

APPLICATION

Study field "Transport Services" for assessment

Study field	<i>Transport Services</i>
Title of the higher education institution	<i>Rīgas Aeronavigācijas institūts</i>
Registration code	<i>3343801470</i>
Legal address	<i>MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058</i>
Phone number	<i>67677831</i>
E-mail	<i>rai.lv@ml.lv</i>

Self-evaluation report

Study field "Transport Services"

Riga Aeronautical Institute

Self-evaluation report	2
Study field	5
1. Information on the Higher Education Institution/College	5
2.1. Management of the Study Field	10
2.2. Efficiency of the Internal Quality Assurance System	16
2.3. Resources and Provision of the Study Field	18
2.4. Scientific Research and Artistic Creation	27
2.5. Cooperation and Internationalisation	32
2.6. Implementation of the Recommendations Received During the Previous Assessment Procedures	37
Annexes	39
Other annexes	40
International transportation enterprise management (42840)	41
Study programme	44
3.1. Indicators Describing the Study Programme	44
3.2. The Content of Studies and Implementation Thereof	49
3.3. Resources and Provision of the Study Programme	53
3.4. Teaching Staff	56
Annexes	60
Air traffic control (42840)	61
Study programme	64
3.1. Indicators Describing the Study Programme	64
3.2. The Content of Studies and Implementation Thereof	68
3.3. Resources and Provision of the Study Programme	73
3.4. Teaching Staff	76
Annexes	80
International transport logistics (42840)	81
Study programme	84
3.1. Indicators Describing the Study Programme	84
3.2. The Content of Studies and Implementation Thereof	89
3.3. Resources and Provision of the Study Programme	93
3.4. Teaching Staff	96
Annexes	100

Business management of international transport (47840)	101
<i>Study programme</i>	104
3.1. Indicators Describing the Study Programme	104
3.2. The Content of Studies and Implementation Thereof	109
3.3. Resources and Provision of the Study Programme	115
3.4. Teaching Staff	118
<i>Annexes</i>	121

1. Information on the Higher Education Institution/College

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

Riga Aeronautical Institute (hereinafter - RAI) was established on July 15, 1992 as a joint stock company, reorganizing Riga Civil Aviation Air Navigation Higher School. RAI is a professional higher education institution that implements professional bachelor's and professional master's study programs, as well as engages in applied research.

RAI teaching staff consists of elected academic staff and contract guest staff. Highly qualified Latvian transport industry specialists as well as lecturers of other higher education institutions who have been elected to the academic position in the relevant higher education institution work as senior guest lecturers/guest lecturers. They mainly conduct theoretical basic courses in the appropriate field and the relevant professional specialization courses.

During the academic year 2021/2022, the university has involved 55 lecturers, 20 of whom have been elected docents or lecturers. 18 of the teaching staff have a doctoral degree.

RAI's vision: RAI is a recognized professional higher education institution in the Baltic region that prepares transport industry specialists, especially in the aviation sector, and is involved in applied research. The mission of RAI is to meet the needs of the Latvian economy for aviation and other transport highly qualified professionals in the industry.

According to the RAI Development Strategy, the goal of RAI development is not to increase the number of the study directions and the implemented study programs, but to increase the quality of studies and academic work and strengthen the cooperation with employers.

In this regard, the activities of the higher education institution are aimed at improving the content of study programs in cooperation with employers, modernization of infrastructure and information provision, renewal of academic staff and raising of qualification.

RAI Development Strategy and other RAI key documents are available on the RAI Website <http://rai.lv/lv/doc> (in Latvian) and <http://rai.lv/en/doc> (in English).

Study directions and study programs implemented by RAI

Nr	Study direction	Study program
1.	„Transport services"	1. Professional bachelor study program “Air Traffic Control”; 2. Professional bachelor study program “International transport logistics”; 3. Professional bachelor study program “International Transportation Enterprise Management”; 4. Professional master study program “Business management of International Transport”.

2.	„Mechanics and Metal Processing, Heating Systems Energy Sources; Heating Equipment and Vehicles Engineering Basics”	1. Professional bachelor study program “Aircraft Technical Maintenance”;2. Professional bachelor study program “Air Transport Systems Management and Operation”;3. Professional master study program “Transport System Management”.
3.	“Information Technology, Computer Techniques, Electronics, Telecommunications, Computer Control and Computer Science”	Professional bachelor study program „Electronic equipment maintenance”.

Changes in the number of students at RAI during the academic years 2017/18-2021 / 22

Year	2017./18.	2018./19.	2019./20.	2020./21.	2021./22.
Student number	356	360	333	325	328

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

In accordance with the Law on Higher Education Institutions, the RAI Constitution and the RAI governance structure attached in Annex 2, the main representation and management institutions of RAI are:

1. Board;
2. Senate;
3. Rector;
4. Vice-Rector;
5. Dean of the Faculty of Engineering and Management;
6. Directors of study programs.

The management and administration of RAI takes place through the collegial cooperation of the mentioned institutions, as well as by listening to the students' self-government and academic staff. The Board is RAI's highest collegial representative and management body and decision-making body in academic and scientific matters. The board consists of 11 representatives, three of whom are student representatives. The Board elects and removes the Senate and the Audit Commission, approves the regulations of the Senate and the Audit Commission.

The Senate is a collegial personnel management body and decision - making body that approves the procedure and rules governing all areas of RAI activity. The Senate consists of 10 senators, of whom eight are representatives of the academic staff and two are representatives of the students.

Senate:

examines and approves all internal regulatory enactments of RAI, except those of the Board competence;

- reviews and approves academic and professional study programs, study plans and work plans;
- examines research topics and funding structure;
- approves the final examinations and state examination commissions;
- approves the methodological council, heads of structural units (dean of the faculty, department and laboratory managers, etc.);
- hears the report of the Vice-Rectors, heads of structural units and other officials on the course of studies and activities of the respective services, as well as makes appropriate decisions and recommendations to the Board;
- makes decisions on the establishment, reorganization or liquidation of RAI structural units, approves their regulations;
- performs other functions specified in regulatory enactments.

The main function of the Rector is the administrative management of the higher education institution, which is manifested in the implementation of the decisions of the appropriate collegial institutions - the Board and the Senate, ensuring the operation of these institutions and RAI in accordance with the Law on Higher Education Institutions and other regulatory enactments. The Rector, as the administrative head of RAI, represents it in cooperation with the Cabinet of Ministers, the Ministry of Education and Science, the Rectors' Council, the Higher Education Council and other public administration institutions. When dealing with these institutions, the Rector expresses an opinion that corresponds to the strategy developed by RAI and the decisions made by the collegial institutions of RAI. When implementing the decisions of the Board and the Senate of RAI, the Rector takes into account the opinions of the students (student self-government) and the teaching staff of RAI.

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

In recent years, RAI has significantly improved its quality management and assurance system. The Quality Management Manual, the Operational Organization Manual and the RAI Internal Rules of Procedure have been developed and implemented, all of which are published on the RAI Website (<http://rai.lv/lv/doc>). The Quality Management Department has been established and the head of the department has been hired.

The quality management and assurance system was developed under the leadership of the RAI Vice-Rector and the Head of the Quality Management Department, involving the teaching staff and the students' self-government. The draft quality management and assurance system was reviewed

and discussed at the RAI Senate meeting.

RAI has fully provided students with opportunities to continue their studies and financial guarantees in case the study program of the study field is reorganized or liquidated, concluding appropriate cooperation agreements and specific agreements with Riga Technical University and the Institute of Transport and Communications, which implement study programs similar to the ones of RAI.

The mechanism and procedures of the quality management system are described in the Quality Management Manual. The Rector of RAI, the Vice-Rector for Studies and the Director of Study Programs are responsible for the implementation and enforcement of the quality management system. The audits of the quality management system are organized by the head of the Quality Management Department.

The main task of the quality management system is to ensure the compliance of RAI studies, academic work and research with the Law on Higher Education Institutions and the international higher education standards "Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)".

The mechanism of implementation of the quality policy is based on quality system audits - study audit, audit of teaching staff, audit of methodological materials, equipment, study and research work premises. The results of the audit are reviewed at a sitting of the Senate, where relevant decisions are made, including a decision on supplementing or clarifying the self-assessment report of the relevant field of study, or on updating the descriptions of study courses.

1.4. Fill in the table on the compliance of the internal quality assurance system of the higher education institution/ college with the provisions of Section 5, Paragraph 2(1) of the Law on Higher Education Institutions by providing a justification for the given statement. In addition, it is also possible to refer to the respective chapter of the Self-Assessment Report, where the provided information serves as justification.

1.	The higher education institution/ college has established a policy and procedures for assuring the quality of higher education.	RAI's quality assurance policy is set out in Quality Management Manual and Operations organization manual published by RAI on the website (http://rai.lv/lv/doc).
----	---	--

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.

The proposal for the development of a new study program usually comes from employers, university management, staff or students. The proposal is discussed at the Senate meeting, taking into account the usefulness and necessity of the program, as well as the preliminary labor market demand for the relevant specialists. After deliberation, the appropriate decision of the Senate is taken. In case of a positive decision, the Senate instructs the director of the study direction to organize the preparation of the study program plan, description of study courses and other necessary documents for the licensing of the study program, as well as the attraction of relevant teaching staff for the implementation of the study program. Draft documents, especially descriptions of study courses, and the list of teaching staff are discussed at a separate meeting of the Senate after preliminary review and evaluation. Employers' representatives give their opinions on the prepared draft documents. If the prepared documents are supported by the representatives of the Senate, the study program is approved and the director of the study program is instructed to prepare the application and other relevant documents for licensing the program within a certain period. Similarly, the progress of program implementation and the need to update and improve study courses are discussed and evaluated. These issues are considered at the Senate meeting at least once per academic year. The self-evaluation report of the field of study is reviewed once a year by the self-evaluation report preparation working group, in cooperation with teaching staff, students and employers. Based on the proposals of students, teaching staff, employers and the management of RAI, the working group prepares a draft of the improvement of the self-evaluation report, which is discussed and approved at the Senate meeting. In the process of improving the self-evaluation report, questions about changes in the content of the study program and study courses, the inclusion of new study courses in the program, as well as the need for developing new study programs or closing existing programs are considered. The study programs have been developed, based on European Qualifications Framework, State standard of vocational higher education (Regulations nr. 512 "Provisions for the second level professional higher education state standard" from the 26th of August 2014 by the Cabinet of Ministers) (Annex 12_1-12_4), The professional standard of the company manager (Annex 13_1, 13_2) and The professional standard of the logistics manager (Annex 13_3).

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.	Have been prepared and published on the RAI Website (http://rai.lv/lv/doc): 1. Admission rules for study programs in Riga Aeronautical Institute for the year 2022/2023; 2.Regulation of RAI assessment and recognition of the study result achieved during previous education or professional experience 3. Quality management manual; 4. Regulations for bachelor's thesis and master's thesis development and defense; 5. For other documents, see RAI Home page.
4.	Internal procedures and mechanisms for assuring the qualifications of the academic staff and the work quality have been developed.	RAI has developed and published on the Website clear and transparent staff selection and recruitment rules (http://rai.lv/lv/doc): 1. Law on Election to Academic Positions; 2. Rules of internal procedure; 3.Rules for scientific methodological work organization at the Riga Aeronautical Institute.
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.	RAI has established a study data processing and storage program Winstudents where all the required information is regularly compiled and entered. There are regular surveys of students, RAI graduates and employers (Part 2 of the self-assessment report).
6.	The higher education institution/ college shall ensure continuous improvement, development, and efficient performance of the study field whilst implementing their quality assurance systems.	Internal quality assurance is performed constantly. RAI regularly conducts employer, graduate and student surveys. Employers' representatives are chairmen and members of examination boards. RAI periodically accredits study fields not only in accordance with Latvian education legislation, but also periodically under-goes international certification performed by international organizations which audit the aviation industry.

2.1. Management of the Study Field

2.1.1. Aims of the study field and their compliance with the scope of activities of the higher education institution/ college, the strategic development fields, as well as the

development needs of the society and the national economy. The assessment of the interrelation of the study field and the study programmes included in it.

The aim of the study direction is to educate comprehensively trained air traffic controllers, managers of transport companies and engineers with analytical abilities and professional skills for work in the modern transport sector, as well as to prepare students for further studies in the master's program.

The aim of the study direction corresponds to the aim and tasks of RAI, which determine that the studies take place in professionally oriented study programs and practically usable scientific research is performed.

The goal of the study direction fully corresponds to the development tendencies specified in the transport development guidelines for 2021-2027 and identified needs of society and economic development in the National Development Plan 2021-2027. The Transport Development Guidelines for 2021-2027 emphasize that in Latvia, as elsewhere in Europe and in the world, the transport sector is one of the most strategically important sectors of the national economy. Transport infrastructure, as well as transport and logistics services, has a direct impact on competitiveness and economic growth, creating preconditions for the development of other sectors and attracting investment, thus having a positive impact on the development of our country as a whole.

Consequently, it is the development of the transport sector that creates new jobs and the demand for new, well-educated and knowledgeable professionals.

The four study programs included in the study direction are interrelated and refer to such important areas of transport services as business management, business management, air traffic management and logistics.

As an example, the study courses of the block of general education courses "Higher Mathematics", "Philosophy and Psychology", "The basics of the law" and "Business English" can be mentioned, which are common to bachelor's level study programs. On the other hand, the blocks of the theoretical basic courses of the industry and the study courses of the professional specialization of the industry in all study programs are made up of study courses related to the field of transport. The block of elective courses contains connecting courses between all bachelor's programs, for example the course "Intercultural communication and international tourism". All study programs include an internship that takes place in one of the companies in the transport industry.

The master's study program "Business management of international transport" has courses that are a continuation of the courses of the relevant bachelor's program. For example, from the sector professional specialization course block, the "Project Management" course, which is in all bachelor's programs, is further continued as the "International Project Management" course in the master's program.

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

period shall be provided.

Strengths	Weaknesses
<ul style="list-style-type: none">• Business and collegial relationships between academic staff as well as staff, students and management;• University infrastructure - buildings, land and technical equipment are owned by the institute;• Good co-operation with employers' organizations, involvement of employers in the development and improvement of study programs, in the commissions for the defense of examinations, internships and diploma theses, feedback to improve the quality of the study process;• Due to the number of students in groups, there are wide opportunities to use an individual approach to the study process;• A recognizably specific niche of the institute has been preserved historically.	<ul style="list-style-type: none">• No state budget funding;• Insufficient publicity of the results of scientific research, especially in internationally cited publications;• Weak commercialization of scientific results;• Insufficient international exchange of students and teachers.
Opportunities	Threats
<ul style="list-style-type: none">• The University has extensive experience and wide opportunities to implement in-service training courses, retraining and qualification refresher courses, attracting additional funding;• To increase the number of students from abroad;• To further develop co-operation with foreign universities and organizations in the field of aviation and transport;• To make greater use of marketing technologies to attract students;• Academic staff has to be more actively involved in the work of expert councils, promotion councils and other collegial institutions;• Development of the existing infrastructure to improve the quality of studies;• Increase in the demand for young specialists with the development of the transport sector.	<ul style="list-style-type: none">• Possible further decline in the number of school graduates due to demographic trends;• Choice of graduates of the most capable schools to study in budget places and foreign universities;• Insufficient knowledge of school graduates in mathematics and natural science subjects;• Impact of the Covid-19 pandemic.

RAI strategy aim for 2021 and tasks necessary to reach it during the time period 2021-2027 are defined based on the SWOT analysis.

Aim: To increase the quality of education, which also includes not decreasing the quality when providing distant learning during the restrictions imposed by urgent situation.

In order to reach the aim the main tasks are defined which are described in RAI strategy .

In addition to above said, in order to eliminate the weak factors, RAI continuously improves personnel qualification skills and looks for cooperation possibilities both with Latvian and foreign educational establishments. In order to improve the English language proficiency of the academic personnel, the English language courses are being conducted.

Development of the study direction is planned in cooperation with university students, graduates and employers. Planned activities are added to the study direction development plan in order to ensure the development of the study direction and the only study program of study direction. Information obtained from students, absolutes, employers is used. Labor market requirements, European and World trends in the industry are analyzed. Working group of RAI Board and Senate evaluate the collected information and make the decision about practical implementation of plan.

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

The management of the study field "Transport Services" is implemented inseparably from the overall management of RAI as a higher education institution. The director of the study field "Transport Services" works at the institute and is at the same time the head of the four study programs of the direction. The director of the study direction is directly responsible for the development of study programs, their management and the evaluation of the teaching staff. The director of the study direction is directly subordinated to the dean of the Faculty of Engineering and Management, who in turn coordinates the primary goals and tasks with the vice-rector of RAI. RAI regulations, rules, final work results, student success, faculty development and other issues of study and academic work are under the supervision and responsibility of the RAI Senate. The conceptual issues of the development of the study direction are the responsibility of the RAI Board and JSC "Riga Aeronautical Institute".

The administrative and technical staff of the study area is headed by the technical director of RAI. The technical director, under whose authority is the Technical Department, in cooperation with the director of the appropriate study direction, provides the necessary technical equipment for this study direction and the preparation of the premises for the respective lessons.

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

Student admission rules and procedures are set out in the Quality Management Manual. Admission procedures and requirements for the current academic year are determined by the RAI Admission Regulations, which have been developed in accordance with the regulations of the Cabinet of Ministers of October 10, 2006, Nr. 846 "Regulations on Requirements, Criteria and Procedures for Admission to Study Programs".

The minimum requirement for admission is a previous upper secondary education attested by a

secondary education document - a certificate of general secondary education or a diploma of vocational secondary education, which confirms the acquisition of a secondary vocational education program.

RAI has the opportunity to recognize previously acquired non-formal education and professional experience, but so far it has not been used due to lack of interest from students and other stakeholders.

Admission procedures and requirements for foreign students are basically the same as for local students. For those studying from abroad, in addition to the aforementioned, educational documents are submitted to the Academic Information Center for recognition of educational documents issued abroad and qualifications obtained. For students from abroad, there is an English language test, where at least B2 level is required, as well as an interview before receiving a visa for entering Latvia. In the interview, it is ascertained whether the potential student has a clear idea of the Riga Aeronautical Institute, the chosen study program, the degree to be obtained and the qualification. The recognition of professional experience, previously acquired formal and informal education for foreign students takes place in accordance with the same procedure as for local students (Regulations on the evaluation and recognition of study results achieved in previous education or professional experience can be found at the Riga Aeronautical Institute home page http://rai.lv/rasspisanie/doc-2-2_en.pdf . Evaluation and recognition of study results takes place after the documents on professional experience gained abroad, previously acquired formal and informal education have been reviewed and recognized by the Center for Academic Information.

The Quality Management Manual, the Admission Regulations and the Regulations on the Evaluation and Recognition of Study Results Achieved in Previous Education or Professional Experience at the Riga Aeronautical Institute are published on the RAI Website <http://rai.lv/en/doc>

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

For the evaluation of students' knowledge and quality control, a continuous quality and volume evaluation system has been elaborated, which includes operational accounting of success - marks obtained in seminars, laboratory and practical work, homework and tests; exams and tests after study course full or partial (stage) acquisition; complex evaluations of the work stage, defending the study projects or qualification works; practical training assessments in the specialty. Students are introduced to the expected results of each course and the report form, as well as test papers at the beginning of the study course. The content of the course, expected results, recommended literature and other important information are provided in the description of each course. The results of the study process are analyzed in discussions with the director of the study program, as well as in the Senate meetings.

Two scales are used to assess knowledge - two-point and ten-point scores. If the final result of the study course is evaluated in the form of an exam and it has an intermediate evaluation - a test, then it has two evaluations - passed or failed. If the final result of the study course is evaluated with a test, then it is evaluated according to the 10-point scale just like the exam. The test is then

differentiated.

In the study program, the study results are determined in each study course and lesson - what the student knows, what the student can, what the student is able to perform and how competent the student is. Learning outcomes are assessed for the qualification as a whole, as well as for each component - the theoretical course and practice separately.

Students' work is mainly evaluated on the basis of the progress shown in the session after completing the course. Students' knowledge is assessed after mastering the study course twice a year - in winter and spring sessions. During this time, students take exams in study courses in accordance with the developed individual study plans. Usually the number of questions in a study course does not exceed 75. Exam questions are designed so that the student which has prepared them can achieve the goal of the study course described in the description of each study course. Descriptions of study courses are attached in Appendix 16. If necessary, students demonstrate the acquisition of study content on the stands, use posters and models. Explanations shall be given orally. Exam questions are prepared on the basis of the study course description by the lecturer, whose responsibilities include the management of the respective study course.

The defense of study papers and bachelor's theses takes place orally, using presentation materials. Practical training on stands and simulators is led by RAI engineers and laboratory assistants, performing the functions of training supervisors. The technical staff of the respective profile of the companies is involved in the provision of the internship.

Students can get acquainted with the criteria, conditions and binding procedures for evaluating their success in the Moodle system, the Quality Management Manual and other RAI internal regulations, which are published on the RAI Website <http://rai.lv/lv/doc>. Unclear questions about success evaluation criteria, students can check with the director of the study program, the relevant teaching staff, university management or at the respective Board or Senate where the students are represented.

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

The principles of academic integrity and the mechanism for their observance are set out in the RAI Code of Academic Integrity. The Code of Academic Integrity has been discussed at the meetings of the RAI Board and Senate, and the RAI Student Self-Government has been involved in its development and discussion. Every student of RAI has been introduced to the basic principles of the Code of Academic Integrity, the types of violations of the principles of academic integrity specified therein and the responsibility if a violation has occurred. As an anti-plagiarism tool, RAI uses a free online anti-plagiarism system available on the Internet. It is the student's responsibility to submit an anti-plagiarism test report to the supervisor. The student attaches a confirmation to the developed bachelor's or master's thesis that the works of other authors have not been used in the work without reference. It is the responsibility of every university lecturer, especially the bachelor's supervisor, to eradicate plagiarism. Given the small number of students, the procedure for approving bachelor's thesis topics and the procedure for storing bachelor's theses defended in previous years in the RAI library, the probability of plagiarism should be assessed as very low. The Code of Academic Integrity is published on the RAI Website http://rai.lv/rasspisanie/doc-10_en.pdf

2.2. Efficiency of the Internal Quality Assurance System

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

The RAI internal quality management and assurance system is set out in the RAI documents - the Quality Management Manual, the Operational Organization Manual and the RAI Internal Rules of Procedure <http://rai.lv/lv/doc>. The regulations of the RAI internal rules and procedures not only determine the principles of organization of the study and study process, but also determine the quality of the entire higher education institution.

The aspects of study quality are specified in detail by the decisions of the Senate, which stipulate that a continuous quality and volume evaluation system has been developed for knowledge assessment and quality control.

The proposal for the development of a new study program usually comes from employers, institute management, staff or students. The idea is discussed at the Senate meeting, taking into account the programs usefulness and necessity, as well as the preliminary labor market demand for the relevant specialists. After the discussion, an appropriate decision of the Senate is made. In case of a positive decision, the Senate instructs the director of the study direction to prepare documents for licensing the study program.

Draft documents, especially descriptions of study courses, after prior acquaintance and evaluation, are discussed at a separate sitting of the Senate. The way of the program implementation and the need to update and improve the study courses are discussed and evaluated in a similar way. These issues are considered at the Senate sitting at least once a year.

We believe that the quality management system implemented by RAI is sufficiently effective, as evidenced by the regular quality audits and evaluation of their results at the Senate meetings and the adoption of relevant decisions. Thus, for example, the recommendations of experts given in 2017 after the assessment of the study direction, were evaluated at the Senate sittings and recognized as professional, precisely defined and well understood by the institute. Thus, RAI fully implemented them, improving the quality of studies.

