm.yy.) - dd.mm.gg.)</b>
1	BTI	Tumalavičius Vladas	17.01.2021
2	TZK	Veikša Ingrīda	20.12.2020
3	TZK	Načisčionis Jānis	15.11.2020
4	BTI	Zahars Vitolds	20.04.2020
5	BTI	Skrastiņa Una	<a href="#">19.01.2020.</a>
6	TZK	Kaija Sandra	<a href="#">25.11.2019</a>
7	BTI	<a href="#">Teivāns-Treinovskis Jānis</a>	<a href="#">17.01.2021</a>
8	BTI	Urmonas Algimantas	17.01.2021
9	TZK	<a href="#">Endziņš Aivars</a>	<a href="#">18.06.2020</a>
10	TZK	Pleps Jānis	<a href="#">21.08.2020</a>
11	TZK	Kronis Ivars	<a href="#">18.06.2020</a>
12	TZK	Baikovs Aleksandrs	17.12.2018
13	TZK	Grasis Jānis	<a href="#">21.08.2020</a>

Regulations on the election of the academic staff are available here:

- Mechanisms and procedures for in-service training and research:
  - Stimulation of the academic staff's scientific activities:
    - to develop scientific research work, to conduct scientific research, to develop monographs, textbooks and study aids;
    - developing scientific research by stimulating lecturers and coordinating their work on monographs, textbooks and other scientific publications, with particular emphasis on scientific publications in international citations (Web of Science and SCOPUS);
    - to provide payment for English translation of internationally recognized publications;
    - to coordinate the activities of the academic staff of the Faculty in order to develop joint scientific research of the lecturers and students;
    - coordinate work to develop the evaluation of students' scientific research results at students' scientific conferences, to develop doctoral students' scientific conferences;
    - to promote the best independent research developed by students towards publication.

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

Improvement of the lecturers' qualification is the motivation of BAT academic staff and the increase of experience and scientific potential. This is done through lecturers' conferences, articles, monographs, exchange of experience or teaching courses within Erasmus +. For example, Professor I. Veikša participated in an international scientific conference in Trier (Germany) in 2019, where the experience gained on intellectual property issues is used in the study process for perfecting tests on copyright and intellectual property issues. Of course, the conference materials available to the lecturers are also offered during the study process, thus supplementing the literature.

In the academic year 2019/2020 some lecturers, eg I.Veikša, J.Načisčionis, G.Zemītis are involved in projects organized by BAT, where lecturers additionally acquire professional competences and foreign language.

In order to ensure the qualification and quality of work of the academic staff, an incentive system of remuneration has been established, which is described in the Regulations of the organization of Turiba staff remuneration (approved by the Senate on October 23, 2019):

- Academic staff with a fixed-term salary system shall prepare an electronic report of their individual work plan at least twice during the study year, at the end of December and June.
- Academic staff who are temporary staff (the hourly rate), the monthly salary is calculated by multiplying the amount of scheduled academic hours recorded in the individual work schedule by the hourly rate and divided by ten.
- Payment for paid services and unplanned guided work shall be made in the form of bonuses



in addition to the salary at the end of each semester, but not later than January for Semester 1 and July for Semester 2 or the relevant month.

- The total funding of the Faculty for the remuneration of the academic staff and academic positions is 19% of the total tuition fee income in the respective program.
- If there is an overall positive cash balance for the faculties at the end of the financial year, 15% of it is transferred to each faculty bonus fund in proportion to the balance of each faculty, and 85% is placed in a reserve for faculty development.
- The funding of the academic staff and visiting lecturers is distributed by the deans of the faculties to the departments in proportion to the number of credit points of the study courses implemented in the department and the number of academic groups. In agreement with the Dean, the number of students in the academic group may be changed.
- The salaries of the academic staff of the respective department shall be determined by the head of the department in agreement with the dean and the vice-rector for academic work, but they shall not be lower than the rates established by the Cabinet of Ministers.
- For lecturers with academic load in student groups of more than 30 students (regardless of the number of adjoining groups), the rate is increased by 0.67% for each additional student starting from the 31st student in the particular group. All students who have an active student status and have no payment debts are taken into account, and the actual attendance of lectures is not counted and not taken into account. The amount of the additional payout is calculated each month and paid along with the payroll for that month.
- Remuneration for visiting lecturers
  - For visiting professors, the contract is concluded for the duration of the specific work.
  - The hourly rate set for visiting lecturers is not less than the rates set by the Cabinet of Ministers.
  - Remuneration shall be paid in accordance with the actual pedagogical workload recorded in the delivery acceptance act
  - Foreign visiting professors are paid travel and accommodation expenses in Latvia once per study year.
  - The responsible faculty, which invites the foreign visiting lecturer, prepares an estimate of the planned costs. The total costs are shared between all faculties in proportion to their revenues.
  - The director of the program receives a performance bonus based on the qualitative and quantitative criteria that have been met.
  - The quantitative criteria for the Program Director's bonus are as follows:
    - The bonus is applied to and paid for each calendar month in the course of a study year at the rate of salary
    - Bonus is calculated for the two periods of the academic year - I semester and II semester based on the information submitted by the Study Department to the Finance Department on the number of Latvian students matriculated as of September 15 and January 15.
    - From September 1, 2019, the program directors' bonus is set at the rate of EUR 0.25 (gross) per month for each student studying and paying for the program. The bonuses are paid twice a year at the end of each semester. These bonuses are not applicable to doctoral programs, as well as organizational security college and undergraduate programs, as these are subject to other alternative principles for calculating bonuses.
  - The qualitative criteria for the Program Director's salary are as follows:
    - Development of self-assessment reports.
    - Organization of employer surveys.
    - Attracting external financing.

- Working with and retaining students.
- Work with lecturers, lecture visits.
- Cooperation with branches.
- Improvement of program quality.
- The Dean assesses the qualitative criteria for the Program Director's bonus. In the event that the work for the Program Director is carried out by another person, the Dean shall be entitled to pay part of the salary of the Program Director to another person.

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

The teaching staff involved in the study programs, according to their position, carry out the prescribed academic workload, which includes not only lectures, practical work, but also preparation for lectures, evaluation of regular exams, which is which is a labour-intensive process. Moreover, each lecturer continues his / her self-education, self-improvement by acquiring current information in the study course he / she teaches and by continuing scientific research in the chosen field of law. This is done through self-study, conferences, experience in raising the quality of the study process at other universities, and lectures within Erasmus + mobility.

However, the opportunities offered by the Erasmus + Mobility program are not always successful, as it is quite difficult to reconcile the courses to be taught and the duration of teaching. But if the opportunity arises, it is seized. Both the lecturer and the students benefit from it, as new important information is always obtained from the lecturer's point of view and passed on to the students. This ensures that there is always new quality information on the subject of the course, and there is always diversity of information. There is thus room for comparison and also for the development of critical thinking. This definitely has a positive impact on the quality of the study process and the results to be achieved.

Information attached in Appendixes:

- a table (in Excel format) providing basic information on the teaching staff involved in the field of study, indicating their degree / qualification, the status of their election at the university, the study programs and courses they participate in and proof of knowledge of the official language and foreign language (if applicable).
- CVs of teaching staff (Curriculum Vitae in Europass format).
- statistics on incoming and outgoing mobility of teaching staff during the reference period.

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

The Student Council Regulations determine the support available for students (approved by the Senate as of 28 September 2016)

The tasks of the Turiba SP are, among other things, to represent students in the national and international environment, to identify students' needs, interests and desires for improvement of the academic process and to make proposals for their implementation, as well as to draft SP budget and monitor its use.

Turiba SP has the right to request and receive information and explanations from authorised representatives of all Turiba structural units regarding any issues related to the interests of the students;

In accordance with the Business Incubator Regulations (approved by the Senate on 23.01.2019) its services are available to students, graduates, teaching staff, other employees of higher education institutions, as well as to any business start-up or entrepreneur. Students widely use the services provided:

Service "Legal address" that entails permission to register one's enterprise with its legal address at Turiba University, Graudu street 68 A, Riga, LV-1058, as well as metal locker for receipt of correspondence and document storage.

Service "Hot desk" that provides a free work station on the Business Incubator premises that is not specifically allocated to any client. All work stations are equipped with internet and printer connectivity. If necessary, the work station can be additionally equipped with a computer for an additional charge. The service includes the service "Legal address". The service includes access to the use of all rooms and kitchen facilities as well as electronic entry card.

Service "Dedicated desk" provides a fixed work station on the Business Incubator premises that is specifically allocated and reserved for solely one client. All work stations are equipped with internet and printer connectivity. If necessary, the work station can be additionally equipped with a computer for an additional charge. The service includes the service "Legal address". The service includes access to the use of all rooms and kitchen facilities as well as electronic entry card.

The service "Room for events" provides the opportunity to lease the Business Incubator premises for specific events. The service includes access to relevant equipment (internets, WiFi, projector, screen, computer, TV, whiteboard, furniture), as well as use of kitchen facilities.

Service "Event Organisation" includes planning, organising and managing events for clients with the help of Business Incubator team.

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

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

Three directions of scientific research are emphasized in the study direction:

- the first direction is lecturers who are scientists and continue scientific research in their field and transfer research results to students in the study process;
- the second direction is the students' scientific research work, which, under the guidance of an experienced lecturer, develops independent research both in the study work, in the Bachelor's thesis, in the Master's thesis and in the doctoral thesis. , by means of scientific research, to carry out scientific research which may and in many cases is academic
- the third direction is the BAT lecturers, who are scientists, carry out scientific research in cooperation with the graduates of the higher education institution, who continue to conduct research on the chosen topic under the guidance of the former lecturer. For example, Professor A.Endziņš, who led the promotion of S.Stipres, is now helping S.Stipre to continue his scientific research and to prepare a monograph "State awards of Latvia and their legal regulation" on the basis of research. It is a striking example of the collaboration between an experienced scientist and a young scientist. It will be a great contribution to the development of constitutional law and an invaluable resource for students to use in the study process.

Already now in the study process as well as in practical life is used monograph of the BAT graduate U.Skrastiņa "Public Procurement. Tender selection criteria and evaluation in public procurement ". The monograph is a logical continuation of scientific research on public procurement, writing a doctoral thesis under the guidance of Professor J.Nacisconis. Collaboration between the two scientists continues in research on aspects of public administration improvement today, with articles published in publications included in the Scopus databases. The results of scientific research are undoubtedly material that is used in the study process and positively influences the quality of knowledge and competence acquired by students.

Turība combines diverse studies and scientific activities to provide high quality higher education, to generate new knowledge and apply it in solving important problems of Latvian economy and society, as well as to support successful development of Latvian state, economy and society.

The study Direction covers research in five branches of Law Science: Civil Law, Criminal Law, National Law, International and European Union Law, as well as Law Theory and History. The results of these research fields ensure the study of issues of importance to the Latvian state, the economy and society as a fundamental prerequisite for the functioning of a democratic state system.

The aims and tasks of the study Direction are aimed at the achievement of the strategic goals set by Turība. Aims of the study Direction -to educate qualified legal professionals capable of independently carrying out activities relating to the application of substantive and procedural law, the application of case law and doctrine in the fields of public and private law at national, European Union and international level, consequently, the study Direction achieves the goals set by Turība in the field of Law..

Topics of research work by Turība staff

- Blūzma V. - Latvijas tiesību vēsture no vissenākajiem laikiem līdz 1914.gadam, Law Science, Tiesību teorija un vēsture
- Baikovska I. - Criminal procedure law , Law Science
- Broka I. - Darījumu apstrīdēšanas tiesiskais regulējums un problēmjautājumi, Law Science, Civil law
- Načisčionis J. - Administratīvo tiesību zinātnes attīstības tendences. Administratīvo un

administratīvi procesuālo tiesību mijiedarbības attīstība. Publiskās (valsts) pārvaldes attīstība.  
Administrative liability, Law Science ,Valsts tiesības

- Rone D. – Insurance law, Law Science
- Sproģe D. - Pārrobežu maksātspējas procesa tiesiskā regulējuma piemērošanas problemātika Latvijā, Tiesību zinātne, Civil law
- Veikša I. - Autortiesības digitālā vidē. Plaģiātisms un akadēmiskais godīgums augstskolās, Autordarbu izmantošana uzņēmējdarbībā, Law Science, Civil law
- Vitte Ā. - Bērnu adopcijas starptautiskie tiesiskie aspekti un pārrobežu adopcijas tiesiskā regulējuma problēmas Latvijā, Law Science, Civil law

Doctoral students:

- Cīrule D. Turība University Law Science
- Golta I. Turība University Law Science
- Golts E. Turība University Law Science
- Hahelis K. Turība University Law Science
- Kīsnica I. Turība University Law Science
- Ozoliņš N. Turība University Law Science
- Veinbergs V. Turība University Management Science
- Ziemeļe I. Turība University Law Science

Significance of the Doctoral study programme:

The strategic goal set during the design of the doctoral study program “Legal (Law) Science” - to provide students with theoretical knowledge and research skills, achieving the learning outcomes defined in the study program, corresponding to the knowledge, skills and competences excellence set out in the Latvian education classifier for the 8th level of European Qualification framework

The difference in the doctoral program is in the research orientation, allowing doctoral students to acquire academic knowledge and develop the competencies of law professionals internationally. This would facilitate the success of internationally-educated doctors of law in research, as well as broaden the opportunities for cooperation with foreign higher education institutions implementing similar format doctoral programs. Training of potential academic staff for the development of master's and doctoral study programs implemented at Turība is also encouraged.

The PhD program will provide opportunities for foreign students as well as Erasmus Mobility students to obtain quality education which they can then use in their home countries.

The program includes the development of constitution and public administration and their impact on economic development in both countries. The aim of the study program is to provide high-level studies and active research work of doctoral students, to enable doctoral students to acquire in-depth competences necessary for independent research work and its completion with original and empirically proven results in the field of Law Science, testifying the use of international experience in research work and in its organization and management. To provide science-based studies, after which students would be able to fully realize their knowledge, skills and competences both locally and internationally, as well as to promote the development of this science both in Latvia and abroad.

#### **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.**

Scientific research at BAT is inextricably linked with the study process and they complement each other. This interaction is manifested as follows:

- Final results of scientific research of TZK lecturers, reflected in scientific monographs, scientific publications, etc. are applied in the study process. Study course descriptions include a number of scientific studies that students must study in order to successfully complete a particular course, thus demonstrating the very close link between study and scientific research work.
- Students are required to compile various research papers or reports within the framework of several study courses. In addition, students are required to compile study papers each year and, in the last semester, to complete bachelor's or master's theses, respectively. During the first year of studies, special lectures are organized for the students of the Bachelor's program, where several lecturers give advice on how to successfully compile scientific works, how to work with library databases, etc. Often, this research-initiated research has intrigued students to continue their research activities, and many students decide to pursue doctoral studies, becoming young researchers and academics who are already providing an example for future generations of students.
- Within the study process, lecturers develop new ideas for scientific research, as new aspects and issues of legal topics that have not been researched in Latvian legal science yet or little researched emerge during the study process;
- A significant part of the doctoral program is devoted to scientific research - doctoral students initially acquire in-depth knowledge of scientific research methodology in law, then develop a variety of scientific studies, publications, and at the end also high-level doctoral theses, etc. Taking into account that the acquisition of the doctoral program is also related to the acquisition of pedagogical skills, doctoral students further approbate their research results in the study process by giving lectures or conducting seminars for bachelor or master students.

In 2017, a collective monograph was compiled by lecturers of the Department of Law

„Latvijas tiesību sistēma” [“Latvian legal system”]. It is a modern overview of the diversity and continuity of the Latvian legal system at the same time the undergoing processes of change and development. The „Latvijas tiesību sistēma” summarizes, describes and analyses the most fundamental legal issues and principles. These rights include all fundamental rights and their groups (civil, international and criminal law), providing insights into the general and specialized fields of law, defining the sources of law, norms and opinions of legal scholars that contribute to understanding our national legal system and providing answers to understanding issues. Reflects their mutual interaction and overall harmony. The following authors participated in writing the monograph:

Alfejeva Jeļena, Dr.iur.

Blūzma Valdis, prof., Dr.hist.

Cakare Liene, lekt., Mg.iur.

Ivančiks Jānis, prof., Dr.iur.

Juriss Juris, doc., Dr.iur.

Kaija Sandra, prof., Dr.iur.

Kramiņa Ilze, Mg.iur.

Krievs Ivo, lekt., Mg.iur.

Kronis Ivars, asoc. prof., Dr.iur., LL.M.

Litvins Gatis, doc., Dr.iur.

Makans Leonīds, Mg.iur.

Mežulis Dainis, asoc.prof., Dr.iur.

Mieriņa Aiga, Dr.iur.

Načisčionis Jānis, prof., Dr.iur.

Nerugale Jevgēnija, Mg.iur.

Oļševskis Edgars, lekt., Mg.iur.

Osis Martins, Mg.iur.

Ulmane Valija, lekt., Mg.iur.

Veikša Ingrīda, prof., Dr.iur.

Vitte Ārija, lekt., Mag.iur., Mg.paed.

Zaļuma Zanda, Mg.iur.

Zemītis Guntis, prof., Dr.hist.

Zariņš Ivars, Mg.iur.

The monograph contains separate research papers on the following sub branches of Law Science:

1. History and theory of Law:
  - History G.Zemītis
  - Theory of Law E.Oļševskis
2. State law:
  - Constitutional law N.Ozoliņš
  - Administrative law J.Načisčionis
  - Administrative procedural law G.Litvins
  - Human Rights E.Oļševskis
3. International and EU Law:
  - International public law A.Mieriņa, V.Blūzma
  - International private law A.Mieriņa
  - European Union law E.Oļševskis, J. Nerugale
4. Civil law
  - Family law Ā.Vitte
  - Inheritance law Ā.Vitte
  - Property law Ā.Vitte
  - Contract law I.Zariņš, Ā.Vitte
  - Civil procedure law I.Kronis, M.Osis
  - Labour law V.Ulmane
  - Social rights V.Ulmane
  - Commercial law I.Krievs, L.Cakare
  - Copyright law I.Veikša
5. Criminal Law:

- Criminal law D.Mežulis
- Criminal procedure law S.Kaija, J.Juriss
- 6. Forensic science and operational theory:
  - Forensic science and operational theory J.Ivančiks, L.Makans
- 7. Other sub branches of law
  - Competition law J.Alfejeva
  - Insurance law J.Alfejeva
  - Construction rights I. Kramiņa

#### COMPILERS

Endziņš Aivars, Dr.iur, Turība University professor, Latvia

Kronis Ivars, Dr.iur, Turība University Head of Department of Law Science (till 2015), Baltic International Academy associate professor, Latvia

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#### REVIEWERS

Aleksandrs Baikovs, Dr.iur., Baltijas Starptautiskās akadēmijas asociētais profesors, Latvija

Jānis Grasis, Dr.iur., Banku augstskolas asociētais profesors, Latvija

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Marina Sumbarova, Dr.iur, Baltijas Starptautiskās akadēmijas asociētā profesore, Latvija

Osvalds Joksts, Dr.habil. iur., LZP eksperts, Rīgas Stradiņa universitātes profesors, Latvija

Una Skrastiņa, Dr.iur., Biznesa tehnoloģiju institūta vadošā pētniece, Latvija

Uldis Ķinis, Rīgas Stradiņa universitātes asociētais profesors, Latvija

Viktoras Justickis, Dr.habil.iur., Mikolas Romeris universitātes profesors, Lietuva

#### **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.**

Students and lecturers in the study field study programs have benefited since lecturers have participated in writing a monograph and are now using it as a material for studies. Students, in turn, benefit because they acquire material and concrete experience in the process of constitutional, administrative and criminal law from lecturers who have participated in the international



cooperation research project Nordplus.Higher education program Project, where Turība University was the international cooperation partner, (Latvia), Kazimieras Simonavičius University (Lithuania), and Laurea University (Finland). The project is co-funded by Nordplus Higher Education Program. Project No.NPHE-2017 / 10115.It started in September 2017 and completed in October 2018.

The ERASMUS + Strategic Partnership “Interdisciplinary Skills Development for Collaboration and Conflict Resolution” project will be successfully launched and will continue until 2021, which will develop a range of learning support materials on cross-disciplinary topics (teamwork, goal setting, effective planning, multicultural communication, conflict diagnosis and management). The project will be implemented by an international team led by the School of Business Administration Turība, with the participation of Mykolas Romeris University (Lithuania), Graz University (Austria), Genoa University (Italy), Dutch Business Academy (Netherlands) and Jagail University (Poland). The academic leader of the project is:

Docent at the Turība University Ph.d Dana Rone. Various activities are planned within the project - it is planned that in summer 2021 students of six partner universities will be able to acquire interdisciplinary skills at Turība University. Teaching materials - exercises and tests - will also be developed to enable students to practice their new skills. The partners will also develop a mobile application that will motivate users to develop interdisciplinary skills. New training videos will also be filmed, providing free distance learning as well. The project partners will also develop a collection of articles and create a week-long learning process for trainers working directly with interdisciplinary students.

Equally important for improving the quality of study process outcomes is the acquisition of knowledge, skills and competences by faculty and students at summer schools, such as the Nordplus Higher Education Program Intensive Course Mediation in Civil and Criminal Matters 2018, August 14-25, 2018 Turība took an intensive mediation course at NORDPLUS (Project Number: NPHE-2018/10311). This course was implemented by Turība University (Latvia) in cooperation with Mykolas Romeris University (Lithuania), Tallinn Technical University (Estonia) and Turku School of Economics and Business Administration (Finland). This course has been taking place in Turība for the third year. The academic leader of the project is Docent at the Turība University Ph.d Dana Rone The objectives of the intensive course are:

- Bring together students and academics from several countries to form an international network of practitioners interested in mediation and application;
- To provide students with the opportunity to learn in a multicultural environment by developing their communication skills and teamwork skills;
- To organize theoretical lectures as well as creative lessons with role playing games and the opportunity to meet professional mediators.

Both undergraduate and graduate students from Latvia, Lithuania, Estonia and Finland participate in the courses. Lectures, discussions, group work and role play are led by experienced faculty and practicing mediators from all participating universities.

In September 2017, Turība University commenced implementation of the Nordplus Higher Education Program Collaboration Project “Development of Public and Organizational Security Programs 2017”. The project was developed and implemented by the University in cooperation with Kazimieras Simonavičius University (Lithuania) and Laurea University (Finland).

Nowadays security issues are becoming more and more important also in the Baltic and Scandinavian countries. We now face new challenges related to migration, conflicts rooted in cultural and religious differences, cyber attacks and other threats to our security. Therefore, it is

increasingly important for educational institutions to equip capable and knowledgeable security professionals capable of dealing with these new threats and challenges.

For several years Turība has been implementing the study program “Organization Security”, which prepares new security specialists and security service managers. The faculty recognizes that the security industry is changing, new challenges are emerging, and collaboration and knowledge transfer to the Baltic Sea region is needed to equip our knowledgeable and professional young specialists. That is why the idea of cooperation in the Nordplus project was born.

The project aims to evaluate and improve security programs, facilitate experience exchange and write a book that will serve as a new and useful learning resource for students and industry professionals in various security programs.

After years of intensive work, with more than 20 specialists from 3 countries, a book on security issues has been written and is now available to any security student or professional. By working together on the book, the project promoters have acquired excellent cooperation partners and established a network of security professionals. The results of the project were also presented at an international conference in Riga on April 19, 2018, which was an important international event in the field of security in the Baltic States.

Overall, the project provided diverse opportunities for collaboration, ideas for new initiatives and projects, and certainly enabled us and our partners to evaluate their security programs and invest in their further development.

All project materials and books on "Organizational and Individual Security" are available in electronic version here: <http://www.turiba.lv/en/sadarbiba/international-projects/development-of-society-and-organisation-security-programmes-2017/537/>

Turība publishes the scientific journal Acta Prosperitatis every year. The magazine is indexed by the international EBSCO

database, and this journal publishes scientific research of Doctor of Laws from Latvian and foreign universities.

Electronic versions of the magazine are available on the BAT website: <http://www.turiba.lv/lv/bizness-zinatne/petnieciba/publikacijas/acta-prosperitatis/165/>

Turība lecturers publish a considerable number of **international scientific publications**.

**Textbooks** compiled are recognized as fundamental research.

The number of **popular science publications** is also an indicator of appropriate quality, as it constitutes a source of knowledge transfer and collaboration with the public. The lecturers are published both in Jurista Vārdi and in new editions of legal issues such as I-law.

An important aspect of the academic staff's evaluation of scientific research is the **considerable number of scientific conferences** at which BAT faculty members have presented their papers.

The steady increase in participation in **scientific projects** is to be welcomed. Turība lecturers have been involved in several scientific projects during the reporting period.

Lecturers throughout the university are involved in two EU-funded projects on “Improving Governance at Turība University” and “Strengthening Academic Staff of Turība University in Strategic Specialization Areas” as well as nine other projects. The total amount is impressive - close to EUR 2 million, but it should be borne in mind that this is a multi-year period and, especially for the first two, will require very serious work to utilize all seven hundred thousand euro in full.

Overall, the scientific research results of the academic staff involved in the implementation of the study Direction are satisfactory, as they confirm the ability of the Turiba lecturers to engage in Law science research in Latvia, the increasing international importance, as well as close links between research and study work.

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

During the reporting period, the lecturers involved in the implementation of the study field Law Science have:

- four publications in journals indexed in the Scopus database;
- Eleven publications in the EBSCO, ProQuest indexed journals;
- four monographs;
- fifty-one publications in scientific journals;
- Forty-one papers at international scientific conferences;
- participating in or managing thirteen projects.

The research activities of the lecturers are a scientific and practical contribution in the fields and sub-branches of law. The results of the scientific researches are summarized in Appendix 6 attached to the evaluation of the Study direction.

The goal of Turiba strategy is to focus on the development of the academic staff: Our academic personnel are knowledgeable, highly experienced and carry out research work that is useful in practice. During these years a stable team with relatively little variability has been formed, able to implement the study process based on both theory and practice. Turiba provides opportunities both for the continuation of academic education and opportunities for participation in various further education courses. Anticipating the increase in the number of foreign students, English courses were also organized for groups of employees with different backgrounds using Turiba's resources. Several educators were involved in various ERASMUS + projects.

In 2019, participation in the EU-funded project "Strengthening Academic Staff of Turiba University in Strategic Specialization Areas" offers even more opportunities. Up to February next year, four professional development seminars are planned on a variety of very topical themes.

Similarly, both last year and this year we funded the publication of several scientific monographs, as well as participation in conferences, presenting internationally quoted scientific research. The total budget earmarked by the university for science and academic staff development last year exceeded one hundred thousand euros. It should however be mentioned that the budget for science was not fully realized. This was mainly due to the slower-than-expected production of publications as well as the relatively lengthy registration of these publications in internationally cited article databases. The funding provided for this year is also sufficient to ensure the

professional development of the academic staff.

The implementation of the doctoral programs mentioned in the previous section also contributes significantly to the development of the staff. The University has three permanent doctoral defence boards, one of which is in Law Science:

To emphasize that Turība faculty members are industry professionals and experts, monthly articles are produced on a variety of topics actual for the society and business. Each month, a number of educators express their opinions on areas such as economics, politics, energy, ICT, healthcare, media and communications, law, tourism and hospitality, among others on mass media. The image of the academic staff- experts is gradually gaining ground in the media, which makes journalists increasingly turn to Turība educators for advice and comment.

It should be noted that 13 lecturers of the University have worked as experts of the Latvian Council of Science during the reporting period, which is an important indicator of research quality and a prerequisite for establishing doctoral defence boards and maintaining doctoral studies in relevant branches and sub branches of science

<b>Name Surname</b>	<b>Field of science</b>	<b>Sub branch of Science</b>	<b>Period of activity (dd.mm.yy. - dd.mm.yy.)</b>
Tumalavičius Vladas	Social Science	Law Science	17.01.2021
Veikša Ingrīda	Social Science	Law Science	20.12.2020
Načisčionis Jānis	Social Science	Law Science	15.11.2020
Zahars Vitolds	Social Science	Law Science	20.04.2020
Skrastiņa Una	Social Science	Law Science	19.01.2020.
Kaija Sandra	Social Science	Law Science	25.11.2019
Teivāns-Treinovskis Jānis	Social Science	Law Science	17.01.2021
Urmonas Algimantas	Social Science	Law Science	17.01.2021
Endziņš Aivars	Social Science	Law Science	18.06.2020
Pleps Jānis	Social Science	Law Science	21.08.2020
Kronis Ivars	Social Science	Law Science	18.06.2020
Baikovs Aleksandrs	Social Science	Law Science	17.12.2018
Grasis Jānis	Social Science	Law Science	21.08.2020

#### **4.5. Specify how the involvement of the students in scientific research and/or artistic creation activities is promoted. Provide the assessment and description of the**

**involvement of the students of all-level study programmes in the relevant study direction in scientific research and/or artistic creation activities by giving examples of the opportunities offered to and used by the students.**

From the first year of the academic Bachelor's program, students are involved in scientific research of various types and degrees of complexity. Students from the first year of study compile research papers - study papers. The most active students are involved in the organization of conferences and are also given the opportunity to attend lectures in conference sections. Students are invited to present papers at Turiba's annual scientific conferences, where separate sections of the students are also organized.

Master students and doctoral students, for whom research is already the primary task in acquiring a successful doctoral program, are more active in scientific research.

Students' research experiences are different. Excellent research by outstanding students is a special contribution both at theoretical and empirical levels. Annotation of topical research papers and results obtained gives an insight into the students' work. Students' research can be found on Turiba homepage: <http://www.turiba.lv/lv/bizness-zinatne/petnieciba/studentu-petijumi/427/>

Turiba has created an interesting and engaging opportunity for students to train their skills and experience first practice in their profession. Turiba has a moot court room where prospective professionals can act as judges, prosecutors and attorneys and play court situations as close as possible to real life. Moot courts are particularly appreciated by potential employers, and students have repeatedly received actual job offers from law firms.

For the first time in history BAT team has won prof. Karl Dišler constitutional moot court. It is noteworthy that this was the 20th such game dedicated to the centenary of Latvia. Such a game is held once a year, it should be noted that this year the record number of participants applied. The Turiba team consisted of: Dzintra Vērpele, Linda Raubenheimere un Martiņš Aišpurs.

It is one of the most anticipated national court games every year. This year - a special mood for the anniversary! Prof. Karl Dišler Foundation, in cooperation with ELSA Latvia, has already organized the XX Constitutional Law Moot, with the main challenge this year on international financial sanctions. After solving the case, students will certainly be able to recognize themselves not only as experts in constitutional and international public law but also as excellent barbed wire experts.

Prof. K. Dišler's constitutional moot trial is considered to be the most prestigious and traditionally national law trials at the moment, paving the way for many students to take part in international play, and is tried every year by outstanding legal experts.

To make the preparation for the game safer and more confident, the organizers of the game provided the opportunity to involve a coach in team work.

Students for the game were prepared by the lecturer Edgars Oļševskis, who was thanked for his contribution in team preparation.

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

## **their impact on the study process.**

Different study process innovations and innovative methods are applied in the study process. In 2019 BAT lecturers were provided with the opportunity to acquire various skills and knowledge in several seminars:

1. „Academic Integrity“, October 2019
2. "Aspects of administrative efficiency, quality and finance management", November 2019,
3. "Innovations in Higher education content" January/February 2020.
4. "Online learning methods" January/February 2020.

Lecturers use the e-learning platform Moodle in distance learning courses for both materials and self assessment questions.

The Faculty of Law prides itself on having a moot courtroom set up on the premises of the university, where court trials are conducted in administrative, criminal and civil law. Faculty students can act as judges, prosecutors and attorneys, gaining first practical experience in their chosen profession.

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

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

In accordance with the aim of the field of study, to prepare qualified legal specialists capable of independently performing activities related to the application of substantive and procedural law, application of jurisprudence and doctrines in the field of public and private law at national, European Union and international law. the study process is organized taking into account internationalization and cooperation aspects.

During the study process, students have the opportunity to acquire academic knowledge and experience within the Erasmus + partner university. In addition, the lecturers, in addition to the qualification improvement within the Erasmus + mobility program, gain good international experience, which increases the quality of the study course in the respective study program. Internationalization and co-operation with foreign universities and universities of our country provide opportunities for both lecturers and students for international and national research presented at international scientific conferences. The conference material is used in the study process, thus providing students with information for comparison and developing their critical thinking. It is a contribution to increasing the quality of student competences.

Scientific topicality, practical necessity, at best both cognition of problematic issues of scientific research and the need for objectively conditional practical solution are the criteria used in the study process in order to be qualitative in preparing future specialists and contributing to the economy. Namely, during the study process a knowledgeable, competent specialist is trained, who is able to solve practical issues necessary for the national economy.

The starting point for the preparation of a qualified and qualified specialist is the discussion of study paper topics offered by the employers, internship assignments, pre-diploma internship assignments and diploma thesis topics, which are updated annually by e-mail at the Faculty Council meetings. Thus, students are offered by employers and the university provides research that is relevant to research and necessary for significant practice. Representatives of employers also take part in council meetings, where the quality of the study process, the results and the adequacy of study programs are discussed to prepare specialists for the labor market. In addition, employers, as industry representatives, take part in the work of state examining boards, which provide opportunities for evaluating graduates and reflecting on what needs to be improved.

#### Cooperation with employers and Professional organisations

- Supreme court - cooperation agreement has been concluded on the provision of practice placements; the chairperson of the court Ivars Bičkovičs has been elected to the Faculty Council;
- Bauska District Court - Iveta Andžāne, President of the Court, regularly participates in State Examination Commissions,
- Security corporation „Pentano” - cooperation agreement has been concluded on the provision of practice placements. The chairperson Genādijs Seibutis has been elected several times to the Faculty Council;
- Prison administration - cooperation agreement has been concluded on the provision of practice placements;
- Latvian Security business association (LDBA) – cooperation agreement has been concluded on the provision of practice placements; Turība University is a member of the association. The chairperson of LDBA Jānis Zeps has been elected to the Faculty Council;
- Latvian Security business association - expert Guntars Loba has been elected to the Faculty Council
- Latvian Association of Lawyers - Member of the Board Anta Rugāte has been elected to the Council of the Faculty of Law
- Latvian Prosecutor's association – cooperation agreement has been concluded on academic and research activity and enhancement of quality of research as well as the promotion of research interests of both parties, cooperation in conducting research, further education of lawyers and the enhancement of quality of study programmes,
- Prosecutor's Office of the Republic of Latvia - cooperation agreement has been concluded on the provision of practice placements, prosecutors Juris Juriss, Aivis Zalužinskis participate as members of state examination commission and teach certain study courses as well,
- Register of Enterprises of the Republic of Latvia Chief Public Notary Guna Paide has been elected to the Council of the Faculty of Law
- Latvian Chamber of Commerce and Industry, board member Edvīns Bērziņš regularly participates as member of the state examination commission and has been elected to the Faculty Council,
- Latvian Council of Sworn Bailiffs - Vice Chairman Andris Spore has been elected to the Council of the Faculty of Law
- Riga Municipal Police - Artis Straders, Head of Zemgale Suburb Authority, has been elected to the Council of the Faculty of Law
- Constitutional court – there is an agreement on the provision of individual student practice

placements; former chairperson of the court nad current LU lecturer Gunārs Kūtris has been elected to the Faculty Council and regularly participates as a member of the state examination commission;

- Ministry of Justice – cooperation agreement has been concluded on the provision of practice placements; the deputy state secretary Laila Medin has been elected to the Faculty Council; the director of the legal department Linda Berga is member of the state examination commission;
- State Police - a memorandum of agreement has been concluded on the provision of practice placements;
- State probation service – on-going cooperation and a cooperation agreement is being drafted on the provision of practice placements,
- Judges of Zemgale Regional Court - Juris Siliņš and Aigars Sniegītis supervise students' final theses, regularly participate in State examination commissions, teach study courses.
- Office of sworn notaries – sworn notaries Kristīne Dārzniece and Viola Supe are members of the Faculty council. Arturs Zvejsalnieks, Ivo Krievs, Dana Rone, Liene Cakare, Janis Vanags and others teach study courses and participate in state examination commissions.