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

The self-assessment report of the study direction is reviewed once a year by the working group preparing the self-assessment report, in cooperation with the teaching staff, students and employers. Based on the proposals of students, teachers, employers and university management, the working group prepares a draft for the improvement of the self-assessment report, which is discussed and approved at the Senate sitting. In the process of improving the self-assessment report, issues regarding changes in the content of study programs and study courses, inclusion of new study courses in the program, as well as the need to develop new study programs or closing existing programs are considered. No new study programs have been developed during the reporting period. Students, graduates and employers can express their opinion about the study program and study courses in surveys conducted by RAI on a regular basis. The procedure for the development, approval and review of study programs is set out in the Quality Management Manual http://rai.lv/doc/doc-3_en.pdf

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

Due to the small number of students and staff of the institute, students have a wide range of opportunities to receive information and consultations, as well as opportunities to express their proposals, complaints and suggestions. They can do this by personally contacting the lecturer, the director of the study program or the management of the institute (rector, vice-rector, dean of the faculty, deputy dean), as well as proposing consideration of the issue to the Student Self-Government, RAI Board and Senate. It is in the Students' Self-Government, the Board and the Senate, as well as from the mentioned officials that students can receive all information about the possibilities to submit proposals and complaints, as well as about the procedure for their review and receipt of answers. Students can also obtain the mentioned information from the Quality Management Manual and other documents published on the RAI Website <http://rai.lv/lv/doc>

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

A data processing and storage program Winstudents is used to collect and analyze statistical data. The database Winstudents contains statistical data of the institute - students enrolled in the 1st study year, total number of students, graduates, drop-out students, teaching staff and results of students' success. The data in the database is entered continuously as soon as there is a change in

the previously entered data. Thus, for example, information about the students enrolled in the 1st study year is entered within 1-2 working days after the issuance of the order on the matriculation of the enrolled students at RAI. The analysis of RAI statistical data and student achievement indicators allows the institute to successfully monitor the progress of studies and academic work. Therefore, this voluminous and accurate information is quite an effective tool for the improvement of the study direction, study programs and the work of the entire institute.

The statistical data collection mechanism is included in the data processing and analysis program Winstudents, which has been successfully used by RAI for a long time. The analysis of the dynamics of the total number of students, especially the number of students enrolled in the 1st study year, allows the university to improve the mechanism for attracting potential students, allows to identify the regions and countries from which the largest number of potential RAI students come.

In its turn, the analysis of students' progress allows to reveal problems in the acquisition of the respective study courses and thus to improve the content of the courses and to improve the qualification of the teaching staff.

The above-mentioned information is analyzed during the analysis of the achievement of strategic goals and execution of action plans, as well as the annual self-assessment. Some examples:

Based on the results of the evaluation of the teaching staff (2019 and 2020), the program directors conduct an analysis of the quality of the teaching staff. The detected shortcomings help to determine the directions of personnel development.

Based on the results of the quality assessment of the study process (years 2020 and 2021), RAI improves or includes in the development plan the organization of the study process, material and technical support, informational support, etc.

The analysis of the quantitative and qualitative results of the scientific activity (2021-2022 academic year) allows to evaluate the involvement of the students and teaching staff of the study direction and study program in the scientific activity. If necessary, additional measures are developed to promote research in the direction of studies.

2.2.5. Specify the websites (e.g., the homepage) on which the information on the study field and the relevant study programmes is published (in all languages in which the study programmes are implemented) by indicating the persons responsible for the compliance of the information available on the website with the information published in the official registers (State Education Information System (VIIS), E-platform).

Information about the study direction and study programs is published on the RAI Website <http://rai.lv/lv>. Persons responsible for the compliance of the information published on the RAI Website with that available in the official registers are Anna Tiļļa, Deputy Dean of the Faculty of Engineering and Management, and Jelena Reiskarte, Specialist in the Marketing and Enrollment Commission.

2.3. Resources and Provision of the Study Field

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

Riga Aeronautical Institute Scientific Research Center (RAI SRC) was founded on May 25, 2009. It is a structural unit of the institute, the purpose of which is to provide a link between education and science - to carry out high-quality scientific research that meets the needs of the Latvian economy, to be widely involved in international, national and sectoral research programs and to integrate research results into the study process. RAI SRC operates in accordance with its regulations, Senate decisions and the RAI Constitution. RAI SRC has been registered in the Register of Scientific Institutions of Latvia since 19.07.2010, registration no. 321149.

The strategic goal of RAI SRC is also to provide financial support for various research-related activities such as ensuring the maintenance of research equipment, remuneration of researchers, supporting the establishment of new laboratories in the field of prospective research. SRC is a supporter of research activities a tool that promotes the development of strategically important research areas.

Basic principles of accounting policy of SRC.

All financing, income and costs from SRC activities are accounted separately from RAI activities - provision of services in the field of education. The main activity of SRC is of a non-economic nature, but certain types of activity may also have an economic nature. The core activity of SRC dominates over the other activity of scientific institution. All revenues from SRC's core business are reinvested in SRC's core business.

The directions of SRC activities regarding the Transport Services study direction, as an example:

- Research on air transport and transport systems;
- Transport management optimization;
- Algorithms and programming of civil aviation tasks, IT technology in aviation;
- Cooperation model and others.

Every year, RAI adopts the SRC budget and submits the annual report of the Scientific Institution together with the CSB report after a period of one year.

For example, in 2021, SRC's internal expenses in the reporting year amount to EUR 12,400 (without VAT), of which applied research amounts to EUR 9,700, experimental development amounts to EUR 2,700. Accordingly, natural sciences from them: EUR 2800, social sciences: EUR 400, other engineering sciences and technologies: EUR 2600, those generally refers more to the direction of Transport services.

Scientific activities financed by SRC sometimes overlap, one project may have an inter-disciplinary nature and therefore the above-mentioned indicators have a general nature.

Given that RAI is a private institute that does not receive funding from the state budget, its finances resources consist of income from studies paid by students as well as income from qualifications implementation of promotion courses and professional education improvement programs. Based on long-term experience in the training of aviation specialists and qualified staff, RAI is an

internationally certified higher education institution that has the right to implement refresher courses in the field of aviation. RAI has entered into a co-operation agreement with the Government of Kazakhstan in the person of the state-owned company Kazaeronavigatsia for the training and retraining of aviation specialists for the needs of the Kazakh state. Such financial synergy allows the institute to ensure financial sustainability and stability in a context where the total number of students is declining.

The above allows the institute to ensure competitive remuneration of academic staff, which complies with the requirements of the Cabinet of Ministers Regulations No. 445 of 5 July 2016 "Teachers' Remuneration conditions". RAI, as far as possible, provides financial remuneration for the participation of the academic staff in scientific conferences, preparation of scientific publications, methodological materials, textbooks and teaching aids in accordance with the procedures specified by RAI (Regulations on the organization of scientific methodological work at the Riga Aeronautical Institute, <http://rai.lv/lv/doc>).

Number of students in the study direction in 2021/2022 academic year is 193.

The annual tuition fee for one student is 2300 EUR.

Revenue from tuition fees is $2300 \times 193 = 443900$ EUR.

The total expenses of the study direction consist of:

1. Remuneration of the teaching staff in the amount of 50% of the total income or 221950 EUR;
2. Remuneration for general staff is 30% of the teaching staff remuneration - 66585 EUR;
3. Social tax - $(224250 + 67275) \times 0.24 = 69248$ EUR.

Total expenses for salaries and taxes are:

$221950 + 66585 + 69248 = \text{EUR } 357783$

The remaining part of the revenue - $(443900 - 357783 = 86117 \text{ EUR})$ is used for equipment and hardware renovation, purchase of literature and utility payments.

Costs per student:

1. Remuneration of the teaching staff 1150 EUR, which makes up 50% of the total costs;
2. Remuneration for general staff EUR 345 (15%);
3. Taxes EUR 359 (16%);
4. Expenditure on equipment 170 EUR (7%);
5. Purchase of study literature 140 EUR (6%);
6. Equipment renewal 130 EUR (6%);

Distribution of finances for the study direction

According to study programs

(percentage)

<i>Study program</i>	<i>Total</i>	<i>Including</i>		
		<i>Remuneration</i>	<i>Facilities, equipment, literature</i>	<i>Taxes</i>
GSV	40	20	14	6

SPUV	38	27	6	5
SPL	11	9	1	1
SPUVm	11	9	1	1
Total	100	65	22	13

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

RAI has been operating at a profit all this time since its inception in 1992, owning its own buildings and land. RAI has a registered capital of more than EUR 1 million. This allows for continuous modernization of the institute's infrastructure and equipment. On the first floor of the institute there is a conference hall (180 m²), an auditorium - an amphitheater (90 m²) and a reading room (90 m²). For practical and laboratory work on the second floor there are three specialized laboratories and a computer room (90m²) with 32 workplaces. For practical work in electronics, a Laboratory of Consumer Electronics (38m²) and Aviation Electronics Laboratory (36m²) have been created. The aircraft laboratory (42m²) is equipped with computer software training CBT (computer base training), which provides learning of structures, assemblies and parts on individual PCs and, if necessary, displaying on the screen. The laboratory also has relevant posters and assemblies for the construction of aggregates. The new building has 14 auditoriums and work rooms with an area from 44 m² to 61 m².

The newly built study premises include lecture halls and study laboratories with the necessary aggregates and visual aids. Lectures are provided with the necessary auditoriums, which are equipped with multimedia equipment, study course programs and the necessary visual aids in the form of posters and video information, as well as real nodes. There are 13 auditoriums in the old building - rooms for lectures, practical work and seminars with a useful area from 16 m² to 75 m², equipped with audio-visual equipment, TV and computers. Classrooms for lectures are for 20-30 persons being large groups of students, and auditoriums for seminars and practical work are for groups of 10 to 14 students.

In recent years, 28 computers, 7 projectors, as well as peripherals and other equipment for the renovation and modernization of the computer classroom were purchased during the development of the material and technical base of the direction. An additional class has been created with access to specific databases. The computer program WinStudents for the administration of the study process has been purchased and implemented, a centralized transition to newer operating systems (Windows 10 Professional and Windows 11 Professional) has been performed, professional computer programs such as ArcGI, ArcView 9.3.1, EAD (The European AIS Database) have been purchased and used to provide the WGS-84 software, CargoWizz and Logistix. For practical work in air traffic control, an individual procedure simulator and complex simulators are used, which are located in two rooms with an area of 65 m². There are 12 workstations in each of these rooms. The Aircraft Maintenance Laboratory, the Electronics Laboratory, the Electrical Installation Laboratory and the Locksmith Workshop have been established at RAI for practical work. The electronics

laboratory conducts practical and research work in electronics and electrical engineering using simulation programs.

The electrical installation laboratory performs practical work in the development of electrical and electronic circuits, soldering work, determination of parameters and research work on the functioning of units and equipment. In recent years, the material and technical base of RAI has been significantly supplemented, which strengthens the material and technical provision of the aviation sector in particular, and a helicopter has been purchased. Based on this acquisition, an Aircraft Maintenance Laboratory has been established, which houses a helicopter, individual aircraft components, structures and components with appropriate documentation, electronic hardware and specialized equipment that enables students to perform practical maintenance and repair work on aircraft. RAI has at its disposal an air traffic control simulator, which is created on computers connected to a common network and which enables real-time modeling of the operation and maintenance of the Air Traffic Control Center. Different means of displaying and processing information and different types of communication are implemented in the modeling process. Students use the simulator to learn the technical methods of servicing ground electronic aviation equipment. In order to organize and provide functioning of modern communication systems, obtain information and organize student training, RAI uses optical fiber Internet with a transmission speed of 100 Mbit / s. The institute has 20 Wi-Fi hotspots and, using high-performance routers, practically the entire territory of the institute is covered with a Wi-Fi zone.

RAI has a mail server with RAI domain name, which has been upgraded to a modern platform, it ensures a high level of protection and the reliable storage and exchange of information between departments of the Institute. Modern training management tools, including the Moodle system, are successfully used in the student training process. The BigBlueButton system allows faculty to interact with students online in audio, video, chat, and similar ways. In the practical activity rooms and workshops there are 9 overhead projectors, 15 multimedia projectors, 74 computer sets, 23 printers, 9 scanners, 5 audio speaker sets, 8 computer speaker sets, 2 wireless intercom sets, 2 video cameras, a camera and 35 TVs. Most computers are connected to a single computer network with limited access to centrally located information, as well as access to the Moodle system. One auditorium is designed as a computer class with 13 computers, printers and scanners and one computer class with 24-hour access. In addition, students have free access to computers in the RAI library. Free Wi-Fi is available to students throughout the institute. Two training laboratories in the area of 50 and 25 m² are equipped with the necessary laboratory stands, 10 stands and equipment for physics measuring equipment, 10 stands for electrical engineering and 10 stands for radio engineering, which ensure the acquisition of study courses in physics and professional specialization. A remote control for remote computer control has been purchased for more convenient presentation of the presentation. The offices of the administration and academic staff (16 and 32 m²) are equipped with good furniture and the corresponding office equipment. For the needs of the administration, for the management and control of the study process, as well as for the internal and external organization of work, six computers with printers, a copier, a binding and perforating machine, as well as other necessary office equipment are available.

2.3.3. Provide information on the system and procedures for the improvement and purchase of the methodological and informative provision. Description and assessment of the availability of the library and the databases to the students (including in digital environment) and their compliance with the needs of the study field by specifying whether the opening times of the library are appropriate for the students, as well as the number/ area of the premises, their suitability for individual studies and research work, the

services provided by the library, the available literature for the implementation of the study field, the databases available for the students in the respective field, the statistical data on their use, the procedures for the replenishment of the library stock, as well as the procedures and possibilities for the subscription to the databases.

Methodological and informative provision of the study field - study materials, descriptions of study courses in Latvian and English, as well as the informative base of study programs fully correspond to the aims of the study direction and study programs, their type and study language. The informative and methodological provision of studies is sufficient to fully meet the requirements specified in the State Standard of Professional Higher Education, the Professional Standard of the Company Manager and the Professional Standard of the Logistics Manager. The library of RAI as a library of a private higher education institution is registered in the Library Register in accordance with the procedures specified in the Library Law and has been issued a registration certificate. The aim of the library is to provide students with study, reference and scientific literature, academic staff and university management. The reading room of the library has been created in the new building of the university with modern equipment and modern interior. The total area of the library premises is 120 m², the part reserved for readers is 90 m². The former library premises of 35 m² are used for the needs of the fund's storage. The reading room is equipped with 21 workstations, seven of which are computerized. In 2019, the library hardware was replaced with newer models. The library is equipped with Wi-Fi, Internet access (100 Mbit / s), two scanners, a copier and a printer for the study process. The library serves full-time and part-time students and faculty by providing a reading room and home subscription. The library provides services such as ordering books, using computers, printing documents, copying and scanning, and using databases. The library has been consulted on user training and the use of information resources. The library is equipped with an online catalog and a subscription database "Britannica". In addition, databases such as Zentralblatt MATH, SpringerLink, De Gruyter, Cambridge University Press, Emerald Publishing and Open Access are available to students. The library fund includes books, CDs, DVDs, audio cassettes, periodicals, final theses developed by students and sample practice reports. The collection of the library is supplemented in accordance with the study programs of the study fields. Literature is available in the library in Latvian, English and Russian, which fully meets the needs of students and academic staff. The entire collection of the library fund is placed in the library's local catalog "Library". The library has a total of more than 6,300 items, of which 5,328 are books. In the last two years, the literature of the library fund of the study field "Transport Services" has been supplemented by 115 items, 58 of which are in English. Four periodicals were purchased, three in English - International Airport Review, Air Traffic Control and Global Railway Review, as well as the local magazine "Balance". Students and faculty are informed about the latest literature on the library on the RAI Website every four months.

Scientific works and methodological aids of RAI lecturers and materials of scientific conferences organized by RAI are regularly published. The library fund is regularly replenished. The purchase of the necessary literature shall be decided at the Senate sitting after the discussion of the proposals. Proposals for the purchase of literature are usually made by teachers, students, study program directors, the head of the library and the management of the university. The library's opening hours are from 9:00 to 17:30 on weekdays, but during part-time classes, including holidays, the opening hours are extended according to the list of part-time classes.

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

Within the framework of ICT, RAI provides complete information on study programs and the organization of the study process to students. For example, the RAI website, www.rai.lv, contains the information required for studies. It is structured according to the stages of the student's life cycle in the institute: starting with admission and ending with exmatriculation.

The digital environment is used to ensure the ICT process - the Moodle system, which is updated every year to the latest available version, which significantly increases its functionality. Taking into account the specifics of the form of e-learning, in the current situation with Covid-19, RAI has increased the provision of students with the necessary resources for studies. Information on the content of the study course, the requirements for the acquisition of the study course and the evaluation criteria is available in the descriptions of the study course, which are placed in the e-environment; Online video sessions are organized for RAI students according to the list of classes. During the online lecture (Using the BBB button), the teacher and students actively communicate, students can present the assigned tasks, participate in seminars, discussions and group work. In each study course: e-learning materials (books published by RAI lecturers) are issued, which are created according to the developed methodology compiled by RAI and which remain the property of the student after mastering the program; By logging in to the e-learning environment - Moodle, students can receive methodological, content and organizational support online. The teaching staff places the study course materials, as well as the description of the study course, the requirements for the acquisition of the course, the descriptions of independent work in the e-environment of the institute Moodle. Sample study work topics, practice tasks, sample final work topics and other information necessary for studies are available there (both study materials developed by lecturers and audio and video recordings are available). Students submit independent work, take tests using e-environment tools.

RAI ensures the availability of information about the processes and procedures, as well as current events at the university to all staff by organizing meetings and using e-environment opportunities. For example, for this purpose serves a special e-course "II. ACADEMIC INTRANET ". It contains current RAI strategic documents, regulations, methodological materials, as well as information on current and supported scientific conferences, etc.

Unified database of students and teachers "WinStudents". This solution allowed to digitize several processes and document processing in the institute. For example: application and preparation of certificates, issuance of orders, execution of study agreements and amendments, preparation of diplomas, collection of statistical data for external and internal needs, etc are provided. The database is integrated with RAI's e-environment "My Data", which allows to provide students with information about their progress and financial situation in a convenient way.

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

The teaching staff is elected to the academic position by the RAI Senate in accordance with the Regulations on Election to Academic Positions at the Riga Aeronautical Institute <http://rai.lv/lv/doc>. An open competition is announced for the vacant academic position on the RAI Website. According to the results of the competition, an employment contract is concluded with the elected lecturer in accordance with the procedure established by RAI. RAI teaching staff consists of elected academic staff and contracted guest staff. The guest staff consists of highly qualified specialists in the Latvian transport sector and lecturers from other universities, who mainly teach the basic theoretical courses of the branch and professional specialization courses in the branch. The implementation of the study direction is ensured by **20** representatives of the teaching staff, **15** of whom have been elected to the academic positions of RAI docent or lecturer. **Eight** of the RAI faculty members have a doctoral degree. Most of the teaching staff of RAI have extensive experience in academic and professional work outside the institute, as well as experience in scientific work. The qualification and professional experience of the teaching staff fully complies with the requirements of regulatory enactments and the conditions for the implementation of the study program.

The ratio of students to teachers in the study direction is **193/20**. However, in this connection it must be taken into account that practically every lecturer is also involved in the implementation of other study directions and study programs, and in addition participates in the implementation of in-service training courses and professional development programs. In addition, part of the teaching staff, especially those employed as visiting teachers, work part-time. Taking this into account, the ratio of the number of students to the number of teaching staff **9.7** is sufficiently appropriate for the study programs of the study direction of transport services. During the previous assessment, in 2017 there were **29** teaching staff working in the field of studies, who were mostly part-time guest lecturers. During this time, the number of teaching staff has decreased to **20**. A number of teaching staff who have reached retirement age have left the RAI, as well as teaching staff who were employed part-time. Some teachers have been re-hired during the reporting period, including teachers from abroad and teachers with extensive experience in the aviation sector. In general, it has made it possible to improve the management of basic theoretical courses of the direction and professional specialization courses of the direction, taking into account the experience of the invited lecturers in the field.

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

All RAI academic staff regularly improve and supplement their knowledge in the relevant in-service teacher training program. For example, in 2016, the academic staff of RAI acquired the continuing education program "Innovations in the Higher Education System", which was interestingly and qualifiedly led by the teaching staff of the Faculty of Education and Management of Daugavpils University. The regular improvement of the pedagogical qualification of the RAI teaching staff is planned for September-December 2022. RAI faculty members whose English language skills need to be improved have the opportunity to attend the RAI English language licensed professional

development program. RAI has developed and implemented a motivation system for academic staff with the aim of promoting the creative and high-quality academic and scientific activities of staff, preparation and publication of scientific publications, teaching and study materials (Regulations on the organization of scientific and methodological work at the Riga Aeronautical Institute, see RAI home page <http://rai.lv/lv/doc>). In turn, regarding the organization of the study process, each lecturer responsible for the study course discusses and evaluates the improvements to be made to the course led by the study program director before the start of the study year. The RAI management, by financially supporting the creative activity of the academic staff, has ensured more active participation of the staff in scientific conferences and facilitated the preparation of publications, which is evidenced by the increase in the number of publications in recent years.

All teaching staff of RAI, including guest teaching staff, regularly improve and supplement their teaching qualifications in the relevant continuing education program for higher education teachers. In this program, the latest methods and innovations in higher education pedagogy are learned. According to our experience, the aforementioned innovations allow the teaching staff to organize the study process more efficiently and to present the content of the study courses to the students in a more attractive, modern and comprehensive manner, which in turn allows the students more successfully and thoroughly to learn the topics covered in the course of their studies. The director of the study area and the management of RAI make sure of the teaching staff's pedagogical qualifications and skills by regularly attending classes as observers and participating in open lectures.

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

The implementation of the study direction is ensured by **20** representatives of the teaching staff, **15** of whom have been elected to the academic positions of RAI docent or lecturer. **Eight** of the RAI faculty members have a doctoral degree. Most of the teaching staff of RAI have extensive experience in academic and professional work outside the institute, as well as experience in scientific work. The qualification and professional experience of the teaching staff fully complies with the requirements of regulatory enactments and the conditions for the implementation of the study program.

On a daily basis, the responsibilities of teaching staff overlap and all elected representatives of the academic staff have both academic and research workload, and in some cases also administrative work. The academic and research load is not strictly separated, its proportion is determined individually for each representative of the academic staff, when planning the employee's load, in accordance with the motivation system KPI, as well as taking into account his position, involve in the implementation of projects, professional competences and experience at RAI. For example, administrative work takes the primary position, followed by academic and research workload for the director of the "Transport services" study direction, but for an average teaching staff, academic workload is on the first place, followed by research workload and administrative work.

2.3.8. Assessment of the support available for the students, including the support

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

Due to the small number of students, studies at RAI are in fact individual training. Consequently, students have quite wide opportunities to receive support from the institute staff in solving both study and everyday issues. This is especially true for foreign students who work with relevant RAI officials. Students are provided with assistance in the recognition of educational documents, processing of entry and residence documents and resolving housing issues, including the provision of RAI hotel services. Despite the fact that due to the specifics of RAI, the institute does not have students with special needs, RAI has all the necessary equipment to enable persons with special needs to participate in events organized by RAI - scientific conferences, seminars and graduation events.

2.4. Scientific Research and Artistic Creation

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

RAI is a professional higher education institution, which is mainly focused on preparing qualified specialists for the labor market. Research is not fundamental, but it has an application nature that usually deals with the solution of a specific, practical problem in the field of transport. The total number of publications of the academic staff involved in the study field in the last six years is 101, which is a corresponding indicator for a professional higher education institution.