#### Cooperation with Latvian and foreign HEIs that implement similar study Directions and study programmes

- The audit results for the previous reporting period revealed a lack of cooperation with other HEIs that implement similar study programmes. In order to overcome the above educators of the study Direction are motivated to parallel teach at other HEIs thereby ensuring exchange of experience. Turība is on the lookout for new cooperation partners abroad.
- Turība plans to extend its cooperation with other HEIs implementing similar study programmes and has at present compared its programme to:

##### (a) two similar programs of higher education from other countries

1. University of Bedfordshire (UK), Department of Law, Finance and Accounting, program "Law",
2. Griffith College Dublin (Ireland), Business and Law Program.
3. b) two similar higher education programs of Latvian higher education institutions
4. 1st level professional higher education study program "Law Science" at the College of Law,
5. Baltic International Academy 1st level professional higher education study program "Law Science",
6. c) two Latvian bachelor study programs
7. Riga Stradiņš University Bachelor study program "Law Science"
8. University of Latvia Bachelor study program "Law Science".

##### (d) two foreign bachelor study programs

1. Bachelor of Laws program offered by Tallinn Technical University (Estonia).
  2. Bachelor study program offered by Mykolas Romeris University (Lithuania)
- Comparisons of study programs can be found in the program self-evaluation report.
  - Turība actively cooperates with the Association of Colleges of Latvia, organizes joint information events, co-organizes and promotes the exhibition „Skola”.
  - Turība held Nordplus Intensive Mediation Course July 26 - August 8, 2017: NORDPLUS Higher Education Intensive Course in "Mediation in Civil and Criminal Cases":
    1. The Summer School of Mediation is extremely popular and attracts students from all partner universities of the project - Turku University (Finland), Mykolas Romeris University (Lithuania), Tallinn Technical University (Estonia) and Turība University (Latvia). This year 27 students successfully studied and passed the final examination.



2. Turība University also organized the Mediation Summer School in 2016, and several exciting classes have been re-created. First of all, new faculty members - Andris Schiller and Ilze Dzenovska, whose lectures focus on criminal mediation and the victim / offender relationship - have joined the lecturers' team. Secondly, a fresh and particularly topical topic of mediation on awareness, non-violent communication, and on mediation as a tool of modern diplomacy is presented to students.
3. A team of trainers from the four partner countries in the project has carefully planned the training schedule to ensure a good balance between theoretical lessons, group work and field trips. Thirdly, some lectures focus on the role of online mediation on the Internet, thus recognizing the importance of European Union legislation for a more active use of such dispute resolution, especially in cross-border disputes.
4. Every year students have the opportunity to make a study visit to the Supreme Court of the Republic of Latvia, where they can meet in person Anita Zikmane, Head of the Department of Jurisprudence and Research. Students can take an educational tour of the Supreme Court Museum, thus learning the history of jurisprudence. The second study visit is usually planned to the Parliament of the Republic of Latvia - the Saeima, where students get an in-depth understanding of the constitutional model and traditions of the state. Study visits also take place to Riga Central Prison in cooperation with the Prison Administration and the State Probation Service. As a result of this study visit, students gain a true understanding of the need and the context in which criminal settlements are organized.

#### *Cooperation with higher education institutions*

At present, Turība has successfully developed cooperation with more than 50 foreign partner universities. Currently, Turība has cooperation agreements with 46 partner universities abroad. Collaboration agreements with these partners allow for better quality and broader organization of scientific forums, exchange of students and educator internships abroad.

Within the framework of the study Direction, successful cooperation is ongoing with other higher education institutions in Latvia and abroad, which implement studies in law sciences - Rezekne Higher Education Institution, Law College, Daugavpils University, Mykolas Romeris University and International Law and Business School in Vilnius, Lithuania; Bialostock University in Poland, Catholic University in Murcia, Spain, Dogus University in Istanbul, Turkey, HTM University in Saarbrücken, Germany, etc., to which lecturers of the Study Program go to give lectures and give the necessary advice.

During the 2017/2018 academic year, a cooperation agreement was signed with Panevezys University. The draft agreement provides for scientific cooperation through joint research and joint organization of international scientific conferences. Work is underway to develop a joint doctoral program in cooperation with Kazimieras Simonavičius University in Vilnius, Lithuania.

License has been received for the implementation of the joint doctoral study program "Law Science" (in cooperation with Kazimieras Simonavicius University, Lithuania) in the study Direction "Law Science";

There is active cooperation with several foreign universities, both in joint projects and in the mobility of lecturers and students. For example, a joint collective monograph has been created in collaboration with Kazimieras Simonavičius University (Lithuania) and Laurea University (Finland) within the framework of the NORDPLUS program for higher education (project No.: NPHE-2017/10115).

Turība lecturers attend scientific conferences of other higher education institutions, welcome other

university lecturers to their conferences. For example, Olena De Andres Gonzalez from the University of Turku (Finland), Ralitzia Dimitrova from the Technical University of Sofia, etc., presented papers at the 19th International Scientific Conference "Latvia 100: Expectations, Achievements and Challenges" at Turība University on April 19, 2018.

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

During the reporting period, there is no positive trend in the field of law studies towards student activity in the Erasmus + mobility program. The School of Law, School of Business Administration Turība, has enrolled some Erasmus students for English studies. However, it should be noted that in the process of implementation of the study field Law Science there are no specially designed programs for international or European Union law. This may be the reason why our programs are not attractive enough because the law in each country is national and it is impossible to study international law without knowing the theory and specifics of each country's national law. The opposite can be said about the doctoral program Law Science, which has students from abroad - from Lithuania, Georgia. Lithuanian foreign students not only mastered the program, but also defended their doctoral theses.

The attraction of foreign students and lecturers mainly takes place within the framework of the Erasmus + Mobility Program and its procedure is specified in the "Erasmus + Mobility Program Regulations" (approved by the Senate on 22.05.2019).

### Foreign students at Turība University

A foreign student shall apply for the Erasmus Exchange Program using an online application form at [www.turiba.lv](http://www.turiba.lv) by the date specified by Turība, accompanied by a copy of an identity document, a photograph, a Curriculum Vitae and a Study Agreement containing the study courses offered by Turība. The study agreement must be signed by the Foreign Student and the Partner Institution.

Upon receipt of an application from a foreign student, Turība shall examine the possibility of ensuring that the foreign student has access to all the study courses included in the study agreement. If possible, the Dean of the respective Faculty and the Vice-Rector for Studies Development and International Cooperation sign the study agreement. If changes to the study agreement are required, the signed study agreement is accompanied by changes sent to the partner HEI.

After the study agreement is signed, the foreign student is included in the exchange student study group by the Rector's decree. A separate student file is created for the foreign student.

After completing studies at Turība, the foreign student is awarded an academic certificate of the courses he / she has acquired and a certificate of time spent in Erasmus studies.

Twenty-seven students from South Korea, Ukraine, Kazakhstan, Georgia, Russia, Moldova and Belarus studied in Turība in the bilateral exchange programs in the academic year 2018/19.

### Mobility of university lecturers and staff

The number of Turība lecturers as guest lectures for the next study year, their distribution by

faculties shall be determined by the Vice-Rector for Study Development and International Cooperation by August 1 of the current year.

The Turiba Faculty shall, by decree of the Dean, determine the procedure for the selection of lecturers for the mobility program, with priority given to lecturers who have not participated in the mobility program for a long time and those that teach study courses in English.

By October 1 of the current year, Turiba faculties shall submit to the International Cooperation Department the list of lecturers nominated for participation in the mobility program.

The number of Turiba staff for experience exchange for the next study year, their distribution by structural units shall be determined by the Vice-Rector for Study Development and International Cooperation by August 1 of the current year.

Turiba structural units shall submit to the International Cooperation Department by 1 October of the current year a list of the staff nominated for participation in the mobility program.

Prior to commencement of the mobility, the Lecturer concludes a tripartite Teaching Agreement with the host institution and Turiba.

Prior to the commencement of the mobility, the Turiba staff member concludes a tripartite experience exchange agreement with the host institution or company and Turiba.

Following the mobility, the Turiba lecturer or staff member shall submit the Erasmus Mobility Report online at <https://webgate.ec.europa.eu> and the Mobility Certificate.

Every year, lecturers go for both experience exchange and teaching under the Erasmus program. For example, TZK lecturers (I.Veikša and I.Kisnica) attended AMERICAN COLLEGE in Cyprus as part of the Erasmus program, participated in an international scientific conference at Panevezys University on October 18, 2018, where they delivered a speech and participated in further cooperation projects between the two institutions.

A visiting professor from Poland Anna Budnik (UNIVERSITY OF BIALOSTOK) periodically teaches the course "Administrative Law and Process" and "EU Law". Ieva Deviatnikovaite (MRUNI), a visiting professor from Lithuania, gave lectures on "The Roots of EU Administrative Law" and "Roots of US Administrative Law" as part of the ERASMUS program.

*Students who have studied abroad within the framework of Exchange programmes indicating the relevant exchange programmes and countries*

- a student in the Master's program in "Law Science" was in Germany as part of Erasmus program placement;
- a student in the doctoral program "Law Science" was in Poland within the Erasmus program.

Foreign students in the study Direction and their distribution by study programme indicating the study duration and countries

- One student from Russia studied bachelor study program "Law Science".
- There was one student from Tajikistan and one from India in the Master's program in Law Science, as well as two students from Slovakia within the Erasmus program.
- Eight doctoral students from Lithuania, Italy and Georgia are studying in the doctoral program "Law Science".

Cooperation agreement with the University of Panevezys has been concluded providing for cooperation in the study process and scientific research

The International Cooperation Department continued the Erasmus Intensive Program in Mediation

in 2018/2019. For the fourth year, Turiba has been conducting Erasmus intensive Latvian language courses for incoming Erasmus students. In addition, a summer school was organized in cooperation with the Faculty of Law within the NordPlus project as part of the organization security program with partners in Lithuania and Finland. There were also two English-language summer schools for Turkish students.

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

Turiba concludes contracts for the organization of traineeships. Agreements have been signed with the Ministry of Justice, the Supreme Court, the Prosecutor's Office, as well as other law enforcement institutions.

Students of the Faculty of Law have the opportunity to consolidate and apply the acquired knowledge at the Ministry of Justice of the Republic of Latvia and its subordinate institutions, the Supreme Court, the Prosecutor General's Office, the State Revenue Service, the Prison Administration and other institutions. During the internship, students not only gain insight into their chosen profession, they also establish contacts and become involved in the work of professionals in the field. During internship, students also provide free legal advice.

It is possible to practice also under the guidance of a lecturer providing legal advice to Turiba students. In order not only to test the acquired knowledge, but also to use and apply it in practice during the study process, students of the last year of the Faculty of Law have the opportunity to provide free legal advice to the residents under the supervision of university lecturers and professionals.

Often, however, students find their own placements without the help of Turiba. Turiba only evaluates whether it is possible to fulfill the practice tasks indicated in the specific description at the respective practice place and, if so, signs a standard tripartite practice agreement (Turiba-student - practice place)

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

Not relevant

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

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

Recommendations from accreditation experts of the previous period have been implemented as far as possible. It has given impetus to the improvement of study quality and to the intensification of scientific research work, improvement of distance learning, supplementation of library resources. Undoubtedly, the recommendations have achieved the goal - to improve the study process and to improve the quality of specialists prepared by the higher education institution, which are oriented towards competent work and further self-development.

During the previous accreditation of the study Direction (European Social Fund project "Evaluation of Higher Education Study Programs and Proposals for Quality Improvement" in 2013) the following study programs were included in the study Direction:

1. First level professional higher education programme "Law Science" (41380)
2. Professional bachelor study programme "Law Science" (42380)
3. Professional Master's study programme "Law Science" (47380)
4. Doctoral study programme "Law Science", (51380).

Recommendations for the study Direction "Law Science" within the framework of the European Social Fund project "Evaluation of Higher Education Study Programs and Proposals for Quality Improvement" (2013):

Constant update of the library resources by purchasing the latest editions of academic publications in foreign languages, including EU law.

To encourage academic staff and students to publish more scientific articles related to their research.

Strengthen the links between Turiba and its branches, for example by expanding distance learning and, where possible, working with other local HEIs.

In the area of cooperation and international exchange, more law students, especially doctoral students, should be motivated to pursue short-term studies or research abroad.

**An overview of the implementation of the recommendations for the study direction "Law Science" is attached in Appendix 3.**

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

**study direction (if applicable).**

A new study program Academic Bachelor's program in "Law Science" was licensed during the reporting period.

**Review of recommendations for the study program Academic Bachelor's study program "Law". attached in Annex 3.**

No recommendations were made for other study programs during the reporting period.

# Annexes

I. Information on the Higher Education Institution/ College		
List of the governing regulatory enactments and regulations of the higher education institution/ college	normative dokumenti_ENG_11.2019.docx	normative dokumenti_akreditacijai_11.2019.docx
Information on the implementation of the study direction in the branches of the higher education institution/ college (if applicable)	Branch.docx	Filiales.docx
Management structure of the higher education institution/ college	shema_2019_ENG.docx	BAT_organizatoriskas_strukturas_shema_D1_37.vers.docx
II. Description of the Study Direction - 1. Management of the Study Direction		
Plan for the development of the study direction (if applicable)	1 Studiju virziena attīstības plāns_en.docx	1 Studiju virziena attīstības plāns.docx
Management structure of the study direction	2 Parvaldības struktura shematiski_en.docx	2 Parvaldības struktura shematisk.docx
II. Description of the Study Direction - 3. Resources and Provision of the Study Direction		
Basic information on the teaching staff involved in the implementation of the study direction	3 Studiju virziena īstenošanā iesaistītie mācībspēki_eng_labots.xlsx	3 Studiju virziena īstenošanā iesaistītie mācībspēki_lv_labots.xlsx
Biographies of the teaching staff members (in Europass Curriculum Vitae format)	4 Mācībspēku biogrāfijas CV_eng_labots.pdf	4 Mācībspēku biogrāfijas CV_lv_labots.pdf
Summary of the statistical data on the incoming and outgoing mobility of the teaching staff over the reporting period	5 Statistikas dati par mācībspēku ienākošo un izejošo mobilitāti_eng.docx	5 Statistikas dati par mācībspēku ienākošo un izejošo mobilitāti.docx
II. Description of the Study Direction - 4. Scientific Research and Artistic Creation		
List of the publications, patents, and artistic creations of the teaching staff over the reporting period	6 Mācībspēku publikāciju saraksts_eng_labots.xlsx	6 Mācībspēku publikāciju saraksts_lv_labots.xlsx
II. Description of the Study Direction - 5. Cooperation and Internationalisation		
List of cooperation agreements	7 Sadarbības līgumi_eng.docx	7 Sadarbības līgumi.docx
Statistical data on the teaching staff and the students from abroad	8 Statistikas dati par ārvalstu studējošajiem un mācībspēkiem_eng.docx	8 Statistikas dati par ārvalstu studējošajiem un mācībspēkiem.docx
Statistical data on the mobility of students (by specifying the study programmes)	9 Statistikas dati par studējošo mobilitāti_eng.docx	9 Statistikas dati par studējošo mobilitāti.docx
Description of the organisation of the traineeship of the students	10 Studējošo prakses organizācijas apraksts_eng.docx	10 Studējošo prakses organizācijas apraksts.docx
Information on the agreements and other documents confirming the traineeship of the students in companies	11 Par studejoso prakses nodrošinājumu_eng.docx	11 Par studejoso prakses nodrošinājumu.docx
II. Description of the Study Direction - 6. Implementation of the Recommendations Received During the Previous Assessment Procedures		
Overview of the implementation of the provided recommendations	12 Rekomendāciju izpilde_eng.docx	12 Rekomendāciju izpilde.docx
Description of the Study Programme - Other mandatory attachments		
Confirmation signed by the rector, director or the head of the study programme or the study direction of the higher education institution/ college which states that the official language proficiency of the teaching staff involved in the implementation of the relevant study programmes of the study direction complies with the regulations on the level of the official language knowledge and the procedures for testing official language proficiency for performing professional duties and office duties.	13 Apliecinājums par valsts valodas zināšanām_eng.docx	13 Apliecinājums par valsts valodas zināšanām.docx
III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period		
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard		
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)		
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme		
Curriculum of the study programme (for each type and form of the implementation of the study programme)		
Descriptions of the study courses/ modules		
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.		
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued		
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme		
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.		

If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement		
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		
Description of the Study Direction - Other mandatory attachments		
Electronically signed application form for assessment of a study direction	14 BAT Iesniegums Par studiju virziena akreditaciju_eng.docx	14 BAT Iesniegums Par studiju virziena akreditaciju.edoc



## Other annexes

Name of document	Document
Akadēmiskā bakalaura programmas Tiesību zinātne salīdzinājums ar līdzīgām studiju programmām	14 Bakalaura salīdzinājums.docx
Profesionālā maģistra programmas Tiesību zinātne salīdzinājums ar līdzīgām studiju programmām	14 Maģistra salīdzinājums.docx
Atskaides periodā izstrādātie un sekmīgi aizstāvētie promocijas darbi	16 Doktora Aizstāvētie promocijas darbi.docx
Izmaksas uz vienu studējošo sadalījumā pa studiju programmām	18 Izmaksas uz vienu studējošo.docx
Doktora programmas salīdzinājums ar līdzīgām studiju programmām	14 Doktora salīdzinājums.docx
Pirmā līmeņa programmas salīdzinājums ar līdzīgām studiju programmām	14 Pirmā līmeņa salīdzinājums.docx
Quality Policy	19 Kvalitātes_politika_eng.docx
Costs per student by study program	18 Izmaksas uz vienu studējošo_eng.docx
Doctoral Thesis successfully defended	16 Doktora Aizstāvētie promocijas darbi_eng.docx
Doctoral program comparison	14 Doktora salīdzinājums_en.docx
Bachelor program comparison	14 Bakalaura salīdzinājums_en.docx
Master program comparison	14 Maģistra salīdzinājums_en.docx
First level program comparison	14 Pirmā līmeņa salīdzinājums_en.docx
Kvalitātes politika	19 Kvalitātes_politika.docx
Publications_2014_2020_additionally_EN.docx	Publications_2014_2020_additionally_EN.docx

# Law Science

Title of the higher education institution	<i>Law</i>
ProcedureStudyProgram.Name	<i>Law Science</i>
Education classification code	<i>47380</i>
Type of the study programme	<i>Professional master study programme</i>
Name of the study programme director	<i>Jānis</i>
Surname of the study programme director	<i>Načisčionis</i>
E-mail of the study programme director	<i>janis.naciscionis@turiba.lv</i>
Title of the study programme director	<i>Dr.iur, professors</i>
Phone of the study programme director	<i>67606105</i>
Goal of the study programme	<i>To provide professional studies that meet the economic, cultural, national defense and security as well as social needs, are based on the theoretical background of the Law Science, comply with the standard of the legal profession and are applicable in practice</i>
Tasks of the study programme	<i>To implement in-depth acquisition of knowledge, skills and competences in the field of Law Science by providing the capacity to develop and apply legal norms, to use technology and to prepare for creativity, research and teaching in the field of Law Science</i>
Results of the study programme	<i>Ability to present basic and specialized knowledge in the field and apply it to professional and research activities; ability to take a scientific approach to problem solving, take responsibility and take initiative; ability to make decisions and find solutions</i>
Final examination upon the completion of the study programme	<i>Unified vocational qualification examination of a Lawyer and Master's Thesis</i>

## Study programme forms

### Full time studies - 1 years, 5 months - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>1</i>
Duration in month	<i>5</i>
Language	<i>latvian</i>
Amount (CP)	<i>60</i>
Admission requirements (in English)	<i>Professional or academic bachelor degree in Law Science or professional qualification that has been obtained after 4 years of studies in Law Science study programme</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional Master's Degree in Law</i>
Qualification to be obtained (in english)	<i>Lawyer</i>

### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

### Part time extramural studies distance education - 2 years, 1 months - latvian

Study type and form	<i>Part time extramural studies distance education</i>
Duration in full years	2
Duration in month	1
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>Academic or Professional Bachelor's Degree in Law Science or Professional qualifications obtained after completion of at least a four year study program in Law Science</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional Master's Degree in Law</i>
Qualification to be obtained (in english)	<i>Lawyer</i>

### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

### Full time studies - 2 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	2
Duration in month	0
Language	<i>latvian</i>
Amount (CP)	80
Admission requirements (in English)	<i>Academic or Professional Bachelor's Degree in Law Science or Professional qualifications obtained after completion of at least a four year study program in Law Science</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional Master's Degree in Law</i>
Qualification to be obtained (in english)	<i>Lawyer</i>

### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

### Part time extramural studies distance education - 1 years, 6 months - latvian

Study type and form	<i>Part time extramural studies distance education</i>
Duration in full years	1
Duration in month	6
Language	<i>latvian</i>
Amount (CP)	60
Admission requirements (in English)	<i>Academic or Professional Bachelor's Degree in Law Science or Professional qualifications obtained after completion of at least a four year study program in Law Science</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional Master Degree in Law Science</i>
Qualification to be obtained (in english)	<i>Lawyer</i>

**Places of implementation**

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

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

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

Title of the study programme	Profesionālā maģistra studiju programma Tiesību zinātne		
Title of the study programme in English	Professional Master Study Programme „Law Science”		
Study programme code according to Latvian education classification:	47380		
Field of science of the study programme (only relevant for doctoral Programmes:)			
Type of study programme and level	Professional Master's study programme		
Qualification level awarded (NQF/EQF)	7		
Profession code in the profession classifications	2611 01		
Scope of the study programme (CP, recommended ECTS)	1 year 5 months 60 CP 90ECTS 2 years 80 CP 120 ECTS		
Form, Type and Duration of Implementation (Please indicate in months if it is not full study years) and language of instruction			
Part time studies	1 year, 5 months, 60 CP	Latvian	
Part time studies distance learning	1 year, 6 months, 60 CP		
Part time studies	2 year, 80 CP		
Part time studies distance learning	2 years and 1 month		
Place of Implementation	68 Graudu Street, in Riga, LV –1058		
Study programme director:	Jānis Načisčionis Dr.iur., professor		

Enrolment requirements	Academic or Professional Bachelor's Degree in Law Science or Professional qualifications obtained after completion of at least a four year study program in Law Science Professional or academic bachelor degree in Law Science or professional qualification that has been obtained after 4 years of studies in Law Science study programme
Degree, professional qualification or degree and professional qualification awarded	Master's degree in Law Science and professional qualification of lawyer
Study programme objectives:	To provide professional studies that meet the economic, cultural, national defence and security, as well as social needs, are based on the theoretical foundations of the law science, comply with the standards of the legal profession and are applicable in practice. [1]
Study programme tasks	To implement the acquisition of in depth knowledge, skills and competences in Law Science, providing the ability to develop and apply legal norms, to use technology and to prepare for creative, research and teaching work in this field of Law science[2]
Learning outcomes.	Ability to present basic and specialized knowledge in the field and to apply it to carry out professional and research activities; ability to take a scientific approach to problem solving, take responsibility and initiative; ability to make decisions and find solutions[3]
The final examination foreseen at the end of the study program	Master thesis and unified vocational qualification examination of a Lawyer

[1] Ministru kabineta noteikumi Nr.512, Rīgā 2014.gada 26.augustā (prot. Nr.45 31.§) „Noteikumi par otrā līmeņa profesionālās augstākās izglītības valsts standartu”. Pieejams: <https://likumi.lv/doc.php?id=268761>

[2] Akadēmiskās informācijas centrs. Augstākās izglītības pakāpe (LKI 5.-8. līmenis). Accessible at: <https://www.latvijaskvalifikacijas.lv/izglitibas-sistema/>

[3] Law on education 8.<sup>1</sup> article. Latvian Qualifications Framework Accessible at: <https://likumi.lv/ta/id/50759#p8.1>

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

<b>Programme TM</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Total</b>
Matriculated to 1st study year, full time studies							
	78	68	66	68	46	12	338
Matriculated to 1st study year, part time studies							
					16	12	28
Total number of students, full time studies							
	291	265	240	222	160	88	1266
Total number of students, part time studies							
					16	32	48
Ex matriculated, full time studies (% in relation to no. of previous study year students)							
	8.31%	12.71%	15.47%	12.92%	25.23%	19.38%	
Ex matriculated, part time studies (% in relation to no. of previous study year students)							
						6.25%	
Alumni, full time studies							
<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>	
65	53	50	62	54	42	326	

Statistical data show a steady decrease in the number of students from 2013 to 2019. This may be due to a number of reasons, namely:

The study program is a paid study program at Turība University;

The effects of the demographic crisis remain;

A certain number of potential students have left the Republic of Latvia;

And what is also a noteworthy factor is that the law provides for a central lawyer's examination after completion of master's study program. This exam is complex enough and may be a distraction (deterrence) for many.

As the data on the composition of the groups at the beginning of the academic year 2019/2020 showed, this task cannot be considered successful, despite the fact that much has been done. An attendance registering system is in place, but there is definitely more work to do with the

information collected, and to evaluate the results of this work. On the other hand, the drop-out rate has to be seen in the context of the level of admission requirements. All in all, the issue of drop-out certainly requires a broader and more comprehensive analysis, both in quality and financial terms.

Reviewing the enrolment over the past few years, we can conclude that we are satisfied with the overall enrolment results show an increase, albeit a modest one. However, the fact that last year's levels were exceeded only at the end of the enrolment period, shows that there is room for growth. Moreover, in recent years, there has been no significant decline in the annual number of secondary school leavers. It is true that this process has an inertia, which in our case is even higher than the national average, because the a relatively large than average proportion of applicants at Turiba are those who have completed their secondary education several years ago. On average, the number of students enrolled in state universities, in particular, has been higher and is related to the distribution of scholarship places between higher education institutions.

Turība alumni met during a reunion in the academic year 2018/2019, one of the central events of which was the establishment of the Alumni Club. The gathering brought together some 400 alumni who formed a network of contacts, participated in other activities and founded the Alumni Club. The club currently has about 200 members, but the number is growing steadily.

The Master's Degree Program in Law Science focuses on the study of jurisprudence (law), the completion of which, if the requirements of the program, i.e. the aims and objectives of the program, have been achieved, will result in the award of a Master's degree in Law Science and a professional qualification of Lawyer. It should be noted that law studies include studies in theory and practice. Importantly, graduates of the professional bachelor's program who have had internship during the study process can continue in the professional Master's program in Law Science. Within the framework of the Master's program, the pre-master's thesis practice also provides for the lawyer's competences necessary for practical work, which cannot be attributed to the students of the master's program who study after completion of an academic Bachelor's program without internship.

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

The professional master's study program Law with its own name attracts those interested to study law directly, to study higher than the bachelor's level in studies, and admission to the program takes place only after mastering the bachelor's level program Law. If the bachelor's level studies end with the award of a degree, then the studies in the professional master's study program in Law end with the award of the professional degree and qualification "Lawyer". This means that the study process is subordinated to the achievement of the goals of the study program, so that students can be awarded the specified degree and qualification. In turn, all study courses are interconnected and aimed at achieving the goal of the program, so that the student, together with theoretical knowledge, is practically prepared for critical analytical work, is competent to solve legal issues and is focused on further research in the chosen sub-branch of law.

With title of Professional Master's Degree Program Law prospective students are guided by the fact that, by fulfilling the admission requirements, they will continue their studies in the legal field, providing targeted study and acquisition of knowledge, skills and competences to underpin



professional Master's degrees. .

This, in turn, proves that they have acquired theoretical knowledge, have been in practice and successfully defended their Master's thesis. Standard and program requirements are met. This part achieves the aim and objectives and the learning outcomes - to present basic and specialized knowledge in the field and to apply it to carry out professional and research activities; ability to take a scientific approach to problem solving, take responsibility and initiative; ability to make decisions and find solutions. At the same time, it should be noted that the professional Master's study program is designed in such a way that the student is orientated and prepared for the single Lawyer qualification examination, which is an integral part of the given program. Successful passing of this exam is the key to obtaining a Lawyer's qualification.

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The title Professional Master's study program Degree Program in Law Science indicates that it is a second-level law science program compared to the second-level Professional Bachelor's program in Law and the Bachelor's Degree Program in Law, which does not have any annual internship.

After completion of the professional bachelor's study program is awarded the qualification "Legal Counsel", the graduate has work in state institutions, municipal institutions, non-governmental organizations. You can, of course, also work as a self-employed person. The Master's degree and a 'Lawyer' qualification awarded has much more promising prospects on the labour market for professional graduate students in Law Science. A lawyer can work in the same positions and perform the work done by a legal counsel, but the main benefit for the Master's degree holder and the Latvian state is that a lawyer can work as a sworn advocate, sworn notary, sworn bailiff or judge. In any case, the fact that according to OECD data on education in Latvia employment opportunities increase with the level of education acquired is noteworthy. (Refer <https://www.izm.gov.lv/lv/aktualitates/3653-oecd-zinojuma-salidzinati-jaunakie-dati-par-izglitiba-s-raditajiem-dazadas-valstis> Also refer: <https://www.izm.gov.lv/images/aktualitates/2019/EAG2019LVA.pdf> ).

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

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

Already by choosing and applying for the topic of the Master's thesis, the student substantiates the topicality of the topic and the problematic issues that are theoretically debatable, either due to the shortcomings of the legal regulation or the incorrect implementation of the legal regulation or all together. The Master's thesis itself contains an empirical study of the actual situation in the national economy in the exercise of rights. Thus, the actual situation is investigated by evaluating both positive and less positive achievements and proposing solutions of either theoretical or practical nature. Practical solutions are accompanied by proposals to improve the regulatory framework. Proposals of a theoretical nature involve refining the conceptual approach.

Until 2019 the study courses in second level professional master's study program in Law Science , subject to specializations, focused on current issues in criminal law and criminal procedure, such as reopening criminal proceedings due to newly discovered circumstances. The specialization in civil law, in turn, focused on current issues in property and contract law. In all specializations (four) the use of mediation is a topical issue. A study course on current issues of commercial law is now offered to foster the qualitative training of future specialists, who are oriented to providing business services. The actual issues to be acquired in the study courses are specified depending on actual needs in practice, depending on what problematic issues are considered and resolved in courts and relevant scientific research on these problematic issues in Latvia and abroad is taken into account and noted down in the list of literature in study course descriptions. The study content is important for applicants who choose to study at Turība University. Thus, in the 2019 applicants' survey, it was stated that one of the first criteria for choosing Turība for studies was the "Content of the study program".

The content of the study program is now subject to the requirements of a central law examination. This means that the study program must abandon the specialization that was oriented towards business services and move on to preparing students for the lawyer's qualification examination: criminal law and criminal procedure law; civil, civil procedure and commercial law; constitutional law, administrative law and administrative procedure law; international law; theory of law, philosophy of law and history of Latvian law. If the candidate in the qualification examination meets the requirements and demonstrate knowledge and skills regarding the above-mentioned fields of law, then the qualification is "Lawyer" is awarded. The study courses provided for in the study program, defence of internship and master's thesis are requirements for obtaining a master's degree. In addition, the Master's thesis as a result of scientific research is based on the achievements and findings of the field of Law Science.

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

The goal of each study course of the given study program is directed, it is subordinated to the achievement of the goal of the whole program. Study courses are independent, but they have an overarching goal - a connection with the acquisition of the goal of the program as a whole. Namely, the aim of each study course is to contribute to the program so that the student acquires theoretical knowledge, skills and competencies in general, in order to be able to practically perform the duties of a lawyer.

The aim of each study course is to contribute appropriately to the achievement of the goal of the professional Master's study program. Both compulsory and elective courses are related to the aim of the program to obtain the knowledge, skills and competences necessary for practicing law and for further scientific research and further education at a higher level.

All study courses in the program are related to the achievement of the goal of the program, which is to ensure the possibility to obtain high quality internationally recognized professional higher education in law science according to the 7th level of Latvian Qualifications Framework, through the implementation of professional studies that meet the needs of the state and the labour market, are deeply rooted in strong theoretical backgrounds of the field, are in line with the standard of the legal profession, are practically applicable and enable graduates of the program to carry out the professional activity of a qualified lawyer independently.

The aim of the program is to educate legal specialists who would be able to act as advocates, prosecutors, judges, notaries, bailiffs, insolvency process administrators or other qualified lawyers, as well as to provide their knowledge in the education process to students of higher education institutions. In addition, the graduate of the Master's program is prepared for further studies in the doctoral program.

Upon successful completion of the study program the professional qualification of a **Lawyer** (fifth level of professional qualification with master's degree in law, profession code - 261101) shall be awarded in accordance with Cabinet Regulation No. 264 dated 23 May 2017 "264 Regulations on the classification of occupations, basic tasks and qualification requirements relevant to the occupation"" <https://likumi.lv/doc.php?id=291004>

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

### **Implementation of studies**

In the case of part-time students, lectures and practical lessons take place on weekday evenings. Taking into account the tendencies of the education market in Latvia, the study program envisages implementation of part-time studies. Part-time extramural students have overview lectures, which provide the most important directions for the study course. In order to achieve the aims of the study program, more attention is paid in part-time studies to the students' independent work, which is determined by the scope, content and specifics of each study course.

Distance learning students have the same rules for studying and the same requirements for full-time study. The only difference is that there are no scheduled contact hours. But there is a possibility, if a distance learning student can and wants, then there are opportunities to attend lectures, face-to-face seminars. If necessary, students are provided with face-to-face counseling. The final and final examinations are usually taken by the student in person. More detailed information can be found in the Study Regulations, which contain additional provisions on the distance learning process:

(1) the distance learning period shall be ten calendar months, excluding July and August;

2) study programs and study plans determine the study courses to be acquired in the respective study year, their volume and the number of credit points. The course of study course acquisition within the year is chosen by the student;

3) students take the final examinations, exams and final examinations of the study course either in person or remotely, using online voice and image digital means of communication. The type and form of the Examination shall be governed by the Examination Regulations;

4) when taking the final examinations of the study course and the final examinations of the study year remotely, the student shall present an identity document (passport or ID card) or a student certificate;

5) when conducting the final examinations of the study course and the final examinations of the academic year, the lecturer determines what kind of digital means of voice and image will be used;

6) distance learning is based on independent studies, using the study material published on the distance learning platform (Moodle), as well as library funds, Internet resources or other sources of information.

7) distance learning students may attend lectures in full-time or part-time studies free of charge, with prior contact and coordination with the relevant lecturer or department;

8) Students shall take the state examination in distance learning according to the calendar schedule. The procedure of passing the State Examination is determined by the Regulations of the State Examination.

9) during the studies, the student can receive consultations on the issues related to the acquisition of the respective study course outside the hours specified in the timetable without additional charge. Counseling times for each lecturer are determined by the list of lecturers' consultation times published on the Department notice board and on the website of the School. The student can also receive paid consultations. The student co-ordinates the time of paid consultation with the lecturer.

In accordance with the norms of the Law on Higher Education Institutions (Article 56, third paragraph), studies in this program are conducted mainly in the state language. At the same time, taking into account the interest of the students as well as the possibilities of cooperation, study courses in English are offered and included in the plan in case of visiting foreign lecturers at Turiba.

The implementation of study courses in the study program is organized in the form of lectures and seminars. The main task of lectures is to provide students with theoretical knowledge. They are read using the latest pedagogical methods by the teaching staff, including technical tools and, where appropriate, special tools and aids (in separate courses). In seminars, the number of which is defined in the course description, students apply theoretical knowledge in practice. This is done both by making sure of the theoretical knowledge and by organizing individual work, group work, individual or group homework, report preparation, discussion, debate, moot court play and case solving.

A detailed course description has been developed for each study course, which provides a description of the course content, defines the course plan, the course acquisition requirements, the results, the literature to be used.

All information related to the study courses is placed in the BATIS database, including assessments (marks) are published only in this database.

The students' independent work plays an important role in studies and its scope, content and assessment of which depends on the particular study course. Students must independently study

the compulsory literature specified by the lecturer, prepare specific case study solutions, draft legal acts, presentations, etc. Thus students acquire theoretical knowledge:

- Lectures;
- independently researching sources of law, getting acquainted with, analyzing scientific literature, performing specific tasks of the academic staff.

Students acquire practical skills for applying theoretical knowledge:

- within study courses, preparing procedural and other legal documents, drafting reports, presentations and working in groups
- seminars, case studies, discussions and group work;
- moot court trials, carried out at various levels:

1. within student group (s) of one semester, including seminars;

In addition to studies, some students are involved in other research-related work. For example, students are given the opportunity to participate in Turiba organized conferences by presenting papers.

The development and defence of study papers is included in the study program from the first year onwards in order to ensure that the student is introduced and involved in the research work as soon as possible. A study paper is an annual, continuous research of a student on a specific legal topic or problem. Thus, an integral principle of scientific work, such as gradual and systematic manner, is realized, which allows to consolidate the acquired knowledge and acquire competences to deepen it independently. Similarly, the annual elaboration of study papers lays the foundation for the future lawyer's growth in accordance with the education system: study paper - bachelor thesis - master thesis - doctoral (doctoral) thesis. Master's thesis is one of the essential parts of this study program.

The implementation of the second level professional Master's study program in Law Science takes into account the principles of student-centred education:

**Involvement of students in the study process and improvement of content** - participation of students in the work of the Council of the Faculty of Law by discussing and accepting the plans of the second level professional study program Law and its approval by the Senate. If changes to the program or plan are necessary, the issue is discussed in the Faculty Council with the participation of student representatives. The involvement of students in the improvement of the study program is also carried out by evaluating the students' feedback, which is present in the students' questionnaires, which take place both at the end of the study course and at the end of the study program. Proposals of students are taken into account as far as possible. The above-mentioned cooperation between the students and study process organisers, i.e. the Department of Law and the management of the Faculty of Law, is reflected in the revision of the study program to meet the requirements of the central lawyer's qualification examination and prepare them for it. Students participating in the Council meeting of the Faculty of Law supported the proposals, in accordance with the established procedure, will forward to the Senate for approval the amendments to the professional Master's program in Law Science for the study year 2019/2020.

The methods of study evaluation are chosen in accordance with the basic principles and procedure of the evaluation of the professional study program, which are specified in the Cabinet of Ministers Regulations No.512: Regulations on the state standards for second level professional higher education [1].

When evaluating the results of the second level professional higher education studies, the lecturers of the Department of Law of the Turiba Faculty of Law observe the following basic principles:

1. The principle of openness of assessment - done in accordance with the aims and tasks of the study program, as well as with the aims and tasks of the study course. Study course descriptions define a set of requirements to achieve the learning outcomes. These include regular tests, assessments, reports, discussions, presentations, etc. The regular test is defined as a percentage of the total content of the course. The regular tests as a whole are part of the final test. Regular test and final exam questions and the examination procedure is announced at the beginning of the study course by the lecturers and this information is available to the students on BATIS. According to the Study Regulations, during the course of each study course the student has to pass regular examinations (tests, reports, etc.) specified in the study course description. The lecturer of the study course can develop his/her own criteria according to the expected learning outcomes of the course, using the general evaluation criteria included in the study regulations.
2. Principle of obligatory assessment - At the end of the study course the student takes the final examination of the study course - exam or pass/fail. Consultations are planned before each final assessment for the respective study course in addition to the contact hours foreseen for the study course, except for e-studies. Students are only allowed to pass the final concluding examination for the study course if they have fulfilled all the requirements foreseen by the study course (passed all regular tests), fulfilled all their contractual obligations.
3. Principle of possibility of review of assessment - If the student contests the objectivity of the marks received for the final concluding examination of the study course and wishes to get a higher mark then he/she shall submit a written reasoned appeal within 5 (five) working days after the final concluding examination. Having received the appeal, the head of department and the student shall form a three-member re-assessment commission (the student shall exclude two of the five commission members proposed in the list compiled by the head of the department). The commission shall once again assess the student's written test or hold an oral test. The assessment by the commission shall be not subject to appeal.

If the student contests the objectivity of the grade received in the final assessment (study paper, practice report) for the study year and aspires a higher grade, he/she shall submit a written reasoned appeal to SIC within 5 working days of the final assessment. The appeal shall review only complaints regarding the final assessment procedure. The justification for the appeal shall be evaluated by the appeal commission: dean, vice rector for research and academic affairs and the rector. The assessment by the commission shall be not subject to appeal. If there are any violations in the procedure for final assessments the mark received shall be annulled. The student shall be given an opportunity to re-appear for the assessment in accordance with the relevant regulations.

4. Principle of diversity of assessment methods used in assessment - lecturers use such assessment methods in the professional master's study program as: answers to questions, situation solution, test, case studies. But they all involve the application of theoretical knowledge to demonstrate the student's skills in each course and in relation to other courses.
- The level of achievement is assessed on a 10-point scale or "passed / failed". The level of achievement of the learning outcomes in the final examination of the study course of the program may be assessed as "pass / fail" if the scope of the course is not more than two credit points. The grade "pass / fail" can also be used to assess the level of achievement of learning outcomes within a set of tests that are not final examinations.
  - The assessment of learning outcomes on a 10 point scale is as follows:
    1. Outstanding (10) - Knowledge, skills and competence go beyond the requirements of the study program, module or study course, demonstrate ability to undertake

- independent research and understanding of profound problems;
2. excellent (9) - knowledge, skills and competence are fully in line with the requirements of the study program, study module or study course, has the ability to use the acquired knowledge independently;
  3. very good (8) - fully satisfies the requirements of the study program, study module or study course, but lack of sufficient depth of understanding of some issues to apply the knowledge independently to solve more complex problems;
  4. good (7) - the requirements of the study program, study module or study course have been met in general, but sometimes there is an inability to use the acquired knowledge independently;
  5. almost good (6) - the requirements of the study program, study module or study course have been fulfilled, however, insufficient understanding of the problem and inability to use the acquired knowledge can be observed;
  6. satisfactory (5) - the requirements of the study program, study module or study course are broadly satisfied, but insufficient knowledge of some problems and inability to use the acquired knowledge;
  7. almost satisfactory (4) - overall acquisition of the study program, module or study course, but lack of understanding of some basic concepts, considerable difficulties in practical application of the acquired knowledge;
  8. poor (3) - knowledge is superficial and incomplete, the student is unable to use it in certain situations;
  9. very poor (2) - has superficial knowledge of only certain problems, most part of the study program, study module or study course has not been acquired;
  10. very, very poor (1) - lack of understanding of the main subject of the subject, almost no knowledge in the study program, module or study course.
- When evaluating learning outcomes in a program, module or study course on a 10-point scale, Turība may also provide additional criteria for determining a particular grade on a 10-point scale.
  - Criteria referred to in Paragraph 47 of these regulations for the assessment of learning outcomes on a 10-point scale may also be applied to the assessment of knowledge, skills and competence in tests determined by Turība within the framework of study courses.
  - The assessment "passed" or "failed" depends on whether the knowledge, skills and competence demonstrated by the student in the test corresponds to or does not correspond to the level of knowledge, skills and competence determined by Turība.
  - Grades from "excellent" (10) to "almost satisfactory" (4) and "passed" are considered successful.

The program culminates in a state examination consisting of the elaboration and defence of a master's thesis, evaluated by the state examination commission, as well as the central examination for lawyer's qualification.

[1] Ministru kabineta noteikumi Nr.512, Rīgā 2014.gada 26.augustā (prot. Nr.45 31.§) „Noteikumi par otrā līmeņa profesionālās augstākās izglītības valsts standartu”. Pieejams: <https://likumi.lv/doc.php?id=268761>



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

The internship tasks of the study program are in line with the aim of the program and the tasks are balanced with instructions of the employer in order to acquire and improve the student's competences. Students are offered internship placements with employers with whom they have a contract. Turība does not object if the student himself chooses a placement. In this case, too, a practice contract is concluded. Students' pre-master thesis practice is a way for students to obtain information that is useful not only for defending their pre-master thesis practice, but also for their Master's thesis, linking their practice lessons to suggestions for improving legislation and legal practice.

During the academic year 2018/2019, a study by LDDK and Prakse.lv was also carried out, in which 2,650 Latvian employers indicated which educational institutions recommended to acquire different professions. Turība ranked in the TOP 3.

Turība University has signed cooperation agreements to provide practice placements with: RIX Airport, the Supreme Court of the Republic of Latvia, the Ministry of Justice of the Republic of Latvia, the State Police of the Ministry of the Interior, the Prosecutor General's Office of the Republic of Latvia, the Prison Administration of the Ministry of Justice.

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

Students of the professional Master's study program usually choose topical issues for the Master's thesis, because they are already working in the field and face problematic issues on a daily basis. Students address these issues in their Master's thesis and use the results in the labor market. If the student has not worked in the relevant field before commencement of studies, the topic of the Master's thesis is usually found during the internship - the student identifies the problem issues together with the internship provider and investigates them in the master's thesis. Of course, students have opportunities and they choose the research topics offered by the industry. There is no specific breakdown by years which topic would prevail.

The state examination assessments of the professional master's study program are analysed at the meetings of the Council of the Faculty of Law and, after acceptance, submitted to the Senate for information. The council meeting, evaluating the results, discusses the issue of linking the topics of Master's theses with the topics offered by employers, as well as topics on issues relevant to the national economy. The topics of Master's theses offered by employers are usually related to the improvement of the legal framework, but in many cases also to the study of problems of the legal system, emphasizing the development of theoretical insights. For example, "Specifics of exercise of electoral rights in prisons", "Public service, its development". Effectiveness of the administrative act and enforcement mechanisms in court.

The students work out the final thesis on topical and important areas and of practical significance. The Ministry of Justice, the Supreme Court, the Prison Administration and other institutions each year send topical research topics that are made available to students and published in the BATIS database.

#### **Senate meeting minutes No26 dated 25.06.2014,**

19 students graduated the Professional Master's study programme "Law Science" (19)

Average mark is **6.68**

% frequency of master students

Marks	Number	%
10	0	0%
9	0	0%
8	7	37%
7	4	21%
6	4	21%
5	3	16%
4	1	5%
3	0	0%

#### **Extraordinary Senate meeting minutes No.50 dated 11.12.2014**

##### **State Examination results, Autumn 2014**

**34 students** graduated the Professional Master's study programme "Law Science" (19) Average mark is **6.76** % frequency of master students

Marks	Number	%
10	0	0%
9	6	18%
8	7	21%

7	6	18%
6	6	18%
5	6	18%
4	3	9%
3	0	0%

**Senate meeting minutes No.7 dated 10.06..2015,**

**Information on spring session of study year 2014/2015**

**Approval of State examination and State final examination results**

Second level professional master's study programme „Law Science“.

No. of graduates - **19**, **defended - 19 master theses**

average mark: **6.43**

**1** student received the assessment excellent (**9**)

**Senate meeting minutes No.12 dated 09.12.2015,**

**winter session of study year 2015/2016Approval of State examination results:**

Second level professional master's study programme „Law Science“.

Number of alumni - **36**

average mark: **7.2**

**7** students received the assessment excellent (**9**)

**1** student received the assessment outstanding (10).

**Extraordinary Senate meeting minutes No.6 dated 14.06..2016,**

**spring session of study year 2015./2016. State examination results:**

Second level professional master's study programme „Law Science“.

Number of alumni - **14**,

average mark: **7.36**

**1** student received the assessment excellent (**9**)

**1** student received the assessment outstanding (10).

**Extraordinary Senate meeting minutes No.11 dated 07.12.2016,**

**JF report on state examination results**

Second level professional master's study programme „Law Science”.

Number of alumni - **40**,

average mark: **7.05**

**7** students received the assessment excellent (**9**)

1 student received the assessment outstanding (10).

**Extraordinary Senate meeting minutes No.6 dated 15.06..2017,**

**spring session of study year 2016/2017 VApproval of State examination and State final examination results:**

Second level professional master's study programme „Law Science”.

Number of alumni - **22**,

average mark: **7.36**

**3** students received the assessment excellent (**9**)

no one failed

**Extraordinary Extraordinary**

**JF report on state examination results**

Second level professional master's study programme „Law Science”.

Number of alumni - **32**,

average mark: **6.63**

**Extraordinary Senate meeting minutes No.7 dated 07. 06.2018**

**JF report on state examination results**

Second level professional master's study programme „Law Science”.

Number of alumni - **22**,

average mark: **6.45**

1 student received the assessment excellent (9)

no one failed

In the report, we add the best qualification papers (grade 7 and above) developed in the first level

study program from spring 2017 to spring 2019.

1. In this report, we are adding the best master theses (assessment 7 and above ) compiled by the professional master's study program students from Spring 2017 to Spring 2019.
2. Problems in terminating criminal proceedings within a reasonable time
3. Compulsory leasing, its general legal framework and current issues regarding termination
4. Domestic Violence and Its Limitation: Criminological Issues
5. Reform of the legal framework for personal capacity
6. Legal basis and problems of Regulator's activity
7. Internet fraud using other person's personal data
8. Joint Real Estate Problems
9. Social security minimum in the Republic of Latvia, its compliance with the human rights standard
10. Building owners and landowner conflict resolution in forced lease relationships.
11. Public administration and society in implementation of environment protection policy in Latvia
12. Role of the investigating judge in the application of detention
13. Issues related to approval of real estate auction act
14. Procedural time limit as a means of ensuring the principle of procedural economy in civil proceedings
15. Supervision of parolees
16. Prohibited horizontal agreements in public procurement
17. Trade secret institute and its protection mechanisms
18. Criminal Protection of commercial secrets, confidential information that are not state secrets and insider information on financial markets
19. Disclosure obligations to credit institutions and related issues
20. Marriage between a Latvian citizen and a third-country national - procedure, issues and resulting rights
21. Public procurement of social services
22. Establishment of guardianship and appointment of guardian for a person with restricted legal capacity
23. Judgement in criminal proceedings - theoretical and practical aspects
24. Procedure for the execution of conditional sentences and their consequences in case of non-compliance
25. Bankruptcy of credit institutions and related problems
26. Data protection principles in the General data protection regulation
27. Use of orthophotos in evidence
28. Respectable death opportunities for mortally ill persons in Latvia
29. Compensation for non-pecuniary damage in administrative proceedings before courts
30. Right of the child to be heard in administrative proceedings before a court
31. Bid selection criterion - price in construction procurement: problems and solutions
32. Application of capital gains tax on capital gains
33. Protection of passenger rights in air transport
34. Legal regulation of cohabitation in Latvia
35. Labour dispute resolution methods
36. Legal regulation of apartment owners' associations and main challenges in the process of management of privatized apartment houses
37. Electronic surveillance
38. The role of commercial banks in preventing money laundering and terrorist financing

39. Secret of investigation in criminal proceedings
40. Data protection in medical institutions
41. Aspects of liability of board members in a corporation
42. The place and role of the Orphan's Court in disputes.
43. Legal and practical aspects of criminal proceedings and refusal to initiate criminal proceedings
44. Investigation of problems related to out of court debt collection
45. Loss recovery procedures for infringements of intellectual property rights
46. Legal basis of board member liability and issues of its determination
47. Organization of public-private partnership procurement and related problems in Latvia
48. Management of apartment houses and related case law problems
49. Responsibilities of data controllers and operators in ensuring lawful processing of data
50. Development and Practical Problems of the Legal Framework of Shared Property
51. Construction control and liability legislation in Latvia.
52. Expropriation of real estate for public needs and related issues.
53. Legal problems of leasing social dwellings.
54. Use of video, audio and BDPS (Biometric data processing system) in criminal proceedings
55. Legal and practical aspects of the pre-trial money laundering process.
56. Enforcement of decisions of Latvian bailiffs and their application in practice
57. Legitimacy and limitation of prostitution
58. Determination of compensation for damage in criminal proceedings.
59. Costs in civil litigation

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

Turība regularly conducts student surveys.

During the reporting period, an electronic student survey was conducted to determine the level of student satisfaction, which resulted in the following main conclusions:

The averages are close to the maximum grade, so it can be concluded that the students are satisfied with all the processes in the university, including the study program and its organization,

Students highly value (4.3) the organization of the study process, both as regards to the planning of the academic year and as regards to the adequacy of the timetable,

Students were also asked to evaluate the learning outcomes - objectivity of the assessment, requirements for the final examinations of the study courses, assessment of independent studies. Overall, the students gave a positive response, with an average rating of 4.4 for all above indicators,

As one of the criteria in the organization of the study process, the students had to evaluate the accessibility and sufficiency of information on the processes related to the study process (scope and content of the study program, types of examination and requirements for it, optional courses (specializations), independent studies. The average assessment for sufficiency and accessibility of information in these processes was 4. The material and technical facilities at the university (classrooms, copying, library offer) are also highly appreciated, which students have rated on

average 4.5.

Summarizing the questionnaires of graduates of the professional master's study program "Law Science", it can be concluded that 62% of graduates work in the public sector, 29% are self-employed and 9% work in the private sector.

92% of the respondents work in their speciality, 87% had already worked there before graduation. The positions held by graduates are mainly: specialist (54%), manager (27%), senior manager (17%). One percent of graduates work in project management and as assistants.

Mostly the study program has improved the competence of the graduate (62%). Some have gained a better job - 13% in a new job, 7% of graduates were promoted in their existing jobs. 16% of graduates say that having a university degree has had no impact on their careers, arguing that their diploma does not affect their career prospects in this sector. 77% are reluctant to continue their studies, while 23% are considering continuing their doctoral studies at Turiba University.

The organization of the study process is rated 4.26 (on a scale from 2 to 5). The study courses (knowledge acquired in the course) were also evaluated with 4.26, but skills acquired during the course with 4.16; reflection of the latest achievements and problems in the study course is evaluated with 4.16, but accessibility of study materials and literature with 4.33. The results of student surveys are used to improve the content and quality of studies. Each lecturer is acquainted with the results of the students' survey, which gives the opportunity to make necessary improvements in further work. If necessary, the director of the study program meets with the lecturer, whose evaluation differs from the common tendencies.

Turiba conducts graduate surveys, but lately it has been difficult to carry out due to the increased protection of personal data. This partially limits the ability to follow a graduate's work and life after graduation. 508 respondents, including 179 graduates of the Faculty of Law participated in the last BAT alumni survey.

Graduates are asked if they work in an their speciality, how long after graduation they got a job and what their income is. Analysing the answers obtained, study course descriptions are improved, new study courses are added or old ones are removed, as well as the sequence of study courses in the program is specified.

The involvement of employers takes place through council meetings, individual discussions, as well as through evaluation in practice reports.

Every year, law enforcement agencies send out topics on which students are invited to write research papers, making the best research (rated 7 to 10) available to employers, with the permission of the author.

Self-evaluation reports are reviewed annually at JF Council meetings, where members first review the reports electronically, then express their objections, additions and provide an independent evaluation.

Employers, when evaluating the report, pay attention to the actualization of study courses, including orientation to specialization and connection with business.

In order to ensure that the most up-to-date information is passed on to the students, guest lecturers - industry specialists and employers - are invited to lectures. Student surveys are conducted each year on the quality of the study program and the need to improve the program.

Representatives of the Faculty regularly participate in discussions and seminars organized by the Ministry of Justice on topics relevant to the field of law. Faculty representatives and faculty staff are also members of several other industry associations, such as: Latvian Association of Judges, Latvian Association of Prosecutors, Bar Association, Latvian Association of Colleges (LKA); European Law Faculty Association (ELFA), World Intellectual Property Organization (AIPPI), etc. Representatives of the associations are involved in the provision of the study process by delivering guest lectures to students, as well as participating in the State Examination Commissions.

Cooperation with employers is ensured by organizing JF Council meetings. The Faculty Council discusses all the major issues of the Faculty, such as the content of study programs, and updates the content according to the requirements of the labour market. The Turība Faculty of Law Council was involved in the development of the study program, and it consists of employers who are important for the sector:

1. Edvīns Bērziņš - Member of the Board of the Latvian Chamber of Commerce and Industry
2. Ivars Bickovics - Chief Justice of the Supreme Court of the Republic of Latvia,
3. Juris Juriss - prosecutor of the Latvian Prosecutor General's Office;
4. Gunārs Kūtris - Lecturer, Department of Criminal Law, University of Latvia,
5. Guntars Loba - Expert of Latvian Security Business Association;
6. Laila Medin - Deputy State Secretary, Ministry of Justice,
7. Guna Paidere - Chief State Notary of the Register of Enterprises of the Republic of Latvia
8. Anta Rugate - Member of the Board of the Latvian Lawyers Association,
9. Andris Spore - Deputy Chairman of the Latvian Council of Bailiffs
10. Artis Strāders - Head of Riga Municipal Police Zemgale Suburb Administration
11. Viola Supe - Attorney at Law, Member of the Latvian Bar Association

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

Each academic year, the Faculty of Law receives information from the Department for Study Development and International Cooperation regarding the opportunities for students and lecturers to use the Erasmus + mobility program offers for the respective academic year.

As a rule, students of the professional Master's program have the opportunity to use the Erasmus + mobility program offer. The table below shows that the opportunities have been little used. This can be explained by the fact that it is practically difficult for students who are already working permanently to combine work with studies abroad.

Student mobility is regulated by Erasmus+ mobility program regulations<sup>[1]</sup>

Competition for studies and practice placements within the Erasmus+ program

1.1. Students of the first, second and third year study programmes of Turība can apply for studies under the Erasmus programme for the next academic year in partner higher education institutions with whom Turība has concluded an agreement on the organization of the Erasmus program provided the previous study duration under the Erasmus programme (studies and practice) and the planned time of studies at that partner institution does not exceed 12 months.

1.2. Students of 1st level higher education study programmes, Professional bachelor study



programmes and Professional master study programme are eligible to apply for practice placement under the Erasmus programme during the following study year.

1.3. Students, who have applied for studies or practice placement under the Erasmus programme shall not have any academic debts and/or financial debts outstanding to Turiba.

1.4. Students applying for studies or practice placement under the Erasmus programme and have earlier participated in the Erasmus programme must be aware that the total length of mobility under Erasmus programme including the one that they are applying for cannot exceed a total duration of 12 months within a particular study programme.

1.5. The competition for studies or placement under the Erasmus programme shall be held in accordance with the following criteria:

1.5.1. Knowledge of foreign language of the student (marks for the foreign language study course);

1.5.2. Student's average mark for the previous study period which shall not be less than 7 (seven);

1.6. Turiba faculty upon issue of a decree in accordance with clauses 2.8. and 2.9. of the regulations can set additional criteria .

1.7. Students who have the highest average marks in accordance with the criteria stipulated in the clause 2.5. of the regulations shall be entitled for studies and placement under the Erasmus programme. In case of identical averages the student who applied for the competition earlier shall be given preference.

1.8. The deadline for submission of applications (appendix 1) for the competition, number of places for studies under the Erasmus programme for the next year shall be determined by the Vice Rector for Study Development and International Cooperation by the 1st April for the autumn semester of the following year and by 1st November for the spring semester of the following year.

1.9. The deadline for the submission of the application (electronically on the BATIS system) for the competition, the number of places for practice placement under the Erasmus programme is determined by the Vice-rector of Study development and international co-operation as follows:

1.9.1. by 1st August for placements that start from 1st September till 31st October:

1.9.2. by 15th October for placements that start from 1st November till 28th February;

1.9.3. by 15th February for placements that start from 1st March till 31st March;

1.9.4. by 25th March for placements that start from 1st April till 31st August;

1.10. The amount of Erasmus scholarship for mobility during the following study year shall be determined by the Vice Rector for Study Development and International Cooperation within 1 week after the conclusion of the agreement with the State Education Development Agency taking into account the finances and number of mobility places allocated under the agreement.

#### Studies at Partner institutions

2.1. Studies at the Partner institution shall be regulated by the internal regulations of the Partner institution and the normative enactments of the country in which the Partner institution is located as well as the Erasmus university charter signed by both Partner institutions.

2.2. If upon arrival at the Partner institution it is not possible to acquire the study courses mentioned in the above clause 3.1.2. of regulations the student with the approval of the faculty

and the Partner institution's Erasmus coordinator shall select other study courses. An additional agreement shall be signed regarding the selected courses as a part of the triparty contract mentioned in the clause 3.1.3. of the regulations.

2.3. Upon completion of studies at the Partner institution which is testified by the certificate issued by the Partner institution for the study period at the Partner institution under the Erasmus programme and the mark sheet issued by the Partner institution on the study courses acquired under the Erasmus programme, the scope and evaluation, the Student shall submit these documents to the Turiba Erasmus coordinator.

2.4. Upon completion of studies under the Erasmus programme, the Student shall submit an online report on studies in the Erasmus programme at the internet website <https://webgate.ec.europa.eu>.

2.5. In case the student discontinues studies under the Erasmus programme earlier than 3 months after its commencement as well as does not successfully complete any of the study courses at the Partner institution the Student must repay the scholarship mentioned in the clause 3.2.4. of the regulations.

Placement at the Placement enterprise.

3.1. Placement at the Placement enterprise shall be regulated by the internal regulations of the Placement enterprise and the normative enactments of the country in which the Placement enterprise is located as well as the Erasmus university charter signed by Turiba.

3.2. The scope of abilities, skills and knowledge gained during placement, placement tasks and goals shall be governed by the placement/internship programme drafted by Turiba and the triparty contract signed which is mentioned in the clause 4.1.2. of the regulations.

3.3. Upon completion of placement at the Practice enterprise which is testified by the certificate issued by the Placement enterprise for the placement period at the Placement enterprise under the Erasmus programme, the Student shall submit these documents to the Turiba Erasmus coordinator.

3.4. Upon completion of Placement under the Erasmus programme the student shall submit an online report on studies in the Erasmus programme at the internet website <https://webgate.ec.europa.eu>.

Recognition of marks gained under the Erasmus programme

4.1. The Dean of the Turiba Faculty shall by a decree recognise the study courses completed at the Partner institution that are indicated in the documents submitted mentioned in the clause 5.3. of the regulations. Study courses successfully completed at the Partner institution shall be transferred with the mark "Passed".

4.2. Upon completion of the placement period the Student shall defend the Placement report in accordance with the procedures foreseen and receive the necessary credit points.

4.3. 7.3. The ECTS shall be used for transfer the credits acquired taking into consideration that 1 Latvian credit point or 1 week of placement equals 1.5 ECTS. If the placement period exceeds the one foreseen in the study programme then only the credit points foreseen for the placement in the study programme shall be transferred and the Students diploma supplement shall record the completion of full placement period foreseen under the Erasmus programme.

4.4. Study courses completed under the Erasmus programme shall be transferred to the full extent.

4.5. 7.5. Students of Turiba study programmes undergoing studies under the Erasmus

programme have to additionally only complete study courses so as to gain a total of 40 credit points for the study year

#### Foreign students at Turība University

5.1. Studies of Foreign students at Turība are governed by the normative enactments of the Republic of Latvia (LR) that regulate higher education, internal regulations of Turība as well as the Erasmus university charter concluded by both Partner institutions

5.2. A foreign student shall apply for the Erasmus Exchange Program using an online application form at [www.turiba.lv](http://www.turiba.lv) by the date specified by Turība, accompanied by a copy of an identity document, a photograph, a Curriculum Vitae and a Study Agreement containing the study courses offered by Turība. The study agreement must be signed by the Foreign Student and the Partner Institution.

5.3. Upon receipt of an application from a foreign student, Turība shall examine the possibility of ensuring that the foreign student has access to all the study courses included in the study agreement. If possible, the Dean of the respective Faculty and the Vice-Rector for Studies Development and International Cooperation sign the study agreement. If changes to the study agreement are required, the signed study agreement is accompanied by changes sent to the partner HEI.

5.4. After the study agreement is signed, the foreign student is included in the exchange student study group by the Rector's decree. A separate student file is created for the foreign student.

5.5. After completing studies at Turība, the foreign student is awarded an academic certificate of the courses he / she has acquired and a certificate of time spent in Erasmus studies.

Academic year	Incoming	Outgoing
	TM	TM
2013/14	0	1
2014/15	0	1
2015/16	2	0
2016/17	1	0
2017/18	3	0
2018/19	1	0
2019/20	1	0

[1] Erasmus+ mobilitātes programmas nolikums (APSTIPRINĀTS Biznesa augstskola Turība

Senāta 22.05.2019. sēdē, protokols Nr. 5)

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

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

Resources and provisions (study base, science base, information base (including library), material and technical base and financial base) are described in section II of the report. Part 3, Chapters 3.1 to 3.3 in relation to the study field "Law Science". Resources are not allocated separately for each study program.

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

Not relevant

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

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

The teaching staff of the study program is stable, there is a long-term cooperation with the specialists of the field who are also experienced in teaching. Participation of lecturers in conferences, presentation of papers at conferences, preparation and publication of publications - this is the contribution of the lecturers to the improvement of their qualification. At the same time, higher qualification means additional knowledge, experience, which is passed on to the students in the study process to a much higher level of quality than that which existed before the improvement of qualification. Lecturers who have improved themselves and raised their qualifications are, of course, promoted to higher academic positions. Another way to improve the qualification of the lecturers and thus the quality of the study process and its results is the lecturers' studies in the doctoral study program, for example, I.Krievs.

The academic staff involved in the study program are highly qualified and competent and provide

students with the necessary research skills, theoretical knowledge, skills and competences. Lecturers improve their competence, experience and the best experience is passed on to the students.

Academic staff shall be recruited on a regular basis in accordance with Regulations on election of academic personnel[1].

The procedure for the election of associate professors and professors at Turība is determined by the by-laws of the Board of joint professors of economics and business, including those of Turība University, the Institute of Transport Communications and the Banking Institution, including management science, and by-laws on the Board of associate professors in Law at Rīga Stradiņš University, Daugavpils University, School of Business Administration Turība and by-laws of other respective professor boards.

The procedure for the selection of scientific research assistants, researchers and leading researchers at the Turība Institute of Business Technology is determined by the by-laws of the Institute of Business Technologies.

Vacant positions of academic staff in Turība departments are appointed by the Rector on the proposal of the Dean of the Faculty, the Director of the study program or the head of the department.

Applicants, both resident and non-resident, with education and / or professional experience in accordance with the requirements of the Higher Education Institution Law and Turība job descriptions, may apply for vacant positions in the academic staff.

The competition is open and fair. The competition takes place in three (3) rounds:

1. In the first round of the competition, the documents submitted by the applicants are checked for their compliance with the requirements announced.
2. Documents submitted in the second round of the competition are examined by the departments, inviting the candidates,
3. In the third round of the competition, candidates for the academic staff positions are evaluated and elected according to the regulations of the Faculty's Extended Council.

Lecture visits are conducted regularly to assess the educators' professional qualifications in their daily work. After passing the course exam students have the opportunity to express their opinion on all the lecturers. The surveys are conducted anonymously, and students are encouraged to express their views about the lecturers, indicating their positive and negative qualities.

Educators are responsible for their further professional development and submit a report on it.

The planning and implementation of development policy for academic personnel is carried out on a regular basis. Further qualification activities are also financially supported in order to motivate educators –tuition fees are paid and if necessary subsistence costs are covered as well. Academic personnel are involved in research (creative) work. Benefits are provided for academic personnel and students to motivate them to publish their research work by covering translation and publishing costs to a reasonable extent.

The publishing of research results in internationally recognised peer reviewed journals is being actively pursued. Within the scope of its competence, Turība offers lecturers opportunities to improve, for example, by learning a foreign language, using new technologies, etc. Activities/courses within the framework of the project "8.2.2.0.0 / 18 / A / 007" of the European Social Fund project "Improvement of Management at Turība University". For example, lecturers

V.Bluzma, I.Kishnica, I.Veikša, J.Načisčionis participated in ESF project training "Academic Integrity", which took place on 18 and 25.10.2019. Further training on Administrative Efficiency will take place on 20 and 21.11.2019.

The following educators are involved in the implementation of the professional master's study program in Law science Dr.iur. Alfejeva Jeļena, Dr.hist. Blūzma Valdis, Ph.D.econ.Driņķe Zane, Dr.iur.J.Načisčionis, Dr.iur. Juriss Juris, Dr.iur. Kaija Sandra, Ph.D.Rone Dana, Dr.iur. Litvins Gatis, Dr.iur. Mieriņa Aiga, Dr.iur.Veikša Ingrīda, Dr. psych. Skuškovnika Daina, mg.iur. Oļševskis Edgars, mg.iur. Apsītis Uldis. Mg.iur.Cakare Liene, mg.iur.Krievs Ivo, Mg.iur.Makucevičs Viktors, mg.iur. Siliņš Juris, mg.iur.Sniedzītis Aigars, mg.iur. Paidere Guna, mg.iur.Zvejsalnieks Artūrs, mg.soc.ing,mg.paed. Mednis Aivars, mg.iur.Vanags Jānis.

Legal professionals who are well-educated and, very importantly, practitioners who pass on their experience to students on a daily basis are involved in the implementation of the study program. For example, J.Alfejeva, I.Veikša, I.Krievs, A.Zvejsalnieks are practicing lawyers sworn advocates. In turn, V.Makucevičs, A.Sniedzītis, J.Siliņš are judges, J.Juris, prosecutor, G.Paidere head of the state administration institution UR (Registrar of Companies). It should be emphasized that the lecturers involved in the study process L.Cakare, I.krievs, V.Makucevičs, J.Vanags continue their education, improving their qualification in the doctoral study program in law.

Linking theoretical concepts with practical experience in the study process clearly has a positive impact on the quality of the study process. Students are trained for real life to be qualified to fulfil the legal requirements of a legal science specialist. The lecturers of the study program are excellent staff who transfer their knowledge and experience to the students and still have the opportunity to participate in international scientific conferences with papers, write articles and books on topical issues of law. For example, J.Alfejeva "Insurance Law", "Recording administrative offences in road traffic violations", Z.Driņķe "Quality Management Systems for Increasing the Competitiveness of Small and Medium Enterprises". "Copyright" by I.Veikša. J.Načisčionis "Administrative Law" Fourth revised edition.

[1] Akadēmiskā personāla vēlēšanu nolikums. APSTIPRINĀTS Senāta 28.09.2016. sēdē, protokols Nr.8

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

The teaching staff have knowledge and professional links to the taught subject in Law. The study program ensures the proportionality of the teaching staff of the professional and academic environment, thus forming a balanced team, which represents both business and academic

environment. Sworn attorneys involved in the implementation of the study program improve their qualifications every year, which is a mandatory requirement of the Council of Sworn Advocates. The course is undoubtedly topical and related to practical life. The knowledge acquired during the courses is transferred to the students both for supplementing the theoretical base and solving practical tasks in the classroom.

Such qualification of the teaching staff complies with the study program implementation requirements and the requirements of regulatory enactments, as it helps to achieve the goals set by the study program and to provide students with both academic and practical knowledge, thus helping to achieve study results.

The qualification of the teaching staff involved in the implementation of the study program complies with the study program implementation conditions and the requirements of regulatory enactments. Academic staff (doctors of science - professors, associate professors and masters-lecturers), as well as guest lecturers from other Latvian universities participate in the implementation of the study process.

21 lecturers are involved in the professional master's study program Law Science.

Among the lecturers involved in the implementation of the program:

- 1) 8 lecturers in the university have the following positions: 3 professors, 2 associate professors, 1 docent, 3 lecturers.
- 2) 13 visiting lecturers: 1 visiting professor, 4 visiting docent, 8 visiting lecturers.

The qualification of the teaching staff involved in the implementation of the study program complies with the study program implementation conditions and the requirements of regulatory enactments. Academic staff of the Turība (Doctors of Science - professors, associate professors and assistant professors, and Master degree holders-lecturers), as well as invited guest professors and guest lecturers from other Latvian universities participate in the implementation of the study process.