RAI has established a Scientific Research Center, the members of which carry out research work on topics relevant to the field of study. The main ones are:- Algorithms and programming of civil aviation tasks, IT technologies;

- Air traffic control technology;
- Research on aviation and transport systems;
- Transport management optimization;
- Airline safety level management system;
- Aviation safety regulation calculations;
- Modeling of signal transmission in local transport systems;
- The human factor in aviation;
- Aviation legislation;

- Collaborative model;
- Latvian National Innovation System;
- Smarthub for environmental monitoring;
- UAS, CALS and Blockchain technologies;
- Installation of an ergonomic learning environment;
- Implementation of solutions;
- Digital economy.

The members of the Scientific Research Center are developing a number of practical research projects, the results of which are being implemented by RAI. The most relevant topics of such projects are:

- Development of RAI high-speed Internet based on optoelectronic optics;
- Development and implementation of hardware and software complex “Scientific HUB” to improve the quality of training of aviation and transport specialists;
- Reaping the benefits of alternative energy in educational institutions;
- Research of air traffic control system based on the use of the simulator;
- Development of an aircraft control simulator based on virtual reality systems;
- Development of 3D modeling complex;
- Development of an unmanned aircraft design and modeling system.

New Logistix and CargoWiz programs are available in the scientific laboratory of the Scientific Research Center. Logistix software can be used to optimize, model and analyze logistics and supply chains. CargoWiz software, on the other hand, provides the ability to create 3D cargo layouts in trucks or warehouses.

The main goal of the RAI Scientific Research Center is to increase the competitiveness of the institute by creating a strong scientific infrastructure and human resources base and implementing the results of research work in the RAI studies and academic work.

The results of the research work of the teaching staff have been presented at scientific conferences and reflected in their scientific publications.

2.4.2. The relation between scientific research and/or artistic creation and the study process, including the description and assessment of the use of the outcomes in the study process.

Research work is carried out on the topics included in the courses led by the lecturers, as well as on other topics. If the research projects carried out by the lecturers coincide with the issues of the course, then the lecturers usually inform and demonstrate the results of the scientific work, as well as, if possible, involve students in the research work. Thus, the study work is enriched with additional information and examples of application of practical knowledge. Given that RAI is a highly professional institute, where only professional study programs are implemented with an emphasis on training the qualified specialists for the needs of transport companies, research at the institute is practical, but the scope of research and science is not so large compared to other universities. The necessary connection with modern development trends and technical innovations

is largely implemented by attracting knowledgeable, experienced specialists from transport companies with a master's or doctoral degree.

The connection of scientific research with the study process is ensured by using possible knowledge principles of transfer and continuous improvement of competences, manifested by integrating research results in study courses and the study process, involving students in research, for example - RAI established Student Scientific and Research Group; introducing the students with current research results, giving the opportunity to perform independently and collaboratively (in group work) research activity. Connecting science and research with the study process is also ensured by involvement of guest lecturers - industry researchers in lectures and practical classes, with active participation of students in international conferences and seminars, preparing international scientific publications thus developing their research skills throughout their studies, while promoting students to become young researchers.

2.4.3. Description and assessment of the international cooperation in the field of scientific research and/or artistic creation by specifying any joint projects, researches, etc. Specify those study programmes, which benefit from this cooperation. Specify the future plans for the development of international cooperation in the field of scientific research and/or artistic creation.

International cooperation in science and research usually takes place through regular international scientific conferences (every two years) and participation in international scientific conferences organized by our partners abroad. The results of the conferences are published in peer-reviewed collections of publications. For example, in 2018, an international scientific conference "ENGINEERING AND TRANSPORT SERVICES - 2018" was organized, which was attended by scientists from Lithuania and Poland. A list of RAI faculty publications is attached in Appendix 5. The international scientific conference on transport education, logistics and engineering, scheduled for 2020, was postponed to 2021 due to the Covid-19 pandemic. At the conference, which took place on 2-3 July 2021, scientific papers on the following topics were presented:

- Social aspects of Latvian tax policy;
- "Role play" and "Case method" as an innovative educational technology;
- Taxpayer behavior and tax reform;
- Tax policy measures during Covid-19 in Latvia;
- Methodology for prevention of natural resources and environmental damage;
- Mathematics and distance learning experience;
- Characteristics of the airline market development - Lowcosters at this stage;
- Modern changes in logistics operations.

RAI cooperation with foreign and local cooperation partners has been established over a long period of time since 1992 and is based on the commonality of mutual goals, interests and tasks in the development of aviation and the entire transport sector.

The main criteria for starting cooperation are the partner's reputation, compliance with the specifics of the direction's activity and benefits for all cooperation partners. Employers are attracted by working in industry associations, for example, with regard to foreign employers, a cooperation agreement has been concluded with the Kazakhstan state company "Kazaeronavigacija", which provides for the training of specialists in the field of aviation

services, practice and organization of practice, as well as scientific and practical cooperation). An agreement has been concluded with the Latvian Chamber of commerce and industry (LCCI), LAFF, Latvian aviation association (LAA), LETERA, ICAO. Cooperation partners in the R&D sphere are attracted by joint participation in EC grants and tenders, Norwegian financial instrument grants, Era-cofund and others.

Partners from higher education institutions are attracted through participation in conferences, seminars and forums. For example, RAI plans to organize the VII regular international conference: "Transport. Education. Logistics and Engineering 2023".

The main directions of cooperation with foreign partners are as follows:

- Participation in scientific research and creative activities;
- Participation in the improvement of study directions and study programs;
- Provision of internships;
- Organization of methodical events;
- Organization of guest lectures and practice;
- Participation in state final exams, see reviewing works.
- In creative activities.

The chosen directions of cooperation allow to ensure both the achievement of strategic goals, which are defined in the development strategy of RAI, and also to implement the goals of the study direction.

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

In order to promote the research activities of the RAI teaching staff, a motivation system for the academic staff has been developed and implemented <http://rai.lv/lv/doc>. The scientific activity of RAI staff and students is reflected in scientific and practical conferences. RAI organizes an annual student scientific conference and every two years an international scientific conference.

During the reporting period, the teaching staff involved in the implementation of the study field has published 101 scientific publications, participated in 14 international conferences and implemented several practical research projects, the results of which have been implemented in RAI studies and academic work, developed and submitted various projects in EC funding applications.

We can name one of the examples: **The ERA-NET Cofund BlueBio 2020** project with the theme: Facilitate the transfer, (i. e logistics, preservation and transportation) of bio-resources from harvest (catch or production) to processing.

2.4.5. Specify how the involvement of the students in scientific research and/ or applied research and/or artistic creation activities is promoted. Provide the assessment and description of the involvement of the students of all-level study programmes in the relevant study field in scientific research and/ or applied research and/or artistic creation

activities by giving examples of the opportunities offered to and used by the students.

RAI has a mechanisms for involving students of all study levels and programs in research activities. For example, the most important activities at the university level include: Availability of research infrastructure, including software and databases; Student scientific and technical conferences; different types of consultations.

From September 29, 2020, the Riga Aeronavigation Institute approved the Student Scientific Research Group (SZPG). Riga Aeronavigation Institute provides excellent opportunities for the most diligent students from SZPG to show their creative abilities in the acquisition of advanced education programs, work in a scientific group and participation in international projects within the framework of RAI ZPC.

The activity founded within the framework of RAI - "Profession in the field" is a place where the most talented Latvian students - prospective applicants can take exact and natural science study courses at the highest level to prepare for engineering studies, special attention is paid to the integration of engineering sciences and research activities in the study process.

The involvement of students in scientific research is promoted also in such a way that students' scientific conferences offer and review topics that are close and related to the topics of possible bachelor's theses. Thus, even before the development of the bachelor's thesis, the student has gained some practical experience in information processing and analysis, calculations and drawing conclusions. The following research topics are offered at student scientific conferences (the list is updated annually):

1. Planning and organization of international transport.
2. Strategic management problems and their solutions in the transport sector.
3. Risk management in the implementation of transport company development projects.
4. Innovative activity of a transport company.
5. Financial and economic activity of a transport company.
6. Modeling of transport flows.
7. Transport company development strategy.
8. Lean production in logistics.
9. Development perspectives of mechatronics and logistics.
10. Transport process management systems.
11. Technical operation of aircraft.
12. Aircraft construction and safety.
13. Management of transport systems.
14. Flight safety and the human factor in aviation.

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

The following can be considered as innovations in the direction of study:

- Use of BigBlueButton bimodal education system for teaching staff and students in Moodle environment - online audio, video, chat, and other ways;
- Using the "brainstorming" method to solve problems in student classes and staff meetings;
- Use of the "Crawford map" method for conflict resolution.

In our experience, these innovations allow us to organize the study process more efficiently and allow students to master the topics covered in the course of their studies more fully and thoroughly. Particular emphasis should be placed on the benefits of using the BigBlueButton system for remote collaboration between teachers and students in the context of measures to contain the Covid-19 epidemic.

2.5. Cooperation and Internationalisation

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

RAI cooperates with several institutions - companies, state and non-governmental organizations, professional associations, universities, colleges, secondary schools, etc. Cooperation is planned and organized depending on the type of institutions, as well as the geographical location.

The main criteria for starting cooperation are the partner's reputation, compliance with the specifics of the direction of the activity and the benefit to all cooperation partners. Employers are involved by working in sectoral associations (for example, the Latvian Chamber of Commerce and Industry, the Latvian Employers' Association, Latvian Aviation Association etc.), participating in working groups organized by ministries (for example, the working group of professional experts in professions). With regard to foreign employers, a co-operation agreement has been concluded with the Kazakh state-owned company Kazaeronavigatsija, which provides for the training of specialists in the field of aviation services, practical training and internships, as well as scientific and practical co-operation.

The main directions of cooperation with employers are the following:

- Participation in scientific research and creative activities;
- Participation in the improvement of study directions and study programs;
- Provision of internships;
- Organization of methodological events;
- Organization of guest lectures and internships;
- Participation in state final examinations, incl. job review.

The chosen directions of cooperation allow to ensure both the achievement of the strategic

goals set in the RAI development strategy and to implement the goals of the study direction.

Cooperation with employers in RAI takes very different forms throughout the implementation of the programs, from the idea of developing a new program and its licensing to the ordering and receiving of new specialists in the workplace, with teaching and administrative staff participating in professional and scientific conferences, as well as other events.

According to RAI's long-term and successful educational experience, the contribution of employers to the implementation of study programs is manifested in:

- discuss the usefulness and necessity of the program, as well as the preliminary demand for the relevant specialists from employers;
- consultations on the content and structure of the programs, in particular on the emphasis on professional specialization courses and internships;
- proposals and recommendations for the improvement and development of study programs;
- participation of employers' representatives in the implementation of programs as guest lecturers;
- providing internships;
- participation of employers' representatives in the position of the chairman of the examination commissions and members of the commissions;
- participation of employers in reports at scientific conferences organized by RAI;
- participation of employers in surveys conducted by RAI on the quality of trained specialists.

RAI has a sufficiently wide and close cooperation with employers and professional organizations in Latvia and abroad. The main criterion for selecting cooperation partners is the sector and area of activity. These are universities that implement study programs similar to RAI, and companies that are interested in specialists trained by RAI and that can provide appropriate internships.

In co-operation with higher education institutions, emphasis is placed on scientific research and creative activities, staff training and methodological activities,

The main directions of cooperation with higher education institutions are as follows:

- Participation in scientific research and creative activities;
- Organization of methodological events;
- Participation in state final examinations, incl. job review.

Cooperation with employers in RAI takes very different forms throughout the implementation of the programs, from the idea of developing a new program and its licensing to the ordering and receiving of new specialists in the workplace, with teaching and administrative staff participating in professional and scientific conferences, as well as other events.

RAI has a sufficiently wide and close cooperation with employers and professional organizations in Latvia and abroad. The main criterion for selecting cooperation partners is the sector and area of activity. These are universities that implement study programs similar to RAI, and companies that are interested in specialists trained by RAI and that can provide appropriate internships.

Table. **Examples of cooperation with employers and organizations in the field of study "Transport services".**

Activity	Partner (example)
Organization of guest lectures and creative workshops Participation in the improvement of the study field	<ul style="list-style-type: none"> · SIA "OS TECHNICS" · Rīgas Tehniskā universitāte · Transporta un sakaru institūts · Rīgas Menedžmenta koledža · Ventspils Augstskola
Organization of student competitions Participation in the improvement of the study field	<ul style="list-style-type: none"> · VAS „Latvijas gaisa satiksme” · SIA «EKO- IMPEKS»
Study tours	<ul style="list-style-type: none"> · VAS „Latvijas gaisa satiksme” · VAS Lidosta „Rīga” · F.CANDERA AVIĀCIJAS TEHNIKAS MUZEJS, Biedrība · SIA «EKO- IMPEKS»
Participation in state final examinations	<ul style="list-style-type: none"> · VAS „Latvijas gaisa satiksme” · Transporta un sakaru institūts
In creative activities	<ul style="list-style-type: none"> · SIA "OS TECHNICS" · SIA “Gefest auto” · SIA «EKO- IMPEKS»

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

Cooperation with foreign universities, employers' organizations and other institutions provides RAI with an opportunity to get acquainted with the experience of these organizations, the development trends of the transport sector and the need for certain specialists. When developing the development strategy of the study direction and planning the work of the institute, RAI definitely takes into account the opinion of the mentioned institutions, their experience and achievements. RAI's cooperation with foreign and local partners has been established for a long time since 1992 and is based on the mutual goals, interests and tasks in the development of aviation and the entire transport sector.

RAI cooperates with several foreign institutions: companies, governmental and non-governmental organizations, professional associations, universities, colleges, secondary schools, etc. Cooperation is planned and organized depending on the type of institutions, as well as the geographical location. **The main criteria for starting cooperation are:** the partner's reputation, compliance with the specifics of the direction and benefits for all cooperation partners. Employers are involved through industry associations (for example, with regard to foreign employers, a cooperation agreement has been concluded with the Kazakh state-owned company Kazaeronavigacija, which provides for the training of specialists in the field of aviation services, internships and internships, as well as scientific and practical cooperation).

The main directions of cooperation with foreign partners are the following:

- Participation in scientific research and creative activities;
- Participation in the improvement of study directions and study programs;
- Provision of internships;
- Organization of methodological events;
- Organization of guest lectures and internships;
- Participation in state final examinations, incl. job review.
- In creative activities

The chosen directions of cooperation allow ensuring the achievement of both the strategic goals set in the RAI development strategy and the goals of the study direction.

Table. **Examples of cooperation with foreign organizations in the field of study “Transport services”.**

Activity	Partner (example)
Organization of guest lectures and creative workshops; Participation in scientific research and creative activities; Organization of methodological events;	<ul style="list-style-type: none"> • Kharkiv National University of Internal Affairs; • Kaunas University of Technology; • Estonian Aviation Academy; • Bialystok Technological University; • Qatar Aeronautical College; • Klaipėda University; • Vilnius Gediminas Technical University; • Kielce University of Technology
Participation in the improvement of the study field	<ul style="list-style-type: none"> • LLC „Pelican Flight Training”;

Consulting; Provision of internships; Organization of logistics work	· JSC Air Baltic Corporation (airBaltic) · LLC „Pelican Flight Training“; · VU "Kazaeronavigatsiya", Kazakhstan
Participation in the improvement of the study direction	· Kielce University of Technology Vilnius Gediminas Technical University;
Participation in state final exams	· LLC „Pelican Flight Training“;
In creative activities	· Kielce University of Technology
Professional training of dispatchers	· LLC „Pelican Flight Training“; VU "Kazaeronavigatsiya", Kazakhstan

The main criterion for selecting cooperation partners is the industry and field of activity. These are universities that implement study programs similar to RAI, and companies that are interested in specialists trained by RAI and that can provide appropriate internships.

Cooperation with employers in RAI takes very different forms throughout the implementation of the programs, from the idea of developing a new program and licensing it to ordering and receiving new specialists in the workplace.

Emphasis is placed on scientific research and creative activities, staff training and methodological activities in co-operation with higher education institutions,

The main directions of cooperation with higher education institutions are as follows:

- Participation in scientific research and creative activities;
- Organization of methodological events;
- Participation in state final examinations, incl. thesys review.

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

In order to attract foreign students, RAI has concluded cooperation agreements with student recruitment agencies “Baltic Center”, “Global Innovative Business Investments SIA”, “EU Consultant” and “Perfect EDU Support LLC” (Appendix 6). Through “Baltic Center” and other

mentioned agencies, RAI prepares and sends out advertising materials, as well as participates in exhibitions organized abroad.

On average, 30% of all students in RAI are students from abroad. In its turn, in the study programs of the study direction "Transport Services" foreign students make up 47,2% of the total number of students in the direction. Attracting teaching staff from abroad usually takes place by announcing an open competition for a certain vacancy on the RAI Website. Invitations to participate in the competition and the RAI's need for certain qualifications and specialties are usually handed in person at international conferences and other co-operation activities. Two lecturers from abroad are constantly involved in the implementation of the study field. One lecturer has been elected to the academic position of an assistant professor, the other has been hired as a guest lecturer. In addition, foreign lecturers who participate in scientific conferences organized by RAI or attend RAI Erasmus programs usually give separate lectures to students.

Students of the study direction "Transport Services" usually participate very actively in student mobility programs. Unfortunately, the COVID-19 pandemic had a significant impact on mobility dynamics. For the last two years, the amount of mobility has decreased significantly, as people were very cautious about traveling and additional face-to-face contacts. We believe that in the future this indicator will improve.

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

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

The previous regular evaluation of the study direction was performed in 2017, but in 2019 the study direction was evaluated due to the request of RAI to allow the implementation of the study programs of the direction in English. In both evaluations, the recommendations given by the experts have been fully implemented, as a result of which the content and organization of study courses and study programs have clearly improved, which in turn has improved the quality of studies. An overview of the results of the implementation of the recommendations is attached in Annex 10.

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

During the reporting period, no licensing of new study programs was performed and no procedure for inclusion of new study programs in the accreditation page was implemented. The changes made in the study programs of the study direction have been introduced in accordance with the implementation of the experts' recommendations, and they are indicated in Annex 10. All expert recommendations have been met.

Annexes

I - Information on the Higher Education Institution/ College		
Information on the implementation of the study field in the branches of the higher education institution/ college (if applicable)		
List of the governing regulatory enactments and regulations of the higher education institution/ college	1_annex_List_Internal_regulations.pdf	1_piel_lekšējie_normatīvie_akti.pdf
The management structure of the higher education institution/ college	2_app_RAI Structure 2021 (1).pdf	2_piel_RAI struktūra 2021.pdf
II - Description of the Study Field - 2.1. Management of the Study Field		
Plan for the development of the study field (if applicable)	Plan for the development of the study field.pdf	Studiju virziena attīstības plāns.pdf
The management structure of the study field	The management structure of the study field.pdf	Studiju virziena pārvaldības struktūra.pdf
A document certifying that the higher education institution or college will provide students with opportunities to continue their education in another study programme or another higher education institution/ college (agreement with another accredited higher education institution or college) if the implementation of the study programme is terminated.	Vienošānās_TSI_RAI_2022_MMS.pdf	Vienošānās_TSI_RAI_02.08.2022_final.edoc
A document certifying that the higher education institution or college guarantees compensation for losses to students if the study programme is not accredited or the study programme license is revoked due to actions (actions or omissions) of the higher education institution or college and the student does not wish to continue studies in another study programme.	048_RAI-acknowledgement.pdf	043_RAI-apliecin-kompens.pdf
Standard sample of study agreement	SPUV.Foreign.st_day_2022-2023.pdf	SPUV.Foreign.st_day_2022-2023.pdf
II - Description of the Study Field - 2.2. Efficiency of the Internal Quality Assurance System		
Analysis of the results of surveys of students, graduates and employers	Analysis of the results of surveys of students, graduates and employers(1).pdf	Studējošo, absolventu un darba devēju aptauju rezultātu analīze-2.pdf
II - Description of the Study Field - 2.3. Resources and Provision of the Study Field		
Basic information on the teaching staff involved in the implementation of the study field	3_annex_List of teachers involved in implementation.pdf	3_piel_Mācībspēku_saraksts.pdf
Biographies of the teaching staff members (Curriculum Vitae in Europass format)	CV_ENG.rar	CV_LV.rar
A statement signed by the rector, director, head of the study programme or field that the knowledge of the state language of the teaching staff involved in the implementation of the study programmes within the study field complies with the regulations on the state language knowledge and state language proficiency test for professional and official duties.	047_RAI-confirm-languageLV.pdf	044_RAI-apliecin-valsts-val.pdf
A statement of the higher education institution/ college on the respective foreign language skills of the teaching staff involved in the implementation of the study programme at least at B2 level according to the European Language Proficiency Assessment levels (level distribution is available on the website www.europass.lv, if the study programme or part thereof is implemented)	046_RAI-confirm-English.pdf	045_RAI-apliecin-ENG.pdf
II - Description of the Study Field - 2.4. Scientific Research and Artistic Creation		
Summary of quantitative data on scientific and/ or applied research and / or artistic creation activities corresponding to the study field in the reporting period.	Compilation of quantitative data on scientific and applied research activities corresponding to the study field TS during the reporting period.pdf	Kvantitatīvo datu apkopojums par studiju virzienam (9).pdf
List of the publications, patents, and artistic creations of the teaching staff over the reporting period.	5_annex_List of publications.pdf	5_piel_Mācībspēku publikāciju saraksts.pdf
II - Description of the Study Field - 2.5. Cooperation and Internationalisation		
List of cooperation agreements, including the agreements for providing internship	6_app_List of Cooperation Agreements.pdf	6_piel_Sadarbības līgumu saraksts.pdf
Statistical data on the teaching staff and the students from abroad	Stud_Staff_TP07.10.2022_ENG.pdf	Stud_Staff_TP07.10.2022.pdf
Statistical data on the incoming and outgoing mobility of students (by specifying the study programmes)	Statistical_data_stud_mobil.pdf	Statistikas dati stud mobil.pdf
Statistical data on the incoming and outgoing mobility of the teaching staff	Statistikas dati pasniedzēju mobil ENG.pdf	Statistikas dati pasniedzēju mobil.pdf
II - Description of the Study Field - 2.6. Implementation of the Recommendations Received During the Previous Assessment Procedures		
Report on the implementation of the recommendations received both in the previous accreditation and in the licensing and/ or change assessment procedures and/ or the procedures for the inclusion of the study programme on the accreditation form of the study field.	10_annex_Overview of implementation of expert recommendations.pdf	10_piel_Rekomendāciju_ieviešanas_pārskats.pdf
An application for the evaluation of the study field signed with a secure electronic signature	Novertesanas_iesniegums_eng.edoc	Novertesanas_iesniegums_LV.edoc
III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme		SPUV_diploma paraugs.pdf
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period		
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard		12_1_piel_GSV_Salīdzin_valsts_izglitibas_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)		
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		14_2_piel_SPL_Studiju_kursu_kartējums.pdf
The curriculum of the study programme (for each type and form of the implementation of the study programme)	Study program plans_ITEM.xlsx	
Descriptions of the study courses/ modules		
Description of the organisation of the internship of the students (if applicable)		
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

Other annexes

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

International transportation enterprise management (42840)

Study field	<i>Transport Services</i>
ProcedureStudyProgram.Name	<i>International transportation enterprise management</i>
Education classification code	<i>42840</i>
Type of the study programme	<i>Professional bachelor study programme</i>
Name of the study programme director	<i>Konstantīns</i>
Surname of the study programme director	<i>Savenkovs</i>
E-mail of the study programme director	<i>k.savenkovs@rai.lv</i>
Title of the study programme director	<i>Dr.oec.</i>
Phone of the study programme director	<i>67629206</i>
Goal of the study programme	<i>To prepare highly qualified and comprehensively developed managers of international transport with creative and analytical abilities in modern entrepreneurship and company management.</i>
Tasks of the study programme	<i>1. To provide students with the acquisition of theoretical knowledge (natural sciences, information technologies, technical, humanitarian and professional study courses); 2. To provide students with opportunities to acquire practical skills and abilities that allow them to professionally manage processes in modern entrepreneurship and company management; 3. To develop the ability to formulate and solve problems specific to the transport industry, which are determined by the necessary theoretical knowledge and professional skills of the entrepreneur and the manager.</i>
Results of the study programme	<i>The student must be able to: 1. Analyze the main trends in business in Latvia and the world; 2. Organize and ensure international transportation; 3. To perform economic analysis of economic activity, business planning, company personnel management and financial accounting; 4. To ensure the development of management decisions and innovative management of the company; 5. Work in a team and communicate freely in Latvian and English in professional matters.</i>
Final examination upon the completion of the study programme	<i>bachelor thesis</i>

Study programme forms

Full time studies - 4 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>0</i>

Language	<i>latvian</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transportation enterprise management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Full time studies - 4 years - english

Study type and form	<i>Full time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>0</i>
Language	<i>english</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>Secondary Education and minimum knowledge of English at the level of B 2</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transportation enterprise management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 4 years, 6 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>6</i>
Language	<i>latvian</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transportation enterprise management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 4 years, 6 months - english

Study type and form	<i>Part time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>6</i>

Language	<i>english</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>Secondary Education and minimum knowledge of English at the level of B 2</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transportation enterprise management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

3.1. Indicators Describing the Study Programme

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

There are no significant changes in the parameters of the study program, but taking into account today's changing requirements and adapting to the current situation, RAI constantly expands the spectrum of the use of modern technologies in its work, based on the recommendations of experts.