Teaching staff are involved in:

- 1) Developing new course descriptions that are significantly better in quality each year.
- 2) Methodological seminars of the department on the improvement of the study process in each study course (including preparation of course descriptions);
- 3) The lecturers, who are members of the council, as well as the employers, who are members of the council, discuss and accept the study results in state examinations, analyse the planned results in the context of the students' achievements in study courses, e.g. legal theory, administrative law etc.
- 4) JF plans to strengthen the involvement of the teaching staff by:
  1. a) organizing public lectures,
  2. b) organizing regular work visits of lecturers, develop and approve common criteria for visits;
- (c) overseeing the conduct of methodological seminars organized by the Department;
- (d) organizing methodological seminars at least twice during the academic year;
- (e) developing methodological guidelines for improving the quality of studies, including practical

tools and methods;

1. f) improving the mechanism and criteria for evaluation of study papers;

(g) promoting the teaching experience of the teaching staff through regular information at departmental meetings on the findings and experience of the Erasmus program.

Regulations on remuneration organisation for Turiba personnel [\[1\]](#) state that:

- The Head of Department, in agreement with the Dean, may determine the remuneration of the academic staff in accordance with:
  1. fixed salary,
  2. fixed hourly rate.
- For academic staff with a fixed salary system (salary):
  1. job descriptions are being prepared,
  2. Individual work plans are prepared for each study year (see Appendix 1, which is an appendix to the employment contract), which is approved by the head of the department, dean and approved by the Vice Rector for Academic Work.
- The salary is fixed for:
  1. pedagogical workload;
  2. methodological and organizational work;
  3. management consultancy, project management and execution, and / or research;
  4. in-service training and strategic tasks.
- One/full-time academic position for the academic year:
  1. assistant - 1000 academic hours;
  2. lecturer - 900 academic hours;
  3. assistant professor - 800 academic hours;
  4. Associate Professor - 700 academic hours;
  5. Professor - 600 academic hours.
- The workload planned for the post shall be determined in accordance with an approved list of workloads.
- Academic staff with a fixed-term salary system shall prepare an electronic report of their individual work plan at least twice during the study year, at the end of December and June. Finalized study year individual work plan reports, electronically accepted by the head of department and dean, are stored for three years.
- Academic personnel with a fixed hourly rate
  1. job descriptions are being prepared,
  2. individual work plans are prepared for each study year, where only the teaching load is planned, approved by the head of the department and approved by the dean,
  3. The monthly salary is calculated by multiplying the planned amount of academic hours recorded in the individual work plan by the hourly rate and divided by ten.
- When calculating the annual workload of the academic staff, the workload shall be rounded to two decimal places.
- The total annual workload of the academic staff is in the amount specified in the Labour Law.
- A maximum of one full-time part-time is allowed for the academic staff.
- Payment for paid services and unplanned guided work shall be made in the form of bonuses in addition to the salary at the end of each semester, but not later than January for Semester 1 and July for Semester 2 or the relevant month.
- The total funding of the Faculty for the remuneration of the academic staff and academic positions is 19% of the total tuition fee income in the respective program.



- If there is an overall positive cash balance for the faculties at the end of the financial year, 15% of it is transferred to each faculty bonus fund in proportion to the balance of each faculty, and 85% is placed in a reserve for faculty development.
- The funding of the academic staff and substitute academic staff is distributed by the deans of the faculties to the departments in proportion to the number of credit points of the study courses implemented in the department and the number of academic groups. In agreement with the Dean, the number of students in the academic group may be changed.
- The salaries of the academic staff of the respective department shall be determined by the head of the department in agreement with the dean and the vice-rector for academic work, but they shall not be lower than the rates established by the Cabinet of Ministers.
- The salary of Turība staff is set for each study year.

Considering the great interest of the society (including students and graduates of the university), Turība has continued the cycle of guest lectures in 2018/2019 twice a month by organizing such an event. One of the lecturers every month is a graduate of the university, the other - a person known in the public, who is recognized as a leader of opinions. 24 guest lectures were held during the academic year 2018/2019, attracting more than 2,400 visitors.

Every year, lecturers go to the Erasmus program for both experience exchange and teaching. For example, TZK lecturers (I.Veikša and I.Kīsnica) attended AMERICAN COLLEGE in Cyprus as part of the Erasmus program, participated in an international scientific conference at Panevezys University on October 18, 2018, where they delivered a speech and participated in further cooperation projects between the two institutions.

A visiting professor from Poland Anna Budnik (UNIVERSITY OF BIALOSTOK) periodically teaches the course "Administrative Law and Process" and "EU Law".

In 2019, guest lectures by Professor Ieva Diviatnikovate of MRUNI on "Roots of US Administrative law" and "Roots of EU Administrative law" were offered as part of the Erasmus + program

To emphasize that Turība faculty members are industry professionals and experts, monthly articles are produced on a variety of topics actual for the society and business. Each month, a number of educators express their opinions on areas such as economics, politics, energy, ICT, healthcare, media and communications, law, tourism and hospitality, among others on mass media. The image of the academic staff- experts is gradually gaining ground in the media, which makes journalists increasingly turn to Turība educators for advice and comment.

According to LETA monitoring data, the number of publications related to Turība has increased significantly in recent years. The 800 publications mentioned in the Strategy 2020 indicators were exceeded already in the academic year 2016/2017, however, taking into account the changes in the university's image building tendencies, the number of publications was forecast to continue to increase; reach 1500 - 1600 publications. In the academic year 2018/2019 there were 1932 publications mentioning Turība University. Specific publications, monographs are indicated in the CV of the lecturers.

[1] Augstskolas personāla darba samaksas organizācijas nolikums. APSTIPRINĀTS Senāta 23.10.2019. sēdē

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

Not relevant

**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 relevant

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

The Faculty of Law organizes international scientific conferences once every three years. The previous conference was held on April 19, 2018 and was called the 19th INTERNATIONAL SCIENTIFIC CONFERENCE "Latvia 100: Expectations, Achievements and Challenges". Topicality of the Conference At the anniversary of Latvia, one has to evaluate what has already been achieved, as well as to understand the mistakes that prevented the achievement of our expectations. We need to help our country flourish and take its rightful place in the international arena, both by improving the rule of law and security, developing the business environment and promoting cultural and scientific excellence. You must be able to present and explain the goals and objectives of your chosen path to people both in Latvia and abroad, not only by attracting our friends and supporters, but also by convincing sceptics and even the poor. These objectives are interlinked and underpin the themes of this conference.

Research areas of lecturers:

- D. Sproģe - Problems of application of the legal framework for cross-border insolvency proceedings in Latvia,
- Ā. Vitte - International Legal Aspects of Adoption of Children and Problems of Legal Regulation of Cross-border Adoption in Latvia.
- I. Broka - Legal regulation of business disputes and issues.
- V. Blūzma - History of Latvian Law from ancient times till 1914
- J. Načisčionis - Administrative Law in Public Administration,

- I. Veiksa - Copyright in the Digital Environment.

Professor Dr.iur. J.Načisčioņa and leading researcher Dr.iur. U.Skrastiņš, and Dr.iur. Article by V. Tumalavicius, "SECURE DEVELOPMENT OF PUBLIC ADMINISTRATION" published in the Journal of Security and Sustainability Issues.ISSN 2029-7017 print / ISSN 2029-7025online 2018 September Volume 8 Number 1 is not only interesting for readers abroad, but the article is recommended for study and is used in the study process on aspects of power sharing, emphasizing top executive the historical aspects of the establishment of a body of the Cabinet of Ministers and the actions of public administration today.

Non-Violent Resistance: The Restoration of Latvia's Independence (1945-1991), peer-reviewed by Professor V.Bluzma. Volume 4. Maintenance of the idea of Latvian independence in exile (1945-1991). Riga 2017, 388 pages. ISBN 9789934851575 is offered for use in the study process, studying the historical and constitutional issues of state independence.

Every lecturer working with the students of a given program uses the information researched and materials published or read at the conference, thus supplementing the range of compulsory literature.

Turība support for research:

- Travel and subsistence costs for attending scientific conferences
- Bonus for publication of scientific papers in SCOPUS and WoS,
- Monetary support for expressing opinions in the media
- Organization and finance of annual international scientific conferences
- Supported the publication of the collective monograph "Latvian legal system", the authors of which are lecturers of the department
- Every year a conference of students is organized at Turība where students can present their research.

During the reporting period the lecturers of Turība Faculty of Law participated in a number of conferences with reports and applied the obtained information in the study process in their study courses. List of papers of conferences attended by lecturers during the academic year 2018/2019 can be seen in the appendix.

During the reporting period, the lecturers of Turība Faculty of Law carried out various scientific research works, published them, and applied the research results in the study process in their study courses: List of publications in appendix.

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

Cooperation among lecturers should be considered successful. The provision of the study process involves lecturers from different faculties, which facilitates communication between the lecturers. Cooperation among lecturers is promoted in various seminars organized by the higher education institution for the improvement of lecturers' qualification, as well as within the ESF project Nr. 8.2.0 / 18 / A019 lecturers have the opportunity to participate in masterclasses, such as the use of state-

of-the-art IT and digital solutions in business, the use of modern technological solutions for law science educators, the master class in the latest IT solutions for tourism and hospitality educators work with international students, gain additional knowledge, discuss their experiences and strengthen their collaboration.

Annual strategic seminars are organized, where lecturers work in groups to find solutions for different situations and to discuss possibilities of study process development and improvement.

The lecturers' cooperation is strengthened by annual scientific conferences, which provide an opportunity to discuss different issues, to find common interests, but in organizing student section work, lecturers from different faculties work in teams to evaluate student research.

The lecturers' cooperation also allows to ensure better link between the study courses.

Ratio of students to teaching staff in the study program (at the time of submission of self-evaluation report):

Number of students	120
Number of lecturers	21
Lecturers of the Faculty implementing the program	20
Lecturers from other faculties	1
Ratio of students to teaching staff	5.71

# Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	1 Maģistra statistikas dati_en.docx	1 Maģistra statistikas dati.docx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	2 Maģistra atbilstība izglītības standartam_en_labots.docx	2 Maģistra atbilstība izglītības standartam_lv_labots.docx
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	3 Maģistra atbilstība profesijas standartam_en.docx	3 Maģistra atbilstība profesijas standartam.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)	3a Maģistra atbilstība specifiskam regulējumam_eng_labots.docx	3a Maģistra atbilstība specifiskam regulējumam_lv_labots.docx
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	4 Maģistra kartējums_en.docx	4 Maģistra kartējums.docx
Curriculum of the study programme (for each type and form of the implementation of the study programme)	5 Maģistra program plāns_en-labots.docx	5 Maģistra program plāns_lv_labots.docx
Descriptions of the study courses/ modules	6 Maģistra studiju kursu apraksti_en_labots.docx	6 Maģistra studiju kursu apraksti_lv_labots.docx
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	7 Maģistra izsniedzamā diploma paraugs_eng.pdf	7 Maģistra izsniedzamā diploma paraugs.pdf
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	8 Maģistra līgums ar citu augstskolu_eng.docx	8 Maģistra līgums ar citu augstskolu.docx
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	17 Maģistra par zaudejumu kompensāciju_eng_labots.docx	17 Maģistra par zaudejumu kompensāciju_lv_labots.docx
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.		
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement	12 Maģistra Studiju līguma paraugs_eng.docx	12 Maģistra Studiju līguma paraugs.docx
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		

# Law Science

Title of the higher education institution	<i>Law</i>
ProcedureStudyProgram.Name	<i>Law Science</i>
Education classification code	<i>43380</i>
Type of the study programme	<i>Academic bachelor study programme</i>
Name of the study programme director	<i>Ingrīda</i>
Surname of the study programme director	<i>Veikša</i>
E-mail of the study programme director	<i>ingrida.veiksa@turiba.lv</i>
Title of the study programme director	<i>Dr.iur, profesore</i>
Phone of the study programme director	<i>29378027</i>
Goal of the study programme	<i>To provide a set of knowledge, skills and competences in accordance with the knowledge, skills and competences of the 6th level of the Framework of Latvian Education Classification</i>
Tasks of the study programme	<i>To prepare students for independent research in the field of Law Science, as well as to provide theoretical basis for professional activity in the fields of Law Science</i>
Results of the study programme	<i>Ability to present basic and specialized knowledge and apply it to research activities; ability to take a scientific approach to problem solving, take responsibility and take initiative; ability to make decisions and find creative solutions</i>
Final examination upon the completion of the study programme	<i>State examination - Bachelor 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>Previous Education - secondary education. Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs. Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Bachelor of Social Sciences in Law</i>

Qualification to be obtained (in english)	No
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### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

### Part time extramural studies distance education - 3 years, 3 months - latvian

Study type and form	<i>Part time extramural studies distance education</i>
Duration in full years	3
Duration in month	3
Language	<i>latvian</i>
Amount (CP)	120
Admission requirements (in English)	<i>Previous Education - secondary education. Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs. Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Bachelor of Social Sciences in Law</i>
Qualification to be obtained (in english)	No

### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

### Part time studies - 3 years, 3 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	3
Duration in month	3
Language	<i>latvian</i>
Amount (CP)	120

Admission requirements (in English)	<i>Previous Education - secondary education. Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs. Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Bachelor of Social Sciences in Law</i>
Qualification to be obtained (in english)	No

### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

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

Study type and form	<i>Part time extramural studies</i>
Duration in full years	3
Duration in month	3
Language	<i>latvian</i>
Amount (CP)	120
Admission requirements (in English)	<i>Previous Education - secondary education. Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs. Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Bachelor of Social Sciences in Law</i>
Qualification to be obtained (in english)	No

### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058



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

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

Title of the study programme	Akadēmiskā bakalaura studiju programma „Tiesību zinātne”	
Title of the study programme in English	Academic bachelor study programme “Law Science”	
Study programme code according to Latvian education classification:	43380	
Field of science of the study programme (only relevant for doctoral Programmes:)	Not relevant	
Type of study programme and level	Academic bachelor study programme	
Qualification level awarded (NQF/EQF)	6	
Profession code in the profession classifications	No	
Scope of the study programme (CP, recommended ECTS)	120 CP (180 ECT)	
Form, Type and Duration of Implementation (Please indicate in months if it is not full study years) and language of instruction		
Full time studies	3 Years	Latvian
Part time studies	3 years and 3 months	Latvian
Part time studies	3 years and 3 months	Latvian
Part time studies (distance learning)	3 years and 3 months	Latvian
Place of Implementation	Turība University, Graudu street 68, LV-1058. Branch in Cesis, L. Paegles street 1, LV - 4101;	

Study programme director:	Ingrīda Veikša, Dr.iur
Enrolment requirements	<p>Previous Education - secondary education Enrolment for studies shall be on the basis of a competition based on centralised examination results in study subjects: Latvian language and Foreign language (English, German, French or Russian), with the exception of persons who completed secondary education prior to 2004, persons who have completed secondary education abroad or persons with special. Persons, who completed secondary education prior to 2004 and persons with special needs shall be enrolled for programmes based on the assessments recorded in the document certifying secondary education in the study subjects Latvian and Foreign language (English, German, French or Russian): The marks were harmonised to centralised examination assessments Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs.</p> <p>Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.</p>
Degree, professional qualification or degree and professional qualification awarded	<p>Degree awarded - <i>Social Science Bachelor degree in Law Science</i></p> <p>Professional qualification - <i>No</i></p>
Study programme objectives:	To provide a set of knowledge, skills and competences in accordance with the knowledge, skills and competences required for 6th level of the Framework of Latvian Education Classification <a href="#">[1]</a>
Study programme tasks	The task of academic higher education is to educate and train students for independent research in the field of Law, as well as to provide the theoretical basis for professional activity in Law Science related fields. <a href="#">[2]</a>

Learning outcomes.	Ability to present basic and specialized knowledge in the field of Law and to apply it to professional, artistic, innovative or research activities; ability to take a scientific approach to problem solving, take responsibility and initiative; ability to make decisions and find creative solutions in changing circumstances[3]
The final examination foreseen at the end of the study program	Bachelor's thesis

[1] Ministru kabineta noteikumi Nr.240, Rīgā 2014.gada 13.maijā (prot. Nr.28 18.§) Noteikumi par valsts akadēmiskās izglītības standartu, 4.pants. Pieejams: <https://likumi.lv/doc.php?id=266187>

[2] Academic Information Centre Higher education level (LKI 5.-8. level) Accessible at: <https://www.latvijaskvalifikācijas.lv/izglitibas-sistema/>

[3] Law on education 8.<sup>1</sup> article. Latvian Qualifications Framework Accessible at: <https://likumi.lv/ta/id/50759#p8.1>

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

Statistical data on students during the reference period are provided in Appendix 5.

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

Academic Bachelor's Program with its title informs potential students that they will be admitted in the field of law, where targeted study and acquisition of knowledge, skills and competences, leading to the acquisition of Bachelor degree of Social Sciences in Law.

This, in turn, proves that they have acquired theoretical knowledge and successfully defended their bachelor's thesis. The education standard and program requirements are met. This part achieves the aim and objectives and the learning outcomes - ability to present basic and specialized knowledge in the field of Law and to apply it to professional, artistic, innovative or research activities; ability to take a scientific approach to problem solving, take responsibility and initiative; ability to make decisions and find creative solutions in changing circumstances. At the same time, it should be noted that the Academic Bachelor's study program is designed so that the student is orientated and prepared for successful passing of the state examination, which is an integral part of this program.

The study program is integrated into Turība structure and its development stems from Turība development strategy in the following directions:

- 1) to increase the academic potential of the teaching staff by making better use of the opportunities offered by doctoral studies and projects;
- 2) to improve the possibilities of using e-studies:
- (3) gradually develop electronic and typographic teaching aids in all courses,
- 4) to develop cooperation with foreign higher education institutions in exchange of students and lecturers, implementation of joint research programs;
- 5) to improve the material base, paying special attention to the latest books and scientific journals;
- 6) to improve the study program self-evaluation process by further developing it
  1. student-study feedback and employer-study feedback as a barometer of study program quality;
  2. continue to inform students and academics about current developments in the Bologna Process, thus developing a sense of belonging to a common European Higher Education Area.

The strategic goal of the study program is to provide students with theoretical knowledge and research skills, achieving the learning outcomes defined in the study program, corresponding to the knowledge, skills and competences excellence set out in the Latvian education classification for the 6th level of European Qualification framework.

Within the BAT study field "Law Science" a professional bachelor study program has been implemented for a long time, but in order to promote the competitiveness of the higher education institution and to develop the opportunities for Turība graduates in the labour market the academic bachelor program was started. The difference in this program is in its research orientation, allowing its students to gain in-depth academic knowledge and develop the competencies of a specialist in law science as well as to promote independent research and analysis of current issues and problems in law science. This would allow faster access to the labour market for academically educated law students, and broaden the scope for cooperation with foreign HEIs implementing similar format bachelor programs. The training of the academic staff would also be encouraged. The title of the study program Academic bachelor's study program "Law Science" indicates the level of the program as well as its content - academic study program leading to the award of an academic Bachelor's degree. The Social Science Bachelor's degree in Law Science indicates that the program belongs to social sciences as well as its integral part - law science.

The program will provide qualified legal professionals capable of independently carrying out activities relating to the application of substantive and procedural law and the application of case law in civil, administrative, disciplinary, public, international and European Union law. The study program is designed by offering study courses in a wide range of sub-disciplines of law, thus enabling graduates whose knowledge covers not only individual sub-branch of law but also a broad range of sciences, which provides the knowledge base for future lawyers.

Given that this is a basic study program, the general requirement for enrolment is secondary education. The enrolment requirements for this degree program set two types of requirements, depending on the year of completion of secondary education, before or after 2004, when centralized exams were introduced. Enrolment shall be on the basis of a competition based on centralised examination results in study subjects: Latvian language and Foreign language (English, German, French or Russian), with the exception of persons who completed secondary education prior to 2004, persons who have completed secondary education abroad or persons with special

needs. Persons who completed secondary education before 2004 and persons with disabilities are enrolled on the basis of the detailed enrolment procedure accessible on the Turiba website: [www.turiba.lv](http://www.turiba.lv)[1].

[1]Viss par iestāšanos. Accessible at: <http://www.turiba.lv/lv/studijas/viss-par-iestasanos/294/>

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

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

The study program is aimed at the in-depth acquisition of national law, which is ensured by the planning and content of the study courses, the scope and high professional quality of the teaching staff involved. At the same time, national law is closely intertwined with EU and international law, the study of which is an integral part of this program. The curriculum of the study program is designed respecting the obligations set by the legislator, which are appropriately coordinated with the needs of the employers.

One of the basics of the study courses implemented by Turiba is to acquire methods of interpretation. As the comparative interpretation method has become very popular nowadays - the ambiguous is analysed and resolved in comparison with the European Union or International Law, it is essential to study European Union law as well as other courses of International Law in order to better understand what can and should be compared. Legislation is largely based on trends and developments in the European Union Member States and worldwide. However, with the unification of national law and the growing influence of the European Union, it is also very important to understand how each country's legal system has evolved and to what extent one can be influenced by something higher without violating the Constitution. It has to be understood that there are different legal systems and they are different.

The study courses included in the study program deal with the national and international character of the study courses, thus providing students with the tendencies and topicalities of the field.

In accordance with the *declaration of intended activities of the Cabinet of Ministers headed by Arturs Krišjānis Kariņš* [1], Turiba while developing its study programs:

- Improve the quality criteria for higher education, facilitate the internationalization process in the field of official languages of the European Union,
- Strengthen the capacity of the institution by attracting the best academic staff, including foreign lecturers, and enhancing the professional competencies of the academic staff.

According to the OECD's "Education at a Glance 2019" [2] Annual Report on Education, Latvia shows positive trends in its Education Performance Review, which concludes that the processes of change that have begun and are taking place in Latvia's education system are in line with the challenges of the era as well as Latvian education development guidelines targets for 2014 - 2020 : to develop high quality and inclusive education for personal development, human well-being and sustainable national growth. According to an OECD study, the level of higher education among young adults (aged 25 to 34) has improved from 29% in 2008 to 42% in 2018. However, there is a large gender gap, with 30% of men having higher education compared to 54% of women. Despite the highest average tertiary enrolment, the interdisciplinary probability of completing a short-cycle professional or undergraduate program in theoretical terms is still relatively low, but higher for women. Professional programs with at least 25% of practical training components in Latvia can bring many benefits to the labour market. The net financial returns on higher education are relatively low compared to other OECD countries, especially for men. In addition, the employment rate for men aged 25-34 with an average professional qualification is 88%, only 4 percentage points lower than for men with higher education (92%). Small group sizes in Latvia increase the cost of education per student, although they are still lower in OECD countries due to low statutory teacher salaries.[3]

The *Education Development Guidelines for 2014-2020* [4] set the goal - qualitative and inclusive education for personal development, human well-being and sustainable national growth. There are three sub-objectives to achieve this goal:

- educational environment: to improve the quality of the educational environment by improving content and developing appropriate infrastructure;
- individual skills: fostering the development of value-based individuals' professional and social skills for life and competitiveness in the work environment;
- effective governance: Improve the efficiency of resource management by developing institutional excellence of educational institutions.

The above mentioned documents were taken into consideration when developing the study program, which ensured its conformity with the trends of the sector in European Union countries and worldwide.

Taking into account the continuous involvement of employers in the implementation of the study program, the descriptions of study courses are regularly updated in order to address important and topical issues in the study courses that correspond to the development tendencies of the respective sub-branch of law science. The main directions of activities of the Faculty of Law to be implemented during the academic year 2019/2020 were approved at the meeting of the JF Council on October 9, 2019 (Minutes No. 19/2019) and they determine the following directions of activities in the field of ensuring **sustainability**:

- to create opportunities for students to obtain high quality higher education and relevant professional training in the study programs implemented by the Faculty;
- educate specialists necessary for the national economy,
- to develop the culture of students and lecturers in order to promote the development of the intellectual potential of the Republic of Latvia,
- provide the economy with knowledgeable and creative specialists.
- to implement professional development and retraining of students,
- to invite the most capable students after the master's studies to convince them of the need to continue their doctoral studies,
- to stimulate, both morally and financially, doctoral students already enrolled in the doctoral program,

- to attract lecturers to prepare and publish doctoral students' scientific publications;
- to create joint publications for lecturers and doctoral students,
- consider adding additional specializations that are useful to your business, in addition to a lawyer, by issuing certificates for this, such as Civil Defence Specialist, Labour Protection Specialist, Security Specialist, etc.

The study program is organized in accordance with the regulations of the Cabinet of Ministers No.240 "Regulations on the state academic education standard" dated 13th May 2014 that set out academic education standards and also taking into account the requirements of the legal profession standard, as well as other regulatory enactments, in particular the [Environmental Protection Act](#) and the [Civil Protection and Disaster Management Act](#). The compulsory part of the study program includes the respective courses Civil Defence and Environmental Protection and its Legal Aspects.

The range of literature reviewed within the framework of the study course is regularly updated. The literature to be used in each particular course is specified in the course description.

[1] Deklarācija par Artura Krišjāņa Kariņa vadītā Ministru kabineta iecerēto darbību, Rīga, 2019. gada februāris. Pieejams: [https://www.mk.gov.lv/sites/default/files/editor/kk-valdibas-deklaracija\\_red-gala.pdf](https://www.mk.gov.lv/sites/default/files/editor/kk-valdibas-deklaracija_red-gala.pdf)

[2] „Education at a Glance 2019”. Ekonomiskās sadarbības un attīstības organizācijas (Organisation for Economic Co-operation and Development (OECD) ziņojums. Pieejams: <https://www.oecd-ilibrary.org/docserver/a3a52df0-en.pdf?expires=1568283992&id=id&accname=guest&checksum=F074D710F52F7F33CA5C58A5961E448A>

[3] „Education at a Glance 2019”. Ekonomiskās sadarbības un attīstības organizācijas (Organisation for Economic Co-operation and Development (OECD) ziņojums. Pieejams: <https://www.oecd-ilibrary.org/docserver/a3a52df0-en.pdf?expires=1568283992&id=id&accname=guest&checksum=F074D710F52F7F33CA5C58A5961E448A>

[4] Par Izglītības attīstības pamatnostādņu 2014.-2020.gadam apstiprināšanu 22.05.2014.

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

Expected learning outcomes of the study programme Ability to present basic and specialized knowledge in the field of Law and to apply it to research activities; ability to take a scientific approach to problem solving, take responsibility and initiative; ability to make decisions and find creative solutions in changing circumstances[1]

The study program “Law Science” will ensure the acquisition of the competences defined by the Bologna process for the first cycle students, as a result of which the graduates will be:

- able to demonstrate knowledge and understanding in the field of law;

- able to use their knowledge by demonstrating a professional approach to work and possess the competence to solve problems and to justify solutions proposed in the field of law sciences;
- able to collect and interpret data to form opinions on social, scientific or ethical issues in the field of law;
- able to present information, ideas, problems and their solutions to both specialist as well as non-specialist target audiences;
- able to develop the learning skills necessary for further research with a high level of autonomy,

The study program has been developed taking into account the interconnectedness of the study courses, thus enabling to achieve the aim of the study program. Initially, study courses are provided which provide basic knowledge (History of Latvian and Foreign Law, General State Science, Professional Ethics, etc.) so that further students can acquire deeper topics in specific fields (civil law, criminal law, state law, etc.). In the context of achievement, the number of credits allocated to each course should also be taken into account, which means that the time period allocated for the particular study course. Undoubtedly, the content of each study course is designed to achieve the goal of the study program.

Taking into account the learning outcomes set for the study program, the analysis of the study course contents leads to the following conclusions, which are shown in the Appendix "Schematic description of the Academic Bachelor's study program" Law Science".

*Knowledge:* The reflection of the study course outcomes in the course descriptions indicates that all the knowledge, skills and competences specified in the study program are achieved in all study courses. Students acquire basic knowledge in the field of Law, including the ability to think critically. The knowledge gained in further studies serves as the basis for the relevant question. Further in-depth knowledge will be acquired in the Master's program. Taking into consideration the fact that every study course deals with the sources of law, the student also acquires knowledge of the most important concepts, correlations, understanding of the system and meaning of the sources of law. During the studies the student learns to understand scientific research, to evaluate and to criticize it.

*Skills:* Taking into account the methods applied in both lectures and seminars for the acquisition of study courses, the schematic description reflects the fact that almost all courses provide the skills necessary for graduates.

*Competence.* competence is acquired in all courses to independently obtain, select and analyse relevant information, sources of law for theoretical and practical analysis and research on a particular legal issue, and to use the most relevant, recent theoretical approaches and scientific research findings to gain new insights into legal issues.

During the first year of study, students acquire the basics of law theory, general state science and history of law, the fundamentals of constitutional law, as well as presentation skills for successful certification of knowledge in professional life. In order to understand the basic principles of economics, business related study courses are offered.

During the second year of study, students become familiar with the administrative law that protects individuals from the arbitrariness of the state and the criminal law that protects one person from the arbitrariness of others. Students acquire knowledge in the field of private law - learn how to enter into contracts, delve into criminal law issues, get involved in dispute resolution, understand the course of litigation and administrative procedural aspects of business.



During the third year of study, you continue to study in interesting study courses. Bachelor thesis investigates real legal problems and gives concrete suggestions how to solve them.

Overall, after evaluating the study program goal and learning outcomes to be achieved, it can be concluded that the content of the study program and study courses allow to fully achieve both the program goal and the learning outcomes.

[1] Law on education 8.<sup>1</sup> article. Latvian Qualifications Framework Accessible at: .  
<https://likumi.lv/ta/id/50759#p8.1>

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

### **Implementation of studies**

Full-time studies take place every working day. In the case of part-time students, lectures and practical lessons take place on weekday evenings. Taking into account the tendencies of the education market in Latvia, the study program envisages implementation of part-time extramural studies. . Part-time extramural students have overview lectures, which provide the most important directions for the study course. In order to achieve the aims of the study program, more attention is paid in part-time studies to the students' independent work, which is determined by the scope, content and specifics of each study course.

For part-time students, lectures and workshops are held on weekday evenings. Taking into account the tendencies of the education market in Latvia, the study program envisages realization of part-time studies. Part-time part-time students give review lectures, which provide the most important directions for the study course. In order to achieve the aims of the study program, part-time studies pay more attention to the students' independent work, which is determined by the volume, content and specificity of each study course.

Distance learning students have the same rules for studying and the same requirements for full-time study. The only difference is that there are no scheduled contact hours. But there is a possibility, if a distance learning student can and wants, then there are opportunities to attend lectures, face-to-face seminars. If necessary, students are provided with face-to-face counseling. The final and final examinations are usually taken by the student in person. More detailed information can be found in the Study Regulations, which contain additional provisions on the distance learning process:

- the distance learning period shall be ten calendar months, excluding July and August;
- study programs and study plans determine the study courses to be acquired in the respective study year, their volume and the number of credit points. The course of study course acquisition within the year is chosen by the student;
- students take the final examinations, exams and final examinations of the study course either in person or remotely, using online voice and image digital means of communication.

The type and form of the Examination shall be governed by the Examination Regulations;

- when taking the final examinations of the study course and the final examinations of the study year remotely, the student shall present an identity document (passport or ID card) or a student certificate;
- when conducting the final examinations of the study course and the final examinations of the academic year, the lecturer determines what kind of digital means of voice and image will be used;
- distance learning is based on independent studies, using the study material published on the distance learning platform (Moodle), as well as library funds, Internet resources or other sources of information.
- distance learning students may attend lectures in full-time or part-time studies free of charge, with prior contact and coordination with the relevant lecturer or department;
- students shall take the state examination in distance learning according to the calendar schedule. The procedure of passing the State Examination is determined by the Regulations of the State Examination.
- during the studies, the student can receive consultations on the issues related to the acquisition of the respective study course outside the hours specified in the timetable without additional charge. Counseling times for each lecturer are determined by the list of lecturers' consultation times published on the Department notice board and on the website of the School. The student can also receive paid consultations. The student co-ordinates the time of paid consultation with the lecturer.

In accordance with the norms of the Law on Higher Education Institutions (Article 56, third paragraph), studies in this program are conducted mainly in the state language. At the same time, taking into account the interest of the students as well as the possibilities of cooperation, study courses in English are offered and included in the plan in case of visiting foreign lecturers at Turiba.

The implementation of study courses in the study program is organized in the form of lectures and seminars. The main task of lectures is to provide students with theoretical knowledge. They are read using the latest pedagogical methods by the teaching staff, including technical tools and, where appropriate, special tools and aids (in separate courses). In seminars, the number of which is defined in the course description, students apply theoretical knowledge in practice. This is done both by making sure of the theoretical knowledge and by organizing individual work, group work, individual or group homework, report preparation, discussion, debate, moot court play and case solving.

A detailed course description has been developed for each study course, which provides a description of the course content, defines the course plan, the course acquisition requirements, the results, the literature to be used.

All information related to the study courses is placed in the BATIS database, including assessments (marks) are published only in this database.

The students' independent work plays an important role in studies and its scope, content and assessment of which depends on the particular study course. Students must independently study the compulsory literature specified by the lecturer, prepare specific case study solutions, draft legal acts, presentations, etc. Thus students acquire theoretical knowledge:

- in lectures
- independently researching sources of law, getting acquainted with, analysing scientific literature, performing specific tasks of the academic staff.

Students acquire practical skills for applying theoretical knowledge:

- within study courses, preparing procedural and other legal documents, drafting reports, presentations and working in groups
- seminars, case studies, discussions and group work; (3) in multi-level moot trial games:

1. a) within one semester of student group (s), including seminars;

In addition to studies, some students are involved in other research-related work. For example, students are given the opportunity to participate in Turiba organized conferences by presenting papers.

The development and defence of study papers is included in the study program from the first year onwards in order to ensure that the student is introduced and involved in the research work as soon as possible. A study paper is an annual, continuous research of a student on a specific legal topic or problem. Thus, an integral principle of scientific work, such as graduality and systematicity, is realized, which allows to consolidate the acquired knowledge and acquire competences to deepen it independently. Similarly, the annual elaboration of study papers lays the foundation for the future lawyer's growth in accordance with the education system: study paper - bachelor thesis - master thesis - doctoral (doctoral) thesis. Bachelor's thesis is one of the essential parts of this study program.

### **Student-centred learning, teaching and assessment**

Professionals of the particular field are involved in the study courses. Requirements for the acquisition of study courses, the percentage of results that make up the final assessment are clearly defined and the consequences of non-compliance are described.

Study course topics are presented in an interactive way, asking questions to students and encouraging discussion, as well as PowerPoint presentations. During the lectures, students are involved in practical work both individually and in a group, indicating the students' individuality, and the underlining and development of social characteristics. The study process is divided into: Acquisition of theoretical knowledge through full-time and independent studies; acquisition of practical skills through full-time and individual practice.

Onsite lectures take place in an interactive way, by lecturing, illustrating with PowerPoint presentations, asking questions to students and encouraging students to discuss with each other and with the teaching staff.

During practical lessons, students with their practical participation acquire the skills that could be acquired only through practical activities. Practical lessons are based on the knowledge gained in theoretical lessons, thus strengthening the theoretical knowledge base and supplementing professionalism with practical skills. After the practical work the discussion is followed by an analysis of the follow-up practice, where the student will be able to identify his or her own and other students' strengths and weaknesses, as well as mistakes made in the practice to understand and correct them.

Independent studies are a compulsory part of the Turiba study process and the amount of independent studies foreseen is in accordance with the credit points for each particular study course. It includes study of compulsory and additional recommended literature, preparation for regular tests, lectures, seminars and the final concluding examination etc. in accordance with the study course description.

Lectures as a teaching/learning method is used in mostly in those subjects/study courses where there is a possibility of giving more theoretical knowledge and there is not enough necessity for group work or discussions.

Seminars as teaching/learning method is used in those subjects where students have greater possibility of carrying out independent research. Students have the opportunity of presenting and defending their opinions as well as listening to opinions of others during such seminars as well as share their professional experiences.

Group work, as teaching/learning method is used in those subjects where team work is necessary to understand the theory. Students working in a group have the opportunity to strengthen their theoretical knowledge, understand the essence of the theory and apply it in practical activity.

Students have to pass regular tests foreseen in each study course programme – tests and/or independent study papers.

The basic forms of assessment in the study programme are examinations and tests that are to be passed at the end of each study course. Students are only allowed to pass the final concluding examination for the study course if they have fulfilled all the requirements foreseen by the study course (passed all regular tests), fulfilled all their contractual obligations as well as defended the practice reports and study papers for the previous year.

The form of assessment is set out in the study course descriptions. Student achievements are evaluated on a 10 point grading system in accordance with the MK regulations. Turiba Study Regulations ([Study regulations](#))

When meeting with each group, the lecturer decides on the most appropriate teaching method for each group individually, adapting it to the individual characteristics and abilities of the group.

The defence of the study papers/practice reports are held at the conclusion of the study papers and internships where the evaluation is decided by two lecturers, but for the study papers - by a team of three lecturers. The state examination is conducted by a commission composed of five members.

Rules and regulations for rotation of scholarships, stipends have been drafted that clearly regulate issues such as academic debt, absence due to illness and other justified reasons. The regulations for contesting assessments as well ([Regulations on tuition fee discounts for the academic year 2019/2020](#)).

There are also appropriate procedures for dealing with student complaints. A "Procedure for acceptance and review of Claims" has been developed.

The procedure of contesting the study course results is stipulated in the Study Regulations.

There is also an academic arbitration court ([Academic arbitration court regulations](#))

The implementation of the new study program will follow the policy already provided by Turiba, both in terms of quality, teaching staff, and fair and transparent information to students and the public.

The evaluation of the study program is carried out in accordance with the Regulations on the state standards for academic education: [1]: When evaluating academic results, BAT follows the following basic principles:

- the principle of openness - a set of basic requirements for the assessment of the acquired education is established in accordance with the objectives and tasks of the programs as well as the objectives and tasks of the study courses;
- the principle of compulsory assessment - it is necessary to obtain a positive assessment for all the compulsory content of the study program
- the principle of possibilities of review of the assessment - Turiba shall determine the

procedure for reviewing the evaluation obtained;

- the principle of diversity of assessment types used in evaluation - different types of examinations are used in the assessment of study program acquisition;

The level of achievement is assessed on a 10-point scale or "passed / failed". The level of achievement of the learning outcomes within the final examination of the compulsory part of the study program may be assessed as "pass / fail" if the scope of the course does not exceed 2 credit points. The grade "pass / fail" can also be used to assess the level of achievement of learning outcomes within a set of tests that are not final examinations.

The assessment of learning outcomes on a 10 point scale is as follows:

- Outstanding (10) - Knowledge, skills and competence go beyond the requirements of the study program, module or study course, demonstrate ability to undertake independent research and understanding of profound problems;
- excellent (9) - knowledge, skills and competence are fully in line with the requirements of the study program, study module or study course, has the ability to use the acquired knowledge independently;
- very good (8) - fully satisfies the requirements of the study program, study module or study course, but lack of sufficient depth of understanding of some issues to apply the knowledge independently to solve more complex problems;
- good (7) - the requirements of the study program, study module or study course have been met in general, but sometimes there is an inability to use the acquired knowledge independently;
- almost good (6) - the requirements of the study program, study module or study course have been fulfilled, however, insufficient understanding of the problem and inability to use the acquired knowledge can be observed;
- satisfactory (5) - the requirements of the study program, study module or study course are broadly satisfied, but insufficient knowledge of some problems and inability to use the acquired knowledge;
- almost satisfactory (4) - overall acquisition of the study program, module or study course, but lack of understanding of some basic concepts, considerable difficulties in practical application of the acquired knowledge;
- poor (3) - knowledge is superficial and incomplete, the student is unable to use it in certain situations;
- very poor (2) - has superficial knowledge of only certain problems, most part of the study program, study module or study course has not been acquired;
- very, very poor (1) - lack of understanding of the main subject of the subject, almost no knowledge in the study program, module or study course.

The marks "pass" or "fail" are assessed depending on whether the knowledge, skills and competence of the student indicated in the test correspond to the level of knowledge, skills and competence determined by Turība for the given test.

The assessment and credit points for study papers I and II are different. They must be compiled and submitted to the supervisor, defended according to the course description. A study paper gets a successful (positive) evaluation if it meets the requirements set for the compilation of the study paper in terms of form, content and quality of its defence.

[1] Noteikumi par valsts akadēmiskās izglītības standartu. Ministru kabineta noteikumi Nr.240, 2014.gada 13.maijā. Pieejams: <https://likumi.lv/doc.php?id=266187>

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

No traineeship is foreseen for this program.

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

In the academic study program Law Science, many professionals in the field are also involved in the study process, who, like other lecturers, focus the study courses on the consideration of topical issues and possible solutions. Current issues arise from the growing number of issues in the sectors, which are not always fair and favorable to the individual, society and the state. By offering students to deal with weddings that arise from real life, the goal is that the student is able to analyze information about the situation, is competent to find the optimal solution, which is legal, which, at the same time, solves the industry's economic problems and focuses on market organization. The substantiation of the topicality of the final work topic is a mandatory requirement not only according to BAT regulations, but also, and, above all, follows from the market and industry demand. It is a way of identifying topicality and solving problems, which the student learns in the given program.

The students work out the final thesis on topical and important areas and topics of practice. The Ministry of Justice, the Supreme Court, the Prison Administration and other institutions each year send topical research topics that are made available to students and published in the BATIS database.

Students will address these topical issues in their Bachelor Theses and use the results in their Master Thesis.

As no bachelor theses have been developed during the reporting period, the best Bachelor Theses (grade 7 and above) compiled from spring 2017 to spring 2019 within the Professional Bachelor Study Program is presented in this report.

1. Tax legislation relating to the operation and sale of motor vehicles
2. Temporary protection against violence
3. The right to health in the case of state reimbursable medicines
4. Interpretation of the concept of "abnormally low offer" in public procurement practice and related issues
5. Practice of granting refugee or alternative status in Latvia
6. Protection of the object of work created by artificial intelligence
7. Legal framework for payments administered by the customs authority
8. Expropriation of real estate for public needs

9. Division of joint ownership by court and its legal problems in practice
10. Importance of case law and its legal aspects in the Latvian legal system
11. Shortcomings in the legal framework of insolvency proceedings of a natural person
12. Agricultural land transactions and application of the law on privatization of land in rural areas
13. Necessity for the implementation of "Prior given instructions" in Latvia
14. Requirements of Labour Protection Legislation and their implementation practice in Latvia
15. Risks to the freedom of expression and the protection of personal data posed by Internet technologies
16. Right to terminate criminal proceedings within a reasonable time
17. Duty of truth and its legal consequences in civil proceedings
18. The right of the transferee of the limited liability company to be entered in the register of founders
19. Legal aspects of manipulation with sports competitions
20. Remedies for tort in Latvia
21. Effectiveness and rule of law of necessity and management of public-private commercial companies
22. Types of divorce and their legal consequences
23. Process of registering real estate and related rights
24. Expropriation of real estate for public use.
25. Inheritance as a legal entity
26. Legal problems of provision of protection and management of specially protected nature areas (Natura 2000) in Latvia.
27. The benefits and drawbacks of temporary protection against violence
28. Disclosure obligations of credit institutions and related issues.
29. The role of the administrator in the insolvency proceedings of a natural person
30. Legal regulation of the distance contract and legal problems arising from it.
31. Criminal proceedings in absentia (ir absentia)
32. Disposal of the mortgaged property in the bankruptcy proceedings of a credit institution.
33. Determining damages in IPR infringement cases in the European Union.
34. Price as a criterion for the selection of tenders in public construction contracts.
35. Non-pecuniary damages in administrative law and compensation.
36. The probative value of orthophotos in administrative proceedings
37. Legal aspects of choosing a firm and problems of alienation
38. Remuneration of the insolvency administrator.
39. Car leasing and full service leasing institute and its system of other human rights contracts.
40. Action by the State Police as a basis for compensation for material and non-material damage
41. Pre-trial investigation of offences of sexual abuse of minors
42. Judgement in criminal proceedings
43. Victim status in criminal proceedings in the context of European Union minimum standards
44. Preparation of JSC "Latvijas valsts meži" procurement procedure regulations in public procurement
45. Legal framework for joint ownership in the context of construction law
46. Administrative liability of minors
47. Problems of using copyrighted work in the view of the author and the user
48. Legalization of euthanasia as the effective recognition of the right to death.

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State examination average scores

Study year	Study year	Study year	Study year
2015/2016	2016/2017	2017/2018	2018/2019

6.69	6.86	6.50	6.48						
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## **2.6. Analysis and assessment of the outcomes of the surveys conducted among the students, graduates, and employers, and the use of these outcomes for the improvement of the content and quality of studies by providing the respective examples.**

Turiba regularly conducts student surveys.

During the reporting period, an electronic student survey was conducted to determine the level of student satisfaction, which resulted in the following main conclusions:

The averages are close to the maximum grade, so it can be concluded that the students are satisfied with all the processes in the university, including the study program and its organization,

Students highly value (4.3) the organization of the study process, both as regards to the planning of the academic year and as regards to the adequacy of the timetable,

Students were also asked to evaluate the learning outcomes - objectivity of the assessment, requirements for the final examinations of the study courses, assessment of independent studies. Overall, the students gave a positive response, with an average rating of 4.4 for all above indicators,

As one of the criteria in the organization of the study process, the students had to evaluate the accessibility and sufficiency of information on the processes related to the study process (scope and content of the study program, types of examination and requirements for it, optional courses (specializations), independent studies. The average assessment for sufficiency and accessibility of information in these processes was 4. The material and technical facilities at the university (classrooms, copying, library offer) are also highly appreciated, which students have rated on average 4.5.

Summarizing the questionnaires of graduates of the study program "Law Science", it can be concluded that 62% of graduates work in the public sector, 29% are self-employed and 9% work in the private sector.

92% of the respondents work in their speciality, 87% had already worked there before graduation. The positions held by graduates are mainly: specialist (54%), manager (27%), senior manager (17%). One percent of graduates work in project management and as assistants.

Mostly the study program has improved the competence of the graduate (62%). Some have gained a better job - 13% in a new job, 7% of graduates were promoted in their existing jobs. 16% of graduates say that having a university degree has had no impact on their careers, arguing that their diploma does not affect their career prospects in this sector. 77% are reluctant to continue their studies, while 23% are considering continuing their doctoral studies at Turiba University.

The organization of the study process is rated 4.26 (on a scale from 2 to 5). The study courses (knowledge acquired in the course) were also evaluated with 4.26, but skills acquired during the course with 4.16; reflection of the latest achievements and problems in the study course is evaluated with 4.16, but accessibility of study materials and literature with 4.33. The results of



student surveys are used to improve the content and quality of studies. Each lecturer is acquainted with the results of the students' survey, which gives the opportunity to make necessary improvements in further work. If necessary, the director of the study program meets with the lecturer, whose evaluation differs from the common tendencies.

Turiba conducts graduate surveys, but lately it has been difficult to carry out due to the increased protection of personal data. This partially limits the ability to follow a graduate's work and life after graduation. 508 respondents, including 179 graduates of the Faculty of Law participated in the last BAT alumni survey.

Graduates are asked if they work in an their speciality, how long after graduation they got a job and what their income is. Analysing the answers obtained, study course descriptions are improved, new study courses are added or old ones are removed, as well as the sequence of study courses in the program is specified.

The involvement of employers takes place through council meetings, individual discussions, as well as through evaluation in practice reports.

Every year, law enforcement agencies send out topics on which students are invited to write research papers, making the best research (rated 7 to 10) available to employers, with the permission of the author.

Self-evaluation reports are reviewed annually at JF Council meetings, where members first review the reports electronically, then express their objections, additions and provide an independent evaluation.

Employers, when evaluating the report, pay attention to the actualization of study courses, including orientation to specialization and connection with business.

In order to ensure that the most up-to-date information is passed on to the students, guest lecturers - industry specialists and employers - are invited to lectures. Student surveys are conducted each year on the quality of the study program and the need to improve the program. Representatives of the Faculty regularly participate in discussions and seminars organized by the Ministry of Justice on topics relevant to the field of law Faculty representatives and faculty staff are also members of several other industry associations, such as: Latvian Association of Judges, Latvian Association of Prosecutors, Bar Association, Latvian Association of Colleges (LKA); European Law Faculty Association (ELFA), World Intellectual Property Organization (AIPPI), etc. Representatives of the associations are involved in the provision of the study process by delivering guest lectures to students, as well as participating in the State Examination Commissions.

Cooperation with employers is ensured by organizing JF Council meetings. The Faculty Council discusses all the major issues of the Faculty, such as the content of study programs, and updates the content according to the requirements of the labour market. The Turiba Faculty of Law Council was involved in the development of the study program, and it consists of employers who are important for the sector:

1. Edvīns Bērziņš - Member of the Board of the Latvian Chamber of Commerce and Industry
2. Ivars Bickovics - Chief Justice of the Supreme Court of the Republic of Latvia,
3. Juris Juriss - prosecutor of the Latvian Prosecutor General's Office;
4. Gunārs Kūtris - Lecturer, Department of Criminal Law, University of Latvia,
5. Guntars Loba - Expert of Latvian Security Business Association;
6. Laila Medin - Deputy State Secretary, Ministry of Justice,
7. Guna Paidere - Chief State Notary of the Register of Enterprises of the Republic of Latvia
8. Anta Rugate - Member of the Board of the Latvian Lawyers Association,

9. Andris Spore - Deputy Chairman of the Latvian Council of Bailiffs
10. Artis Strādners - Head of Riga Municipal Police Zemgale Suburb Administration
11. Viola Supe - Attorney at Law, Member of the Latvian Bar Association

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

Under the Erasmus+ mobility program terms, students of the Bachelor's program have the opportunity to take advantage of the Erasmus + mobility program offer. The table below shows that the opportunities have been little used. This can be explained by the fact that it is practically difficult for students who are already working permanently to combine work with studies abroad.

Each academic year, the Faculty of Law receives information from the Department for Study Development and International Cooperation regarding the opportunities for students and lecturers to use the Erasmus + mobility program offers for the respective academic year.

Student mobility is regulated by [Erasmus+ mobility program regulations](#):

Students of the first, second and third year study programmes of Turība can apply for studies under the Erasmus programme for the next academic year in partner higher education institutions with whom Turība has concluded an agreement on the organization of the Erasmus program provided the previous study duration under the Erasmus programme (studies and practice) and the planned time of studies at that partner institution does not exceed 12 months.

Students of 1st level higher education study programmes, Professional bachelor study programmes and Professional master study programme are eligible to apply for practice placement under the Erasmus programme during the following study year.

Students, who have applied for studies or practice placement under the Erasmus programme shall not have any academic debts and/or financial debts outstanding to Turība.

Students applying for studies or practice placement under the Erasmus programme and have earlier participated in the Erasmus programme must be aware that the total length of mobility under Erasmus programme including the one that they are applying for cannot exceed a total duration of 12 months within a particular study programme.

The competition for studies or placement under the Erasmus programme shall be held in accordance with the following criteria:

- Knowledge of foreign language of the student (marks for the foreign language study course);
- 2) Student's average mark for the previous study period which shall not be less than 7 (seven);

Turība faculties can set additional criteria

Recognition of marks gained under the Erasmus programme

- The Dean of the Turība Faculty shall by a decree recognise the study courses completed at the Partner institution that are indicated in the documents submitted mentioned in the clause 5.3. herein. Study courses successfully completed at the Partner institution shall be transferred with the mark "Passed".
- Upon completion of the placement period the Student shall defend the Placement report in

accordance with the procedures foreseen and receive the necessary credit points.

- The ECTS shall be used for transfer the credits acquired taking into consideration that 1 Latvian credit point or 1 week of placement equals 1.5 ECTS. If the placement period exceeds the one foreseen in the study programme then only the credit points foreseen for the placement in the study programme shall be transferred and the Students diploma supplement shall record the completion of full placement period foreseen under the Erasmus programme.
- Study courses completed under the Erasmus programme shall be transferred to the full extent.
- Students of Turiba study programmes undergoing studies under the Erasmus programme have to additionally only complete study courses so as to gain a total of 40 credit points for the study year

#### Foreign students at Turiba University

- Studies of Foreign students at Turiba are governed by the normative enactments of the Republic of Latvia (LR) that regulate higher education, internal regulations of Turiba as well as the Erasmus university charter concluded by both Partner institutions
- A foreign student shall apply for the Erasmus Exchange Program using an online application form at [www.turiba.lv](http://www.turiba.lv) by the date specified by Turiba, accompanied by a copy of an identity document, a photograph, a Curriculum Vitae and a Study Agreement containing the study courses offered by Turiba. The study agreement must be signed by the Foreign Student and the Partner Institution.
- Upon receipt of an application from a foreign student, Turiba shall examine the possibility of ensuring that the foreign student has access to all the study courses included in the study agreement. If possible, the Dean of the respective Faculty and the Vice-Rector for Studies Development and International Cooperation sign the study agreement. If changes to the study agreement are required, the signed study agreement is accompanied by changes sent to the partner HEI.
- After the study agreement is signed, the foreign student is included in the exchange student study group by the Rector's decree. A separate student file is created for the foreign student.
- After completing studies at Turiba, the foreign student is awarded an academic certificate of the courses he / she has acquired and a certificate of time spent in Erasmus studies.

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

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

Resources and provisions (study base, science base, information base (including library), material

and technical base and financial base) are described in section II of the report. Part 3, Chapters 3.1 to 3.3 in relation to the study field "Law Science". Resources are not allocated separately for each study program.

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

Not relevant

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

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

The teaching staff of the study program is stable, there is a long-term cooperation with the specialists of the field who are also experienced in teaching. Participation of lecturers in conferences, presentation of papers at conferences, preparation and publication of publications - this is the contribution of the lecturers to the improvement of their qualification. At the same time, higher qualification means additional knowledge, experience, which is passed on to the students in the study process to a much higher level of quality than that which existed before the improvement of qualification. Lecturers who have improved themselves and raised their qualifications are, of course, promoted to higher academic positions. Another way to improve the qualification of lecturers and thus the quality of the study process and its results is to study lecturers in the doctoral study program, for example, I.Krievs.

The academic staff involved in the study program are highly qualified and competent and provide students with the necessary research skills, theoretical knowledge, skills and competences.

Academic staff shall be recruited on a regular basis in accordance with Regulations on election of academic personnel<sup>[1]</sup>.

The procedure of electing the associated professors and professors at the BAT is determined by the regulations of the Council of Professors of Social Sciences at Turība University and the Regulations of the Joint Professors' Council of Rīga Stradiņš University, Daugavpils University, Turība University and the respective professors' councils regulations of other higher education institutions.

The procedure for the selection of scientific research assistants, researchers and leading researchers at the Turība Institute of Business Technology is determined by the by-laws of the Institute of Business Technologies.

Vacant positions of academic staff in Turība departments are appointed by the Rector on the proposal of the Dean of the Faculty, the Director of the study program or the head of the department.

Applicants, both resident and non-resident, with education and / or professional experience in accordance with the requirements of the Higher Education Institution Law and Turiba job descriptions, may apply for vacant positions in the academic staff.

The competition is open and fair. The competition takes place in three (3) rounds:

1. In the first round of the competition, the documents submitted by the applicants are checked for their compliance with the requirements announced.
2. Documents submitted in the second round of the competition are examined by the departments, inviting the candidates,
3. In the third round of the competition, candidates for the academic staff positions are evaluated and elected according to the regulations of the Faculty's Extended Council.

Lecture visits are conducted regularly to assess the educators' professional qualifications in their daily work. After passing the course exam students have the opportunity to express their opinion on all the lecturers. The surveys are conducted anonymously, and students are encouraged to express their views about the lecturers, indicating their positive and negative qualities.

Educators are responsible for their further professional development and submit a report on it.

The planning and implementation of development policy for academic personnel is carried out on a regular basis. Further qualification activities are also financially supported in order to motivate educators –tuition fees are paid and if necessary subsistence costs are covered as well. Academic personnel are involved in research (creative) work. Benefits are provided for academic personnel and students to motivate them to publish their research work by covering translation and publishing costs to a reasonable extent.

The publishing of research results in internationally recognised peer reviewed journals is being actively pursued. Within the scope of its competence, Turiba offers lecturers opportunities for further development, for example, learning a foreign language, using new technologies, etc.

The following staff are involved in the involves implementation of the study program : Dr.iur. Alfejeva Jeļena, Dr.hist. Blūzma Valdis, Ph.D.econ.Driņķe Zane, Dr.iur.A.Endziņš, Dr.iur. Juriss Juris, Dr.iur. Kaija Sandra, Dr.iur. Litvins Gatis, Dr.iur. Mieriņa Aiga, Dr.iur.Veikša Ingrida, Dr. psych. Skuškovnika Daina, mg.iur. Bergs Imants, mg.iur. Apsītis Uldis. Mg.iur.Cakare Liene, mg.iur.Krievs Ivo, Mg.iur.Makucevičs Viktors, mg.iur. Siliņš Juris, mg.iur.Sniedzītis Aigars, mg.iur. Ulmane Valija, mg.iur.Zvejsalnieks Artūrs, mg.soc.ing,mg.paed. Mednis Aivars, mg.iur.Vanags Jānis.

Legal professionals who are well-educated and, very importantly, practitioners who pass on their experience to students on a daily basis are involved in the implementation of the study program. For example, J.Alfejeva, I.Veikša, I.Krievs, A.Zvejsalnieks are practicing lawyers sworn advocates. In turn, V.Makucevičs, A.Sniedzītis, J.Siliņš are judges, J.Juris, prosecutor. It should be emphasized that the lecturers involved in the study process L.Cakare, I.Krievs, V.Makucevičs, J.Vanags continue their education, improving their qualification in the doctoral study program in law.

Linking theoretical concepts with practical experience in the study process clearly has a positive impact on the quality of the study process. Students are trained for real life to be qualified to fulfil the legal requirements of a legal science specialist. The lecturers of the study program are excellent staff who transfer their knowledge and experience to the students and still have the opportunity to participate in international scientific conferences with papers, write articles and books on topical issues of law.

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

All faculty members have knowledge and professional links to the taught subject in Law. The study program ensures the proportionality of the teaching staff of the professional and academic environment, thus forming a balanced team, which represents both business and academic environment. Sworn attorneys involved in the implementation of the study program improve their qualifications every year, which is a mandatory requirement of the Council of Sworn Advocates. The course is undoubtedly topical and related to practical life. The knowledge acquired during the courses is transferred to the students both for supplementing the theoretical base and solving practical tasks in the classroom.

Such qualification of the teaching staff complies with the study program implementation requirements and the requirements of regulatory enactments, as it helps to achieve the goals set by the study program and to provide students with both academic and practical knowledge, thus helping to achieve study results.

The qualification of the teaching staff involved in the implementation of the study program complies with the study program implementation conditions and the requirements of regulatory enactments. Academic staff (doctors of science - professors, associate professors and masters-lecturers), as well as guest lecturers from other Latvian universities participate in the implementation of the study process.

The study program is provided by 53 lecturers.

From the lecturers involved in the implementation of the program:

1) 25 lecturers in the university have the following positions: 6 professors, 2 associate professor, 2 assoc. professors, 12 lecturers.

2) 28 visiting lecturers: 1 guest professor, 6 guest docents, 21 guest lecturer.

Teaching staff are involved in:

1) Developing new course descriptions that are significantly better in quality each year.

2) Methodological seminars of the department on the improvement of the study process in each study course (including preparation of course descriptions);

3) The lecturers, who are members of the council, as well as the employers, who are members of the council, discuss and accept the study results in state examinations, analyse the planned results in the context of the students' achievements in study courses, e.g. legal theory, administrative law

etc.

4) JF plans to strengthen the involvement of the teaching staff by:

1. a) organizing public lectures,
  2. b) organizing regular work visits of lecturers, develop and approve common criteria for visits;
- (c) overseeing the conduct of methodological seminars organized by the Department;
- (d) organizing methodological seminars at least twice during the academic year;
- (e) developing methodological guidelines for improving the quality of studies, including practical tools and methods;
1. f) improving the mechanism and criteria for evaluation of study papers;
- (g) promoting the teaching experience of the teaching staff through regular information at departmental meetings on the findings and experience of the Erasmus program.

Regulations on remuneration organisation for Turiba personnel [\[1\]](#) state that:

- The Head of Department, in agreement with the Dean, may determine the remuneration of the academic staff in accordance with:
  1. fixed salary,
  2. fixed hourly rate.
- For academic staff with a fixed salary system (salary):
  1. job descriptions are being prepared,
  2. Individual work plans are prepared for each study year (see Appendix 1, which is an appendix to the employment contract), which is approved by the head of the department, dean and approved by the Vice Rector for Academic Work.
- The salary is fixed for:
  1. pedagogical workload;
  2. methodological and organizational work;
  3. management consultancy, project management and execution, and / or research;
  4. in-service training and strategic tasks.
- One/full-time academic position for the academic year:
  1. assistant - 1000 academic hours;
  2. lecturer - 900 academic hours;
  3. assistant professor - 800 academic hours;
  4. Associate Professor - 700 academic hours;
  5. Professor - 600 academic hours.
- The workload planned for the post shall be determined in accordance with an approved list of workloads.
- Academic staff with a fixed-term salary system shall prepare an electronic report of their individual work plan at least twice during the study year, at the end of December and June. Finalized study year individual work plan reports, electronically accepted by the head of department and dean, are stored for three years.
- Academic personnel with a fixed hourly rate
  1. job descriptions are being prepared,
  2. individual work plans are prepared for each study year, where only the teaching load is planned, approved by the head of the department and approved by the dean,
  3. The monthly salary is calculated by multiplying the planned amount of academic hours recorded in the individual work plan by the hourly rate and divided by ten.

- When calculating the annual workload of the academic staff, the workload shall be rounded to two decimal places.
- The total annual workload of the academic staff is in the amount specified in the Labour Law.
- A maximum of one full-time part-time is allowed for the academic staff.
- Payment for paid services and unplanned guided work shall be made in the form of bonuses in addition to the salary at the end of each semester, but not later than January for Semester 1 and July for Semester 2 or the relevant month.
- The total funding of the Faculty for the remuneration of the academic staff and academic positions is 19% of the total tuition fee income in the respective program.
- If there is an overall positive cash balance for the faculties at the end of the financial year, 15% of it is transferred to each faculty bonus fund in proportion to the balance of each faculty, and 85% is placed in a reserve for faculty development.
- The funding of the academic staff and substitute academic staff is distributed by the deans of the faculties to the departments in proportion to the number of credit points of the study courses implemented in the department and the number of academic groups. In agreement with the Dean, the number of students in the academic group may be changed.
- The salaries of the academic staff of the respective department shall be determined by the head of the department in agreement with the dean and the vice-rector for academic work, but they shall not be lower than the rates established by the Cabinet of Ministers.
- The salary of Turiba staff is set for each study year.

Considering the great interest of the society (including students and graduates of the university), Turiba has continued the cycle of guest lectures in 2018/2019 twice a month by organizing such an event. One of the lecturers every month is a graduate of the university, the other - a person known in the public, who is recognized as a leader of opinions. 24 guest lectures were held during the academic year 2018/2019, attracting more than 2,400 visitors.

Every year, lecturers go to the Erasmus program for both experience exchange and teaching. For example, TZK lecturers (I.Veikša and I.Kišnica) attended AMERICAN COLLEGE in Cyprus as part of the Erasmus program, participated in an international scientific conference at Panevezys University on October 18, 2018, where they delivered a speech and participated in further cooperation projects between the two institutions.

A visiting professor from Poland Anna Budnik (UNIVERSITY OF BIALOSTOK) periodically teaches the course "Administrative Law and Process" and "EU Law".

In 2019, guest lectures by Professor Ieva Diviatnikovate of MRUNI on "Roots of US Administrative law" and "Roots of EU Administrative law" were offered as part of the Erasmus + program

To emphasize that Turiba faculty members are industry professionals and experts, monthly articles are produced on a variety of topics actual for the society and business. Each month, a number of educators express their opinions on areas such as economics, politics, energy, ICT, healthcare, media and communications, law, tourism and hospitality, among others on mass media. The image of the academic staff- experts is gradually gaining ground in the media, which makes journalists increasingly turn to Turiba educators for advice and comment.

According to LETA monitoring data, the number of publications related to Turiba has increased significantly in recent years. The 800 publications mentioned in the Strategy 2020 indicators were exceeded already in the academic year 2016/2017, however, taking into account the changes in the university's image building tendencies, the number of publications was forecast to continue to increase; reach 1500 - 1600 publications. In the academic year 2018/2019 there were 1932 publications mentioning Turiba University. Specific publications, monographs are indicated in the



CV of the lecturers.

[1] Regulations on remuneration organisation for Turība personnel state that: APSTIPRINĀTS Senāta 23.10.2019. sēdē

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

Not relevant

**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 relevant

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

The Faculty of Law organizes international scientific conferences once every three years. The previous conference was held on April 19, 2018 and was called the 19th INTERNATIONAL SCIENTIFIC CONFERENCE "Latvia 100: Expectations, Achievements and Challenges". Topicality of the Conference At the anniversary of Latvia, one has to evaluate what has already been achieved, as well as to understand the mistakes that prevented the achievement of our expectations. We need to help our country flourish and take its rightful place in the international arena, both by improving the rule of law and security, developing the business environment and promoting cultural and scientific excellence. You must be able to present and explain the goals and objectives of your chosen path to people both in Latvia and abroad, not only by attracting our friends and supporters, but also by convincing sceptics and even the poor. These objectives are interlinked and underpin the themes of this conference.

Research areas of lecturers:

- D. Sprōģe - Problems of application of the legal framework for cross-border insolvency proceedings in Latvia,
- A. Vitte - International Legal Aspects of Adoption of Children and Problems of Legal Regulation of Cross-border Adoption in Latvia.
- I. Broka - Legal framework and issues of transaction dispute.
- V. Blūzma - History of Latvian Law from ancient times till 1914
- J. Naciscionis - Administrative Law in Public Administration,
- I. Veiksa - Copyright in the Digital Environment.

Turība support for research:

- Travel and subsistence costs for attending scientific conferences
- Bonus for publication of scientific papers in SCOPUS and WoS,
- Monetary support for expressing opinions in the media
- Organization and finance of annual international scientific conferences
- Supported the publication of the collective monograph "Latvian legal system", the authors of which are lecturers of the department
- Every year a conference of students is organized at Turība where students can present their research.

During the reporting period the lecturers of Turība Faculty of Law participated in a number of conferences with reports and applied the obtained information in the study process in their study courses. List of papers of conferences attended by lecturers during the academic year 2018/2019 can be seen in the appendix.

During the reporting period, the lecturers of Turība Faculty of Law carried out various scientific research works, published them, and applied the research results in the study process in their study courses: List of publications in appendix.

Professor Dr.iur. J.Načisčioņa and leading researcher Dr.iur. U.Skrastiņš, and Dr.iur. Article by V. Tūmalavicius, "SECURE DEVELOPMENT OF PUBLIC ADMINISTRATION" published in the Journal of Security and Sustainability Issues. (ISSN 2029-7017 print / ISSN 2029-7025online 2018 September Volume 8 Number 1) is not only interesting for readers abroad, but the article is recommended for study and is used in the study process on aspects of power sharing, emphasizing top executive the historical aspects of the establishment of a body of the Cabinet of Ministers and the actions of public administration today.

Non-Violent Resistance: The Restoration of Latvia's Independence (1945-1991), peer-reviewed by Professor V.Bluzma. Volume 4. Maintenance of the idea of Latvian independence in exile (1945-1991). Riga 2017, 388 pages. (ISBN 9789934851575) is offered for use in the study process, studying the historical and constitutional issues of state independence.

Every lecturer working with the students of a given program uses the information researched and materials published or read at the conference, thus supplementing the range of compulsory literature. For example, D.Rone, in teaching Civil Procedure, uses the paper "Sanctions in Insurance Contractual Relations" delivered at the 21st International Scientific Conference of the University of Liepāja on May 18, 2018.

Lecturer I.Baikovska course Criminal Process successfully uses scientific the results of research on an important institute of criminal proceedings - The basis of criminal proceedings Renewal reported at the International Scientific Conference at the School of Business Administration Turība 2018 and published an article in the journal Administrative and Criminal Justice 2018.

Professor J.Naciscionis has compiled and published his research in a monograph'Administrative law.

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

Cooperation among lecturers should be considered successful. The provision of the study process involves lecturers from different faculties, which facilitates communication between the lecturers. Cooperation among lecturers is promoted in various seminars organized by the higher education institution for the improvement of lecturers' qualification, as well as within the ESF project Nr. 8.2.0 / 18 / A019 lecturers have the opportunity to participate in masterclasses, such as the use of state-of-the-art IT and digital solutions in business, the use of modern technological solutions for law science educators, the master class in the latest IT solutions for tourism and hospitality educators work with international students, gain additional knowledge, discuss their experiences and strengthen their collaboration.

Annual strategic seminars are organized, where lecturers work in groups to find solutions for different situations and to discuss possibilities of study process development and improvement.

The lecturers' cooperation is strengthened by annual scientific conferences, which provide an opportunity to discuss different issues, to find common interests, but in organizing student section work, lecturers from different faculties work in teams to evaluate student research.

The lecturers' cooperation also allows to ensure better link between the study courses.