Taking into account that the qualification to be awarded is changed for evaluation and a new professional standard was approved during the reporting period and taking into account the previous recommendations of experts, the following changes have been made:

1. Combining two study courses into one with a specified name of the combined course

Previous title	New title
- Personell Management and Management Decisions Development; - Communication in Business.	Personnel management and communication in the business
- Fundamentals of entrepreneurship; - Transport Management.	Transport and logistics system management

1. Study course titles are defined more precisely

Previous title	New title
Environmental ecology and economy	Environment and human protection
Economic statistics	Applied statistics
Basic principles of quality management	Quality management
Financial management	Financial management
Transnational Transport Law	International transport policy and law
Management systems design and development	Development of management systems and management decisions
CALS technologies	Information, communication and CALS technologies

Logistics Centers Management	Warehousing and storage systems
Organization of international tourism	Intercultural communication and international tourism
Intensive English Conversational Course	Business english

3. On the recommendation of experts, three studies have been added - Study work in project management, Study work in the design and development of management systems and Study work in transport hubs and terminals. As well as industry study courses, for example: "New technologies in logistics" and "Ecology and green logistics".

4. The "Latvian language for foreign students" study course has been introduced for foreign students.

5. The block of study courses "Elective courses" has been supplemented with two study courses - "City logistics" and "Organization of scientific work".

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

Modern technologies are complex systems that include elements from various fields. This, in turn, requires complex knowledge from specialists employed in that field, not only in their basic field of specialization and in adjacent sectors, but also in sectors that seem distant and unrelated to the main one. At the same time, the skills to apply this knowledge and skills to each other are also necessary. Because of this, students - future specialists - need knowledge and skills in interdisciplinary fields.

The general goal of the bachelor's professional study program is to provide bachelor's professional education in the transport industry, the basics of transport enterprise management and to provide the necessary skills for starting practical work. The purpose of the program is to provide students with the opportunity to acquire theoretical and professional knowledge, develop professional, creative and research skills for work in the field of transport, as well as provide the opportunity to learn management and enterprise management skills and enable them to successfully enter the local and international labor market in various production sectors and spheres. The program prepares students for further studies in a professional master's degree program in this direction. The degree and qualification to be obtained generally correspond to the "Transport services" study direction.

The professional bachelour study program "International transportation enterprise management" meets the requirements set out in the regulatory acts and also contributes to the improvement of

the learning process in the Study direction.

The study program was developed in accordance with the Cabinet of Ministers' regulations of August 26, 2014 No. 512 "Regulations on the state standard of second-level professional higher education" (Appendix 12), the standard of the profession of the company manager (Appendix 13), the Cabinet of Ministers of August 14, 2015 regulations of July No. 408 "Licensing regulations of study programs", as well as the University Law and RAI Satversme. In 2013 and 2019, as a result of the accreditation process, the study program was evaluated by experts who gave a positive opinion. The above mentioned certifies that the name of the study program, the degree to be obtained and the professional qualification, the purpose of the program, the tasks, the results to be achieved and the admission requirements are mutually agreed upon.

During their studies, students obtain a bachelor's degree: Professional bachelor's degree in enterprise management / Enterprise manager. There is necessary deepened knowledge in the interdisciplinary science of enterprise management principles, as well as knowledge of modern transport management systems for obtaining . The program has a transport service diversion, with an in-depth study of transport process characteristics, as well as the learning of management technologies that can to be used in modern management systems in the transport sector.

The duration of full-time studies is 4 years, part-time 4.5 years. In Latvian and English. During the studies, 24 KP practices are carried out, as well as 3 study works in the important programs study courses, learning practical design skills.

Latvian and English languages have similar goals and tasks for the implementation of the program. English is the de facto working language in international transport management, and English is also used in international transport campaigns in Latvia. The program meets the demand of labor markets and guarantees high competitiveness of labor markets for graduates both from Latvia and from abroad.

The full-time option guarantees the graduate a prestigious and highly valuable position as a Enterprise manager, offering the necessary knowledge and practical skills. The student also has career growth opportunities. The part-time option offers to an already working student with professional skills career growth, provides him with additional knowledge in the field of enterprise management and gives him the perspective to get the higher position.

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

The implementation of the study program is closely related to the European Green Course Mark, Latvian Transport Development Guidelines 2021-2027. The goal of transport policy is an integrated transport system that ensures safe, efficient, affordable, accessible, smart and sustainable mobility, promotes national economic growth, regional development and ensures progress towards a climate-neutral economy.

The "International transport business management program's main tasks are: to improve and update educational programs based on the needs of the industry, to create continuing education and professional development programs at the request of employers in the industry in order to increase the competitiveness of learners, to promote the use of modern teaching methods in the training process, so that learners are motivated to acquire skills and abilities.

Taking into account that RAI is a highly professional university, where only professional study programs for the preparation of qualified specialists for the needs of transport industry companies are implemented in close cooperation with employers' representatives. The necessary connection with the modern labor market and scientific development trends and technical innovations is largely implemented by attracting knowledgeable, experienced specialists with master's or doctoral degrees from transport industry companies to academic work.

The concluded agreements and extensive cooperation with employers in the development, improvement and implementation of the "Business management of international transport" study program provide the opportunity to regularly update the content of the study courses in accordance with the development trends of international transport logistics as well as the demand of the Latvian labor market. In addition, the involvement of employers in the implementation of students' internships and the selection of topics for bachelor's theses and the coordination of the development of theses allows for the constant improvement of the content of study courses, especially professional specialization courses in the industry. Therefore, employment of graduates is largely guaranteed.

According to the official statistics on graduates of higher education institutions (monitoring of graduates), which is carried out in accordance with the regulations of the Cabinet of Ministers of June 25, 2019 No. 276 "Regulations of the State Education Information System", Riga Aeronautical Institute ranks 8th among private universities, which is 78.2% employment of graduates by profession (excluding foreign graduates).

Many of our graduates associate their careers with such companies as: SJS "Latvijas gaisa satiksme", SJS "Latvijas Dzelzceļš", Ltd "LDZ Cargo", Ltd "LDZ Rolling Stock Service". Logistics program graduates work in logistics companies such as Ltd "A&A Logistic", Ltd "Unik", Ltd "Solution", while management program graduates work in the following international transport companies Ltd "Kreiss", "Havas", and other transport companies Ltd "CARGOFLEX", Ltd "ASMENS UN KO"...

And foreign graduates (who are not included in the statistics) work in the field of logistics: VU "Kazaeronavigatsija", LLC "Pelican Flight Training", "UzAuto Motors Powertrain" and others.

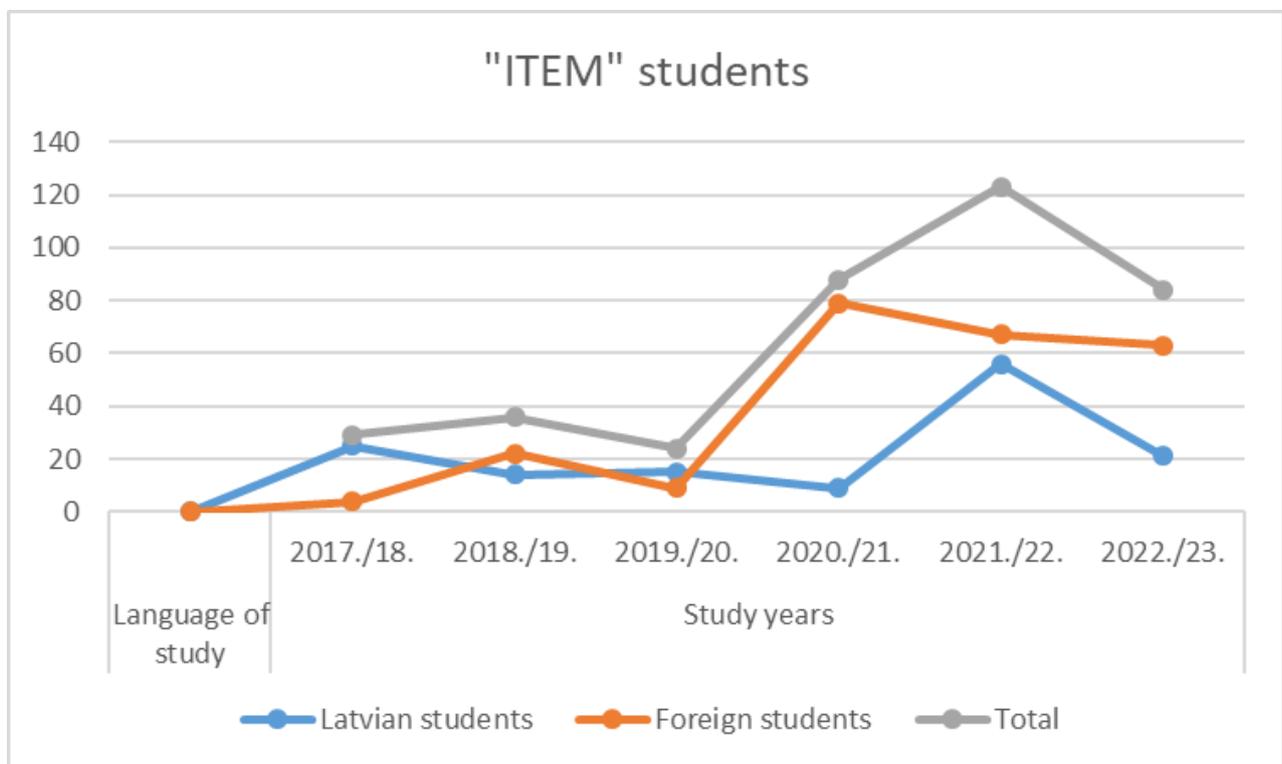
3.1.4. Statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down into different study forms, types, and languages.

Statistical data on those studying in the Professional Bachelor's study program "Business management of International transport logistics" are attached in Appendix 11.3. As can be seen from the tables, the number of students is quite small, which allows to actually provide individual training. Despite the demand from employers and the labor market for international transport specialists, the number of those who want to study, and therefore the number of students, does not sufficiently increase. In our opinion, this is mainly related to the sufficiently complex content of the study program, which requires sufficiently good prior knowledge in the subjects of mathematics and natural sciences at the secondary education level. This is evidenced by the opinions of students studying in the study program, graduates and especially those who have dropped out, who point to difficulties in successfully learning study courses precisely because of prior knowledge of mathematics and physics.

Statistical data on students in the field of study "Transport services"

Professional bachelor's study program "International transportation enterprise management"

"ITEM" students	Language of study	Study years					
		2017./18.	2018./19.	2019./20.	2020./21.	2021./22.	2022./23.
Latvian students	Latvian	25	14	15	9	56	21
Foreign students	English	4	22	9	79	67	63
Total		29	36	24	88	123	84



As can be seen from the statistical data, the number of students enrolled in full-time studies in the last two years has decreased by about 30% compared to the previous three years. On the other hand, part-time students have not been admitted at all in the last two years. In our opinion, this is primarily due to the impact of the Covid-19 pandemic. Another factor could be the decrease in the number of potential students - persons who have obtained secondary education in Latvia in recent years. Therefore, RAI plans to attract more new students from abroad in the future.

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

3.2. The Content of Studies and Implementation Thereof

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

The purpose and tasks of the study program are aligned with the goals and tasks of the study courses that make up the content of the program. General educational study courses provide students with the theoretical knowledge base that allows them to successfully learn the theoretical basic courses of the industry. On the other hand, the theoretical knowledge of the industry is the basis for learning the professional specialization courses of the industry. Basic theoretical knowledge of the industry and knowledge of professional specialization allow students to successfully acquire the skills and abilities of practical work that they perform during internship.

The structure of the study program is organized so that at the beginning of the studies there are mostly study courses that ensure the acquisition of the knowledge necessary for obtaining a professional bachelor's degree, and at the end of the studies – study courses that ensure the acquisition of the courses necessary for qualification. Such a set of theoretical and professional knowledge, skills and abilities allows the student, as the future manager of an transport company, to successfully perform the duties assigned to the position.

The content of the study courses is organized in such a way that courses oriented towards obtaining a professional degree are located in the section of general education study courses and theoretical basic courses of the industry. The general educational study courses and theoretical basic courses of the industry are basically taught in the first three semesters. The courses of the study program include topics not only about the current situation in the international transportation industry, but also the specifics of solving prospective problems and issues in the directions of international transportation business development, as well as promoting the ability to work in a team of industry specialists. The presented organization of study courses by separate course blocks allows to successfully link the learning results of individual courses. So, for example, the results of learning the theoretical basic course of the industry "Fundamentals of Business" make it possible to successfully learn the professional specialization courses of the industry "Transport economy and systems", "Cargo handling", "Commercial operations in transport" and others, as well as allow to successfully develop study papers in the operation of international transport , in the design and development of management systems and in the business management technology of transport business.

The purpose and tasks of the study program are aligned with the goals and tasks of the study courses that make up the content of the program. For example, the course "Higher Mathematics"

after the sequential presentation of the topics is the basis for successfully learning the basic theoretical courses of the industry such as "Macroeconomics", "Microeconomics", "Basics of Business" and others. In addition, such important courses as "Higher Mathematics" and "Information Technologies" are included in all bachelor's level study programs of the study direction.

General educational study courses provide students with the theoretical knowledge base that allows them to successfully learn the theoretical basic courses of the industry. On the other hand, the theoretical knowledge of the industry is the basis for learning the professional specialization courses of the industry. The basic theoretical knowledge of the industry and knowledge of professional specialization allow students to master successfully the skills and abilities of practical work that they perform during internship. This knowledge is reflected in such courses as "Introduction to specialty", "Marketing in transport" and "Transport logistics". The structure of the study program is organized in such a way that at the beginning of the studies there are mostly study courses that ensure the acquisition of knowledge necessary for obtaining a professional bachelor's degree. For example, these are "Macroeconomics", "Microeconomics", "Ecology and green logistics" and other study courses, and at the end of studies - study courses that ensure the completion of courses necessary for qualification, for example "Transport economy and systems", "Transport organization of production", "Transport organization" and other study courses. Such a set of theoretical and professional knowledge, skills and abilities allows the student to perform successfully the duties assigned to the position of the future logistics manager.

The content of the study courses is organized in such a way that the courses oriented towards obtaining a professional degree are located in the section of general education study courses and theoretical basic courses of the industry. The relevance of the content of the study courses and the compliance with the needs of the industry and the labor market is confirmed by the close and successful cooperation with employers - they have participated in the discussion of the content of the program, as a guest teaching staff they participate in the implementation of the study courses and take part in the examination and thesis defense commissions. In addition, the study program fully meets the standard of the Company manager profession, where the latest trends and needs of the labor market are taken into account.

3.2.2. In the case of master's and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation. In the case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels (if applicable).

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

Various methods are used for the learning and evaluation of the program courses and practical skills – situation analysis, group work, problem-oriented studies, use of information technology. By applying individual teaching and study methods and technical means, students are provided with a real operating environment for learning practical skills. Professional higher education is provided with a broad perspective on professional ethics, as well as an understanding of the industry's impact on the environment and society, and the possibility of choosing study courses according to their interests and needs is ensured.

The principles of student-centered education have been taken into account in the implementation of the study program - student representatives have participated in the development of the program, its discussion and approval. The schedule of classes and test times have been developed taking into account the possibilities of students as employed persons. Students are informed about examination methods, criteria and assessment appeal procedures. This information is presented in the Quality Management Manual <http://rai.lv/lv/doc>. Students in the Senate have the right of veto in matters affecting the interests of students.

Lecture is the main form of study at the university. Lectures are implemented in contact classes with students. The student's working hours consist of contact classes and independent work. Usually, the ratio of contact time and student's independent working time is 4/6 in full-time studies, and 2/8 or 1.5/8.5 in part-time studies. Depending on the specifics of the study course, the ratio of contact time and student independent work time can be changed. It is determined by the director of the study program in coordination with the teaching staff of the course and approved by the University Senate.

In addition to lectures, seminars, practical works, discussions, situation analysis, disputes and tests are used to outline the study course. Lectures are held for all students of the study course together, but the other study forms are implemented in small groups. In each lecture of the course, the purpose of the presented content, the tasks and the results to be achieved are indicated.

Laboratory work is organized in accordance with the study program. Laboratory work is carried out in specialized classes. Performing laboratory work includes four stages: preparation for performing laboratory work; performing laboratory work in the laboratory; analysis of results, drawing up and defending the work report. No more than 2-3 students develop the laboratory work of the same name at the same time.

The study program uses the e-learning environment Moodle. The system is constantly supplemented with electronic study and teaching materials.

Practice is intended for acquiring and strengthening practical skills.

There are no differences in ensuring the study process in Latvian and English, except that those studying in English must take the "Latvian language (for foreign students)" study course, and those studying in Latvian - the "Business English" study course. There are no differences in terms of study content between full-time and part-time studies, except that part-time studies are one semester or six months longer.

3.2.4. If the study programme envisages an internship, describe the internship opportunities offered to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how

internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).

Internships in companies are organized by dividing the total volume by semesters. The director of the study program, the representative of the practice company and the intern conclude the practice contract. For the successful conduct and management of the internship, a description of the internship has been developed, which includes the goal and tasks of the internship, the content of the internship, and a report on the internship. Internships are intended for companies with which a cooperation agreement has been concluded. The estimated number of internships in each company is 2-3 students per year.

Practice tasks are related to the achievement of study program results such as:

skills in the organization of international transport, international transportation enterprise management,

skills in working with transportation and company documentation, simulation of shift work,

ability to constantly manage team work, perform personnel evaluation, work planning and motivation.

To support the student during the internship, the university assigns an internship manager-consultant who coordinates the course of the internship, advises the student and resolves issues related to the internship with the relevant company.

Similar to students from Latvia, foreign students do internships in transport companies. For foreign students, RAI and the company assign a specialist with good English language skills as the internship manager. In addition, we can say from our experience that the management staff of transport companies can communicate in English well enough, at least at the conversational level. This allows the foreign student to fully achieve the goal of the internship and complete all internship tasks.

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

3.2.6. Analysis and assessment of the topics of the final theses of the students, their relevance in the respective field, including the labour market, and the marks of the final theses.

The student usually chooses the topic of the bachelor thesis from the list of topics offered by RAI in the second semester of the 3rd year of study or in the first semester of the 4th year of study. The list of topics is created by the university together with employers, including managers of students'

internship companies, with experienced lecturers in accordance with the most current trends in the industry and the labor market.

The development of a bachelor's thesis with a project part is the final stage of professional bachelor's studies and qualification acquisition. On the basis of defending the bachelor's thesis, a relevant professional bachelor's degree is awarded. A bachelor's thesis is an analytical study, the conclusions of which are based on a literature review of a problem formulated within the framework of the bachelor's study program, creating a technical solution to the analyzed problem. The execution of the bachelor thesis is based on the knowledge, skills and abilities acquired during the study program.

The practice task includes a point on the collection and analysis of specific materials on the topics relevant to the work. Students of the third or fourth year choose the topic of the bachelor's thesis and coordinate it with the manager - consultant, and also coordinate the materials obtained in the companies for the work. The topics of bachelor's theses and their supervisors are approved by the RAI Senate.

The bachelor's thesis is prepared in accordance with the Regulations on the development and defense of bachelor's thesis and master's thesis.

<http://rai/lv/lv/doc>. Fully completed and bound bachelor theses are signed by the student and supervisor. After reviewing the work, the supervisor determines the reviewer of the bachelor's work. The bachelor's work with the project part is defended before the State Examination Commission, the composition of which is approved by the rector. One of the employers' representatives must participate in the bachelor thesis defense commission, usually in the position of the head of the commission or his deputy.

Some of the topics of students' final theses are as follows:

1. Analysis of the efficiency of investment operations in the transport company;
2. Modernization of warehouse logistics;
3. Data protection in aviation at Riga Airport Riga (RIX);
4. Multimodal transportation analysis and cost optimization;
5. Optimization of transport flow in the city of Riga.

3.3. Resources and Provision of the Study Programme

3.3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes to be achieved by providing the respective examples.

Considering that only four study programs are implemented in the study direction, information about program resources and material and technical support, including teaching staff, is practically common to all programs, and it is presented in Section 3 of the second part - Study direction resources and support.

Several laboratories as well as the Scientific Research Platform have been established for practical work as part of the study program.

In recent years, RAI's material and technical base has been significantly expanded, which strengthens the material and technical support of the aviation sector in particular.

The transportation process simulator at RAI's disposal, which has been created on computers connected to a common network, enables real-time modeling of various types of processes, including international transportation management, its functioning and provision. In the modeling process, various means of displaying and processing information and various types of communication are implemented.

Specialized classes have been created for the study of individual professional specialization courses in the industry.

15 multimedia projectors, 74 sets of computers, 23 printers, 9 scanners, 5 sets of audio speakers, a sound mixing console, 8 sets of computer speakers, 2 sets of wireless communication equipment, 2 video cameras, as well as several overhead projectors are available in the rooms and classrooms for practical work and seminars. , cameras and televisions.

In order to organize and function modern communication systems, obtain information and organize student training, RAI uses optical fiber internet with a transmission speed of 100 Mbit/s.

The institute has 20 Wi-Fi contact points and using high-performance routers, practically the entire territory of the institute is covered with a Wi-Fi zone.

RAI is a mail server with the RAI domain name, which has been modernized on a modern platform, has a high degree of protection and ensures reliable information storage and exchange between structural units of the institute.

Modern learning management tools, including the Moodle system, are successfully used in the student training process. The BigBlueButton system allows teaching staff to cooperate with students online in audio, video, chat, etc. way.