Ratio of students to teaching staff in the study program (at the time of submission of self-evaluation report):

Number of students	75
Number of lecturers	53
Lecturers of the Faculty implementing the program	39
Lecturers from other faculties	14
Ratio of students to teaching staff	1.42

# Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	1 Bakalaura statistikas dati_en.docx	1 Bakalaura statistikas dati.docx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	2 Bakalaura atbilstība izglītības standartam_en.docx	2 Bakalaura atbilstība izglītības standartam.docx
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)		
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	4 Bakalaura kartējums_en.docx	4 Bakalaura kartējums.docx
Curriculum of the study programme (for each type and form of the implementation of the study programme)	5 Bakalaura plans_en_labots.docx	5 Bakalaura plans_lv_labots.docx
Descriptions of the study courses/ modules	6 Balakaura studiju kursu apraksti_en_labots.docx	6 Balakaura studiju kursu apraksti_lv_labots.docx
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	7 Bakalaura diploma paraugs_eng.docx	7 Bakalaura diploma paraugs.docx
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	8 Bakalaura līgums ar citu augstskolu_en.docx	8 Bakalaura līgums ar citu augstskolu.docx
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	17 Bakalaura par zaudējumu kompensāciju_eng_labots.docx	17 Bakalaura par zaudējumu kompensāciju_lv_labots.docx
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.		
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education	11 Bakalaura apliecinājums par atbilstību Augstskolas likumam_en.docx	11 Bakalaura apliecinājums par atbilstību Augstskolas likumam.docx
Sample (or samples) of the study agreement	12 Bakalaura Studiju līguma paraugs_eng.docx	12 Bakalaura Studiju līguma paraugs.docx
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.	13 Augstākās izglītības padomes atzinums_eng.docx	13 Augstākās izglītības padomes atzinums.docx

# Law Science

Title of the higher education institution	<i>Law</i>
ProcedureStudyProgram.Name	<i>Law Science</i>
Education classification code	<i>41380</i>
Type of the study programme	<i>First level professional higher education study programme</i>
Name of the study programme director	<i>Ivita</i>
Surname of the study programme director	<i>Kīsnica</i>
E-mail of the study programme director	<i>ivita.kisnica@turiba.lv</i>
Title of the study programme director	<i>MPA</i>
Phone of the study programme director	<i>67607662</i>
Goal of the study programme	<i>To prepare the student for the profession of Legal Assistant, promoting his / her development as a mentally and physically developed, free, responsible and creative personality</i>
Tasks of the study programme	<i>To implement the acquisition of knowledge, skills and competences in the various sub-sectors of the Law Science, by providing the capacity to develop and apply legal norms, to use technology and to prepare for creativity, research and teaching in this scientific field</i>
Results of the study programme	<i>Ability to present comprehensive and specialized knowledge; ability to use analytical approach to solve practical problems in a changing environment; ability to understand one's field of activity in a wider social context, to participate in the development of science</i>
Final examination upon the completion of the study programme	<i>State examination - Qualification work</i>

## Study programme forms

### Part time extramural studies - 2 years, 3 months - latvian

Study type and form	<i>Part time extramural studies</i>
Duration in full years	<i>2</i>
Duration in month	<i>3</i>
Language	<i>latvian</i>
Amount (CP)	<i>100</i>
Admission requirements (in English)	<i>Pre-education - secondary education. Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs. Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.</i>

Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	No
Qualification to be obtained (in english)	Legal Assistant

#### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058
Liepāja branch of Turība University	LIEPĀJA	RĪGAS IELA 50, LIEPĀJA, LV-3401
Cēsis branch of Turība University	CĒSIS	LEONA PAEGLES IELA 1, CĒSIS, CĒSU NOVADS, LV-4101
Talsi branch of Turība University	TALSI	BRĪVĪBAS IELA 29, TALSI, TALSU NOVADS, LV-3201

#### Part time extramural studies distance education - 2 years, 3 months - latvian

Study type and form	Part time extramural studies distance education
Duration in full years	2
Duration in month	3
Language	latvian
Amount (CP)	100
Admission requirements (in English)	Previous Education - secondary education. Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs. Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	No
Qualification to be obtained (in english)	Legal Assistant

#### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058
Liepāja branch of Turība University	LIEPĀJA	RĪGAS IELA 50, LIEPĀJA, LV-3401
Cēsis branch of Turība University	CĒSIS	LEONA PAEGLES IELA 1, CĒSIS, CĒSU NOVADS, LV-4101
Talsi branch of Turība University	TALSI	BRĪVĪBAS IELA 29, TALSI, TALSU NOVADS, LV-3201

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

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

Title of the study programme	Pirmā līmeņa profesionālā augstākās izglītības studiju programma „Tiesību zinātne”	
Title of the study programme in English	First Level Professional Higher Education Study Programme “Law Science”	
Study programme code according to Latvian education classification:	41380	
Scientific branch of the study programme (only relevant for doctoral study programmes)	"Law Science"	
Type of study programme and level	First level professional higher education study programme	
Qualification Level acquired (NQF/EQF)	6	
Profession code in the profession classifications	Assistant lawyer (code341102)	
Scope of the study programme (CP, recommended ECTS)	100 CP (150 ECT)	
Form, Type and Duration of Implementation (Please indicate in months if it is not full study years) and language of instruction		
Part time studies	Two years and three months	Latvian
Part time studies (distance klearning)	Two years and three months	Latvian
Place of Implementation	Turība University, Graudu street 68, LV-1058. Branch in Cesis, L. Paegles street 1, LV – 4101; Branch in Talsi; Brīvības street 29, LV-3201; Branch in Liepaja; Rīgas street 50, LV-3401;	

Study programme director:	Ivita Kīsnica, MPA
Enrolment requirements	<p>Previous Education - secondary education</p> <p>Enrolment shall be on the basis of a competition based on centralised examination results in study subjects: Latvian language and Foreign language (English, German, French or Russian), with the exception of persons who completed secondary education prior to 2004, persons who have completed secondary education abroad or persons with special. Persons, who completed secondary education prior to 2004 and persons with special needs shall be enrolled for programmes based on the assessments recorded in the document certifying secondary education in the study subjects Latvian and Foreign language (English, German, French or Russian): The marks were harmonised to centralised examination assessments</p> <p>Admission to the study programme takes place on a competitive basis on the basis of the results of the centralized examination in the subjects: Latvian and Foreign Language (English, German, French or Russian), except those who have completed secondary education before 2004 as well as persons who have completed secondary education abroad or persons with special needs. Persons who have completed secondary education before 2004 and persons with special needs shall be enrolled in study programme on the basis of the assessment of secondary education in subjects: Latvian and Foreign languages (English, German, French or Russian). The assessment shall be compared to the centralised examination assessment.</p>
Degree, professional qualification or degree and professional qualification awarded	<p>Degree to be awarded - none</p> <p>Professional Qualifications - Legal Assistant (code 341102)</p>



Study programme objectives:	To educate and train the student for the profession of legal assistant, promoting his/her development as a mentally and physically developed, free, responsible and creative personality; to promote the acquisition of knowledge and skills, including self-study skills, which ensure the acquisition of a fourth level professional qualification and promote competitiveness in changing socio-economic conditions; to provide motivation for further education and to prepare for second level professional higher education and fifth level professional qualification [1]
Study programme tasks	To implement the acquisition of knowledge, skills and competences in the various branches of Law science , providing the ability to develop and apply legal norms, to use technology and to prepare for creative, research and teaching work in this field of science[2]
Learning outcomes.	Ability to present comprehensive and specialized knowledge in Law science; ability to apply analytical approaches to solving practical problems in the profession of a legal assistant in a changing environment; ability to understand his/her field of activity in a broader social context, to participate in the development of the Law science, to evaluate one's and other people's activities[3]
The final examination foreseen at the end of the study program	Qualification paper

[1] Cabinet of Ministers Regulation No. 141, Riga, March 20, 2001 (i.e.. No. 12 5§) "Regulations on the state standards for first level professional higher education". Accessible at: <https://likumi.lv/doc.php?id=6397>

[2] Academic Information Centre Higher education level (LKI 5.-8. level) Accessible at: <https://www.latvijaskvalifikacijas.lv/izglitiba-sistema/>

[3] Law on education 8.<sup>1</sup> article. Latvian Qualifications Framework Accessible at: . <https://likumi.lv/ta/id/50759#p8.1>

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

Statistical data on students during the reference period are provided in Appendix 5.

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

The first level professional study program in Law, with its title guides potential students to complete admission requirements directly into the legal field, where purposeful study and acquisition of the program will provide the knowledge, skills and competences that underpin professional qualification - Assistant Lawyer (code 341102).

This, in turn, proves that they have acquired theoretical knowledge, have been in practice and successfully defended their qualification work. The requirements of the profession standard and program are met. This part achieves the aim and objectives, and learning outcomes - ability to present comprehensive and specialized knowledge in Law science; ability to apply analytical approaches to solving practical problems in the profession of a legal assistant in a changing environment; ability to understand his/her field of activity in a broader social context, to participate in the development of the Law science, to evaluate one's and other people's activities.

At the same time, it should be noted that the First Level Professional Study Program is designed in such a way that the student is orientated and prepared for the examination of the qualification of Assistant Lawyer, which is an integral part of this program.

The implementation of the first level professional study program "Law Science" ends with the award of the fourth level of professional qualification, the first level higher professional education diploma and the qualification of a legal assistant .

The aim of the first level professional higher education study program is to train and educate students for the profession of legal assistant, promoting their development into a mentally and physically developed, free, responsible and creative personality, ensuring competitive specialists for the labour market. The program aims correspond to Turiba's aims - Freedom. Entrepreneurship. Competence. According to the profession standard, the program aims to educate and train students for the profession so that they are familiar with the basics of law and are able to apply, analyse and interpret legal norms. Ability to maintain records and draw up documents in accordance with the laws and regulations on record keeping and document drafting

Taking into account the fact that the legal assistant provides practical assistance to a lawyer, a sworn notary, a sworn solicitor, a judge and other members of the legal profession, as well as performs other work in accordance with the job description; assists a lawyer in the preparation of legal documents and reports, provides legal advice, verifies that documents comply with applicable law. A legal assistant does not independently provide legal assistance and does not perform other

activities that can only be performed by a lawyer. An legal assistant works as an office administrator in law offices and other institutions, assistant prosecutors, assistant judges, court clerks, as well as works in companies, as long as the law does not require a lawyer to qualify for the position. - then the enrolment requirements - secondary education, are in line with the programme's objective, objectives and attainable results, so that the student can begin the study process and obtain the education he or she desires. The program content includes comprehensive background information on the various branches of law that would be required for the development and improvement of professional competence without requiring initial prior knowledge. The program is developed starting with basic study courses, learning about the environment and progressing to the qualification paper, in which the student demonstrates all the acquired knowledge, including the profession standard and the tasks set in the study program starting from the ability to compile the paper in accordance with the requirements and finding judicial information to the ability classify, analyse and make proposals for solving existing problems within their competence. The program covers not only national legal norms but also international regulation and its interaction with national legal norms.

The university positions itself as the practically the best university, where lectures are given not only theoretically but also practically, thus students are given the opportunity to learn and test themselves in solving various complex cases, which will later be useful in the work environment. During the study period knowledge is also strengthened in practice, where students have to perform certain tasks, which are indicated in the study course description. From matriculation to ex matriculation, the student acquires the skills and competences appropriate to the program aims, tasks and learning outcomes and gains skills and competences that correspond to the qualification to be obtained - legal assistant.

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

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

The study program has been developed in accordance with the classification of professions, including the courses necessary for the development and improvement of professional qualification. The content of the study courses is designed to provide students with the necessary knowledge of specific areas of law and general courses, helping them to acquire the skills and competences necessary to pursue the profession of a legal assistant and in order to be competitive in the labour market. Each study course is constantly updated to include current issues in the field, supplemented with theoretical approaches and topical issues and case studies.

The program is periodically reviewed with the involvement of students and other stakeholders.

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

The content of study courses is updated before the beginning of each study year. The basis for updating study courses is dynamic changes in real life, for example, reforms of the tax system of small and medium-sized enterprises, increasing the efficiency of management of companies and institutions in the conditions of competition in local and foreign markets. Of course, when updating the content of study courses, scientific findings are taken into account, for example, on tax system reforms, insolvency issues, implementation of personal data processing rules in courts, institutions and companies. All important and valuable scientific thoughts are included in the content of the study course. The updated study courses give students the opportunity to acquire the knowledge and competencies necessary for a qualified specialist for practical work in modern real life, is competent to analyze the results of legislation, is able to prepare legally justified proposals for amendments to legislation, is competent to represent the company's opinion in court. Is prepared to apply knowledge, skills and competencies to develop and apply legal norms, is able to use technology, as well as is prepared for creative, research work at a higher level.

The aim of each study course is to contribute to the achievement of the goal of the professional first level study program. Both compulsory and elective courses aim at the sub-programme's goal of acquiring the knowledge, skills and competences necessary for practicing law and further education at a higher level.

The aim and tasks of each study course are related to the goal of the overall program (to educate and train the student to work as a legal assistant, promoting his/her development into a mentally and physically developed, free, responsible and creative personality, ensuring the competitiveness of specialists demanded in the labour market) , providing students with the knowledge, skills and competences required to work professionally, constructively and comprehensively within the scope of their competences assuming the position of legal assistant in accordance with their duties. The study courses include the most up-to-date information in the field, including the latest scientific literature, legislation and case law. The information included in the study courses does not overlap, but complement each other throughout the study period.

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

For part-time students, lectures and workshops are held on weekday evenings. Taking into account

the tendencies of the education market in Latvia, the study program envisages realization of part-time studies. Part-time students give review lectures, which provide the most important directions for the study course. In order to achieve the aims of the study program, part-time studies pay more attention to the students' independent work, which is determined by the volume, content and specificity of each study course.

Distance learning students have the same rules for studying and the same requirements for full-time study. The only difference is that there are no scheduled contact hours. But there is a possibility, if a distance learning student can and wants, then there are opportunities to attend lectures, face-to-face seminars. If necessary, students are provided with face-to-face counseling. The final and final examinations are usually taken by the student in person. More detailed information can be found in the Study Regulations, which contain additional provisions on the distance learning process:

- (1) the distance learning period shall be ten calendar months, excluding July and August;
- 2) study programs and study plans determine the study courses to be acquired in the respective study year, their volume and the number of credit points. The course of study course acquisition within the year is chosen by the student;
- 3) students take the final examinations, exams and final examinations of the study course either in person or remotely, using online voice and image digital means of communication. The type and form of the Examination shall be governed by the Examination Regulations;
- 4) when taking the final examinations of the study course and the final examinations of the study year remotely, the student shall present an identity document (passport or ID card) or a student certificate;
- 5) when conducting the final examinations of the study course and the final examinations of the academic year, the lecturer determines what kind of digital means of voice and image will be used;
- 6) distance learning is based on independent studies, using the study material published on the distance learning platform (Moodle), as well as library funds, Internet resources or other sources of information.
- 7) distance learning students may attend lectures in full-time or part-time studies free of charge, with prior contact and coordination with the relevant lecturer or department;
- 8) Students shall take the state examination in distance learning according to the calendar schedule. The procedure of passing the State Examination is determined by the Regulations of the State Examination.
- 9) During the studies, the student can receive consultations on the issues related to the acquisition of the respective study course outside the hours specified in the timetable without additional charge. Counseling times for each lecturer are determined by the list of lecturers' consultation times published on the Department notice board and on the website of the School. The student can also receive paid consultations. The student co-ordinates the time of paid consultation with the lecturer.

Lectures as a teaching/learning method is used in mostly in those subjects/study courses where there is a possibility of giving more theoretical knowledge and there is not enough necessity for group work or discussions.

Seminars as teaching/learning method is used in those subjects where students have greater possibility of carrying out independent research. Students have the opportunity of presenting and defending their opinions during such seminars.

Group work, as teaching/learning method is used in those subjects where team work is necessary to understand the theory. Practical tasks and case studies can be mentioned as examples used in all law science subjects.

In each study course the lecturer chooses the most appropriate teaching method that best contributes to the achievement of the learning outcomes of the study course and the whole study program. All study methods can be used in one course.

In accordance with the basic principles of student-centered education, lecturers regularly evaluate and improve study course delivery methods, promote student independence, providing tutor guidance and support.

During each course the student has to pass the regular tests specified in the study course descriptions- tests and / or independent work.

The basic forms of assessment of the acquisition of a study program are examinations and tests to be taken at the end of each course. Only students who have fulfilled all the requirements set out in the course description (passed all the regular tests) and have fulfilled the obligations set out in the education contract are admitted to the final examination of the study course. The form of the examination is defined in the study course programs. Student achievements are evaluated on a 10 point grading system in accordance with the MK regulations. Each course description provides students with specific requirements for passing the course and assessment criteria.

The student receives an explanation of the grade and tips for further improvement.

There is a system for reviewing student appeals, which is described in the Study Regulations.

The implementation of the new study program will follow the policy already provided by Turiba, both in terms of quality, teaching staff, and fair and transparent information to students and the public.

The evaluation of the study program is carried out in accordance with the Regulations on the state standards for first level professional higher education: [\[1\]](#):

The basic principles of assessment of the program's learning outcomes are as follows:

- 1) the principle of summing up positive achievements - the acquired education is evaluated by summing up the positive achievements;
- 2) the principle of compulsory assessment - it is necessary to obtain a positive assessment for acquiring the compulsory content included in the basic parts of the programs;
- 3) the principle of openness and clarity of requirements - a set of basic requirements for the assessment of the acquired education is established in accordance with the objectives and tasks of the programs as well as the objectives and tasks of the study courses;
- 4) the principle of diversity of assessment types used in evaluation - different types of examinations are used in the assessment of program acquisition;
- 5) the principle of assessment adequacy - examination tasks provide the opportunity to demonstrate analytical and creative abilities, knowledge, skills and abilities in tasks and situations appropriate to all levels of learning. The scope of the content to be included in the tests and examinations corresponds to the content of the course syllabus and the skills and knowledge requirements specified in the profession standard.

The form of assessment of program acquisition is an examination. The minimum scope of a study

course to organise an examination is 2 credit points.

The examination is evaluated on a 10 point grading system:

very high level of achievement (10 - "outstanding", 9 - "excellent");

high level of achievement (8 - "very good", 7 - "good");

average level of achievement (6 - "almost good", 5 - "average", 4 - "almost satisfactory");

low level of achievement (3 - "poor", 2 - "very poor", 1 - "very, very poor").

Credits are awarded for each course and practice completed, if the grade is "passed" or has not been less than 4 - "almost satisfactory" on a 10-point scale.

At the end of the program, a final state examination must be passed, which is graded on a 10-point scale and includes the defence of a qualification paper. The State Final Examination Commission consists of the head of the commission and four members of the commission. The chairman of the commission and at least half of the commission shall be representatives of professional organizations and employers in the sector.

The diploma of first level professional higher education, which also confirms the fourth level of professional qualification, is awarded to the student who has completed the program and passed the qualification examination with a grade awarded which is not less than 4 - "almost satisfactory".

### **Principles of student-centred education in the implementation of the study program**

The student-centred approach is followed by updating the study courses of the study program, paying special attention to the meaningful formulation of the learning outcomes, thus promoting the dialogue between the lecturer and students about the study content, organizational forms and methods. Well-formulated learning outcomes, on the other hand, promote students' understanding and co-ownership of their own learning, self-evaluation and understanding of the assessment they receive. During the study process the lecturers use methods, examination forms and assessment criteria that are appropriate to the study goal and planned learning outcomes.

Students receive support and feedback from the lecturers during the study process. The assessment criteria for grades, which are known in advance, are included in the course descriptions and explained in the normative enactments. Assessment gives students the opportunity to demonstrate the extent to which they have achieved the expected learning outcomes.

The study process is dominated by methods where student activity is important. The study process uses methods that facilitate students' communication in the implementation of study tasks, solving real-world problems, and modelling study situations. The teaching staff predominantly use methods that encourage students' active participation, critical thinking and reflection. The BATIS database is used for the study process and for the promotion of independent studies.

The study process takes into account the diversity of students' learning needs by choosing pedagogical methods, promoting students' learning motivation and participation in the study process.

Employers are involved in the implementation and improvement of study courses. In order to promote the development of students' research competence, students in successive courses have the opportunity to analyse and carry out in depth research on issues of interest to them in the field.

Preliminary knowledge of the students must be taken into account in the study process, therefore

general study courses are included in the first semester, which allow to prepare for studies.

The study environment meets the growing demands of students: classrooms are easily transformable for group work, individual work, students can use digital technologies.

Student mobility (recognition of learning outcomes) is promoted, and students engage in academic research and social activities initiated by academic staff, thereby gaining significant experience through learning gained through practice.

By implementing the internal quality assurance policy, the study program is implemented in such a way that students are encouraged to actively participate in the improvement of the study process. There are procedures for submitting student suggestions and complaints, and reviewing student appeals. The results of student surveys are evaluated and taken into account in the improvement of the study process.

In developing and implementing the study program, an individual approach to each student, which manifests in several aspects, is essential. Students have the opportunity to consult individually with each lecturer at specific consultation times. Co-operation with students and lecturers is also ensured by the use of electronic communications, which allows to send the necessary study materials, assessments and recommendations to the students. It is the duty of the lecturers to regularly check and reply to the received e-mails. Students have free access to faculty and department staff.

[1] Cabinet of Ministers Regulation No. 141, Riga, March 20, 2001 (i.e.. No. 12 5§) "Regulations on the state standards for first level professional higher education". Accessible at: <https://likumi.lv/doc.php?id=6397>

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

The study program provides students with practice placements aimed at promoting skills and competences necessary for the award of professional qualifications, independent work skills, developing analytical and creative thinking, facilitating reasoned decision-making, as well as acquiring the information necessary for scientific research work development, help acquire the skills and achieve the competences necessary for the profession of a legal assistant.

In practice, the results of study courses are consolidated in practice. The set practice tasks contribute to the student's development of both individual skills and teamwork.

The student, through practice, acquires and strengthens the theoretical knowledge acquired during the study courses. Theoretical knowledge is systematized, strengthened and expanded through practical work. As a result of the study course the student has acquired part of the knowledge necessary for performing the basic tasks of professional activity: understanding of legal rhetoric and logic; level of understanding of labour law, level of use of professional ethics, culture of



communication, record keeping, computer science, national language. During practice the student develops skills: Develop the student's attitude towards responsibilities, discipline , theoretical and practical preparedness, improved performance, develop applied skills and abilities used during practice in solving problems entrusted. Practical skill of working independently are developed during practice Develop skills of analysing data, identifying problems and finding effective solutions The identification of problems at the enterprise and the drawing of conclusions and recommendations will help consolidate the student's critical thinking Student would be able to make decisions based on knowledge, practice and data. Student would become creative and innovative, would be able to define problems and offer definite measures and models to resolve the problems. the knowledge gained would be consolidated during practice by practically compiling the study paper

Within the limits of its competence, Turiba shall support the student in the achievement of the tasks set within the framework of the internship by appointing an individual internship supervisor from Turiba, who provides the student with support in performing the internship tasks.

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

Students usually choose issues relevant to the field for their qualification work, as they often work in the field before starting their studies and face problems on a daily basis. Students address these issues in their qualification work and apply the results to the labor market. If the student has not worked in the relevant field before commencement of studies, the topic of the qualification paper is usually found during the internship - the student identifies the problem issues together with the internship provider and investigates them in the qualification work. Of course, students have opportunities and they choose the research topics offered by the industry. There is no specific breakdown by years which topic would prevail.

The students work out the final thesis on topical and important areas and topics of practice. The Ministry of Justice, the Supreme Court, the Prison Administration and other institutions each year send topical research topics that are made available to students and published in the BATIS database.

State examination average scores

Study year 2015/2016	Study year 2016/2017	Study year 2017/2018	2018/2019
6.37	6.65	5.74	5.89

In the report, we add the best qualification papers (grade 7 and above) developed in the first level study program from spring 2017 to spring 2019.

### **1. Terminating and revoking rights of custody**

2. Arbitrary logging and damaging of trees and liability for it
3. Flow of Narcotic and Psychotropic Substances in the Republic of Latvia and Movement across its Borders
4. Legal regulation of hate speech in Latvia
5. Functions of the State Revenue Service in controlling the circulation of alcoholic beverages
6. Special investigative actions in criminal proceedings and problems of their application in practice
7. Ascertaining the child's point of view in cases concerning the protection of children's rights
8. Problems of legal regulation of restricting legal capacity and guardianship
9. Legal aspects of the creation, use and termination of joint ownership
10. Procedure for Granting Refugee or Alternative Status in the Republic of Latvia
11. Police officer's competence in preventing threats of violence and providing temporary protection against violence
12. Concept and specifics of work organization in a company
13. Institute of the unified network of customer service centres of the state and municipality
14. Rules for exclusion of applicants in public procurement procedures
15. Prevention of money laundering in a company
16. Non - custodial measures in criminal proceedings
17. Temporary protection against violence in civil proceedings
18. Institute of Mediation in Latvia
19. Gross negligence in insurance contracts
20. Problems concerning application of procurement criteria "Lowest Price" in State and Municipal Enterprises
21. Vehicle tax legislation
22. Liability of the guarantor. Compliance with substantive and procedural law in guarantee obligations
23. Penalty and its enforcement problems after the January 1, 2014 penalty reform
24. Temporary protection against violence
25. Conflict of rights and duties of an administrator and bailiff in insolvency proceedings.
26. Aspects of legal regulation of sanitary cleanliness of administrative territory.
27. Efficiency of traffic police work
28. Pre-emption rights on agricultural land
29. Legal aspects of custody.
30. Institute of Guardianship
31. Administrative Violation Records
32. Effectiveness of inter-institutional cooperation in the protection of children's rights.

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

Turība regularly conducts student surveys.

During the reporting period, an electronic student survey was conducted to determine the level of student satisfaction, which resulted in the following main conclusions:

The averages are close to the maximum grade, so it can be concluded that the students are satisfied with all the processes in the university, including the study program and its organization,

Students highly value (4.3) the organization of the study process, both as regards to the planning of the academic year and as regards to the adequacy of the timetable,

Students were also asked to evaluate the learning outcomes - objectivity of the assessment, requirements for the final examinations of the study courses, assessment of independent studies. Overall, the students gave a positive response, with an average rating of 4.4 for all above indicators,

As one of the criteria in the organization of the study process, the students had to evaluate the accessibility and sufficiency of information on the processes related to the study process (scope and content of the study program, types of examination and requirements for it, optional courses (specializations), independent studies. The average assessment for sufficiency and accessibility of information in these processes was 4. The material and technical facilities at the university (classrooms, copying, library offer) are also highly appreciated, which students have rated on average 4.5.

Summarizing the questionnaires of graduates of the study program "Law Science", it can be concluded that 62% of graduates work in the public sector, 29% are self-employed and 9% work in the private sector.

92% of the respondents work in their speciality, 87% had already worked there before graduation. The positions held by graduates are mainly: specialist (54%), manager (27%), senior manager (17%). One percent of graduates work in project management and as assistants.

Mostly the study program has improved the competence of the graduate (62%). Some have gained a better job - 13% in a new job, 7% of graduates were promoted in their existing jobs. 16% of graduates say that having a university degree has had no impact on their careers, arguing that their diploma does not affect their career prospects in this sector. 77% are reluctant to continue their studies, while 23% are considering continuing their doctoral studies at Turiba University.

The organization of the study process is rated 4.26 (on a scale from 2 to 5). The study courses (knowledge acquired in the course) were also evaluated with 4.26, but skills acquired during the course with 4.16; reflection of the latest achievements and problems in the study course is evaluated with 4.16, but accessibility of study materials and literature with 4.33. The results of student surveys are used to improve the content and quality of studies. Each lecturer is acquainted with the results of the students' survey, which gives the opportunity to make necessary improvements in further work. If necessary, the director of the study program meets with the lecturer, whose evaluation differs from the common tendencies.

Turiba conducts graduate surveys, but lately it has been difficult to carry out due to the increased protection of personal data. This partially limits the ability to follow a graduate's work and life after graduation. 508 respondents, including 179 graduates of the Faculty of Law participated in the last BAT alumni survey.

Graduates are asked if they work in their speciality, how long after graduation they got a job and what their income is. Analysing the answers obtained, study course descriptions are improved, new study courses are added or old ones are removed, as well as the sequence of study courses in the program is specified.

The involvement of employers takes place through council meetings, individual discussions, as well as through evaluation in practice reports.

Every year, law enforcement agencies send out topics on which students are invited to write research papers, making the best research (rated 7 to 10) available to employers, with the permission of the author.

Self-evaluation reports are reviewed annually at JF Council meetings, where members first review the reports electronically, then express their objections, additions and provide an independent evaluation.

Employers, when evaluating the report, pay attention to the actualization of study courses, including orientation to specialization and connection with business.

In order to ensure that the most up-to-date information is passed on to the students, guest lecturers - industry specialists and employers - are invited to lectures. Student surveys are conducted each year on the quality of the study program and the need to improve the program. Representatives of the Faculty regularly participate in discussions and seminars organized by the Ministry of Justice on topics relevant to the field of law. Faculty representatives and faculty staff are also members of several other industry associations, such as: Latvian Association of Judges, Latvian Association of Prosecutors, Bar Association, Latvian Association of Colleges (LKA); European Law Faculty Association (ELFA), World Intellectual Property Organization (AIPPI), etc. Representatives of the associations are involved in the provision of the study process by delivering guest lectures to students, as well as participating in the State Examination Commissions.

Cooperation with employers is ensured by organizing JF Council meetings. The Faculty Council discusses all the major issues of the Faculty, such as the content of study programs, and updates the content according to the requirements of the labour market. The BAT Council of the Faculty of Law was involved in the development of the study program, and it consists of employers who are important for the sector

Edvīns Bērziņš - Member of the Board of the Latvian Chamber of Commerce and Industry

1. Ivars Bickovics - Chief Justice of the Supreme Court of the Republic of Latvia,
2. Juris Juriss - prosecutor of the Latvian Prosecutor General's Office;
3. Gunārs Kūtris - Lecturer, Department of Criminal Law, University of Latvia,
4. Guntars Loba - Expert of Latvian Security Business Association;
5. Laila Medin - Deputy State Secretary, Ministry of Justice,
6. Guna Paidere - Chief State Notary of the Register of Enterprises of the Republic of Latvia
7. Anta Rugate - Member of the Board of the Latvian Lawyers Association,
8. Andris Spore - Deputy Chairman of the Latvian Council of Bailiffs
9. Artis Strādērs - Head of Riga Municipal Police Zemgale Suburb Administration
10. Viola Supe - Attorney at Law, Member of the Latvian Bar Association

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

Each academic year, the Faculty of Law receives information from the Department for Study Development and International Cooperation regarding the opportunities for students and lecturers to use the Erasmus + mobility program offers for the respective academic year.

Given that a study model such as First Level - college education is available in only a few countries, the opportunities for mobility in this program are limited. So far no student has taken advantage of mobility opportunities. This is due to the fact that the 1st level studies are carried out in extramural

studies and most of the students are workers who cannot find time for mobility. Taking into consideration that the study program is implemented only in Latvian, incoming mobility is not ensured. The recognition of study courses acquired during mobility is standardized, initially by coordinating the courses of study at the partner HEI, and subsequently transferring the courses completed within the program

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

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

Resources and provisions (study base, science base, information base (including library), material and technical base and financial base) are described in section II of the report. Part 3, Chapters 3.1 to 3.3 in relation to the study field "Law Science". Resources are not allocated separately for each study program.

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

Not relevant

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

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

The teaching staff of the study program is stable, there is a long-term cooperation with the specialists of the field who are also experienced in teaching. Participation of lecturers in conferences, presentation of papers at conferences, preparation and publication of publications - this is the contribution of the lecturers to the improvement of their qualification. At the same time,

higher qualification means additional knowledge, experience, which is passed on to the students in the study process to a much higher level of quality than that which existed before the improvement of qualification. Lecturers who have improved themselves and raised their qualifications are, of course, promoted to higher academic positions. Another way to improve the qualification of lecturers and thus the quality of the study process and its results is to study lecturers in the doctoral study program, for example, I.Krievs.

The academic staff involved in the study program are highly qualified and competent and provide students with the necessary research skills, theoretical knowledge, skills and competences.

Academic staff shall be recruited on a regular basis in accordance with Regulations on election of academic personnel[1].

The procedure of electing the associated professors and professors at the BAT is determined by the regulations of the Council of Professors of Social Sciences at Turība University and the Regulations of the Joint Professors' Council of Rīga Stradiņš University, Daugavpils University, Turība University and the respective professors' councils regulations of other higher education institutions.

The procedure for the selection of scientific research assistants, researchers and leading researchers at the Turība Institute of Business Technology is determined by the by-laws of the Institute of Business Technologies.

Vacant positions of academic staff in Turība departments are appointed by the Rector on the proposal of the Dean of the Faculty, the Director of the study program or the head of the department.

Applicants, both resident and non-resident, with education and / or professional experience in accordance with the requirements of the Higher Education Institution Law and Turība job descriptions, may apply for vacant positions in the academic staff.

The competition is open and fair. The competition takes place in three (3) rounds:

1. In the first round of the competition, the documents submitted by the applicants are checked for their compliance with the requirements announced.
2. Documents submitted in the second round of the competition are examined by the departments, inviting the candidates,
3. In the third round of the competition, candidates for the academic staff positions are evaluated and elected according to the regulations of the Faculty's Extended Council.

Lecture visits are conducted regularly to assess the educators' professional qualifications in their daily work. After passing the course exam students have the opportunity to express their opinion on all the lecturers. The surveys are conducted anonymously, and students are encouraged to express their views about the lecturers, indicating their positive and negative qualities.

Educators are responsible for their further professional development and submit a report on it.

The planning and implementation of development policy for academic personnel is carried out on a regular basis. Further qualification activities are also financially supported in order to motivate educators –tuition fees are paid and if necessary subsistence costs are covered as well. Academic personnel are involved in research (creative) work. Benefits are provided for academic personnel and students to motivate them to publish their research work by covering translation and publishing costs to a reasonable extent.

The publishing of research results in internationally recognised peer reviewed journals is being

actively pursued. Within the scope of its competence, Turība offers lecturers opportunities for further development, for example, learning a foreign language, using new technologies, etc.

The following staff are involved in the implementation of the study program : Dr.iur. Alfejeva Jeļena, Dr.hist. Blūzma Valdis, Ph.D.econ.Driņķe Zane, Dr.iur.A.Endziņš, Dr.iur. Juriss Juris, Dr.iur. Kaija Sandra, Dr.iur. Litvins Gatis, Dr.iur. Mieriņa Aiga, Dr.iur.Veikša Ingrida, Dr. psych. Skuškovnika Daina, mg.iur. Bergs Imants, mg.iur. Apsītis Uldis. Mg.iur.Cakare Liene, mg.iur.Krievs Ivo, Mg.iur.Makucevičs Viktors, mg.iur. Siliņš Juris, mg.iur.Sniedzītis Aigars, mg.iur. Ulmane Valija, mg.iur.Zvejsalnieks Artūrs, mg.soc.ing,mg.paed. Mednis Aivars, mg.iur.Vanags Jānis.

Legal professionals who are well-educated and, very importantly, practitioners who pass on their experience to students on a daily basis are involved in the implementation of the study program. For example, J.Alfejeva, I.Veikša, I.Krievs, A.Zvejsalnieks are practicing lawyers sworn advocates. In turn, V.Makucevičs, A.Sniedzītis, J.Siliņš are judges, J.Juris, prosecutor. It should be emphasized that the lecturers involved in the study process L.Cakare, I.krievs, V.Makucevičs, J.Vanags continue their education, improving their qualification in the doctoral study program in law.

Linking theoretical concepts with practical experience in the study process clearly has a positive impact on the quality of the study process. Students are trained for real life to be qualified to fulfil the legal requirements of a legal science specialist. The lecturers of the study program are excellent staff who transfer their knowledge and experience to the students and still have the opportunity to participate in international scientific conferences with papers, write articles and books on topical issues of law.

[1] Akadēmiskā personāla vēlēšanu nolikums. APSTIPRINĀTS Senāta 28.09.2016. sēdē, protokols Nr.8

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

All faculty members have knowledge and professional links to the taught subject in Law. The study program ensures the proportionality of the teaching staff of the professional and academic environment, thus forming a balanced team, which represents both business and academic environment. Sworn attorneys involved in the implementation of the study program improve their qualifications every year, which is a mandatory requirement of the Council of Sworn Advocates. The course is undoubtedly topical and related to practical life. The knowledge acquired during the courses is transferred to the students both for supplementing the theoretical base and solving practical tasks in the classroom.

Such qualification of the teaching staff complies with the study program implementation requirements and the requirements of regulatory enactments, as it helps to achieve the goals set

by the study program and to provide students with both academic and practical knowledge, thus helping to achieve study results.

The qualification of the teaching staff involved in the implementation of the study program corresponds to the study program implementation conditions and the requirements of the regulatory enactments. Academic staff (doctors of science - professors, associate professors, and master-lecturers), as well as guest lecturers from other Latvian universities participate in the implementation of the study process.

The study program is provided by 43 Teaching staff:

From the lecturers involved in the implementation of the program:

- 1) 12 lecturers of the university have the desired positions: 3 professor, 1 associate professor, 8 lecturers.
- 2) 31 visiting lecturer.

Teaching staff are involved in:

- 1) Developing new course descriptions that are significantly better in quality each year.
- 2) Methodological seminars of the department on the improvement of the study process in each study course (including preparation of course descriptions);
- 3) The lecturers, who are members of the council, as well as the employers, who are members of the council, discuss and accept the study results in state examinations, analyse the planned results in the context of the students' achievements in study courses, e.g. legal theory, administrative law etc.
- 4) JF plans to strengthen the involvement of the teaching staff by:
  1. a) organizing public lectures,
  2. b) organizing regular work visits of lecturers, develop and approve common criteria for visits;
- (c) overseeing the conduct of methodological seminars organized by the Department;
- (d) organizing methodological seminars at least twice during the academic year;
- (e) developing methodological guidelines for improving the quality of studies, including practical tools and methods;
  1. f) improving the mechanism and criteria for evaluation of study papers;
- (g) promoting the teaching experience of the teaching staff through regular information at departmental meetings on the findings and experience of the Erasmus program.

Regulations on remuneration organisation for Turiba personnel [\[1\]](#) state that:

- The Head of Department, in agreement with the Dean, may determine the remuneration of the academic staff in accordance with:
  1. fixed salary,
  2. fixed hourly rate.
- For academic staff with a fixed salary system (salary):
  1. job descriptions are being prepared,
  2. Individual work plans are prepared for each study year (see Appendix 1, which is an



appendix to the employment contract), which is approved by the head of the department, dean and approved by the Vice Rector for Academic Work.