Based on the analysis of the RAI library, it can be concluded that the library has the necessary literature materials in English and Latvian for the implementation of the "ITEM" program, including both books and EU standards, regulatory acts and other documents. For example, the "ITEM" program has more than 342 different documents available in Latvian, including 132 textbooks and other additional materials, 202 different documents in English, including 90 textbooks and other materials.

To make it more convenient for faculty and students to use the RAI library, the Moodle system has a separate "Library" section. The following sources of information are available to registered users:

1. New books;
2. e-collective catalog of the library;
3. Open access e-resources;
4. Subscribed databases;
5. Reference databases (encyclopedias, dictionaries);
6. Open access journals;
7. E-book databases;
8. Free access e-databases;
9. Information search in e-resources;
10. A useful study aid.

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

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

Considering that RAI is a private university that does not receive funding from the state budget, its financial resources consist of revenues from studies paid by students, as well as revenues from the implementation of qualification improvement courses and professional education improvement programs. Based on long-term experience in training aviation specialists and qualified personnel, RAI is an internationally certified higher education institution, which has the right to implement advanced training courses in the field of aviation. Such financial synergism allows the university to ensure financial sustainability and stability in conditions when the total number of students decreases.

The above allows the university to provide a competitive salary for academic staff, which corresponds to the norms specified in the Cabinet of Ministers' regulations of July 5, 2016 No. 445 "Teachers' salary regulations". To the extent possible, RAI financially ensures the participation of academic staff in scientific conferences, the preparation of scientific publications, methodological materials, textbooks and teaching aids in accordance with the procedures established by RAI (Rules on the Organization of Scientific Methodical Work at the Riga Aeronautical Institute, <http://rai.lv/lv/doc>).

Number of students in the "International transportation enterprise management" study program 2021/2022. there is 125 in the academic year.

The annual tuition fee for one student is on average 2300 EUR.

But taking into account the above and the fact that the potential of scholarships is jointly devoted to the realization of each program in the field of study, the structure of funding sources and their use are similar to the principles of funding of the field of study. The cost per student, the distribution between certain positions is similar for all programs.

125 students study in the study program, of which 62 study in Latvian, 63 in English. The tuition fee for those studying in Latvian is on average 1000 Euro per year, and for those studying in English - on average 1500 Euro per year. The profitability of studies at RAI is ensured by diversifying the types of income. In addition to income from tuition fees, RAI has income from the implementation of qualification improvement courses and professional education improvement programs. Taking into account that qualification improvement courses, professional development programs and directional study programs represent the transport sector, are implemented in the same premises, use the same infrastructure, equipment and facilities, the same teaching staff basically participate

in the implementation of study programs and courses , at least 50 percent of the revenues from the implementation of courses and improvement programs are used to cover the expenses of the study program. RAI does not have a set minimum number of students, which ensures profitability, because the income from the implementation of qualification courses and improvement programs allows RAI to cover its expenses even when there are no students in the study program. Therefore, such financial synergism from various revenue sources allows RAI to ensure financial sustainability and stability in conditions where the number of students is small.

Distribution of finances for the study direction

According to the study programs

(percentage)

<i>Study program</i>	<i>Total</i>	<i>Including</i>		
		<i>Remuneration</i>	<i>Facilities, equipment, literature</i>	<i>Taxes</i>
ATC	40	20	14	6
ITEM	38	27	6	5
ITL	11	9	1	1
BMIT	11	9	1	1
Total	100	65	22	13

3.4. Teaching Staff

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

A total of 14 teaching staff are involved in the implementation of the "International transportation enterprise management" study program, of which 10 teaching staff or 71% are employed in the main work of RAI and 4 guest teaching staff, which makes up 29% of the total number of teaching staff;

5 doctors participate in the implementation of the study program (5 RAI appointed academic positions) and 9 lecturers with a master's degree;

Of the study program's 160 CP courses, 68% are provided by RAI's academic staff, while 32% are provided by RAI's guest teaching staff.

The academic and scientific qualification of the teaching staff of the study program, professional work experience in the relevant sector, regular addition and improvement of knowledge in the relevant continuing education program of university teachers fully comply with the conditions of implementation of the study program and the requirements of regulatory acts.

Two teachers from abroad with very good knowledge of English and local teaching staff with good knowledge of English at least B2 level are involved in the implementation of the program. The theoretical courses of the industry and the professional specialization courses of the industry are usually led by recognized specialists in the transport industry with extensive professional experience. So, for example, Mg.oec. Ludmila Jefremova, who currently works at the Latvian Customs, has been elected to the academic position of RAI lecturer and leads study courses related to her professional activity, such as "Organization of customs activity", "Transport ecology and economy", "Transport hubs and terminals", "Management and safety of transport traffic" and others. This gives the teaching staff the opportunity to use their scientific and professional qualifications, as well as their extensive experience in the professional work of the industry, to lead study courses at a high quality level.

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

During the previous evaluation in 2013, 26 teaching staff worked in the study program, mostly part-time guest lecturers. During this time, the number of teaching staff has decreased to 14. Several teaching staff have left RAI, reaching retirement age, as well as teaching staff who were employed part-time. Some teaching staff have been rehired during the reporting period, including teaching staff from foreign countries and teaching staff with extensive work experience in the aviation industry. This has made it possible to improve the management of the theoretical basic courses of the industry and the professional specialization courses of the industry, taking into account the experience of the invited teaching staff in the industry.

3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and the science of art, the scientific publications published in ERIH+ indexed journals or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).

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

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

The implementation of the professional bachelor's study program "International transportation enterprise management" is ensured by 14 representatives of the teaching staff, 10 of whom have been elected to RAI docent or lecturer academic positions. Five of RAI's teaching staff members have a doctorate degree. Most of RAI's teaching staff has extensive academic and professional work experience outside the university, as well as scientific work experience. The qualifications and professional experience of the teaching staff fully comply with the requirements of the regulatory acts and the conditions for the implementation of the study program.

To ensure that the content of the study courses does not overlap, an annual review of the courses of the study programme takes place, as well as seminars in which the academic staff involved in the implementation of the programme present the course outline and academic methods to their colleagues and discuss improvements that would ensure a higher quality of the programme content and meet the current trends in the field.

The ratio of students to teaching staff in the study program is 125/14, or 8,9 students per teaching staff. However, in this regard, it should be taken into account that practically every teaching staff is also involved in the implementation of other study directions and study programs, and in addition to this, also participates in the implementation of qualification improvement courses and professional development programs. In addition, some teaching staff, especially those employed as guest lecturers, work part-time. Taking this into account, for a study program with such a small number of students and, in general, such a small university as RAI, a more objective indicator would be the ratio of the total number of students in the program to the total number of teaching staff, and this in 2020/2021. In the academic year there are 193/20 or 9.65 students per teaching staff. Such a ratio of students and teaching staff is quite appropriate for a university of engineering and technology studies

Self-evaluation of the study programs of the study direction takes place once a study year. As part of the self-evaluation, a methodological meeting of the teaching staff is usually held at the beginning of the study year. In the methodological meeting, the teaching staff, based on the experience gained in the previous year's academic work and the knowledge and insights gained in the pedagogical qualification improvement program, express their ideas, suggestions and proposals for the necessary clarifications in the content of individual study courses. Thus, for example, the teaching staff of the professional specialization study courses of the industry, finding insufficient knowledge of the students on one of the topics of the higher mathematics course, make a proposal

to the higher mathematics teaching staff to strengthen the learning of the relevant topic. In this way, through the cooperation of the teaching staff of the study courses of different study blocks, the content of the study courses is improved and they are interconnected to achieve the goals of the study program.

Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	ITEM(SPUV)_diploma sample (working translation).pdf	SPUV_diploma paraugs.pdf
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	11_3_annex_SPUV_Statistical data on students.pdf	11_3_piel_SPUV_Statistikas dati par studējošajiem.pdf
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	12_3_annex_SPUV_Compliance national education standard.pdf	12_3_piel_SPUV_Salīdzin_valsts_izglītības_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	13_3_annex_Professional bachelor study programs ITEM comparison of content compliance with the standard of the Company's manager profession.pdf	13_3_piel_SPUV_Salīdzin_profesijas_standarts.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	14_3_annex_Professional bachelor's study programme_International transportation enterprise management_mapping of study courses.pdf	14_3_piel_SPUV_Studiju_kursu_kartējums.pdf
The curriculum of the study programme (for each type and form of the implementation of the study programme)	Study program plans_ITEM(SPUV).xlsx	studiju programmu plāni_SPUV.xlsx
Descriptions of the study courses/ modules	ITEM(SPUV).rar	SPUV.rar
Description of the organisation of the internship of the students (if applicable)	8_annex_Practice regulations.pdf	8_piel_Prakses nolikums.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

Air traffic control (42840)

Study field	<i>Transport Services</i>
ProcedureStudyProgram.Name	<i>Air traffic control</i>
Education classification code	<i>42840</i>
Type of the study programme	<i>Professional bachelor study programme</i>
Name of the study programme director	<i>Konstantīns</i>
Surname of the study programme director	<i>Savenkovs</i>
E-mail of the study programme director	<i>k.savenkovs@rai.lv</i>
Title of the study programme director	<i>Dr.oec.</i>
Phone of the study programme director	<i>67629206</i>
Goal of the study programme	<i>To prepare highly qualified and comprehensively developed air traffic controllers with creative and analytical abilities in the management of air traffic and transport companies.</i>
Tasks of the study programme	<i>1. To provide students with the acquisition of theoretical knowledge (natural sciences, information technologies, technical, humanitarian and professional study courses); 2. To provide students with opportunities to acquire practical skills and abilities that allow them to manage an air traffic and transport company. 3. To develop the ability to formulate and solve problems specific to the aviation industry, which are determined by the theoretical knowledge and professional skills necessary for the manager of an air traffic and transport company.</i>
Results of the study programme	<i>The student must be able to: 1. Orientate yourself in international air law and analyze air traffic regulatory documentation; 2. Identify air traffic problems and formulate the tasks to be performed to eliminate them; 3. Use acquired knowledge, skills and abilities to perform air traffic control tasks; 4. Organize air traffic control; 5. Work in a team and communicate freely in Latvian and English in professional matters.</i>
Final examination upon the completion of the study programme	<i>bachelor thesis</i>

Study programme forms

Full time studies - 4 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in air traffic management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Full time studies - 4 years - english

Study type and form	<i>Full time studies</i>
Duration in full years	4
Duration in month	0
Language	<i>english</i>
Amount (CP)	160
Admission requirements (in English)	<i>Secondary Education and minimum knowledge of English at the level of B 2</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in air traffic management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 4 years, 6 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	4
Duration in month	6
Language	<i>latvian</i>
Amount (CP)	160
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in air traffic management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 4 years, 6 months - english

Study type and form	<i>Part time studies</i>
Duration in full years	4
Duration in month	6
Language	<i>english</i>
Amount (CP)	160
Admission requirements (in English)	<i>Secondary Education and minimum knowledge of English at the level of B 2</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in air traffic management</i>
Qualification to be obtained (in english)	<i>Enterprise manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

3.1. Indicators Describing the Study Programme

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

There are no significant changes in the parameters of the study program, but taking into account today's changing requirements and adapting to the current situation, RAI constantly expands the spectrum of the use of modern technologies in its work, based on the recommendations of experts.

Taking into account that the qualification to be awarded is changed for evaluation and also a new professional standard was approved during the reporting period and taking into account the previous recommendations of experts, the following changes have been made:

1. Study course titles are defined more precisely

<i>Previous title</i>	<i>New title</i>
Environmental ecology and economy	Environment and human protection
Philosophy and culturology	Philosophy and psychology
Basics of management	Basics of management in an aviation company
Production economics	Production economy and management
International air law	International aviation law
Descriptive geometry and engineering graphics	Digital environment and engineering graphics
Aviation meteorology	Meteorological support of air traffic control
Human Factor in Aviation	Risk management and the human factor in aviation
Aircraft design and characterization	Aircraft types and efficiency of their use
Quality management	Quality management in aviation
Provision of flights aeronavigation	Air navigation services

Flight's safety	Safety in air traffic control
Modern aircraft	Modern aircraft and new technologies in aviation
Take-off and landing radioelectronics systems	Radio take - off and landing radio systems and their control
Communications and observation radioelectronics systems	Communications and observation radioelectronics systems and their control
CALS technologies	Information, communication and CALS technologies
Organization of international tourism	Intercultural communication and international tourism

2. On the recommendation of experts, three study papers have been added - Study work in air traffic control, study work in Air Traffic Control technology and study work in the design and development of management systems.

3. The study course "Latvian language for foreign students" has been introduced for foreign students.

4. Certain engineering courses, such as Technical Mechanics, have been replaced by management courses "Marketing in an aviation company", "Innovation management", "Accounting and tax policy in an aviation company" and "Business and management".

5. The block of study courses "Elective courses" has been supplemented with two study courses - "Business English" and "Economic Statistics".

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

Modern technologies are complex systems that include elements of different fields. This, in turn, requires complex knowledge from specialists employed in that field, not only in their core field of specialization and in related fields, but also in fields that seem far and unrelated to the main one. At the same time, skills are needed to apply this knowledge and skills. Due to this, students - future specialists - need knowledge and skills in interdisciplinary fields.

The study program "Air traffic control management" meets the formal requirements set out in the regulatory enactments, and also contributes to the improvement of the study process in scope of

Study field.

The general goal of the bachelor's professional study program is to provide bachelor's professional education in the transport industry, the basics of air traffic management and to provide the necessary skills for starting practical work. The purpose of the program is to provide students with the opportunity to acquire theoretical and professional knowledge, to develop professional, creative and research skills for work in the field of aviation transport, as well as to provide management skills and enable them to successfully enter the local and international labor market in various production sectors and spheres. The program prepares students for further studies in a professional master's degree in this direction. The degree and qualification to be obtained generally correspond to the "Transport management" study field.

The study program was developed in accordance with the Cabinet of Ministers' regulations No. 512 of August 26, 2014 "Regulations on the state standard of second-level professional higher education" (Appendix 12), the standard of the profession of company manager (Appendix 13), the Cabinet of Ministers of August 14, 2015 regulations of July No. 408 "Licensing regulations of study programs", as well as the University Law and RAI Satversme. In 2013 and 2019, as a result of the accreditation process, the study program was evaluated by experts who gave a positive opinion. The above mentioned certifies that the name of the study program, the degree to be obtained and the professional qualification, the purpose of the program, the tasks, the results to be achieved and the admission requirements are mutually agreed upon.

During their studies, students obtain a bachelor's degree: Professional bachelor's degree in air traffic management / Company manager. There is necessary deepened knowledge in the interdisciplinary science of air traffic control principles, as well as knowledge of modern transport control systems for obtaining . The program has a transport service diversion, but with an in-depth study of aviation transport process characteristics, as well as the learning of management technologies that can to be used in modern control systems in the aviation transport sector.

The duration of full-time studies is 4 years, part-time 4.5 years. In Latvian and English. During the studies, 22 KP practices are carried out, as well as 3 study works in the important programs study courses, learning practical design skills.

Latvian and English languages have similar goals and tasks for the implementation of the program. English is the de facto working language in international air traffic management, and English is also used in international transport campaigns in Latvia. The program meets the demand of labor markets and guarantees high competitiveness of labor markets for graduates both from Latvia and from abroad.

The full-time option guarantees the graduate a prestigious and highly valuable position as a dispatcher in Air Traffic Control, offering the necessary knowledge and practical skills. The student also has career growth opportunities to become a Flight Manager and GSV expert. The part-time option offers an already working student with already obtained professional licence career growth, provides him with additional knowledge in the field of company management and gives him the perspective to get the position of Flight Manager and GSV expert, for example.

-

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

Taking into account that RAI is a distinctly professional higher education institution, where only the training of qualification specialists of the professional study program for the needs of transport sector companies is provided in close cooperation with the representatives of employers. The necessary connection with modern labor market and scientific trends and technical innovations is largely ensured by attracting knowledgeable, experienced specialists with a master's or doctoral degree from transport companies.

The concluded agreements and extensive cooperation with employers in the development, improvement and implementation of the study program "Air traffic control" provide an opportunity to regularly update the content of study courses in accordance with the development trends of air traffic control and the demand of the Latvian labor market. In addition, the involvement of employers in the implementation of students' internships and in the coordination of the selection and development of bachelor's theses allows to improve the content of study courses, professional specialization courses in the field. Consequently, the employment of graduates is largely guaranteed.

During the last three years, 7 of our graduates have been working as air traffic controllers at SJC "Latvijas Gaisa satiksme". All foreign students who studied under the order of the state from Kazakhstan have been successfully employed as air traffic controllers in the state company "Kazaeronavigatsia".

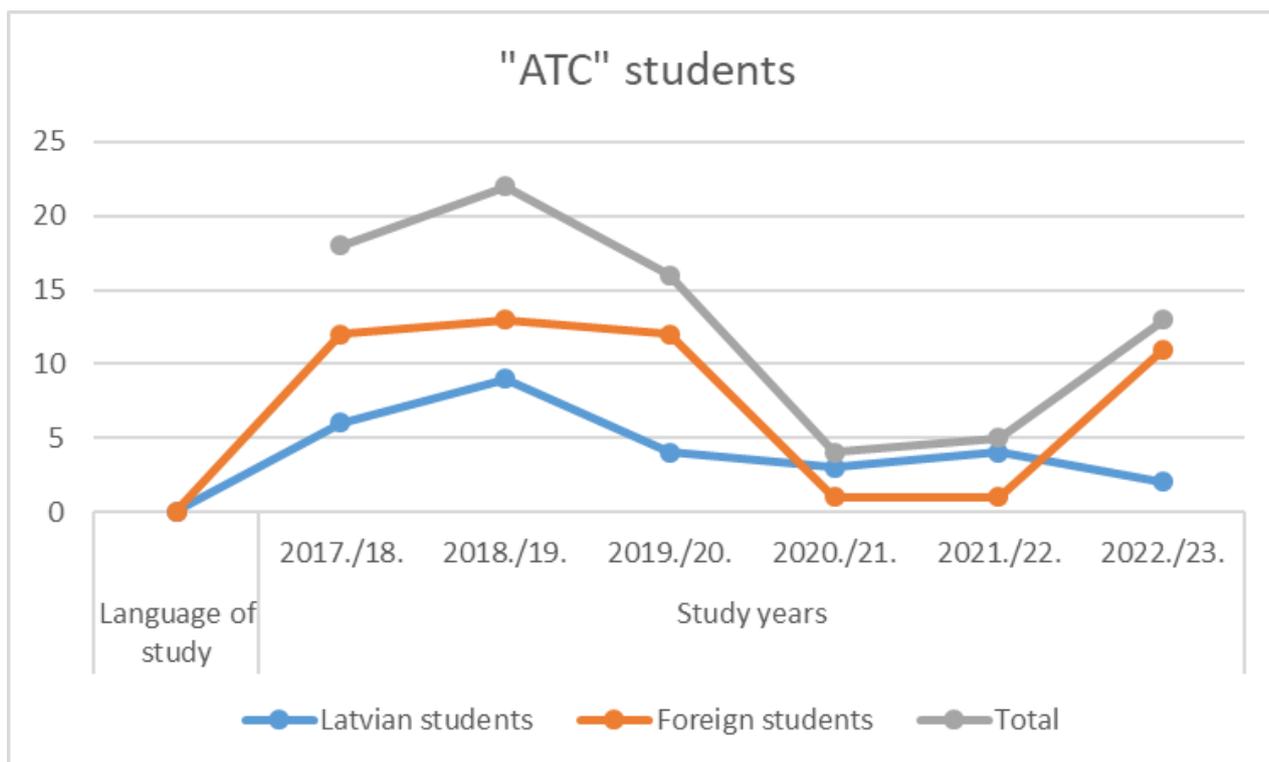
3.1.4. Statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down into different study forms, types, and languages.

Statistical data on those studying in the Professional Bachelor's study program "Air Traffic Management" are attached in Appendix 11.1. As can be seen from the tables, the number of students is quite small, which allows to actually provide individual training. Despite the demand from employers and the labor market for air traffic control specialists, the number of those who want to study, and therefore the number of students, does not increase. In our opinion, this is mainly related to the sufficiently complex content of the study program, which requires sufficiently good prior knowledge in the subjects of mathematics and natural sciences at the secondary education level. This is evidenced by the opinions of students studying in the study program, graduates and especially those who have dropped out, who point to difficulties in successfully learning study courses precisely because of prior knowledge of mathematics and physics.

Statistical data on students in the field of study "Transport services"

Professional bachelor's study program "Air traffic control"

"ATC" students	Language of study	Study years					
		2017./18.	2018./19.	2019./20.	2020./21.	2021./22.	2022./23.
Latvian students	Latvian	6	9	4	3	4	2
Foreign students	English	12	13	12	1	1	11
Total		18	22	16	4	5	13



As can be seen from the statistical data, the number of students enrolled in full-time studies in the last two years has decreased by about 30% compared to the previous three years. On the other hand, part-time students have not been admitted at all in the last two years. In our opinion, this is primarily due to the impact of the Covid-19 pandemic. Another factor could be the decrease in the number of potential students - persons who have obtained secondary education in Latvia in recent years. Therefore, RAI plans to attract more new students from abroad in the future.

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

3.2. The Content of Studies and Implementation Thereof

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

The objective and tasks of the study program are aligned with the goals and tasks of the study courses that make up the content of the program. General educational study courses provide students with the theoretical knowledge base that allows them to successfully learn the theoretical basic courses of the industry. On the other hand, the theoretical knowledge of the industry is the basis for learning the professional specialization courses of the industry. Basic theoretical knowledge of the industry and knowledge of professional specialization allow students to successfully acquire the skills and abilities of practical work that they perform during internship.

The structure of the study program is organized so that at the beginning of the studies there are mostly study courses that ensure the acquisition of the knowledge necessary for obtaining a professional bachelor's degree, and at the end of the studies – study courses that ensure the acquisition of the courses necessary for qualification. Such a set of theoretical and professional knowledge, skills and abilities allows the student, as the future manager of an air traffic and transport company, to successfully perform the duties assigned to the position.

The content of the study courses is organized in such a way that courses oriented towards obtaining a professional degree are located in the section of general education study courses and theoretical basic courses of the industry. The general educational study courses and theoretical basic courses of the industry are basically taught in the first three semesters. The courses of the study program include topics not only about the current situation in air traffic management, but also the peculiarities of solving prospective problems and issues in the directions of air traffic development, as well as the ability to work in a team of industry specialists is promoted. The presented organization of study courses by separate course blocks allows to successfully link the learning results of individual courses. So, for example, the results of studying the basic theoretical course of the industry "Air Traffic Management Theory" make it possible to successfully study the industry's professional specialization courses "Air Traffic Management Organization", "Air Traffic Management Technology", "Safety in Air Traffic Management" and others, as well as enable successful develop studies in air traffic control, design and development of control systems and air traffic control technology.

The purpose and tasks of the study program are aligned with the goals and tasks of the study courses that make up the content of the program. For example, the course "Higher mathematics" is interconnected with the corresponding topic presentation in the course "Physics" according to the sequential presentation of topics. In addition, the course "Higher Mathematics" is included in all bachelor's level study programs of the study direction.

General educational study courses provide students with the theoretical knowledge base that allows them to successfully learn the theoretical basic courses of the industry. For example, the basic knowledge acquired in the study course "Information technologies" is complemented by the study course "Digital environment and engineering graphics". The course "Information technologies" is included in all undergraduate study programs. On the other hand, the theoretical

knowledge of the industry is the basis for learning the professional specialization courses of the industry. The basic theoretical knowledge of the industry and knowledge of professional specialization allow students to successfully learn the skills and abilities of practical work that they perform during internship. This knowledge is reflected in such courses as "Introduction to the specialty", "Basics of management in an aviation company" and "Accounting and tax policy in an aviation company".

The structure of the study program is organized in such a way that at the beginning of the studies there are mostly study courses that ensure the acquisition of knowledge necessary for obtaining a professional bachelor's degree. For example, "Aviation English", "Communication in business", "Air traffic control theory" and other study courses, and at the end of the studies - study courses that ensure the completion of courses necessary for qualification, for example "Air traffic management automated systems", "Air Traffic Control Organization", "Air Traffic Control Technology" and other study courses. Such a set of theoretical and professional knowledge, skills and abilities allows the student, as the future manager in the air traffic and transport company, to successfully perform the duties assigned to the position.

The content of the study courses is organized in such a way that the courses oriented towards obtaining a professional degree are located in the section of general education study courses and theoretical basic courses of the industry. The general educational study courses and theoretical basic courses of the industry are basically taught in the first three semesters. The courses of the study program include topics not only about the current situation in air traffic management, but also the peculiarities of solving prospective problems and issues in the directions of air traffic control development, as well as the ability to work in a team of industry specialists. The existing organization of study courses by separate course blocks allows to link successfully the learning results of individual courses. So, for example, the results of learning the basic theoretical course of the industry "Air Traffic Control Theory" make it possible to study successfully the professional specialization courses of the industry "Air Traffic Control Organization", "Air Traffic Control Technology", "Safety in Air Traffic Control" and others, as well as enable successful studies in air traffic control, design and development of control systems and air traffic control technology.

The relevance of the content of the study courses and the compliance with the needs of the industry and the labor market is confirmed by the close and successful cooperation with employers - they have participated in the discussion of the content of the program, as a guest teaching staff they participate in the implementation of the study courses and take part in the examination and thesis defense commissions. In addition, the study program fully complies with the recently revised new professional standard, where the latest trends and needs of the labor market are taken into account.

3.2.2. In the case of master's and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation. In the case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels (if applicable).

3.2.3. Assessment of the study programme including the study course/ module

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

Various methods are used for the learning and evaluation of the program courses and practical skills – situation analysis, group work, problem-oriented studies, use of information technology. By applying individual teaching and study methods and technical means, students are provided with a real operating environment for learning practical skills. Professional higher education is provided with a broad perspective on professional ethics, as well as an understanding of the industry's impact on the environment and society, and the possibility of choosing study courses according to their interests and needs is ensured.

The principles of student-centered education have been taken into account in the implementation of the study program - student representatives have participated in the development of the program, its discussion and approval. The schedule of classes and test times have been developed taking into account the possibilities of students as employed persons. Students are informed about examination methods, criteria and assessment appeal procedures. This information is presented in the Quality Management Manual <http://rai.lv/lv/doc>. Students in the Senate have the right of veto in matters affecting the interests of students.

Lecture is the main form of study at the university. Lectures are implemented in contact classes with students. The student's working hours consist of contact classes and independent work. Usually, the ratio of contact time and student's independent working time is 4/6 in full-time studies, and 2/8 or 1.5/8.5 in part-time studies. Depending on the specifics of the study course, the ratio of contact time and student independent work time can be changed. It is determined by the director of the study program in coordination with the teaching staff of the course and approved by the University Senate.

In addition to lectures, seminars, practical works, discussions, situation analysis, disputes and tests are used to outline the study course. Lectures are held for all students of the study course together, but the other study forms are implemented in small groups. In each lecture of the course, the purpose of the presented content, the tasks and the results to be achieved are indicated.

Laboratory work is organized in accordance with the study program. Laboratory work is carried out in specialized classes. Performing laboratory work includes four stages: preparation for performing laboratory work; performing laboratory work in the laboratory; analysis of results, drawing up and defending the work report. No more than 2-3 students develop the laboratory work of the same name at the same time.

The study program uses the e-learning environment Moodle. The system is constantly supplemented with electronic study and teaching materials.

Practice is intended for acquiring and strengthening practical skills.

There are no differences in ensuring the study process in Latvian and English, except that those studying in English must take the "Latvian language for foreign students" study course, and those studying in Latvian - the "Business English" study course. There are no differences in terms of study

content between full-time and part-time studies, except that part-time studies are one semester or six months longer.

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

Internships in companies are organized by dividing the total volume by semesters. The director of the study program, the representative of the practice company and the trainee conclude the practice contract. For the successful conduct and management of the internship, a description of the internship has been developed, which includes the goal and tasks of the internship, the content of the internship, and a report on the internship. Internships are intended for companies with which a cooperation agreement has been concluded. The estimated number of internships in each company is 2-3 students per year.

Practice tasks are related to the achievement of study program results such as:

- skills in air traffic organization, air traffic and transport company management,
- skills in working with air traffic control and company documentation, simulation of shift work,
- ability to constantly manage team work, perform personnel evaluation, work planning and motivation.

The university assigns an internship manager-consultant, who coordinates the course of the internship, advises the student and resolves issues related to the internship with the relevant company to support the student during the internship.

Similar to students from Latvia, foreign students do internships at aviation companies. Since the working language in the aviation industry is English, the personnel of aviation companies have no problem communicating with foreign students in English.

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

3.2.6. Analysis and assessment of the topics of the final theses of the students, their

relevance in the respective field, including the labour market, and the marks of the final theses.

The student usually chooses the topic of the bachelor thesis from the list of topics offered by RAI in the second semester of the 3rd study year or in the first semester of the 4th study year. The list of topics is created by the university together with employers, including the managers of student internship companies, in accordance with the most current trends in the industry and the labor market and current topics recommended by the European Aviation Safety Agency. RAI also implements training courses for aviation specialists certified by the European Aviation Safety Agency on current topics.

The development of a bachelor's thesis with a project part is the final stage of professional bachelor's studies and qualification acquisition. On the basis of defending the bachelor's thesis, a relevant professional bachelor's degree is awarded. A bachelor's thesis is an analytical study, the conclusions of which are based on a literature review of a problem formulated within the framework of the bachelor's study program, creating a technical solution to the analyzed problem. The execution of the bachelor thesis is based on the knowledge, skills and abilities acquired during the study program.

The practice assignment includes a point on collecting specific materials on the topics relevant to the work. Students of the third or fourth year choose the topic of the bachelor's thesis and coordinate it with the manager - consultant, and also coordinate the materials obtained in the companies for the work. The topics of bachelor's theses and their supervisors are approved by the RAI Senate.

The bachelor's thesis is prepared in accordance with the Regulations on the development and defense of the bachelor's thesis and master's thesis

<http://rai/lv/lv/doc>. Fully completed and bound bachelor theses are signed by the student and supervisor. After reviewing the work, the supervisor determines the reviewer of the bachelor's work. The bachelor's work with the project part is defended before the State Examination Commission, the composition of which is approved by the rector. One of the employers' representatives must participate in the bachelor thesis defense commission, usually in the position of the head of the commission or his deputy.

The following topics can be mentioned as examples of students' final work topics:

1. Improving the aviation security system;
2. The use of information technology in the improvement of air passenger service;
3. Analysis of the operation of air transport organization structures and development opportunities;
4. Analysis of airlines' transportation and improvement opportunities;
5. Operational analysis and development trends of Riga Airport.

3.3. Resources and Provision of the Study Programme

3.3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes to be achieved by providing the respective examples.

Considering that only four study programs are implemented in the study direction, information about the program's resources and material and technical support, including teaching staff, is practically common to all programs, and it is presented in Section 3 of the second part - Study direction resources and support.

Several laboratories have been established for practical work within the study program - Aircraft Maintenance Laboratory (Workshop), Electronics Laboratory, Electrical Assembly Laboratory and Locksmith's Workshop, Scientific Research Platform.

In recent years, RAI's material and technical base has been significantly supplemented, which strengthens the material and technical support of the aviation sector in particular, an air traffic control simulator is used, and a helicopter has been purchased. Based on this acquisition, an Aircraft Service Laboratory has been established, which houses a helicopter, individual aircraft assemblies, structures and parts with appropriate documentation, electronic hardware and specialized equipment, which enables students to perform practical work in aircraft research and service.

The air traffic control simulator at RAI's disposal, which has been created on computers connected to a common network, gives the opportunity to simulate the work of the Air Traffic Control Center, its functioning and service in real time. In the modeling process, various means of displaying and processing information and various types of communication are implemented. The simulator is used by students to learn technical methods of servicing ground electronic aviation equipment.

Specialized classes have been created for learning certain professional specialization courses in the industry.

In 2020, a welding complex and elements of aircraft landing systems from a Boeing 737 were purchased, which gives students the opportunity to more effectively acquire professional skills and practical skills during the study process.

15 multimedia projectors, 74 sets of computers, 23 printers, 9 scanners, 5 sets of audio speakers, a sound mixing console, 8 sets of computer speakers, 2 sets of wireless communication equipment, 2 video cameras, as well as several overhead projectors are available in the rooms and classrooms for practical work and seminars. , cameras and televisions.

In order for teachers and students to work more conveniently with the RAI library, a "Library" section has been developed in Moodle. Where registered users have access to:

1. New books;
2. e-collective catalogue of the library;
3. Open access e-resources;
4. Subscribed databases;
5. Reference databases (encyclopedias, dictionaries);
6. Open access journals;
7. E-book databases;
8. Free access e-databases;

9. Information search in e-resources;
10. A useful study aid.

Based on the analysis of the RAI library, it can be concluded that the library has the necessary literature materials in English and Latvian for the implementation of the "Air Traffic Control" program, including both books and EASA, ICAO and EUROCONTROL directives, standards and recommended practices, regulatory acts and other documents. In total, the program "Air Traffic Control" provides access to more than 125 different sources of information - more than 100 books and more than 10 additional materials (most of which are available in English).

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

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

Considering that RAI is a private university that does not receive funding from the state budget, its financial resources consist of revenues from studies paid by students, as well as revenues from the implementation of qualification improvement courses and professional education improvement programs. Based on long-term experience in training aviation specialists and qualified personnel, RAI is an internationally certified higher education institution, which has the right to implement advanced training courses in the field of aviation. Such financial synergism allows the university to ensure financial sustainability and stability in conditions when the total number of students decreases.

The above allows the university to provide a competitive salary for academic staff, which corresponds to the norms specified in the Cabinet of Ministers' regulations of July 5, 2016 No. 445 "Teachers' salary regulations". To the extent possible, RAI financially ensures the participation of academic staff in scientific conferences, the preparation of scientific publications, methodological materials, textbooks and teaching aids in accordance with the procedures established by RAI (Rules on the Organization of Scientific Methodical Work at the Riga Aeronautical Institute, <http://rai.lv/lv/doc>).

Number of students in the "Air Traffic Management" study program 2021/2022. there is 15 in the academic year.

The annual tuition fee for one student is on average 2300 EUR.

But taking into account the above and the fact that the potential of scholarships is jointly devoted to the realization of each program in the field of study, the structure of funding sources and their

use are similar to the principles of funding of the field of study. The cost per student, the distribution between certain positions is similar for all programs.

15 students study in the study program, of which 14 study in Latvian, one in English.

The tuition fee for those studying in Latvian is on average 7,000 Euros per year, and for those studying in English - on average 10,000 Euros per year.

The profitability of studies at RAI is ensured by diversifying the types of income. In addition to income from tuition fees, RAI has income from the implementation of qualification improvement courses and professional education improvement programs. RAI is an internationally certified higher education institution, which has the right to implement advanced training courses in the field of aviation. RAI has concluded a cooperation agreement with the government of Kazakhstan in the person of the state company "Kazaeronavigatsia" on the qualification improvement of aviation specialists and their retraining for the needs of the Kazakh state.

Taking into account that qualification improvement courses, professional development programs and directional study programs represent the same aviation industry, are implemented in the same premises, use the same infrastructure, equipment and facilities, the implementation of study programs and courses is basically carried out by the same teaching staff. At least 50 percent of the income from the implementation of courses and improvement programs is used to cover the expenses of the study program. RAI does not have a set minimum number of students, which ensures profitability, because the income from the implementation of qualification courses and improvement programs allows RAI to cover its expenses even when there are no students at all in the study program.

Therefore, such financial synergism from various revenue sources allows RAI to ensure financial sustainability and stability in conditions where the number of students is small.

Distribution of finances for the study direction
According to the study programs
(percentage)

<i>Study program</i>	<i>Total</i>	<i>Including</i>		
		<i>Remuneration</i>	<i>Facilities, equipment, literature</i>	<i>Taxes</i>
ATC	40	20	14	6
ITEM	38	27	6	5
ITL	11	9	1	1
BMIT	11	9	1	1
Total	100	65	22	13

3.4. Teaching Staff

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

The qualifications of lecturers employed in the second-level professional higher education study program "Air Traffic Management" meet the requirements of regulatory acts and the implementation of RAI's strategic goals and tasks, because:

A total of 20 teaching staff are involved in the implementation of the "Air Traffic Management" study program, of which 15 teaching staff or 75% are employed in the main work of RAI and 5 guest teaching staff, which is 25% of the total number of teaching staff;

8 doctors participate in the implementation of the study program (7 RAI appointed academic positions), and 12 lecturers with a master's degree;

Of the study program's 160 KP courses, 87% are provided by RAI's academic staff, while 13% are provided by RAI's visiting teaching staff.

The academic and scientific qualification of the teaching staff of the study program, professional work experience in the relevant sector, regular addition and improvement of knowledge in the relevant continuing education program of university teachers fully comply with the conditions of the implementation of the study program and the requirements of regulatory acts.

Two teachers from abroad with very good knowledge of English and local teaching staff with good knowledge of English at least B2 level are involved in the implementation of the program. The theoretical courses of the industry and the professional specialization courses of the industry are usually led by recognized specialists in the transport industry with extensive professional experience. So, for example, Dr.sc.ing. Yevgenijs Mingalovs, who currently is employed by Latvian ANSP as a controller, has been elected to the academic position of assistant professor at RAI and leads study courses related to his professional activity such as Aviation devices and navigation systems, Study work in Air Traffic Control, Meteorological support of air traffic control, etc. This gives the teaching staff the opportunity to use their scientific and professional qualifications, as well as their extensive experience in the professional work of the industry and to lead study courses at a high quality level.

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

During the previous evaluation in 2013, 28 teaching staff members worked in the study program, mostly part-time guest lecturers. During this time, the number of teaching staff has decreased to 20. Several teaching staff have left RAI, reaching retirement age, as well as teaching staff who were employed part-time. Some teaching staff have been rehired during the reporting period, including teaching staff from abroad and teaching staff with extensive work experience in the aviation and

transport services sector. This generally has made it possible to improve the management of the theoretical basic courses of the industry and the professional specialization courses of the industry, due to the experience of the invited teaching staff in the industry. The workforce consists also of 4, who obtained a master's degree from RAI.

3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and the science of art, the scientific publications published in ERIH+ indexed journals or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).

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

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

The implementation of the professional bachelor's study program "Air Traffic Management" is ensured by 20 representatives of the teaching staff, 15 of whom have been elected to RAI docent or lecturer academic positions. Eight of RAI's teaching staff members have a doctorate degree. Most of RAI's teaching staff has extensive academic and professional work experience outside the university, as well as scientific work experience. The qualifications and professional experience of the teaching staff fully comply with the requirements of the regulatory acts and the conditions for the implementation of the study program.

The ratio of students and teaching staff in the study program is not a correct factor. In this regard,

it should be taken into account that practically every teaching staff is also involved in the implementation of other study directions and study programs, and in addition to this, also participates in the implementation of qualification improvement courses and professional development programs. In addition, some teaching staff, especially those employed as guest lecturers, work part-time. Taking this into account, for a study program with such a small number of students and, in general, for such a small university as RAI, a more objective indicator would be the ratio of the total number of students to the total number of teaching staff in the field of study, and this in 2021/2022. In the academic year there are 193/20 or 9.65 students per teaching staff. Such a ratio of students and teaching staff is quite appropriate for a university of engineering and technology studies.

Self-evaluation of the study programs of the study direction takes place once in a study year. As a part of the self-evaluation, a methodological meeting of the teaching staff is usually held at the beginning of the study year. In the methodological meeting, the teaching staff, based on the experience gained in the previous year's academic work and the knowledge and insights gained in the pedagogical qualification improvement program, express their ideas, suggestions and proposals for the necessary clarifications in the content of individual study courses. Thus, for example, the teaching staff of the professional specialization study courses of the industry, discovering insufficient knowledge of the students on one of the topics of the higher mathematics course, make a proposal to the higher mathematics teaching staff to strengthen the learning of the relevant topic. In this way, through the cooperation of the teaching staff of the study courses of different study blocks, the content of the study courses is improved and they are interconnected to achieve the goals of the study program.

Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	ATC(GSV)_diploma sample (working translation).pdf	GSV_diploma paraugs.pdf
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	11_1_annex_GSV_Statistical data on students.pdf	11_1_piel_GSV_Statistikas dati par studējošajiem.pdf
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	12_1_annex_GSV_Compliance national education standard.pdf	12_1_piel_GSV_Salīdzin_valsts_izglīibas_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	13_1_annex_Professional bachelor's study program ATC comparison of content compliance with the standard of the Company's manager profession.pdf	13_1_piel_GSV_Salīdzin_Uzņēmuma_vad_profesijas_standarts.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	14_1_annex_Professional Bachelor's study programme_Air traffic control_mapping of study courses.pdf	14_1_piel_GSV_Studiju_kursu_kartējums.pdf
The curriculum of the study programme (for each type and form of the implementation of the study programme)	Study program plans_ATC(GSV).xlsx	studiju programmu plāni_GSV.xlsx
Descriptions of the study courses/ modules	ATC(GSV).rar	GSV.rar
Description of the organisation of the internship of the students (if applicable)	8_annex_Practice regulations.pdf	8_piel_Prakses nolikums.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

International transport logistics (42840)

Study field	<i>Transport Services</i>
ProcedureStudyProgram.Name	<i>International transport logistics</i>
Education classification code	<i>42840</i>
Type of the study programme	<i>Professional bachelor study programme</i>
Name of the study programme director	<i>Konstantīns</i>
Surname of the study programme director	<i>Savenkovs</i>
E-mail of the study programme director	<i>k.savenkovs@rai.lv</i>
Title of the study programme director	<i>Dr.oec.</i>
Phone of the study programme director	<i>67629206</i>
Goal of the study programme	<i>To prepare highly qualified and comprehensively developed specialists with creative and analytical abilities in international transport logistics.</i>
Tasks of the study programme	<i>1. To provide students with the acquisition of theoretical knowledge (natural sciences, information technologies, technical, humanitarian and professional study courses); 2. To provide students with opportunities to acquire practical skills and abilities that allow them to professionally manage processes in international transport logistics; 3. To develop the ability to formulate and solve problems specific to the transport industry, which are determined by the necessary theoretical knowledge and professional skills of a logistics specialist.</i>
Results of the study programme	<i>The student has obtained: - knowledge of international transport logistics legislation, labor legal relations, entrepreneurship basics, safety and environmental protection issues, foreign language, management and communication skills; - knowledge of international transport logistics, transport logistics systems, organization and execution of escorts, use of modern information systems in logistics; - skills in logistics process management; - skill in operation and maintenance of logistic systems.</i>
Final examination upon the completion of the study programme	<i>bachelor thesis</i>

Study programme forms

Full time studies - 4 years - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>secondary education</i>

Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transport logistics</i>
Qualification to be obtained (in english)	<i>Logistics manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 4 years, 6 months - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>6</i>
Language	<i>latvian</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>secondary education</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transport logistics</i>
Qualification to be obtained (in english)	<i>Logistics manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Full time studies - 4 years - english

Study type and form	<i>Full time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>0</i>
Language	<i>english</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>Secondary Education and minimum knowledge of English at the level of B 2</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transport logistics</i>
Qualification to be obtained (in english)	<i>Logistics manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 4 years, 6 months - english

Study type and form	<i>Part time studies</i>
Duration in full years	<i>4</i>
Duration in month	<i>6</i>
Language	<i>english</i>
Amount (CP)	<i>160</i>
Admission requirements (in English)	<i>Secondary Education and minimum knowledge of English at the level of B 2</i>

Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional bachelor's degree in international transport logistics</i>
Qualification to be obtained (in english)	<i>Logistics manager</i>

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

3.1. Indicators Describing the Study Programme

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

There are no significant changes in the parameters of the study program, but taking into account today's changing requirements and adapting to the current situation, RAI constantly expands the spectrum of the use of modern technologies in its work, based on the recommendations of experts.

Taking into account that the qualification to be awarded is changed for evaluation and also a new professional standard was approved during the reporting period and taking into account the previous recommendations of experts, the following changes have been made:

1. Study course titles are defined more precisely

<i>Previous title</i>	<i>New title</i>
Quantitative Methods in Economics	Qualitative and quantitative methods in economics
Environmental ecology and economy	Transport ecology and economics
Basic principles of quality management	Quality management
Transnational Transport Law	International transport policy and law
Transport nodes and terminals	Intermodal freight networks
Transport organization	Transport organization and supply chain management
Forecasting and planning theory and practice	Forecasting, planning and performance measurement in logistics
Logistics Centers Management	Warehousing and storage systems
CALS technologies	Information, communication and CALS technologies
Organization of international tourism	Intercultural communication and international tourism

2. On the recommendation of experts, three study papers have been added - Study work in transport logistics, Study work in transport economy and systems and Study work in freight

transportation. As well as industry study courses such as: "New technologies in logistics", "Green logistics", "City logistics" and "Retail logistics".

3. The study course "Latvian language for foreign students" has been introduced for foreign students.

4. The block of study courses "Elective courses" has been supplemented with two study courses - "Organization of scientific work" and "Fundamentals of strategic management".

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

Modern technologies are complex systems that include elements from various fields. This, in turn, requires complex knowledge from specialists employed in that field, not only in their basic field of specialization and in adjacent sectors, but also in sectors that seem distant and unrelated to the main one. At the same time, the skills to apply this knowledge and skills to each other are also necessary. Because of this, students - future specialists - need knowledge and skills in interdisciplinary fields.

The general goal of the bachelor's professional study program is to provide bachelor's professional education in the transport industry, the basics of transport logistics and to provide the necessary skills for starting practical work. The purpose of the program is to provide students with the opportunity to acquire theoretical and professional knowledge, develop professional, creative and research skills for work in the field of transport, as well as provide the opportunity to learn management skills and enable them to successfully enter the local and international labor market in various production sectors and spheres. The program prepares students for further studies in a professional master's degree in this direction. The degree and qualification to be obtained generally correspond to the "Transport services" study direction.

The study program "Logistics of international transport" complies with the requirements specified in the regulatory acts and also contributes to the improvement of the learning process in the direction of studies.

The study program was developed in accordance with the Cabinet of Ministers' regulations of August 26, 2014 No. 512 "Regulations on the state standard of second-level professional higher education" (Appendix 12), the standard of the profession of the company manager (Appendix 13), the Cabinet of Ministers of August 14, 2015 regulations of July No. 408 "Licensing regulations of study programs", as well as the University Law and RAI Satversme. In 2013 and 2019, as a result of the accreditation process, the study program was evaluated by experts who gave a positive opinion. The above mentioned certifies that the name of the study program, the degree to be obtained and the professional qualification, the purpose of the program, the tasks, the results to be achieved and the admission requirements are mutually agreed upon.