- The salary is fixed for:
  1. pedagogical workload;
  2. methodological and organizational work;
  3. management consultancy, project management and execution, and / or research;
  4. in-service training and strategic tasks.
- One/full-time academic position for the academic year:
  1. assistant - 1000 academic hours;
  2. lecturer - 900 academic hours;
  3. assistant professor - 800 academic hours;
  4. Associate Professor - 700 academic hours;
  5. Professor - 600 academic hours.
- The workload planned for the post shall be determined in accordance with an approved list of workloads.
- Academic staff with a fixed-term salary system shall prepare an electronic report of their individual work plan at least twice during the study year, at the end of December and June. Finalized study year individual work plan reports, electronically accepted by the head of department and dean, are stored for three years.
- Academic personnel with a fixed hourly rate
  1. job descriptions are being prepared,
  2. individual work plans are prepared for each study year, where only the teaching load is planned, approved by the head of the department and approved by the dean,
  3. The monthly salary is calculated by multiplying the planned amount of academic hours recorded in the individual work plan by the hourly rate and divided by ten.
- When calculating the annual workload of the academic staff, the workload shall be rounded to two decimal places.
- The total annual workload of the academic staff is in the amount specified in the Labour Law.
- A maximum of one full-time part-time is allowed for the academic staff.
- Payment for paid services and unplanned guided work shall be made in the form of bonuses in addition to the salary at the end of each semester, but not later than January for Semester 1 and July for Semester 2 or the relevant month.
- The total funding of the Faculty for the remuneration of the academic staff and academic positions is 19% of the total tuition fee income in the respective program.
- If there is an overall positive cash balance for the faculties at the end of the financial year, 15% of it is transferred to each faculty bonus fund in proportion to the balance of each faculty, and 85% is placed in a reserve for faculty development.
- The funding of the academic staff and substitute academic staff is distributed by the deans of the faculties to the departments in proportion to the number of credit points of the study courses implemented in the department and the number of academic groups. In agreement with the Dean, the number of students in the academic group may be changed.
- The salaries of the academic staff of the respective department shall be determined by the head of the department in agreement with the dean and the vice-rector for academic work, but they shall not be lower than the rates established by the Cabinet of Ministers.
- The salary of Turiba staff is set for each study year.

Considering the great interest of the society (including students and graduates of the university), Turiba has continued the cycle of guest lectures in 2018/2019 twice a month by organizing such an event. One of the lecturers every month is a graduate of the university, the other - a person known

in the public, who is recognized as a leader of opinions. 24 guest lectures were held during the academic year 2018/2019 , attracting more than 2,400 visitors.

Every year, lecturers go to the Erasmus program for both experience exchange and teaching. For example, TZK lecturers (I.Veikša and I.Kīsnica) attended AMERICAN COLLEGE in Cyprus as part of the Erasmus program, participated in an international scientific conference at Panevezys University on October 18, 2018, where they delivered a speech and participated in further cooperation projects between the two institutions.

A visiting professor from Poland Anna Budnik (UNIVERSITY OF BIALOSTOK) periodically teaches the course "Administrative Law and Process" and "EU Law".

In 2019, guest lectures by Professor Ieva Diviatnikovate of MRUNI on "Roots of US Administrative law" and "Roots of EU Administrative law" were offered as part of the Erasmus + program

To emphasize that Turība faculty members are industry professionals and experts, monthly articles are produced on a variety of topics actual for the society and business. Each month, a number of educators express their opinions on areas such as economics, politics, energy, ICT, healthcare, media and communications, law, tourism and hospitality, among others on mass media. The image of the academic staff- experts is gradually gaining ground in the media , which makes journalists increasingly turn to Turība educators for advice and comment.

According to LETA monitoring data, the number of publications related to Turība has increased significantly in recent years. The 800 publications mentioned in the Strategy 2020 indicators were exceeded already in the academic year 2016/2017, however, taking into account the changes in the university's image building tendencies, the number of publications was forecast to continue to increase; reach 1500 - 1600 publications. In the academic year 2018/2019 there were 1932 publications mentioning Turība University. Specific publications, monographs are indicated in the CV of the lecturers.

[1] Augstskolas personāla darba samaksas organizācijas nolikums. APSTIPRINĀTS Senāta 23.10.2019. sēdē

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

Not relevant

**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 relevant

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

Every lecturer working with the students of the given program uses his / her own scientific research results published or read in monographs or collective monograph, or conference. Thus the experience of the lecturer to carry out research and make it public. At the same time, the material published by the lecturer successfully completes the study course the range of compulsory literature.

Professor J.Naciscionis has summarized his scientific research and published in the monograph 'Administrative Law. Fourth revised edition. The monograph is used in the study process, in the given program, for doctoral students E.Golt and N.Ozolins teaching them the course Administrative Law.

In the process of studies, N.Ozolins uses his scientific research "Freedom of Public Law Contracts", what was presented as a report in 2018 at a scientific conference of the Turiba University and is available for study on the University's website.

The Faculty of Law organizes international scientific conferences once every three years. The previous conference was held on April 19, 2018 and was called the 19th INTERNATIONAL SCIENTIFIC CONFERENCE "Latvia 100: Expectations, Achievements and Challenges". Topicality of the Conference At the anniversary of Latvia, one has to evaluate what has already been achieved, as well as to understand the mistakes that prevented the achievement of our expectations. We need to help our country flourish and take its rightful place in the international arena, both by improving the rule of law and security, developing the business environment and promoting cultural and scientific excellence. You must be able to present and explain the goals and objectives of your chosen path to people both in Latvia and abroad, not only by attracting our friends and supporters, but also by convincing sceptics and even the poor. These objectives are interlinked and underpin the themes of this conference.

Research areas of lecturers:

- Sproģe D. - Pārrobežu maksātnespējas procesa tiesiskā regulējuma piemērošanas problemātika Latvijā,
- Vitte Ā. - Bērnu adopcijas starptautiskie tiesiskie aspekti un pārrobežu adopcijas tiesiskā regulējuma problēmas Latvijā,
- I. Broka - Darījumu apstrīdēšanas tiesiskais regulējums un problēmjautājumi.
- V. Blūzma -Latvijas tiesību vēsture no vissenākajiem laikiem līdz 1914.gadam
- J. Načisčionis- administratīvās tiesības publiskajā pārvaldē,
- Veikša I. - Autortiesības digitālā vidē.

Turiba support for research:

- Travel and subsistence costs for attending scientific conferences

- Bonus for publication of scientific papers in SCOPUS and WoS,
- Monetary support for expressing opinions in the media
- Organization and finance of annual international scientific conferences
- Supported the publication of the collective monograph "Latvian legal system", the authors of which are lecturers of the department
- Every year a conference of students is organized at Turība where students can present their research.

During the reporting period the lecturers of Turība Faculty of Law participated in a number of conferences with reports and applied the obtained information in the study process in their study courses. List of papers of conferences attended by lecturers during the academic year 2018/2019 can be seen in the appendix.

During the reporting period, the lecturers of Turība Faculty of Law carried out various scientific research works, published them, and applied the research results in the study process in their study courses: List of publications in appendix.

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

Cooperation among lecturers should be considered successful. The provision of the study process involves lecturers from different faculties, which facilitates communication between the lecturers. Cooperation among lecturers is promoted in various seminars organized by the higher education institution for the improvement of lecturers' qualification, as well as within the ESF project Nr. 8.2.0 / 18 / A019 lecturers have the opportunity to participate in masterclasses, such as the use of state-of-the-art IT and digital solutions in business, the use of modern technological solutions for law science educators, the master class in the latest IT solutions for tourism and hospitality educators work with international students, gain additional knowledge, discuss their experiences and strengthen their collaboration.

Annual strategic seminars are organized, where lecturers work in groups to find solutions for different situations and to discuss possibilities of study process development and improvement.

The lecturers' cooperation is strengthened by annual scientific conferences, which provide an opportunity to discuss different issues, to find common interests, but in organizing student section work, lecturers from different faculties work in teams to evaluate student research.

The lecturers' cooperation also allows to ensure better link between the study courses.

	Ratio of students to the number of teaching staff in the study program
Number of students	219
Number of lecturers	43

Lecturers of the Faculty implementing the program	28
Lecturers from other faculties	15
Ratio of students to teaching staff	5.09

# Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	1 Pirmā līmeņa statistikas dati_en.docx	1 Pirmā līmeņa statistikas dati.docx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	2 Pirmā līmeņa atbilstība izglītības standartam_en.docx	2 Pirmā līmeņa atbilstība izglītības standartam.docx
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)	3 Pirmā līmeņa atbilstība profesijas standartam_en.docx	3 Pirmā līmeņa atbilstība profesijas standartam.docx
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	4 Pirmā līmeņa kartējums_en.docx	4 Pirmā līmeņa kartējums.docx
Curriculum of the study programme (for each type and form of the implementation of the study programme)	5 Pirmā līmeņa plans_en_labots.docx	5 Pirmā līmeņa plans_lv_labots.docx
Descriptions of the study courses/ modules	6 Pirmā līmeņa studiju kursu apraksti_eng_labots_.docx	6 Pirmā līmeņa studiju kursu apraksti_lv_labots.docx
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	7 Pirmā līmeņa izsniedzamā diploma paraugs_eng.pdf	7 Pirmā līmeņa izsniedzamā diploma paraugs.pdf
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	8 Pirmā līmeņa līgums ar citam augstskolām_eng.pdf	8 Pirmā līmeņa līgums ar citam augstskolām.pdf
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	17 Pirmā līmeņa par zaudējumu kompensāciju_eng_labots.docx	17 Pirmā līmeņa par zaudējumu kompensāciju_lv_labots.docx
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.		
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.		
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education		
Sample (or samples) of the study agreement	12 Pirmā līmeņa Studiju līguma paraugs_en.docx	12 Pirmā līmeņa Studiju līguma paraugs.docx
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.		

# Law Science

Title of the higher education institution	<i>Law</i>
ProcedureStudyProgram.Name	<i>Law Science</i>
Education classification code	<i>51380</i>
Type of the study programme	<i>Doctoral study programme</i>
Name of the study programme director	<i>Una</i>
Surname of the study programme director	<i>Skrastiņa</i>
E-mail of the study programme director	<i>Una.Skrastina@riga.lv</i>
Title of the study programme director	<i>Dr.iur, vadošais pētnieks</i>
Phone of the study programme director	<i>29468693</i>
Goal of the study programme	<i>To provide high-level studies and active research work of doctoral students, to enable doctoral students to acquire in-depth competences necessary for independent research work and its completion with original and empirically proven results in the field of Law Science, testifying the use of international experience in research work and in its organization and management.</i>
Tasks of the study programme	<i>To educate and train students for independent research in the field of Law, as well as to provide the theoretical basis for professional activity in Law Science related fields</i>
Results of the study programme	<i>Ability to demonstrate extensive research knowledge and skills; ability to demonstrate knowledge and understanding of the latest scientific theories and insights, master research methodology and modern research methods</i>
Final examination upon the completion of the study programme	<i>Doctoral 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>Master's degree in Law Science or equivalent education and report</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Doctor in Law (Ph.D.)</i>
Qualification to be obtained (in english)	<i>-</i>

### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

### Full time studies - 3 years - english

Study type and form	<i>Full time studies</i>
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Duration in full years	3
Duration in month	0
Language	english
Amount (CP)	120
Admission requirements (in English)	Master's degree in Law Science or equivalent education and report
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	Doctor in Law (Ph.D.)
Qualification to be obtained (in english)	-

#### Places of implementation

Place name	City	Address
Turība University	RĪGA	GRAUDU IELA 68, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058



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

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

Title of the study programme	Akadēmiskā doktora studiju programma „Tiesību zinātne”	
Title of the study programme in English	Academic Doctoral Study Programme “Law Science”	
Study programme code according to Latvian education classification:	51380	
Field of science of the study programme	Law Science	
Type of study programme and level	Academic doctoral study programme	
Qualification level awarded (NQF/EQF)	8	
Profession code in the profession classifications	No	
Scope of the study programme (CP, recommended ECTS)	120 CP (180 ECT)	
Form, Type and Duration of Implementation (Please indicate in months if it is not full study years) and language of instruction		
Full time studies	Three years	Latvian and English.
Full time studies extramural	No	
Part time studies (distance learning)	No	
Part time studies	No	
Part time studies	No	
Part time studies (distance learning)	No	
Place of Implementation	68 Graudu Street, in Riga, LV -1058	
Study programme director:	Una Skrastina Dr.iur	

Enrolment requirements	Master's degree in Law Science or equivalent education and report
Degree, professional qualification or degree and professional qualification awarded	Doctor of Science, Doctor of Science (Ph.D.)
Study programme objectives:	<p>To provide high-level studies and active research work of doctoral students, to enable doctoral students to acquire in-depth competences necessary for independent research work and its completion with original and empirically proven results in the field of Law Science, testifying the use of international experience in research work and in its organization and management.</p> <p>The purpose of scientific research is to gain scientific knowledge, to scientifically substantiate and further develop studies and learning, to solve practical tasks by means of research methods.[1]</p> <p>To ensure high-level studies and active doctoral research activities, so that the student obtains a doctoral degree for an independently developed and publicly defended doctoral thesis under the guidance of an experienced scientist (supervisor of the doctoral thesis) containing original research results and providing new insights into the relevant scientific discipline.. [2]</p> <p>To provide high-level studies and the opportunity to develop and defend a doctoral thesis containing original research results and providing new insights into the field of Law under the guidance of an experienced scientist. [3]</p>
Study programme tasks	The task of academic higher education is to educate and train students for independent research in the field of Law, as well as to provide the theoretical basis for professional activity in Law Science related fields.[4]
Learning outcomes.	Ability to demonstrate extensive research knowledge and skills; ability to demonstrate knowledge and understanding of the latest scientific theories and insights, master research methodology and modern research methods[5]
The final examination foreseen at the end of the study program	Doctoral thesis

[1] Augstskolu likums. 60.pants. Zinātniskās pētniecības mērķis un priekšmets. Pieejams: <https://likumi.lv/ta/id/37967#p60>

[2] Ministru kabineta noteikumi Nr.1001, Rīgā 2005.gada 27.decembrī (prot. Nr.77 2.§)"Zinātniskā doktora grāda piešķiršanas (promocijas) kārtība un kritēriji

[3] Ministru kabineta noteikumi Nr.1001, Rīgā 2005.gada 27.decembrī (prot. Nr.77 2.§)" Zinātniskā doktora grāda piešķiršanas (promocijas) kārtība un kritēriji  
<https://likumi.lv/ta/id/124787-zinatniska-doktora-grada-pieskirsanas-promocijas-kartiba-un-kriteriji>

[4] Academic Information Centre Higher education level (LKI 5.-8. level) Accessible at:  
<https://www.latvijaskvalifikacijas.lv/izglitibas-sistema/>

[5] Law on education 8.<sup>1</sup> article. Latvian Qualifications Framework Accessible at:  
<https://likumi.lv/ta/id/50759#p8.1>

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

The aim of Turība is not so much the number of doctoral students enrolled but doctoral programs activities for the development of study programs of other levels and scientific thought in the fields that interest us. Another important issue is the growth of the academic staff of our university. With the resources available to Turība for science, we will not be able to afford significant fundamental research, but we can certainly work on business-related issues that are relevant to the development of the society and national economy.. It is in this direction that the emphasis is placed on doctoral activities.

Annex 1 of the Program contains statistics on students in the reporting period in a transparent form

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

The title of the study program "Law Science" is created in accordance with Cabinet of Ministers Regulations as of 23 January 2018 No. 49 "Regulations on the branches and sub-branches of Latvian Science", where the Law iScience is indicated as one of the social sciences. This title is fully in line with the content of the program, which is mainly designed as an in-depth study of law science and its sub branches and result-oriented research in this direction.

In view of the content of the program, the requirements for a Master's degree in law or equivalent education as an obligatory prerequisite for commencement of studies in this program are objectively justified.

Admission to the doctoral study program is in accordance with Turība enrolment regulations for academic year 2020/2021. (approved by the Senate on 23.10.2019) (all regulations are available here: <http://nodarbibas.turiba.lv/regdok.asp>), which the following procedure:

- show a diploma certifying award of master's or professional master's degree while applying for doctoral studies;
- submit a paper of 10 pages to the programme director for enrolment in the respective doctoral study programme while applying for doctoral studies;
- It is also possible to register for doctoral study programmes with a master's or professional master's degree in a branch related to the chosen doctoral programme with the decision of the respective doctoral programme council;

**In accordance with the Doctoral Study Regulations (approved** by the Senate on November 28, 2018) enrolment is based on the submission of documents that meet the requirements of the Turiba enrolment regulations, as well as interviews with the applicant and a positive evaluation of his / her report.

**According to the Doctoral Council Regulations (approved** by the Senate on May 27, 2015), the Doctoral Council is a collegial management body that oversees the implementation of the doctoral study programs and aims to increase the quality and effectiveness of Turiba research. The Council shall have the right to decide on the conduct of the doctoral study process, as well as to give instructions to the directors of doctoral programs, councils, faculties and departments of the doctoral program, as well as other structural units related to doctoral studies at Turiba.

Doctoral studies in Latvia can be considered as a special type of study, which does not fit into the common system, when graduation of the study program means obtaining a degree and / or professional qualification, because in Latvia the doctoral defence process, i.e.. acquisition of the scientific degree is separate from the implementation of the doctoral program and it takes place in a specially regulated - doctoral defence process (see Cabinet Regulation No.001 of 27 December 2005 "Procedure and Criteria for Awarding the Scientific Doctoral Degree"). Completion of the doctoral study program according to these regulations is one of the prerequisites for starting the doctoral defence process. However, it is undeniable that writing a doctoral thesis should be considered as a key element of the doctoral program, thus ensuring the doctoral student's readiness for the doctoral defence process.

The program aims and objectives are set according to the title and level of the program.

The aim of the program is defined as the acquisition of competencies for independent research work and its completion with original and empirically verified results in the field of Law Science.

The tasks of the program, in turn, are related to the possibility to successfully acquire the study program and obtain the necessary intellectual, professional, academic and practical competences for elaboration and defence of the doctoral thesis, and to obtain the Doctor of Science (Ph.D.) degree in Law Science.

The content of the program is designed to fulfil these tasks and achieve the goal.

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

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

The program is important for the development of the country and the region, because in its preparation the strategic goal was set - to provide the students with the theoretical knowledge and research skills of law, reaching the study results defined in the study program corresponding to the knowledge and skills of the EQF level 8 and excellence. The Latvian economy must be provided by specialists educated in an international environment for the academic and research environment. A single EU legal system requires trained professionals with an international perspective. Visiting professors from other countries are attracted to the program, thus enhancing international cooperation.

Although several higher education institutions in the Baltic States have doctoral programs in the field of law, BAT focuses their programs on serving the business environment. For example, the students of the study course "State Law", when acquiring administrative law, in accordance with the development tendencies of the branch, pay more attention to the improvement of the legal framework of public procurement. As a result, a doctoral thesis "Criteria for Proposal Selection and Evaluation in Public Procurement" was developed and defended for this program, as well as a monograph was written and published on the basis of this thesis, which is not only a practical assistant in the study process participate in public procurement tenders. The promotional work "Legal Framework of Construction" developed and defended in the program is also oriented towards business environment, which helps to improve the legal framework of construction in practice. This year's thesis "Legal Regulation of Insurance Contract", which was developed and defended, is a useful advisor for all businessmen operating in the business environment who use and implement insurance contracts in their activities. So, the Doctoral Program in Law is pursued in line with the mission of BAT: we push the world of business thinking, earning ourselves and teaching others to make money. As a result, this program is quite different from other doctoral programs in the Baltic States.

The award of the PhD is based on the achievements and knowledge of the field of Law. Already in choosing and applying for the topic of the doctoral thesis, the doctoral student justifies the topicality of the topic and the issues that are theoretically debatable, either because of the shortcomings of the legal regulation or the incorrect implementation of the legal regulation or all together. The dissertation itself contains an empirical study of the actual situation in the national economy in the exercise of rights. Thus, the actual situation is investigated by evaluating both positive and less positive achievements and proposing solutions of either theoretical or practical nature. Practical solutions are accompanied by proposals to improve the regulatory framework. Proposals of a theoretical nature involve refining the conceptual approach.

The strategic goal of the Doctoral study program "Science of Law" was to provide students with theoretical knowledge and research skills, achieving the study outcomes defined in the study program, which correspond to the level 8 knowledge, skills and competence of the European Qualifications Framework.

The difference in the doctoral program is in the research orientation, allowing doctoral students to

acquire academic knowledge and develop the competencies of law professionals internationally. This would facilitate the success of internationally educated law doctorates in research, as well as broaden the scope for cooperation with foreign higher education institutions implementing similar format doctoral programs. The preparation of the potential academic staff for the development of BAT and MA programs is also promoted.

BAT combines diverse studies and scientific activities to provide high quality higher education, to create new knowledge and apply it in solving important problems of Latvian economy and society, as well as to support successful development of Latvian state, economy and society. The doctoral program covers research in five sub-disciplines of Law Science: Civil Law, Criminal Law, National Law, International and European Union Law, and Law Theory and History. The results of these lines of research ensure the study of issues of importance to the Latvian state, economy and society as a fundamental prerequisite for the functioning of a democratic state system.

The aims and tasks of the doctoral study program are aimed at the achievement of strategic goals set by BAT. The aim of the doctoral program is to prepare qualified legal professionals capable of independently carrying out, in the fields of public and private law, national, European Union and international law activities relating to the application of substantive and procedural law, case law and doctrine. furthermore, the doctoral program achieves the goals set by BAT in the field of Law.

The School of Business Administration Turība has been granted promotion rights in law by the Cabinet of Ministers Regulations No. 1000 of December 27, 2005 "Regulations on Delegation of Doctoral Degree (Promotion) Rights to Institutions of Higher Education". Accordingly, the name of both the Doctoral Council and the doctoral study program was used at one time and in the manner prescribed by law. The introduction of the single lawyer's qualification examination has identified certain sub-branches of law in which the examination is to be conducted. The sub-branches of law are almost identical to those set out in the classification of science and, in the alternative, a doctoral program has been developed. The branch of law and its sub-branches were updated in accordance with the Cabinet of Ministers, January 23, 2018 Regulations No. 49 "Regulations on the branches and sub-branches of Latvian science", during the meeting of the activities for the improvement of study programs both in terms of title and content,

The content of the doctoral program covers the main subdivisions of Law, Theory and History of Law, National Law, International Law, Criminal Law, Civil Law, Forensic Science and Theory of Operations. Thus, along with the amendments to the external normative acts, the institution of higher education uses the title Law Science both in the promotion process and in the title of doctoral study program.

In accordance with the Cabinet of Ministers Regulation No.1001 of December 27, 2005 "Procedure and Criteria for Granting a Scientific Doctor's Degree", the provisions of Paragraph 15.2 determine that the results of the doctoral thesis have a significant significance in the respective sub-branch of science. The dissertation substantiates the topicality of the chosen topic, the novelty of the research and its contribution to the sub-branch of law and the practical applicability of the results. The requirements of the legal framework are fulfilled in all defended doctoral theses.

The content of the doctoral study program provides opportunities for scientific research work in any field. The sub-branch of national law, in particular administrative law, has been researching for many years the importance of the sector. Namely construction law or administrative construction law. As a result of the research, the construction industry was offered a practical solution to eliminate the poor control of design and construction in the construction industry due to a lack of regulatory framework. which was the basis for in-depth scientific research in the field, eg Dr. iur. Jānis Bramanis. As a result of the doctoral thesis, proposals were made for the introduction of a new legal framework in the field of construction.

The doctoral thesis elaborated and successfully defended during the reporting period is attached.

Doctoral study program " Law" is implemented in both Latvian and English, it promotes cooperation of higher education institutions, develops joint scientific research, as the program involves academic staff from several foreign higher education institutions. It promotes the internationalization of studies - an international collaboration that complements both studies and research with the richness that exists in every university and every country. The program focuses not only on lecturers and scientists, but also on the specialization of international education in the global world. An example of the above is Vladas Tumalavičius' thesis "Legal regulatory enhancement of society's security under globalization: the example of Lithuania". The dissertation itself is a significant contribution to the science and practice of law in Latvia and Lithuania. V.Tumalavičius is involved in the implementation of the doctoral study program of Turība University and in the process of defending his doctoral theses, he is a scientific expert in Law. In the sub-branch of Law, Theory of Forensic Science and Operative Activities Turība University provides unique study courses that are not included in the programs of other institutions of higher education, and provides scientific research work for writing a doctoral thesis " It is not possible to integrate this program into any other doctoral study program at BAT, since only this doctoral program corresponds to the study field "Law".

In the beginning the study program was implemented only in Latvian. However, seeing the interest of foreigners in the content, forms and costs of the study program, an evaluation was carried out and a decision was made on its implementation in English as well, attracting more visiting professors from both Latvian and foreign universities.

In parallel, a Joint Doctoral program "Law" was developed and licensed together with Kazimieras Simonavičius University (KSU) in Lithuania. However, prior to the filing of the study accreditation documents, the necessary legislative changes in Lithuania were not made to allow KSU to implement doctoral programs. Therefore, this Joint Doctoral program is not currently being promoted for accreditation, but the prepared materials are being used for the implementation of the Academic Doctoral Program.

The aim of each study course is to contribute appropriately to the achievement of the aim of the academic doctoral program. Both compulsory and elective courses aim at the sub-programme's goal of acquiring the knowledge, skills and competences necessary to successfully defend a doctoral thesis and further scientific research.

The study course *Criminalistics and Theory of Operative Practice* will be implemented if it is chosen by the doctoral student according to the theme of the doctoral thesis. As no doctoral student has chosen such topic at the moment, the lecturer is not involved and the course descriptions are not elaborated.

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

The doctoral program offers opportunities to study and conduct scientific research in the five sub-

branches of Law Science: Civil Law, Criminal Law, National Law, International Law, and Law Theory and History. The subdivisions of the Law Science and History, Civil Law, Criminal Law, State Law, International Law, Forensic Science and Theory of Operational Police are subdivided into the Legal Science Classification. The School of Business Administration Turība offers doctoral studies and promotion in all sub-branches except Police Law. In the civil law subdivision of law, doctoral students' scientific research is carried out in civil law "Problems of legal regulation of apartment house ownership", Public property and forms of realization of property rights, "Historical evolution and place of the matrimonial property institute-dowry in contemporary Continental law family" "Crime community", Active scientific research in national law "Latvian state awards, their legal regulation" "Tender selection criteria and evaluation in public procurement", "Construction law development problems". The results of these research activities make an important contribution to the enrichment of legal science and an important contribution to the development of the legal framework and the development of good practice. Scientific research has been approbated during the doctoral study process by presenting the achievements at the meetings of the Doctoral Council, giving presentations at international scientific and practical conferences, publishing articles in journals and conference proceedings. After defending the doctoral thesis, it is an addition to the Young Scientist family of the Republic of Latvia, at the same time it is a renewal of the academic staff, positive career development and professional development. The doctoral students mentioned in the table (pages 5-7) participated in the implementation of the Bachelor and Master study process by leading lectures, Bachelor and Master papers. Law sciences in the Public Law sub-sector, in the Civil Law sub-sector, in the Criminal Law sub-sector. Thus, students were given experience in the application of research methods, and students were introduced and interested in further research in the relevant sub-branch of law. Its professional bachelor's program includes the course "Legal Regulation of Construction" (lecturer J.Bramanis), Public Procurement (lecturer E.Saulītis), professional course "Civil Law" (lecturer T.Jurkeviča). Doctoral students positively influenced prospective bachelors and masters to choose and study issues relevant to law and practice during their studies, for example: Bachelor's Thesis in Public Law "Preparation of Procurement Procedure Regulations for JSC" Latvijas valsts meži "" in Public Law "Master's thesis in Public Law" organization and related issues in Latvia ", " Civil law " Divided real estate issues ", " Costs in civil cases ".

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

In accordance with the provisions of Article 6 (4) of the Law on Higher Education Institutions, the teaching staff is entitled to choose teaching methods. Each lecturer involved in the implementation of the doctoral study program knows the current issues of his / her subject. They are especially discussed within the study course and discussed with doctoral students. Doctoral students are invited to propose possible solutions to the current issue, which are presented and given an appropriate evaluation by the lecturer. A solution can be a presentation, an essay, a test, but it is certainly a completed evaluation and analysis of possible solutions. The solutions proposed by the doctoral students are evaluated from the point of view of academic importance, practical application and, of course, whether the solution is related to the chosen theme of the doctoral thesis.



## **Student-centered learning, teaching and assessment.**

Professionals of the particular field are involved in the study courses.

Requirements for the acquisition of study courses, the percentage of results that make up the final assessment are clearly defined and the consequences of non-compliance are described.

Study course topics are presented in an interactive way, asking questions to students and encouraging discussion, as well as PowerPoint presentations. During the lectures, students are involved in practical work both individually and in a group, indicating the students' individuality, and the underlining and development of social characteristics. The study process is divided into: Acquisition of theoretical knowledge through full-time and independent studies; acquisition of practical skills through full-time and individual practice.

Onsite lectures take place in an interactive way, by lecturing, illustrating with PowerPoint presentations, asking questions to students and encouraging students to discuss with each other and with the teaching staff.

During practical lessons, students with their practical participation acquire the skills that could be acquired only through practical activities. Practical lessons are based on the knowledge gained in theoretical lessons, thus strengthening the theoretical knowledge base and supplementing professionalism with practical skills. After the practical work the discussion is followed by an analysis of the follow-up practice, where the student will be able to identify his or her own and other students' strengths and weaknesses, as well as mistakes made in the practice to understand and correct them.

Independent studies are a compulsory part of the Turiba study process and the amount of independent studies foreseen is in accordance with the credit points for each particular study course. It includes study of compulsory and additional recommended literature, preparation for regular tests, lectures, seminars and the final concluding examination etc. in accordance with the study course description.

Lectures as a teaching/learning method is used in mostly in those subjects/study courses where there is a possibility of giving more theoretical knowledge and there is not enough necessity for group work or discussions.

Seminars as teaching/learning method is used in those subjects where students have greater possibility of carrying out independent research. Students have the opportunity of expressing and defending their opinions as well as listening to opinions of others during such seminars and sharing their professional experience.

Group work, as teaching/learning method is used in those subjects where team work is necessary to understand the theory. Students working in a group have the opportunity to strengthen their theoretical knowledge, understand the essence of the theory and apply it in practical activity.

Students have to pass regular tests foreseen in each study course programme – tests and/or independent study papers.

The basic forms of assessment in the study programme are examinations and tests that are to be passed at the end of each study course. Students are only allowed to pass the final concluding examination for the study course if they have fulfilled all the requirements foreseen by the study course (passed all regular tests), fulfilled all their contractual obligations as well as defended the practice reports and study papers for the previous year.

The form of assessment is set out in the study course descriptions. Student achievements are evaluated on a 10 point grading system in accordance with the MK regulations. Turiba study

regulations([Study regulations](#))

When meeting with each group, the lecturer decides on the most appropriate teaching method for each group individually, adapting it to the individual characteristics and abilities of the group.

Turiba also has an academic arbitration court ([Academic arbitration court regulations](#))

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

Practice is not foreseen

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

The difference in the doctoral program "Law Science" lies in its research orientation, allowing doctoral students to acquire academic knowledge and develop the competencies of Law professionals internationally. It enables to promote the success of internationally educated doctors of law in research, as well as broadens the possibilities of cooperation with foreign higher education institutions that implement similar doctoral programs.

The training of potential academic staff for the development of bachelor and master programs is also promoted. Forecasting the employment of graduates of the program, it should be noted that it is primarily the graduates who will continue the work they did when they entered the program, since many graduates are already practicing lawyers or heads of institutions or organizations or leading professionals. Some of the graduates of the program are attracted as lecturers in higher education institutions, combining teaching and research careers. Graduates of the doctoral study program cooperate with employers by carrying out practical research on the order of employers.

The topicality of students' thesis topics in the field is justified by the following factors:

The topics are practically unexplored - there is no legal basis for publications in the mass media, no monograph, no scientific research. For the first time, Latvian legal doctrine has broadly and comprehensively covered and studied in-depth issues. The legal framework is incomplete, the rules of the law often contradict internationally accepted practice and do not correspond to the historical traditions that have developed over centuries. Problems are not fully resolved in the laws of the Republic of Latvia. The proposed amendments to the regulatory enactments will allow to stabilize the regulatory framework, respect for and protection of rights, promote further development of the regulatory framework, as well as promote the development of the national economy by supplementing tax revenues.

Likewise, these studies could make an important contribution to improving the legal framework, operating efficiency and improving control in many areas of law. Development of the legal framework, issues of improvement and problems, as well as topical issues in the application of the legal framework are studied. Research is of scientific and socio-economic importance as it provides concrete practical examples in different fields. The research is devoted to the analysis of topical, significant and persistent problems. Theoretical questions of law and problems of development in Latvia are studied and analyzed.

By gathering information on existing problems, it will be possible to improve law enforcement practices by encouraging a focus on problematic issues and identifying areas where more research is needed. This will allow those who apply the law to better understand the essence of European Union law, which in turn will promote their correct application in Latvia. Research could serve as a basis for the development of new scientific theories and for an in-depth study of the topic. The topicality is also justified by the judgments of the courts of recent years in the courts of general jurisdiction of Latvia and the Constitutional Court, and a new legal act regulating the law came into force, which updates the necessity of such research in many fields.

The doctoral theses defended in the study program on the following topics:

Name Surname	Title	Supervisor	Thesis reviewers:
Jānis Rušenieks	Historical origins of legal problems of authors and producers of audiovisual works and their solutions in the Republic of Latvia	Turība University assistant professor, Dr.iur I.Veikša	Jānis Grasis
			Zane Pētersone
			Danguole Klimkevičute
Una Skrastiņa	Tender selection criteria and evaluation in public procurement.	Turība University professor Dr. iur. J.Načisčionis.	Ivars Kronis
			Jānis Grasis
			Egle Bilevičiute
Jānis Bramanis	Problems of development of construction rights in Latvia	Turība University professor Dr. iur. J.Načisčionis.	Ringolds Balodis
			Ivars Kronis
			B. Kohl
Sintija Stipre	Latvian state awards and their legal regulation	Turība University professor Dr. iur. A.Endziņš	Jānis Pleps
			Ingrīda Veikša

			Toma Birmontiene
Tatjana Jurkeviča	ELECTRONIC EVIDENCE IN CIVIL PROCESS	Dr. iur: Lauris Rasnačš.	Jānis Grasis
			Ivars Kronis
			Jeržijs Pasniks (Jerzy Pasnik),
Elīna Stankeviča	Problems of legal regulation of property in apartment houses	Dr. iur: Aleksandrs Baikovs.	Osvalds Joksts,
			Ingrīda Veikša
			Staņislavs Pikuļskis (Stanisław Pikulski)
Sigita Šimbelīte	Peculiarities and problematics of special knowledge application in Lithuanian criminal process of giving evidence”	Prof. Dr. iur: Hendryk Malevski	Sandra Kaija
			Juris Juriss
			Vilmantas Egidius Kurapka
Ernests Saulītis	Property of Public Persons and Forms of Realization of Property Rights	Dr. iur: Lauris Leja	Una Skrastiņa
			Aleksandrs Baikovs.
			Agne Tvaronavičienė
Vladas Tumalavičius	„Legal regulatory enhancement of society’s security under globalisation: the example of Lithuania” Lithuanian example	Dr. iur: Jānis Ivančiks	Jānis Bramanis
			Jānis Načisčionis
			Alvydas Šakočius
Giedrius Nemeikšis	THE LEGAL REGULATION OF BANK GUARANTEE IN LITHUANIAN LAW	Dr. iur: Vigintas Višinskis	Jeļena Alfejeva
			Ingrīda Veikša
			Antanas Rudzinskas

Ainars Persidskis	The composition of criminal offence	Dr.iur Dainis Mežulis	Tomas Girdenis
			Uldis Krastiņš
			Juris Juriss
Iveta Nikolajeva	THE INSTITUTE OF MARITAL PROPERTY RELATIONSHIP - A HISTORY OF HISTORICAL EVOLUTION AND PLACE IN THE MODERN CONTINENTAL LAW	Dr.hist. Valdis Blūzma	Holger Buck
			Jānis Pleps
			Guntis Zemītis
Dana Rone	LEGAL REGULATION OF INSURANCE CONTRACTS IN LATVIA	Dr.iur Jeļena Alfejeva	Stefano Dominelli
			Ingrīda Veikša
			Jānis Grasis

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

Turība regularly conducts student surveys.