During their studies, students obtain a bachelor's degree: Professional bachelor's degree in International transport logistics / Logistics manager. There is necessary deepened knowledge in

the interdisciplinary science of international transport logistics principles, as well as knowledge of modern transport management systems for obtaining . The program has a transport service diversion, with an in-depth study of transport process characteristics, as well as the learning of management technologies that can be used in modern control systems in the transport sector.

The duration of full-time studies is 4 years, part-time 4.5 years. In Latvian and English. During the studies, 24 KP practices are carried out, as well as 3 study works in the important programs study courses, learning practical design skills.

Latvian and English languages have similar goals and tasks for the implementation of the program. English is the de facto working language in international transport logistics management, and English is also used in international transport campaigns in Latvia. The program meets the demand of labor markets and guarantees high competitiveness of labor markets for graduates both from Latvia and from abroad.

The full-time option guarantees the graduate a prestigious and highly valuable position as a Logistics manager, offering the necessary knowledge and practical skills. The student also has career growth opportunities. The part-time option offers to an already working student with professional skills career growth, provides him with additional knowledge in the field of company management and gives him the perspective to get the higher position.

Admission procedures and requirements for foreign students are basically the same as for local students. Educational documents issued in foreign countries are submitted to the Academic Information Center for students from abroad, in addition to the aforementioned, for the recognition of educational documents and acquired qualifications. There is an English language test, where at least B2 level is required, as well as an interview before receiving a visa for entering Latvia for students from abroad . It is ascertained whether the potential student has a clear idea of the Riga Aeronautical Institute, the chosen study program, the degree to be obtained and the qualification in the interview.

The recognition of professional experience, previously acquired formal and informal education for foreign students takes place in accordance with the same procedure as for local students (

[Regulations on the evaluation and recognition of study results achieved in previous education or professional experience at the Riga Aeronautical Institute](#)

http://rai.lv/rasspisanie/doc-2-2_en.pdf). Evaluation and recognition of study results takes place after the documents on professional experience gained abroad, previously acquired formal and informal education have been examined and recognized by the Center for Academic Information.

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

The implementation of the study program is closely related to the European Green Course Objective, Latvian Transport Development Guidelines 2021-2027. The goal of transport policy is an integrated transport system that ensures safe, efficient, affordable, accessible, smart and sustainable mobility, promotes national economic growth, regional development and ensures progress towards a climate-neutral economy.

Taking into account that RAI is a highly professional university, where only professional study programs for the preparation of qualified specialists for the needs of transport industry companies are implemented in close cooperation with employers' representatives. The necessary connection with the modern labor market and scientific development trends and technical innovations is largely implemented by attracting knowledgeable, experienced specialists with master's or doctoral degrees from transport industry companies to academic work.

The concluded agreements and extensive cooperation with employers in the development, improvement and implementation of the "International Transport Logistics" study program provide the opportunity to regularly update the content of study courses in accordance with the development trends of international transport logistics and the demand of the Latvian labor market. In addition, the involvement of employers in the implementation of students' internships and the selection of topics for bachelor's theses and the coordination of the development of theses allows for the constant improvement of the content of study courses, especially professional specialization courses in the industry. Therefore, employment of graduates is largely guaranteed.

According to the official statistics on graduates of higher education institutions (monitoring of graduates), which is carried out in accordance with the regulations of the Cabinet of Ministers of June 25, 2019 No. 276 "Regulations of the State Education Information System", Riga Aeronautical Institute ranks 8th among private universities, which is 78.2% employment of graduates by profession (excluding foreign graduates).

Many of our graduates associate their careers with such companies as: SJSC "Latvijas gaisa satiksme", SJSC "Latvijas Dzelzceļš", Ltd "LDZ Cargo", Ltd "LDZ Rolling Stock Service". Logistics program graduates work in logistics companies such as Ltd "A&A Logistic", Ltd "Unik", Ltd "Solution", while management program graduates work in the following international transport companies Ltd "Kreiss", "Havas", and other transport companies Ltd "CARGOFLEX", Ltd "ASMENS UN KO"...

And foreign graduates (who are not included in the statistics) work in the field of logistics: VU "Kazaeronavigatsija", LLC "Pelican Flight Training", "UzAuto Motors Powertrain" and others.

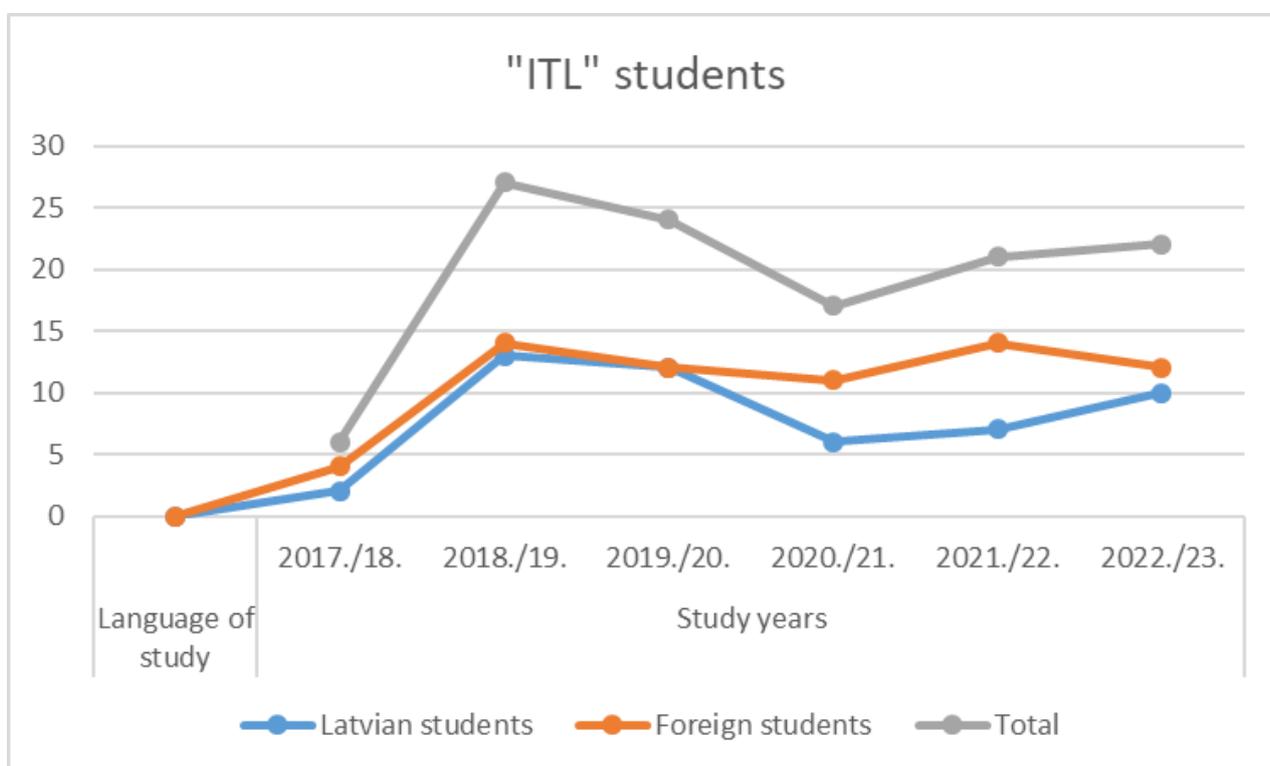
3.1.4. Statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down into different study forms, types, and languages.

Statistical data on those studying in the Professional Bachelor's study program "International transport logistics" are attached in Appendix 11.2. As can be seen from the tables, the number of students is quite small, which allows to actually provide individual training. Despite the demand from employers and the labor market for air traffic control specialists, the number of those who want to study, and therefore the number of students, does not increase. In our opinion, this is mainly related to the sufficiently complex content of the study program, which requires sufficiently good prior knowledge in the subjects of mathematics and natural sciences at the secondary education level. This is evidenced by the opinions of students studying in the study program, graduates and especially those who have dropped out, who point to difficulties in successfully learning study courses precisely because of prior knowledge of mathematics and physics.

Statistical data on students in the field of study "Transport services"

Professional bachelor's study program "International transport logistics"

"ITL" students	Language of study	Study years					
		2017./18.	2018./19.	2019./20.	2020./21.	2021./22.	2022./23.
Latvian students	Latvian	2	13	12	6	7	10
Foreign students	English	4	14	12	11	14	12
Total		6	27	24	17	21	22



As can be seen from the statistical data, the number of students enrolled in full-time studies in the last two years has decreased by about 30% compared to the previous three years. On the other hand, part-time students have not been admitted at all in the last two years. In our opinion, this is primarily due to the impact of the Covid-19 pandemic. Another factor could be the decrease in the number of potential students - persons who have obtained secondary education in Latvia in recent years. Therefore, RAI plans to attract more new students from abroad in the future.

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

3.2. The Content of Studies and Implementation Thereof

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

The purpose and tasks of the study program are aligned with the goals and tasks of the study courses that make up the content of the program. General educational study courses provide students with the theoretical knowledge base that allows them to successfully learn the theoretical basic courses of the industry. On the other hand, the theoretical knowledge of the industry is the basis for learning the professional specialization courses of the industry. The basic theoretical knowledge of the industry and knowledge of professional specialization allow students to successfully learn the skills and abilities of practical work that they perform during internship.

The structure of the study program is organized so that at the beginning of the studies there are mostly study courses that ensure the acquisition of the knowledge necessary for obtaining a professional bachelor's degree, and at the end of the studies – study courses that ensure the acquisition of the courses necessary for qualification. Such a set of theoretical and professional knowledge, skills and abilities allows the student, as the future manager of an air traffic and transport company, to successfully perform the duties assigned to the position.

The content of the study courses is organized in such a way that the courses oriented towards obtaining a professional degree are located in the section of general education study courses and theoretical basic courses of the industry. The general educational study courses and theoretical basic courses of the industry are basically taught in the first three semesters. The courses of the study program include topics not only about the current situation in international transport logistics, but also the peculiarities of solving perspective problems and issues in international transport logistics development directions, as well as the ability to work in a team of industry specialists is promoted. The presented organization of study courses by separate course blocks allows to successfully link the learning results of individual courses. So, for example, the results of learning the basic theoretical course of the industry "Transport management" make it possible to successfully learn the professional specialization courses of the industry "Transport forwarding", "Commercial transport activities", "Study work in transport logistics" and others, as well as allow you to successfully develop study works in transport logistics , design and development of management systems and transport logistics management technology.

The purpose and tasks of the study program are aligned with the goals and tasks of the study courses that make up the content of the program. For example, the course "Higher Mathematics" after the sequential presentation of the topics is the basis for successfully learning the basic theoretical courses of the industry such as "Macroeconomics", "Microeconomics", "Basics of Business" and others. In addition, such important courses as "Higher Mathematics" and

"Information Technologies" are included in all bachelor's level study programs of the study direction.

General educational study courses provide students with the theoretical knowledge base that allows them to successfully learn the theoretical basic courses of the industry. On the other hand, the theoretical knowledge of the industry is the basis for learning the professional specialization courses of the industry. The basic theoretical knowledge of the industry and knowledge of professional specialization allow students to master successfully the skills and abilities of practical work that they perform during internship. This knowledge is reflected in such courses as "Introduction to specialty", "Transport management" and "Transport logistics".

The structure of the study program is organized in such a way that at the beginning of the studies there are mostly study courses that ensure the acquisition of knowledge necessary for obtaining a professional bachelor's degree. For example, these are "Macroeconomics", "Microeconomics", "Transport logistics" and other study courses, and at the end of studies - study courses that ensure the completion of courses necessary for qualification, for example "Transport economics and systems", "Forecasting, planning and performance measurement in logistics ", "City logistics" and other study courses. Such a set of theoretical and professional knowledge, skills and abilities allows the student to perform successfully the duties assigned to the position as the future logistics manager.

The content of the study courses is organized in such a way that the courses oriented towards obtaining a professional degree are located in the section of general education study courses and theoretical basic courses of the industry. The relevance of the content of the study courses and the compliance with the needs of the industry and the labor market is confirmed by the close and successful cooperation with employers - they have participated in the discussion of the content of the program, as a guest teaching staff they participate in the implementation of the study courses and take part in the examination and thesis defense commissions. In addition, the study program fully complies with the renewed professional standard, where the latest trends and needs of the labor market are taken into account.

3.2.2. In the case of master's and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation. In the case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels (if applicable).

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

Various methods are used for the learning and evaluation of the program courses and practical skills – situation analysis, group work, problem-oriented studies, use of information technology. By applying individual teaching and study methods and technical means, students are provided with a real operating environment for learning practical skills. Professional higher education is provided with a broad perspective on professional ethics, as well as an understanding of the industry's impact on the environment and society, and the possibility of choosing study courses according to their interests and needs is ensured.

The principles of student-centered education have been taken into account in the implementation of the study program - student representatives have participated in the development of the program, its discussion and approval. The schedule of classes and test times have been developed taking into account the possibilities of students as employed persons. Students are informed about examination methods, criteria and assessment appeal procedures. This information is presented in the Quality Management Manual <http://rai.lv/lv/doc>. Students in the Senate have the right of veto in matters affecting the interests of students.

Lecture is the main form of study at the university. Lectures are implemented in contact classes with students. The student's working hours consist of contact classes and independent work. Usually, the ratio of contact time and student's independent working time is 4/6 in full-time studies, and 2/8 or 1.5/8.5 in part-time studies. Depending on the specifics of the study course, the ratio of contact time and student independent work time can be changed. It is determined by the director of the study program in coordination with the teaching staff of the course and approved by the University Senate.

In addition to lectures, seminars, practical works, discussions, situation analysis, disputes and tests are used to outline the study course. Lectures are held for all students of the study course together, but the other study forms are implemented in small groups. In each lecture of the course, the purpose of the presented content, the tasks and the results to be achieved are indicated.

Laboratory work is organized in accordance with the study program. Laboratory work is carried out in specialized classes. Performing laboratory work includes four stages: preparation for performing laboratory work; performing laboratory work in the laboratory; analysis of results, drawing up and defending the work report. No more than 2-3 students develop the laboratory work of the same name at the same time.

The study program uses the e-learning environment Moodle. The system is constantly supplemented with electronic study and teaching materials.

Practice is intended for acquiring and strengthening practical skills.

There are no differences in ensuring the study process in Latvian and English, except that those studying in English must take the "Latvian language (for foreign students)" study course, and those studying in Latvian - the "Business English" study course. There are no differences in terms of study content between full-time and part-time studies, except that part-time studies are one semester or six months longer.

3.2.4. If the study programme envisages an internship, describe the internship opportunities offered to students, provision and work organization, including whether the higher education institution/ college helps students to find an internship place. If the study programme is implemented in a foreign language, provide information on how

internship opportunities are provided in a foreign language, including for foreign students. To provide analysis and evaluation of the connection of the tasks set for students during the internship included in the study programme with the learning outcomes of the study programme (if applicable).

Internships in companies are organized by dividing the total volume by semesters. The director of the study program, the representative of the practice company and the trainee conclude the practice contract. For the successful conduct and management of the internship, a description of the internship has been developed, which includes the goal and tasks of the internship, the content of the internship, and a report on the internship. Internships are intended for companies with which a cooperation agreement has been concluded. The estimated number of internships in each company is 2-3 students per year.

Practice tasks are related to the achievement of study program results such as:

- skills in the organization of transport logistics, in the management of an international transport logistics company,
- skills in working with transport logistics management and company documentation, simulation of shift work,
- ability to constantly manage team work, perform personnel evaluation, work planning and motivation.

To support the student during the internship, the university assigns an internship manager-consultant who coordinates the course of the internship, advises the student and resolves issues related to the internship with the relevant company.

Similar to students from Latvia, foreign students do internships in transport companies. For foreign students, RAI and the company assign a specialist with good English language skills as the internship manager. In addition, we can say from our experience that the management staff of transport companies can communicate in English well enough, at least at the conversational level.

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

3.2.6. Analysis and assessment of the topics of the final theses of the students, their relevance in the respective field, including the labour market, and the marks of the final theses.

The student usually chooses the topic of the bachelor thesis from the list of topics offered by RAI in the second semester of the 3rd year of study or in the first semester of the 4th year of study. The list of topics is created by the university together with employers, including managers of students' internship companies, with experienced lecturers in accordance with the most current trends in the

industry and the labor market.

The development of a bachelor's thesis with a project part is the final stage of professional bachelor's studies and qualification acquisition. On the basis of defending the bachelor's thesis, a relevant professional bachelor's degree is awarded. A bachelor's thesis is an analytical study, the conclusions of which are based on a literature review of a problem formulated within the framework of the bachelor's study program, creating a technical solution to the analyzed problem. The execution of the bachelor thesis is based on the knowledge, skills and abilities acquired during the study program.

The practice task includes a point on the collection and analysis of specific materials on the topics relevant to the work. Students of the third or fourth year choose the topic of the bachelor's thesis and coordinate it with the manager - consultant, and also coordinate the materials obtained in the companies for the work. The topics of bachelor's theses and their supervisors are approved by the RAI Senate.

The bachelor's thesis is prepared in accordance with the Regulations on the development and defense of bachelor's thesis and master's thesis.

<http://rai/lv/lv/doc>. Fully completed and bound bachelor theses are signed by the student and supervisor. After reviewing the work, the supervisor determines the reviewer of the bachelor's work. The bachelor's work with the project part is defended before the State Examination Commission, the composition of which is approved by the rector. One of the employers' representatives must participate in the bachelor thesis defense commission, usually in the position of the head of the commission or his deputy.

Some of the topics of students' final theses are as follows:

1. Analysis of the international transport company;
2. Economic aspects of cargo transportation security;
3. Improving the operation of the transport company in modern conditions;
4. Analysis of warehouse operation and development of proposals for increasing efficiency;
5. Optimization of vehicle weight control in Latvia.

3.3. Resources and Provision of the Study Programme

3.3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes to be achieved by providing the respective examples.

Considering that only four study programs are implemented in the study direction, information about program resources and material and technical support, including teaching staff, is practically common to all programs, and it is presented in Section 3 of the second part - Study direction resources and support.

Several laboratories as well as the Scientific Research Platform have been established for practical work as part of the study program.

In recent years, RAI's material and technical base has been significantly expanded, which strengthens the material and technical support of the aviation sector in particular.

The transport logistics process simulator at RAI's disposal, which has been created on computers connected to a common network, enables real-time modeling of various types of processes, including multimodal supply chain structures, its functioning and provision. In the modeling process, various means of displaying and processing information and various types of communication are implemented.

Specialized classes have been created for the study of individual professional specialization courses in the industry.

15 multimedia projectors, 74 sets of computers, 23 printers, 9 scanners, 5 sets of audio speakers, a sound mixing console, 8 sets of computer speakers, 2 sets of wireless communication equipment, 2 video cameras, as well as several overhead projectors are available in the rooms and classrooms for practical work and seminars. , cameras and televisions.

In order to organize and function modern communication systems, obtain information and organize student training, RAI uses optical fiber internet with a transmission speed of 100 Mbit/s.

The institute has 20 Wi-Fi contact points and using high-performance routers, practically the entire territory of the institute is covered with a Wi-Fi zone.

RAI is a mail server with the RAI domain name, which has been modernized on a modern platform, has a high degree of protection and ensures reliable information storage and exchange between structural units of the institute.

Modern learning management tools, including the Moodle system, are successfully used in the student training process. The BigBlueButton system allows teaching staff to cooperate with students online in audio, video, chat, etc. way.

Based on the analysis of the RAI library, it can be concluded that the library has the necessary literature materials in English and Latvian for the implementation of the "ITL" program, including both books and EU standards, regulatory acts and other documents. For example, the "ITL" program has more than 342 different documents available in Latvian, including 132 textbooks and other additional materials, 202 different documents in English, including 90 textbooks and other materials.

To make it more convenient for faculty and students to use the RAI library, the Moodle system has a separate "Library" section. The following sources of information are available to registered users:

1. New books;
2. e-collective catalogue of the library;
3. Open access e-resources;
4. Subscribed databases;
5. Reference databases (encyclopedias, dictionaries);
6. Open access journals;
7. E-book databases;
8. Free access e-databases;
9. Information search in e-resources;
10. A useful study aid.

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

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

Considering that RAI is a private university that does not receive funding from the state budget, its financial resources consist of revenues from studies paid by students, as well as revenues from the implementation of qualification improvement courses and professional education improvement programs. Based on long-term experience in training aviation specialists and qualified personnel, RAI is an internationally certified higher education institution, which has the right to implement advanced training courses in the field of aviation. Such financial synergism allows the university to ensure financial sustainability and stability in conditions when the total number of students decreases.

The above allows the university to provide a competitive salary for academic staff, which corresponds to the norms specified in the Cabinet of Ministers' regulations of July 5, 2016 No. 445 "Teachers' salary regulations". To the extent possible, RAI financially ensures the participation of academic staff in scientific conferences, the preparation of scientific publications, methodological materials, textbooks and teaching aids in accordance with the procedures established by RAI (Rules on the Organization of Scientific Methodical Work at the Riga Aeronautical Institute, <http://rai.lv/lv/doc>).

Number of students in the "International transport logistics" study program 2021/2022. there is 35 in the academic year.

The annual tuition fee for one student is on average 2300 EUR.

But taking into account the above and the fact that the potential of scholarships is jointly devoted to the realization of each program in the field of study, the structure of funding sources and their use are similar to the principles of funding of the field of study. The cost per student, the distribution between certain positions is similar for all programs.

35 students study in the study program, of which 29 study in Latvian, six in English. The tuition fee for those studying in Latvian is on average 1000 Euro per year, and for those studying in English - on average 1500 Euro per year. The profitability of studies at RAI is ensured by diversifying the types of income. In addition to income from tuition fees, RAI has income from the implementation of qualification improvement courses and professional education improvement programs. Taking into account that qualification improvement courses, professional development programs and directional study programs represent the transport sector, are implemented in the same premises, use the same infrastructure, equipment and facilities, the same teaching staff basically participate

in the implementation of study programs and courses. At least 50 percent of the revenues from the implementation of courses and improvement programs are used to cover the expenses of the study program. RAI does not have a set minimum number of students, which ensures profitability, because the income from the implementation of qualification courses and improvement programs allows RAI to cover its expenses even when there are no students in the study program. Therefore, such financial synergism from various revenue sources allows RAI to ensure financial sustainability and stability in conditions where the number of students is small.

***Distribution of finances for study direction
According to study programs
(percentage)***

Study program	Total	Including		
		Remuneration	Facilities, equipment, literature	Taxes
ATC	40	20	14	6
ITEM	38	27	6	5
ITL	11	9	1	1
BMIT	11	9	1	1
Total	100	65	22	13

3.4. Teaching Staff

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

The qualifications of the lecturers employed in the professional bachelor's study program "International Transport Logistics" meet the requirements of regulatory acts and the implementation of RAI's strategic goals and tasks, because:

- A total of 14 teaching staff are involved in the implementation of the "International Transport Logistics" study program, of which 11 teaching staff or 79% are employed in the main work of RAI and 4 guest teaching staff, which is 21% of the total number of teaching staff;

- The implementation of the study program involves 5 teaching staff with a doctorate degree who have been elected to RAI academic positions and 9 lecturers with a master's degree;
- Of the study program's 160 CP courses, 68% are provided by RAI's academic staff, while 32% are provided by RAI's guest teaching staff.

The academic and scientific qualification of the teaching staff of the study program, professional work experience in the relevant sector, regular addition and improvement of knowledge in the relevant continuing education program of university teachers fully comply with the conditions of implementation of the study program and the requirements of regulatory acts.