During the reporting period, an electronic student survey was conducted to determine the level of student satisfaction, which resulted in the following main conclusions:

The averages are close to the maximum grade, so it can be concluded that the students are satisfied with all the processes in the university, including the study program and its organization,

Students highly value (4.3) the organization of the study process, both as regards to the planning of the academic year and as regards to the adequacy of the timetable,

Students were also asked to evaluate the learning outcomes - objectivity of the assessment, requirements for the final examinations of the study courses, assessment of independent studies. Overall, the students gave a positive response, with an average rating of 4.4 for all above indicators,

As one of the criteria in the organization of the study process, the students had to evaluate the accessibility and sufficiency of information on the processes related to the study process (scope and content of the study program, types of examination and requirements for it, optional courses (specializations), independent studies. The average assessment for sufficiency and accessibility of information in these processes was 4. The material and technical facilities at the university (classrooms, copying, library offer) are also highly appreciated, which students have rated on average 4.5.

Summarizing the questionnaires of graduates of the professional master's study program "Law Science", it can be concluded that 62% of graduates work in the public sector, 29% are self-employed and 9% work in the private sector.

92% of the respondents work in their speciality, 87% had already worked there before graduation. The positions held by graduates are mainly: specialist (54%), manager (27%), senior manager (17%). One percent of graduates work in project management and as assistants.

Mostly the study program has improved the competence of the graduate (62%). Some have gained a better job - 13% in a new job, 7% of graduates were promoted in their existing jobs. 16% of graduates say that having a university degree has had no impact on their careers, arguing that their diploma does not affect their career prospects in this sector. 77% are reluctant to continue their studies, while 23% are considering continuing their doctoral studies at Turība University.

The organization of the study process is rated 4.26 (on a scale from 2 to 5). The study courses (knowledge acquired in the course) were also evaluated with 4.26, but skills acquired during the course with 4.16; reflection of the latest achievements and problems in the study course is evaluated with 4.16, but accessibility of study materials and literature with 4.33. The results of student surveys are used to improve the content and quality of studies. Each lecturer is acquainted with the results of the students' survey, which gives the opportunity to make necessary improvements in further work. If necessary, the director of the study program meets with the lecturer, whose evaluation differs from the common tendencies.

Turība conducts graduate surveys, but lately it has been difficult to carry out due to the increased protection of personal data. This partially limits the ability to follow a graduate's work and life after graduation. 508 respondents, including 179 graduates of the Faculty of Law participated in the last BAT alumni survey.

Graduates are asked if they work in an their speciality, how long after graduation they got a job and what their income is. Analysing the answers obtained, study course descriptions are improved, new study courses are added or old ones are removed, as well as the sequence of study courses in the program is specified.

The involvement of employers takes place through council meetings, individual discussions, as well as through evaluation in practice reports.

Every year, law enforcement agencies send out topics on which students are invited to write research papers, making the best research (rated 7 to 10) available to employers, with the permission of the author.

Self-evaluation reports are reviewed annually at JF Council meetings, where members first review the reports electronically, then express their objections, additions and provide an independent evaluation.

Employers, when evaluating the report, pay attention to the actualization of study courses, including orientation to specialization and connection with business.

In order to ensure that the most up-to-date information is passed on to the students, guest lecturers - industry specialists and employers - are invited to lectures. Student surveys are conducted each year on the quality of the study program and the need to improve the program. Representatives of the Faculty regularly participate in discussions and seminars organized by the Ministry of Justice on topics relevant to the field of law Faculty representatives and faculty staff are also members of several other industry associations, such as: Latvian Association of Judges, Latvian

Association of Prosecutors, Bar Association, Latvian Association of Colleges (LKA); European Law Faculty Association (ELFA), World Intellectual Property Organization (AIPPI), etc. Representatives of the associations are involved in the provision of the study process by delivering guest lectures to students, as well as participating in the State Examination Commissions.

Cooperation with employers is ensured by organizing JF Council meetings. The Faculty Council discusses all the major issues of the Faculty, such as the content of study programs, and updates the content according to the requirements of the labour market. The Turība Faculty of Law Council was involved in the development of the study program, and it consists of employers who are important for the sector:

1. Edvīns Bērziņš - Member of the Board of the Latvian Chamber of Commerce and Industry
2. Ivars Bickovics - Chief Justice of the Supreme Court of the Republic of Latvia,
3. Juris Juriss - prosecutor of the Latvian Prosecutor General's Office;
4. Gunārs Kūtris - Lecturer, Department of Criminal Law, University of Latvia,
5. Guntars Loba - Expert of Latvian Security Business Association;
6. Laila Medin - Deputy State Secretary, Ministry of Justice,
7. Guna Paidere - Chief State Notary of the Register of Enterprises of the Republic of Latvia
8. Anta Rugate - Member of the Board of the Latvian Lawyers Association,
9. Andris Spore - Deputy Chairman of the Latvian Council of Bailiffs
10. Artis Strāders - Head of Riga Municipal Police Zemgale Suburb Administration
11. Viola Supe - Attorney at Law, Member of the Latvian Bar Association

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

Under the mobility rules, doctoral students have the opportunity to take advantage of the Erasmus + mobility program offer. However, this option is little used. This can be explained by the fact that it is practically difficult for students who are already working permanently to combine work with studies abroad. In most cases, doctoral students usually already have families and children, which also prevents them from staying abroad for long periods.

Student mobility is regulated by Erasmus+ mobility program regulations<sup>[1]</sup>

1. Competition for studies and practice placements within the Erasmus+ program
  - 1.1. Students of the first, second and third year study programmes of Turība can apply for studies under the Erasmus programme for the next academic year in partner higher education institutions with whom Turība has concluded an agreement on the organization of the Erasmus program provided the previous study duration under the Erasmus programme (studies and practice) and the planned time of studies at that partner institution does not exceed 12 months.
  - 1.2. Students of 1st level higher education study programmes, Professional bachelor study programmes and Professional master study programme are eligible to apply for practice placement under the Erasmus programme during the following study year.
  - 1.3. Students, who have applied for studies or practice placement under the Erasmus programme shall not have any academic debts and/or financial debts outstanding to Turība.

1.4. Students applying for studies or practice placement under the Erasmus programme and have earlier participated in the Erasmus programme must be aware that the total length of mobility under Erasmus programme including the one that they are applying for cannot exceed a total duration of 12 months within a particular study programme.

1.5. The competition for studies or placement under the Erasmus programme shall be held in accordance with the following criteria:

1.5.1. Knowledge of foreign language of the student (marks for the foreign language study course);

1.5.2. Student's average mark for the previous study period which shall not be less than 7 (seven);

1.6. Turiba faculty upon issue of a decree in accordance with clauses 2.8. and 2.9. of the regulations can set additional criteria .

1.7. Students who have the highest average marks in accordance with the criteria stipulated in the clause 2.5. of the regulations shall be entitled for studies and placement under the Erasmus programme. In case of identical averages the student who applied for the competition earlier shall be given preference.

1.8. The deadline for submission of applications (appendix 1) for the competition, number of places for studies under the Erasmus programme for the next year shall be determined by the Vice Rector for Study Development and International Cooperation by the 1st April for the autumn semester of the following year and by 1st November for the spring semester of the following year.

1.9. The deadline for the submission of the application (electronically on the BATIS system) for the competition, the number of places for practice placement under the Erasmus programme is determined by the Vice-rector of Study development and international co-operation as follows:

1.9.1. by 1st August for placements that start from 1st September till 31st October:

1.9.2. by 15th October for placements that start from 1st November till 28th February;

1.9.3. by 15th February for placements that start from 1st March till 31st March;

1.9.4. by 25th March for placements that start from 1st April till 31st August;

1.10. The amount of Erasmus scholarship for mobility during the following study year shall be determined by the Vice Rector for Study Development and International Cooperation within 1 week after the conclusion of the agreement with the State Education Development Agency taking into account the finances and number of mobility places allocated under the agreement.

## 2. Studies at Partner institutions

2.1. Studies at the Partner institution shall be regulated by the internal regulations of the Partner institution and the normative enactments of the country in which the Partner institution is located as well as the Erasmus university charter signed by both Partner institutions.

2.2. If upon arrival at the Partner institution it is not possible to acquire the study courses mentioned in the above clause 3.1.2. of regulations the student with the approval of the faculty and the Partner institution's Erasmus coordinator shall select other study courses. An additional agreement shall be signed regarding the selected courses as a part of the triparty contract mentioned in the clause 3.1.3. herein.

2.3. Upon completion of studies at the Partner institution which is testified by the certificate issued by the Partner institution for the study period at the Partner institution under the Erasmus



programme and the mark sheet issued by the Partner institution on the study courses acquired under the Erasmus programme, the scope and evaluation, the Student shall submit these documents to the Turiba Erasmus coordinator.

2.4. Upon completion of studies under the Erasmus programme, the Student shall submit an online report on studies in the Erasmus programme at the internet website <https://webgate.ec.europa.eu>.

2.5. In case the student discontinues studies under the Erasmus programme earlier than 3 months after its commencement as well as does not successfully complete any of the study courses at the Partner institution the Student must repay the scholarship mentioned in the clause 3.2.4. of the regulations.

### 3. Placement at the Placement enterprise.

3.1. Placement at the Placement enterprise shall be regulated by the internal regulations of the Placement enterprise and the normative enactments of the country in which the Placement enterprise is located as well as the Erasmus university charter signed by Turiba.

3.2. The scope of abilities, skills and knowledge gained during placement, placement tasks and goals shall be governed by the placement/internship programme drafted by Turiba and the triparty contract signed which is mentioned in the clause 4.1.2. of the regulations.

3.3. Upon completion of placement at the Practice enterprise which is testified by the certificate issued by the Placement enterprise for the placement period at the Placement enterprise under the Erasmus programme, the Student shall submit these documents to the Turiba Erasmus coordinator.

3.4. Upon completion of Placement under the Erasmus programme the student shall submit an online report on studies in the Erasmus programme at the internet website <https://webgate.ec.europa.eu>.

### 4. Recognition of marks gained under the Erasmus programme

4.1. The Dean of the Turiba Faculty shall by a decree recognise the study courses completed at the Partner institution that are indicated in the documents submitted mentioned in the clause 5.3. of the regulations. Study courses successfully completed at the Partner institution shall be transferred with the mark "Passed".

4.2. Upon completion of the placement period the Student shall defend the Placement report in accordance with the procedures foreseen and receive the necessary credit points.

4.3. 7.3. The ECTS shall be used for transfer the credits acquired taking into consideration that 1 Latvian credit point or 1 week of placement equals 1.5 ECTS. If the placement period exceeds the one foreseen in the study programme then only the credit points foreseen for the placement in the study programme shall be transferred and the Students diploma supplement shall record the completion of full placement period foreseen under the Erasmus programme.

4.4. Study courses completed under the Erasmus programme shall be transferred to the full extent.

4.5. 7.5. Students of Turiba study programmes undergoing studies under the Erasmus programme have to additionally only complete study courses so as to gain a total of 40 credit points for the study year

### 5. Foreign students at Turiba University

5.1. Studies of Foreign students at Turiba are governed by the normative enactments of the

Republic of Latvia (LR) that regulate higher education, internal regulations of Turība as well as the Erasmus university charter concluded by both Partner institutions

5.2. A foreign student shall apply for the Erasmus Exchange Program using an online application form at [www.turiba.lv](http://www.turiba.lv) by the date specified by Turība, accompanied by a copy of an identity document, a photograph, a Curriculum Vitae and a Study Agreement containing the study courses offered by Turība. The study agreement must be signed by the Foreign Student and the Partner Institution.

5.3. Upon receipt of an application from a foreign student, Turība shall examine the possibility of ensuring that the foreign student has access to all the study courses included in the study agreement. If possible, the Dean of the respective Faculty and the Vice-Rector for Studies Development and International Cooperation sign the study agreement. If changes to the study agreement are required, the signed study agreement is accompanied by changes sent to the partner HEI.

5.4. After the study agreement is signed, the foreign student is included in the exchange student study group by the Rector's decree. A separate student file is created for the foreign student.

5.5. After completing studies at Turība, the foreign student is awarded an academic certificate of the courses he / she has acquired and a certificate of time spent in Erasmus studies.

Academic year	Incoming		Outgoing	
		DJ		DJ
2013/14		0		0
2014/15		0		1
2015/16		0		1
2016/17		0		0
2017/18		0		0
2018/19		0		0
2019/20		0		0

[1] Erasmus+ mobilitātes programmas nolikums (APSTIPRINĀTS Biznesa augstskola Turība Senāta 22.05.2019. sēdē, protokols Nr. 5)

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

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

Resources and provisions (study base, science base, information base (including library), material and technical base and financial base) are described in section II of the report. Part 3, Chapters 3.1 to 3.3 in relation to the study field "Law Science". Resources are not allocated separately for each study program.

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

Within the framework of the doctoral program, there is regular cooperation with law enforcement agencies, but no specific resources are devoted to it.

There is a collaboration with MRUNI on the involvement of university professors in the management of doctoral theses, eg Prof. Urmonas.

Lecturers of the Turiba are involved in the MRUNI Doctoral defence Council. There is a cooperation agreement with Kazimieras Simonavičius University on the involvement of the lecturers in the implementation of the doctoral program, eg. prof. R.Burda, prof.R.Kalesnykas.

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

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

The academic staff of the study program is stable, there is a long-term cooperation with the specialists of the field who are also experienced in teaching. Participation of lecturers in conferences, presentation of papers at conferences, preparation and publication of publications - this is the contribution of the lecturers to the improvement of their qualification. At the same time, higher qualification means additional knowledge, experience, which is passed on to the students in the study process to a much higher level of quality than that which existed before the improvement of qualification. Lecturers who have improved themselves and raised their qualifications are, of course, promoted to higher academic positions.

The academic staff involved in the study program are highly qualified and competent and provide students with the necessary research skills, theoretical knowledge, skills and competences.

Academic staff shall be recruited on a regular basis in accordance with Regulations on election of academic personnel[1].

The procedure for the election of associate professors and professors at Turiba is determined by the regulations of the Riga Stradins University, Daugavpils University, Turiba University Joint Professors Council in Law and by the regulations of the respective professors' councils of other universities.

The procedure for the selection of scientific research assistants, researchers and leading researchers at the Turiba Institute of Business Technology is determined by the by-laws of the Institute of Business Technologies.

Vacant positions of academic staff in Turiba departments are appointed by the Rector on the proposal of the Dean of the Faculty, the Director of the study program or the head of the department.

Applicants, both resident and non-resident, with education and / or professional experience in accordance with the requirements of the Higher Education Institution Law and Turiba job descriptions, may apply for vacant positions in the academic staff.

The competition is open and fair. The competition takes place in three (3) rounds:

1. In the first round of the competition, the documents submitted by the applicants are checked for their compliance with the requirements announced.
2. Documents submitted in the second round of the competition are examined by the departments, inviting the candidates,
3. In the third round of the competition, candidates for the academic staff positions are evaluated and elected according to the regulations of the Faculty's Extended Council.

Lecture visits are conducted regularly to assess the educators' professional qualifications in their daily work. After passing the course exam students have the opportunity to express their opinion on all the lecturers. The surveys are conducted anonymously, and students are encouraged to express their views about the lecturers, indicating their positive and negative qualities.

Educators are responsible for their further professional development and submit a report on it.

The planning and implementation of development policy for academic personnel is carried out on a regular basis. Further qualification activities are also financially supported in order to motivate educators -tuition fees are paid and if necessary subsistence costs are covered as well. Academic personnel are involved in research (creative) work. Benefits are provided for academic personnel and students to motivate them to publish their research work by covering translation and publishing costs to a reasonable extent.

The results of the research are published in internationally available and peer-reviewed editions, for example, Professor I.Veikša, Chapter in the book *Organizational and individual security.Riga, Turiba University*, professor J.Načisčionis monograph *Administrative Law.The Fourth Reprinted Edition 2018. Riga "Turiba University" LTD*

Within the scope of its competence, Turiba offers lecturers opportunities for further development, for example, learning a foreign language, using new technologies, etc.

5 professors elected at the Turība are involved in the implementation of the study program: Dr.hist.prof. V. Blūzma, Dr.hist.prof. G.Zemītis, Dr.iur.,prof. A.Endziņš, Dr.iur.prof.I.Veikša, Dr.iur.,prof.J.Načisčionis. The last three of the above mentioned have the status of scientific experts. Leading researcher of the Institute of Business Technologies Dr.iur. A.Urmonas. Dr.iur. Associate Professor G. Litvin elected at Turība also participates in the implementation of the program. Six visiting professors participate in the program. Dr.iur. R.Burda, Dr.iur. R.Kalesnikas, Dr.iur. S.Kaija, Dr.iur.I.Ziemele,,Dr.iur.I.Kudinaviciute-Mihailoviene, Dr.iur.A.Puraite and 9 assistant professors and lecturers – Dr.iur. V.Jarkina, Dr.iur.J.Alfejeva, Dr.iur. J.Juriss, Dr.iur. D.Šulmane, Ph.D.R.Uscila, Dr.iur. M.Onževs, Dr.iur. R.Neilands, Dr.iur.A.Judins, Dr.iur.I.Kudeikina.

Linking theoretical concepts with practical experience in the study process clearly has a positive impact on the quality of the study process. Students are trained for real life to be qualified to fulfil the legal requirements of a legal science specialist. The lecturers of the study program are excellent staff who transfer their knowledge and experience to the students and still have the opportunity to participate in international scientific conferences with papers, write articles and books on topical issues of law. J.Načisčionis Administrative Law. The Fourth Reprinted Edition 2018

[1] Akadēmiskā personāla vēlēšanu nolikums. APSTIPRINĀTS Senāta 28.09.2016. sēdē, protokols Nr.8

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

Academic staff have knowledge and professional links to the subject taught in Law. The study program ensures the proportionality of the teaching staff of the professional and academic environment, thus forming a balanced team, which represents both business and academic environment. Sworn attorneys involved in the implementation of the study program improve their qualifications every year, which is a mandatory requirement of the Council of Sworn Advocates. The course is undoubtedly topical and related to practical life. The knowledge acquired during the courses is transferred to the students both for supplementing the theoretical base and solving practical tasks in the classroom.

Such qualification of the teaching staff complies with the study program implementation requirements and the requirements of regulatory enactments, as it helps to achieve the goals set by the study program and to provide students with both academic and practical knowledge, thus helping to achieve study results.

The qualification of the teaching staff involved in the implementation of the study program complies with the study program implementation requirements and the requirements of the

regulatory enactments, namely, the provisions of Article 55, Paragraph one, Clause 3 of the Higher Education Law. Academic staff of the Turība (Doctors of Science - professors, associate professors and assistant professors, , as well as invited guest professors and guest lecturers from other universities participate in the implementation of the study process. The list of the educators to be involved in the implementation of the study program can be found in the report section on study direction.

26 lecturers are involved in Doctoral study program Law Science.

Among the lecturers involved in the implementation of the program:

1) 8 lecturers in the university have the following positions: 6 professors, 1 associate professor, 2 docents.

2) 18 visiting lecturers: 15 visiting professors, 3 visiting docents.

Seven professors or associate professors elected in full-time academic positions at the Turība University participate in the compulsory and compulsory elective part of the program:

1) Blūzma V., Professor,

2) Endzins A., Professor,

3) Litvins G., Assoc.prof.

4) Luke I., Professor,

5) Načisčionis J., Professor,

6) Veiksa I., Professor,

7) Zemītis G., Professor.

In the study process and in the development of doctoral theses, it is important that educators are professionals in a particular field and can provide doctoral students not only with academic knowledge, highlighting current issues, but also provide invaluable experience from practical life.

Teaching staff are involved in:

1) Developing new course descriptions that are significantly better in quality each year.

2) Methodological seminars of the department on the improvement of the study process in each study course (including preparation of course descriptions);

3) JF plans to strengthen the involvement of the teaching staff by:

1. a) organizing public lectures,

2. b) organizing regular work visits of lecturers, develop and approve common criteria for visits;

(c) overseeing the conduct of methodological seminars organized by the Department;

(d) organizing methodological seminars at least twice during the academic year;

(e) developing methodological guidelines for improving the quality of studies, including practical tools and methods;

1. f) improving the mechanism and criteria for evaluation of study papers;

(g) promoting the teaching experience of the teaching staff through regular information at departmental meetings on the findings and experience of the Erasmus program.

Regulations on remuneration organisation for Turiba personnel<sup>[1]</sup> state that:

- The Head of Department, in agreement with the Dean, may determine the remuneration of the academic staff in accordance with:
  1. fixed salary,
  2. fixed hourly rate.
- For academic staff with a fixed salary system (salary):
  1. job descriptions are being prepared,
  2. Individual work plans are prepared for each study year (see Appendix 1, which is an appendix to the employment contract), which is approved by the head of the department, dean and approved by the Vice Rector for Academic Work.
- The salary is fixed for:
  1. pedagogical workload;
  2. methodological and organizational work;
  3. management consultancy, project management and execution, and / or research;
  4. in-service training and strategic tasks.
- One/full-time academic position for the academic year:
  1. assistant - 1000 academic hours;
  2. lecturer - 900 academic hours;
  3. assistant professor - 800 academic hours;
  4. Associate Professor - 700 academic hours;
  5. Professor - 600 academic hours.
- The workload planned for the post shall be determined in accordance with an approved list of workloads.
- Academic staff with a fixed-term salary system shall prepare an electronic report of their individual work plan at least twice during the study year, at the end of December and June. Finalized study year individual work plan reports, electronically accepted by the head of department and dean, are stored for three years.
- Academic personnel with a fixed hourly rate
  1. job descriptions are being prepared,
  2. individual work plans are prepared for each study year, where only the teaching load is planned, approved by the head of the department and approved by the dean,
  3. The monthly salary is calculated by multiplying the planned amount of academic hours recorded in the individual work plan by the hourly rate and divided by ten.
- When calculating the annual workload of the academic staff, the workload shall be rounded to two decimal places.
- The total annual workload of the academic staff is in the amount specified in the Labour Law.
- A maximum of one full-time part-time is allowed for the academic staff.
- Payment for paid services and unplanned guided work shall be made in the form of bonuses in addition to the salary at the end of each semester, but not later than January for Semester 1 and July for Semester 2 or the relevant month.
- The total funding of the Faculty for the remuneration of the academic staff and academic positions is 19% of the total tuition fee income in the respective program.
- If there is an overall positive cash balance for the faculties at the end of the financial year, 15% of it is transferred to each faculty bonus fund in proportion to the balance of each faculty, and 85% is placed in a reserve for faculty development.

- The funding of the academic staff and substitute academic staff is distributed by the deans of the faculties to the departments in proportion to the number of credit points of the study courses implemented in the department and the number of academic groups. In agreement with the Dean, the number of students in the academic group may be changed.
- The salaries of the academic staff of the respective department shall be determined by the head of the department in agreement with the dean and the vice-rector for academic work, but they shall not be lower than the rates established by the Cabinet of Ministers.
- The salary of Turība staff is set for each study year.

Considering the great interest of the society (including students and graduates of the university), Turība has continued the cycle of guest lectures in 2019/2020 twice a month by organizing such an event. One of the lecturers every month is a graduate of the university, the other - a person known in the public, who is recognized as a leader of opinions. 24 guest lectures were held during the academic year 2018/2019, attracting more than 2,400 visitors.

Every year, lecturers go to the Erasmus program for both experience exchange and teaching. For example, TZK lecturers (I.Veikša and I.Kisnica) attended AMERICAN COLLEGE in Cyprus as part of the Erasmus program, participated in an international scientific conference at Panevezys University on October 18, 2018, where they delivered a speech and participated in further cooperation projects between the two institutions.

A visiting professor from Poland Anna Budnik (UNIVERSITY OF BIALOSTOK) periodically teaches the course "Administrative Law and Process" and "EU Law".

In 2019, guest lectures by Professor Ieva Diviatnikovate of MRUNI on "Roots of US Administrative law" and "Roots of EU Administrative law" were offered as part of the Erasmus + program

To emphasize that Turība faculty members are industry professionals and experts, monthly articles are produced on a variety of topics actual for the society and business. Each month, a number of educators express their opinions on areas such as economics, politics, energy, ICT, healthcare, media and communications, law, tourism and hospitality, among others on mass media. The image of the academic staff- experts is gradually gaining ground in the media, which makes journalists increasingly turn to Turība educators for advice and comment.

According to LETA monitoring data, the number of publications related to Turība has increased significantly in recent years. The 800 publications mentioned in the Strategy 2020 indicators were exceeded already in the academic year 2016/2017, however, taking into account the changes in the university's image building tendencies, the number of publications was forecast to continue to increase; reach 1500 - 1600 publications. In the academic year 2018/2019 there were 1932 publications mentioning Turība University. Specific publications, monographs are indicated in the CV of the lecturers.

[1] Augstskolas personāla darba samaksas organizācijas nolikums. APSTIPRINĀTS Senāta 23.10.2019. sēdē

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



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

Information on the number of scientific publications of the academic staff involved in the implementation of the doctoral study program in the reference period is attached in Appendix 7 of the report on the study direction

**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).**

In order to fulfil the tasks set by the BAT Strategy for increasing the scientific potential, the lecturers involved in the implementation of the program plan to more actively search for and get involved in research projects. Involvement has not been very successful so far, as no research relevant to the legal sciences was offered in the public space.

Participation of the academic staff involved in the implementation of the study program in research projects:

Lecturers Veikša I. and Načisčionis J. are involved in the ESF project "Improvement of Management in BAT". Project Number: 8.2.3.0/18/A/007.

Professor Veikša I. delivered lectures and discussions on the topic "Academic Honesty" as part of the project.

The aim of the project is to improve the quality and quality of the university's management and to increase the competencies and skills of the management staff in order to ensure the quality of study programs and to make effective use of available resources by developing strategic partnerships with the science and business sector. In the framework of this project, Professor Nachischionis J. was present as a listener. Professors Veiksa I. and Nacisčionis J. mentioned project no. 8.2.3.0/18/A/007 additional professional competency in the course "Administrative efficiency, quality and financial management aspects".

The University has three permanent doctoral defence boards, one of which is in Law Science:

Permanent Doctoral Council for Law Science (Rector's Order No.640 / 27.06.2014)

- iur., A. Endziņš, Turība University, chairperson;
- iur., I.Kronis, Baltic International Academy;
- iur., J. Načisčionis, Turība University, deputy chairperson;
- iur., I. Veikša, Turība University;
- iur. V. Zahars Daugavpils University
- iur., J. Grasis, BA School of Business and Finance ;
- iur., J. Teivāns - Treinovskis, Daugavpils University

12 doctoral theses were defended during the report period:

- Skrastiņa. Tender selection criteria and evaluation in public procurement. Supervisor Dr. iur: J.Načisčionis. Doctoral defence meeting date: 18.09.2013
- Bramanis. Problems of development of construction rights in Latvia. Supervisor Dr. iur: J.Načisčionis. Doctoral defence meeting date: 18.09.2013
- Stipre. Latvian state awards and their legal regulation. Supervisor Dr. iur: A.Endziņš Doctoral defence meeting date: 01.10.2014
- Jurkeviča. ELECTRONIC EVIDENCE IN CIVIL PROCESS Supervisor Dr. iur: Lauris Rasnačs. Doctoral defence meeting date: 30.09.2015
- Stankeviča. Problems of legal regulation of property in apartment houses Supervisor Dr. iur. Aleksandrs Baikovs. Doctoral defence meeting date: 30.09.2015
- Šimbelīte. Peculiarities and problematics of special knowledge application in Lithuanian criminal process of giving evidence Supervisor Prof. Dr. iur: Hendryk Malevski Doctoral defence meeting date: 28.04.2016
- Saulītis. Property of public persons and forms of realization of property rights Supervisor Dr. iur. Lauris Leja Doctoral defence meeting date: 05.10.2016
- Tumalavičius „Legal regulatory enhancement of society’s security under globalisation: the example of Lithuania” Supervisor Dr. iur. Jānis Ivančiks Doctoral defence meeting date: 09.02.2017
- Nemeikšis „The legal regulation of bank guarantee in lithuanian law” Supervisor Dr. iur. Vigintas Višinskis Doctoral defence meeting date: 20.09.2017
- Persidskis. The composition of criminal offence Supervisor Dr.iur Dainis Mežulis Promocijas sēdes datums: 25.10.2018
- Nikolajeva. THE INSTITUTE OF MARITAL PROPERTY RELATIONSHIP - A HISTORY OF HISTORICAL EVOLUTION AND PLACE IN THE MODERN CONTINENTAL LAW. Supervisor Dr.hist. Hendryk Malevski Doctoral defence meeting date: 13.02.2019
- Rone. LEGAL REGULATION OF INSURANCE CONTRACTS IN LATVIA Supervisor Dr.iur Jeļena Alfejeva Doctoral defence meeting date: 15.05.2019

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

The Faculty of Law organizes international scientific conferences once every three years. The previous conference was held on April 19, 2018 and was called the 19th INTERNATIONAL SCIENTIFIC CONFERENCE "Latvia 100: Expectations, Achievements and Challenges". Topicality of the Conference At the anniversary of Latvia, one has to evaluate what has already been achieved, as well as to understand the mistakes that prevented the achievement of our expectations. We need to help our country flourish and take its rightful place in the international arena, both by improving the rule of law and security, developing the business environment and promoting cultural and scientific excellence. You must be able to present and explain the goals and objectives of your chosen path to people both in Latvia and abroad, not only by attracting our friends and supporters, but also by convincing sceptics and even the poor. These objectives are interlinked and underpin the themes of this conference.

Research areas of lecturers:

- D. Sproģe - Problems of application of the legal framework for cross-border insolvency proceedings in Latvia,
- Ā. Vitte - International Legal Aspects of Adoption of Children and Problems of Legal Regulation of Cross-border Adoption in Latvia.
- I. Broka - Legal regulation of business disputes and issues.
- V. Blūzma - History of Latvian Law from ancient times till 1914
- J. Načisčionis - Administrative Law in Public Administration,
- I. Veiksa - Copyright in the Digital Environment.

Turība supports for research:

- Travel and subsistence costs for attending scientific conferences
- Bonus for publication of scientific papers in SCOPUS and WoS,
- Monetary support for expressing opinions in the media
- Organization and finance of annual international scientific conferences
- Supported the publication of the collective monograph "Latvian legal system", the authors of which are lecturers of the department
- Every year a conference of students is organized at Turība where students can present their research.

During the reporting period the lecturers of Turība Faculty of Law participated in a number of conferences with reports and applied the obtained information in the study process in their study courses. List of papers of conferences attended by lecturers during the academic year 2018/2019 can be seen in the appendix.

During the reporting period, the lecturers of Turība Faculty of Law carried out various scientific research works, published them, and applied the research results in the study process in their study courses: List of publications in appendix.

Lecturer Dr.iur.J.Alfejeva has been doing scientific research on insurance contract and related issues for more than ten years. The results of the research have been approbated in more than twenty scientific publications, the collective monograph "Latvian Law System" 2017, and the monograph "Insurance Law". It is noteworthy that experience in performing scientific researches, their results, is successfully used in teaching study courses and conducting promotion work, eg, D.Rone

Professor J.Naciscionis has summarized his scientific research and published in the monograph 'Administrative Law. Fourth revised edition. The monograph is used in the study process where the doctoral students have already been examined questions outline current administrative law issues related to the exercise of rights in the process of public administration.

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

Cooperation among lecturers should be considered successful. The provision of the study process involves lecturers from different faculties, which facilitates communication between the lecturers. Cooperation among lecturers is promoted in various seminars organized by the higher education

institution for the improvement of lecturers' qualification, as well as within the ESF project Nr. 8.2.0 / 18 / A019 lecturers have the opportunity to participate in masterclasses, such as the use of state-of-the-art IT and digital solutions in business, the use of modern technological solutions for law science educators, the master class in the latest IT solutions for tourism and hospitality educators work with international students, gain additional knowledge, discuss their experiences and strengthen their collaboration.

Annual strategic seminars are organized, where lecturers work in groups to find solutions for different situations and to discuss possibilities of study process development and improvement.

The lecturers' cooperation is strengthened by annual scientific conferences, which provide an opportunity to discuss different issues, to find common interests, but in organizing student section work, lecturers from different faculties work in teams to evaluate student research.

The lecturers' cooperation also allows to ensure better link between the study courses.

Ratio of students to the number of teaching staff in the study program	
Number of students	29
Number of lecturers	26
Lecturers of the Faculty implementing the program	29
Lecturers from other faculties	2
Ratio of students to teaching staff	1.12

# Annexes

III. Description of the Study Programme - 1. Indicators Describing the Study Programme		
Compliance of the joint study programme with the provisions of the Law on Institutions of Higher Education (table)		
Statistics on the students over the reporting period	1 Doktora statistikas dati_en.docx	1 Doktora statistikas dati.docx
III. Description of the Study Programme - 2. The Content of Studies and Implementation Thereof		
Compliance of the study programme with the State Education Standard	2 Doktora atbilstība izglītības standartam_en.docx	2 Doktora atbilstība izglītības standartam.docx
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard (if applicable)		
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	4 Doktora kartējums_en.docx	4 Doktora kartējums.docx
Curriculum of the study programme (for each type and form of the implementation of the study programme)	5 Doktora plans_en.docx	5 Doktora plans.docx
Descriptions of the study courses/ modules	6 Doktora studiju kursu apraksti_eng_labots.docx	6 Doktora studiju kursu apraksti_lv_labots.docx
Description of the Study Direction - Other mandatory attachments		
Sample of the diploma to be issued for the acquisition of the study programme.	7 Doktora izsniedzamā diploma paraugs_labots_eng.pdf	7 Doktora izsniedzamā diploma paraugs_lv_labots.pdf
Description of the Study Programme - Other mandatory attachments		
Document confirming that the higher education institution/ college will provide the students with the options to continue the acquisition of education in another study programme or at another higher education institution/ college (a contract with another accredited higher education institution/ college), in case the implementation of the study programme is discontinued	8 Doktora līgums ar citu augstskolu_eng.docx	8 Doktora līgums ar citu augstskolu.docx
Document confirming that the higher education institution/ college guarantees to the students a compensation for losses if the study programme is not accredited or the licence of the study programme is revoked due to the actions of the higher education institution/ college (actions or failure to act) and the student does not wish to continue the studies in another study programme	17 Doktora par zaudejumu kompensaciju_eng_labots.docx	17 Doktora par zaudejumu kompensaciju_labots.docx
Confirmation of the higher education institution/ college that the teaching staff members to be involved in the implementation of the study programme have at least B2-level knowledge of a related foreign language according to European language levels (see the levels under www.europass.lv), if the study programme or any part thereof is to be implemented in a foreign language.	9 Doktora apliecinājums par valodu prasmi_en.docx	9 Doktora apliecinājums par valodu prasmi.docx
If the study programmes in the study direction subject to the assessment are doctoral study programmes, a confirmation that at least five teaching staff members with doctoral degree are among the academic staff of a doctoral study programme, at least three of which are experts approved by the Latvian Science Council in the respective field or sub-field of science, in which the study programme has intended to award a scientific degree.	10 Doktora apliecinājums par doktoriem programma_en.docx	10 Doktora apliecinājums par doktoriem programma.docx
If academic study programmes are implemented within the study direction, a document confirming that the academic staff of the academic study programme complies with the provisions set out in Section 55, Paragraph one, Clause three of the Law on Institutions of Higher Education	11 Doktora apliecinājums par atbilstību Augstskolas likumam_en.docx	11 Doktora apliecinājums par atbilstību Augstskolas likumam.docx
Sample (or samples) of the study agreement	12 Doktora studiju līguma paraugs_eng.docx	12 Doktora studiju līguma paraugs.docx
If academic study programmes for less than 250 full-time students are implemented within the study direction, the opinion of the Council for Higher Education shall be attached in compliance with Section 55, Paragraph two of the Law on Institutions of Higher Education.	13 Doktora AIP atzinums_eng.docx	13 Doktora AIP atzinums.docx