Two teachers from abroad with very good knowledge of English and local teaching staff with good knowledge of English at least B2 level are involved in the implementation of the program. The theoretical courses of the industry and the professional specialization courses of the industry are usually led by recognized specialists in the transport industry with extensive professional experience. So, for example, Mg.oec. Ludmila Jefremova, who currently works at the Latvian Customs, has been elected to the academic position of RAI lecturer and leads study courses related to her professional activity, such as "Organization of customs activity", "Transport ecology and economy", "Transport hubs and terminals", "Management and safety of transport traffic" and others. This gives the teaching staff the opportunity to use their scientific and professional qualifications, as well as their extensive experience in the professional work of the industry, to lead study courses at a high quality level.

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

During the previous evaluation in 2013, 26 teaching staff worked in the study program, mostly part-time guest lecturers. During this time, the number of teaching staff has decreased to 14. Several teaching staff have left RAI, reaching retirement age, as well as teaching staff who were employed part-time. Some teaching staff have been rehired during the reporting period, including teaching staff from foreign countries and teaching staff with extensive work experience in the aviation industry. This has made it possible to improve the management of the theoretical basic courses of the industry and the professional specialization courses of the industry, taking into account the experience of the invited teaching staff in the industry.

3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and the science of art, the scientific publications published in ERIH+ indexed journals or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).

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

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

The implementation of the professional bachelor's study program "Logistics of International Transport" is ensured by 14 representatives of the teaching staff, 11 of whom have been elected to RAI docent or lecturer academic positions. Five of RAI's teaching staff members have a doctorate degree. Most of RAI's teaching staff has extensive academic and professional work experience outside the university, as well as scientific work experience. The qualifications and professional experience of the teaching staff fully comply with the requirements of the regulatory acts and the conditions for the implementation of the study program.

The ratio of students to teaching staff in the study program is 35/14, or 2.5 students per teaching staff. However, in this regard, it should be taken into account that practically every teaching staff is also involved in the implementation of other study directions and study programs, and in addition to this, also participates in the implementation of qualification improvement courses and professional development programs. In addition, some teaching staff, especially those employed as guest lecturers, work part-time. Taking this into account, for a study program with such a small number of students and, in general, such a small university as RAI, a more objective indicator would be the ratio of the total number of students in the program to the total number of teaching staff, and this in 2020/2021. In the academic year there are 193/20 or 9.65 students per teaching staff. Such a ratio of students and teaching staff is quite appropriate for a university of engineering and technology studies

Self-evaluation of the study programs of the study direction takes place once in a study year. As a part of the self-evaluation, a methodological meeting of the teaching staff is usually held at the beginning of the study year. In the methodological meeting, the teaching staff, based on the experience gained in the previous year's academic work and the knowledge and insights gained in the pedagogical qualification improvement program, express their ideas, suggestions and proposals for the necessary clarifications in the content of individual study courses. Thus, for example, the teaching staff of the professional specialization study courses of the industry, finding insufficient knowledge of the students on one of the topics of the higher mathematics course, make a proposal to the higher mathematics teaching staff to strengthen the learning of the relevant topic. In this way, through the cooperation of the teaching staff of the study courses of different study blocks, the content of the study courses is improved and they are interconnected to achieve the goals of the study program.

Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	ITL(SPL)_diploma sample (working translation).pdf	SPL_diploma paraugs.pdf
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	11_2_annex_SPL_Statistical data on students.pdf	11_2_piel_SPL_Statistikas dati par studējošajiem.pdf
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	12_2_annex_SPL_Compliance national education standard.pdf	12_2_piel_SPL_Salidzin_valsts_izgl_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)	13_3_annex_Professional bachelor study program.pdf	13_3_piel_SPL_Salidz_profesijas_standarts.pdf
Compliance of the study programme with the specific regulatory framework applicable to the relevant field (if applicable)		
Mapping of the study courses/ modules for the achievement of the learning outcomes of the study programme	14_2_annex_Professional Bachelor's study programme_International Transport Logistics_mapping of study courses.pdf	14_2_piel_SPL_Studiju_kursu_kartējums.pdf
The curriculum of the study programme (for each type and form of the implementation of the study programme)	Study program plans_ITL(SPL).xlsx	studiju programmu plāni_SPL.xlsx
Descriptions of the study courses/ modules	ITL(SPL).rar	SPL.rar
Description of the organisation of the internship of the students (if applicable)	8_annex_Practice regulations.pdf	8_piel_Prakses nolikums.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		

Business management of international transport (47840)

Study field	<i>Transport Services</i>
ProcedureStudyProgram.Name	<i>Business management of international transport</i>
Education classification code	<i>47840</i>
Type of the study programme	<i>Professional master study programme</i>
Name of the study programme director	<i>Konstantīns</i>
Surname of the study programme director	<i>Savenkovs</i>
E-mail of the study programme director	<i>k.savenkovs@rai.lv</i>
Title of the study programme director	<i>Dr.oec.</i>
Phone of the study programme director	<i>67629206</i>
Goal of the study programme	<i>To prepare highly qualified and comprehensively developed masters with creative and analytical abilities in business management of international transport.</i>
Tasks of the study programme	<i>1. To provide students with the acquisition of theoretical knowledge (modern management systems, management of transport companies, information technologies in the management of transport systems) about the latest achievements in the transport industry; 2. To provide students with opportunities to acquire practical skills and abilities that allow them to manage international transport; 3. To develop the ability to formulate and solve the problems specific to the transport industry, which are determined by the theoretical knowledge and professional skills necessary for the business management specialist of international transport.</i>
Results of the study programme	<i>The student must be able to: 1. Analyze the development trends of international transportation business; 2. Perform international transport modeling tasks; 3. Organize and conduct research and design work in the field of international transportation; 4. To implement international transport business and company management; 5. Work in a team and communicate freely in Latvian and English in professional matters.</i>
Final examination upon the completion of the study programme	<i>master's thesis</i>

Study programme forms

Full time studies - 1 years, 6 months - latvian

Study type and form	<i>Full time studies</i>
Duration in full years	<i>1</i>
Duration in month	<i>6</i>
Language	<i>latvian</i>
Amount (CP)	<i>60</i>

Admission requirements (in English)	<i>Professional bachelor's degree or second-level professional higher education obtained after completing a full-time study program of at least four years in the following fields: natural sciences, transport services, economics, management sciences and other related fields, sectors.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional master's degree in Business Management of International Transport</i>
Qualification to be obtained (in english)	-

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Full time studies - 1 years, 6 months - english

Study type and form	<i>Full time studies</i>
Duration in full years	<i>1</i>
Duration in month	<i>6</i>
Language	<i>english</i>
Amount (CP)	<i>60</i>
Admission requirements (in English)	<i>Profesionālais bakalaura grāds vai otrā līmeņa profesionālā augstākā izglītība, kura iegūta, pilna laika studijās pabeidzot vismaz četrus gadus ilgu studiju programmu, šādās nozarēs: dabaszinātnes, transporta pakalpojumi, ekonomika, vadības zinātnes un citās radniecīgās nozarēs. English language proficiency "B 2 level" at least.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional master's degree in Business Management of International Transport</i>
Qualification to be obtained (in english)	-

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 2 years - latvian

Study type and form	<i>Part time studies</i>
Duration in full years	<i>2</i>
Duration in month	<i>0</i>
Language	<i>latvian</i>
Amount (CP)	<i>60</i>
Admission requirements (in English)	<i>Professional bachelor's degree or second-level professional higher education obtained after completing a full-time study program of at least four years in the following fields: natural sciences, transport services, economics, management sciences and other related fields. sectors.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional master's degree in Business Management of International Transport</i>
Qualification to be obtained (in english)	-

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

Part time studies - 2 years - english

Study type and form	<i>Part time studies</i>
Duration in full years	2
Duration in month	0
Language	<i>english</i>
Amount (CP)	60
Admission requirements (in English)	<i>Professional bachelor's degree or second-level professional higher education obtained after completing a full-time study program of at least four years in the following fields: natural sciences, transport services, economics, management sciences and other related fields, sectors. English language proficiency "B 2 level" at least.</i>
Degree to be acquired or professional qualification, or degree to be acquired and professional qualification (in english)	<i>Professional master's degree in Business Management of International Transport</i>
Qualification to be obtained (in english)	-

Places of implementation

Place name	City	Address
Riga Aeronautical Institute	RĪGA	MEŽKALNA IELA 9, ZEMGALES PRIEKŠPILSĒTA, RĪGA, LV-1058

3.1. Indicators Describing the Study Programme

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

There are no significant changes to the program.

New study courses "Ecology of Transport Systems" "Innovative Economics and Marketing"; "Human factor and risk management in transport systems" and "Innovation management" have been introduced;

According to the Law on Higher Education Institutions, the implementation of studies in Russian is suspended. Existing students studying in Russian will graduate in 2022. Therefore, in the future RAI will implement studies only in Latvian and English.

The text of the admission requirements now includes changes in the following wording: "The Master's program admits students with a previous professional bachelor's degree or second-level professional higher education obtained after completing a full-time study program of at least four years in the following fields: natural sciences, transport services, economics, management sciences and other related fields. English language proficiency "B 2 level" at least, is additionally mandatory for program acquisition in English.

Taking into account that the qualification to be awarded is changed for evaluation and a new professional standard was approved during the reporting period and taking into account the previous recommendations of experts, the following changes have been made:

1. Combining two study courses into one with a specified name of the combined course

Previous title	New title
- Quality management systems - Risk Management in Transport Systems	Quality and risk management in transport systems
- Transport Enterprise Innovation Management - Modern Management Theory	Innovation management

2.The study course title is defined more precisely

Previous title	New title
----------------	-----------

Global Logistics	Global logistics and supply chain management
Transport processes modeling	Transport processes computer modeling
The economic and financial analysis of domestic and international transportation	Latvia's national and EU transport policy
Scientific Research Methodology	Scientific research methodology and organization
Financial Management	Financial and investment management

3. There are replacements and additions of the new study courses

Replaced courses	Added courses
Business English	Innovative economics and marketing
Strategic Management	Information, communication and CALS technologies

4. The study course "Latvian language for foreign students" has been introduced for foreign students.

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

Modern technologies are complex systems that include elements from various fields. This, in turn, requires complex knowledge from specialists employed in that field, not only in their basic field of specialization and in adjacent sectors, but also in sectors that seem distant and unrelated to the main one. At the same time, the skills to apply this knowledge and skills to each other are also necessary. Because of this, students - future specialists - need knowledge and skills in interdisciplinary fields.

The general goal of the master's professional study program is to provide master's professional education in the international transport sector, the basics of business management and to provide

the necessary skills in practical work. The purpose of the program is to provide students with the opportunity to acquire theoretical and professional knowledge, to develop professional, creative and research skills for work in the field of transport, as well as to provide the opportunity to learn management and business management skills and enable them to successfully enter the local and international labor market in various production sectors and spheres. The program prepares students for further doctoral studies in this direction. The degree and qualification to be obtained generally correspond to the "Transport services" study direction.

The study program "Business management of international transport" meets the formal requirements specified in the regulatory acts, and also contributes to the improvement of the learning process.

The study program was developed in accordance with the Cabinet of Ministers' regulations No. 512 of August 26, 2014 "Regulations on the state standard of second-level professional higher education" (Appendix 12), the standard of the profession of company manager (Appendix 13), the Cabinet of Ministers of August 14, 2015 regulations of July No. 408 "Regulations for Licensing of Study Programs", as well as the Higher Education Law and RAI Satversme. In 2013 and 2019, as a result of the accreditation process, the study program was evaluated by experts who gave a positive opinion. The above mentioned certifies that the name of the study program, the degree to be obtained and the program's purpose, tasks, achievable results and admission requirements are mutually agreed upon.

During their studies, students obtain a master's degree: Professional master's degree in business management of international transport. There is necessary deepened knowledge in the interdisciplinary science of business management principles, as well as knowledge of modern transport management systems for obtaining of degree . The program has a transport service diversion, with an in-depth study of transport process characteristics, as well as the learning of management and business management technologies that can to be used in modern management systems in the transport sector; perform international transport modeling tasks; to carry out research and design work in the field of international transport.

The duration of full-time studies is 1,5 years, part-time 2,0 years. In Latvian and English. During the studies, 6 KP practices are carried out.

Latvian and English languages have similar goals and tasks for the implementation of the program. English is the de facto working language in international transport management, and English is also used in international transport campaigns in Latvia. The program meets the demand of labor markets and guarantees high competitiveness of labor markets for graduates both from Latvia and from abroad.

The full-time option guarantees the graduate a prestigious and highly valuable position as a business, enterprise manager, offering the necessary knowledge and practical skills, or to continue your studies in a doctoral program. The student also has career growth opportunities. The part-time option offers to an already working student with professional skills career growth, provides him with additional knowledge in the field of business management and gives him the perspective to get the higher position.

3.1.3. Economic and/ or social substantiation of the study programme, analysis of

graduates' employment.

The implementation of the study program is closely related to the European Green Course Objective, Latvian Transport Development Guidelines 2021-2027. The goal of transport policy is an integrated transport system that ensures safe, efficient, affordable, accessible, smart and sustainable mobility, promotes national economic growth, regional development and ensures progress towards a climate-neutral economy.

To improve and update educational programs based on the needs of the industry, to create continuing education and professional development programs at the request of employers in the industry in order to increase the competitiveness of learners, to promote the use of modern teaching methods in the training process so that learners are motivated to acquire skills and abilities - are the study programs "Business management of international transport" main tasks.

The aim of the master's professional studies is to provide the highest professional education in the field of transportation in order to prepare top-level specialists with engineering qualifications and a master's degree who could formulate and solve complex tasks in various sectors of the national economy, research institutions and companies, as well as continue doctoral studies and carry out scientific and pedagogical activities.

Taking into account that RAI is a highly professional university, where only professional study programs for the preparation of qualified specialists for the needs of transport industry companies are implemented in close cooperation with employers' representatives. The necessary connection with the modern labor market and scientific development trends and technical innovations is largely implemented by attracting knowledgeable, experienced specialists with master's or doctoral degrees from transport industry companies to academic work.

The concluded agreements and extensive cooperation with employers in the development, improvement and implementation of the "Business management of international transport" study program provide the opportunity to regularly update the content of the study courses in accordance with the development trends of international transportation as well as the demand of the Latvian labor market.

In addition, the involvement of employers in the implementation of students' internships and the selection of topics for bachelor's theses and the coordination of the development of theses allows for the constant improvement of the content of study courses, especially, research and design work and managements. Therefore, employment of graduates is largely guaranteed.

According to the official statistics on graduates of higher education institutions (monitoring of graduates), which is carried out in accordance with the regulations of the Cabinet of Ministers of June 25, 2019 No. 276 "Regulations of the State Education Information System", Riga Aeronautical Institute ranks 8th among private universities, which is 78.2% employment of graduates by profession (excluding foreign graduates).

Many of our graduates associate their careers with such companies as: SJSC "Latvijas gaisa satiksme", SJSC "Latvijas Dzelzceļš", Ltd "LDZ Cargo", Ltd "LDZ Rolling Stock Service". Logistics program graduates work in logistics companies such as Ltd "A&A Logistic", Ltd "Unik", Ltd "Solution", while management program graduates work in the following international transport companies Ltd "Kreiss", "Havas", and other transport companies Ltd "CARGOFLEX", Ltd "ASMENS UN KO"...

And foreign graduates (who are not included in the statistics) work in the field of logistics: VU

"Kazaeronavigatsija", LLC "Pelican Flight Training", "UzAuto Motors Powertrain" and others.

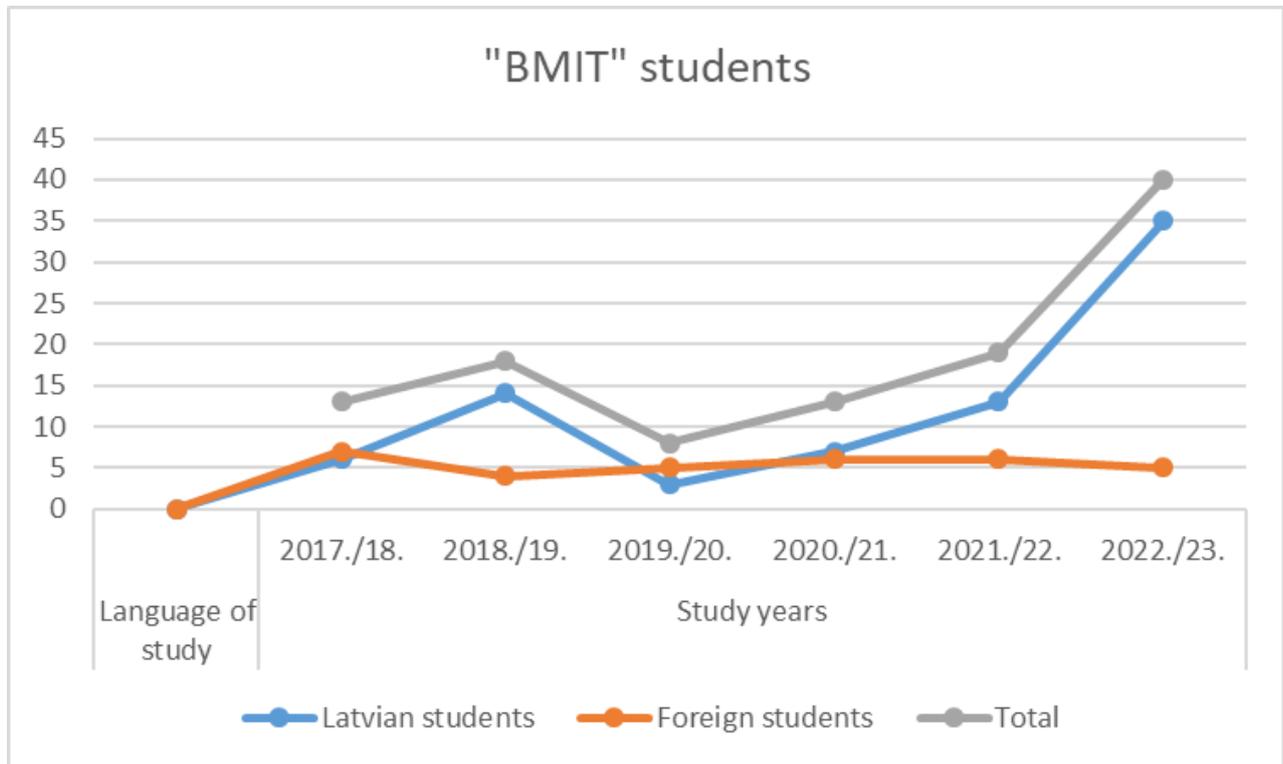
3.1.4. Statistical data on the students of the respective study programme, the dynamics of the number of the students, and the factors affecting the changes to the number of the students. The analysis shall be broken down into different study forms, types, and languages.

Statistical data on students in the professional master's study program "Business management of international transport" are attached in Appendix 11.4. As can be seen from the tables, the number of students is quite small, which allows to actually provide individual training. Despite the demand of employers and the labor market for specialists in international transport, the number of those who want to study, and thus the number of students, does not increase significantly. In our opinion, this is mainly related to the sufficiently complex content of the study program, certain admission requirements and the motivation of those who wish to study.

Statistical data on students in the field of study "Transport services"

In the professional master's study program "Business management of international transport"

"BMIT" students	Language of study	Study years					
		2017./18.	2018./19.	2019./20.	2020./21.	2021./22.	2022./23.
Latvian students	Latvian	6	14	3	7	13	35
Foreign students	English	7	4	5	6	6	5
Total		13	18	8	13	19	40



As can be seen from the statistical data, the number of students enrolled in full-time studies in the last two years has decreased by about 30% compared to the previous three years. On the other hand, part-time students have not been admitted at all in the last two years. In our opinion, this is primarily due to the impact of the Covid-19 pandemic. Another factor could be the decrease in the number of potential students - persons who have obtained secondary education in Latvia in recent years. Therefore, RAI plans to attract more new students from abroad in the future.

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

3.2. The Content of Studies and Implementation Thereof

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

The volume of the professional master's study program is 60 CP, which consists of study courses (34 CP),

practice (6 CP) and a state test (20 CP), which is part of the master's thesis with a project part development and advocacy. The choice, scope and content of the master's program study courses, as well as the content and tasks of the practice were developed according to the professional degree to be obtained. In order to strengthen theoretical knowledge and gain practical experience in the industry, practice is implemented in the amount of 6 CP.

The purpose and tasks of the study program are aligned with the goals and tasks of the study courses that make up the content of the program.

In order to bring the content of the program as close as possible to the needs of the labor market, the final thesis industry representatives participate in the defense commission. They made their proposals about the desired ones student research topics that are relevant in the labor market. In cooperation with employer representatives, students develop study projects and final theses. Employers positively evaluate the student achievements in the research and defense of the topics of the final thesis, as well as those performed during the internship assignments, with invitations to students to participate in projects organized by employers or in job vacancies.

The concluded agreements and extensive cooperation with employers in the development, improvement and implementation of the study program give the opportunity to regularly update the content of the study courses in accordance with the development trends of the industry as well as the demand of the Latvian labor market. In addition, the involvement of employers in the implementation of students' internships and the selection of topics for master's theses and the coordination of the development of theses allows for the constant improvement of the content of study courses, especially professional specialization courses in the industry.

To prepare highly qualified and comprehensively developed masters with creative and analytical abilities in business management of international transport - the main goal of the study program.

1. To provide students with the acquisition of theoretical knowledge (modern management systems, management of transport companies, information technologies in the management of transport systems) about the latest achievements in the transport industry;
2. To provide students with opportunities to acquire practical skills and abilities that allow them to manage international transport;
3. To develop the ability to formulate and solve the problems specific to the transport industry, which are determined by the theoretical knowledge and professional skills necessary for a transport business management specialist, are the main tasks of the program. The purpose and tasks of the study program are organically coordinated with the goals, tasks and content of the study courses that make up the content of the program.

For example, in the study course "Innovation Management", the content of the innovation theory and practice, the innovative strategy of the company, the development of the company's innovation strategy, the modules occupy a worthy position and the purpose of the study course - to provide master's students with theoretical knowledge and practical skills to perform calculations in investment evaluation and to develop the company's innovation strategy with the help of programs in the aim that also the tasks of the course - to solve specific innovation issues, to introduce innovations in production processes, to carry out comprehensive expertise of individual investment projects, to create a targeted and balanced innovation implementation strategy and innovation policy of the company in the further professional activities serve the realization of the program's tasks.

As one of the examples, it can be mentioned that a representative from the State joint-stock

company "Latvijas gaisas satiksme" (LGS), which is an aeronautical company, whose main activity is the management of the airspace of the Republic of Latvia and, accordingly, aviation transport systems, participates in the commission for the defense of the final works of 2022. functioning provision. He worked in the position of chairman of the commission.

As an example, the transport company "Profi Logistiks" can be mentioned. After the successful completion of the internship, one of the master's degree students chooses the topic of the master's thesis "Development of a risk minimization plan for the transportation of dangerous goods by air for the company" in the course of recommended and coordinated internships by the company. "Profi Logistik"

3.2.2. In the case of master's and doctoral study programmes, specify and provide the justification as to whether the degrees are awarded in view of the developments and findings in the field of science or artistic creation. In the case of a doctoral study programme, provide a description of the main research roadmaps and the impact of the study programme on research and other education levels (if applicable).

During the development of the study program, the development scenario of the aviation industry was taken into account. This was done by following keeping abreast of changes in the industry and changes in legislation, as well as keeping abreast of current developments in the profession; and evaluating the latest textbooks and other scientific publications published, including encouraging the library acquires the latest teaching literature, as an important role in the teaching process is given also for applied research: students develop study papers on topical issues by researching and analyzing scientific and professional literature in libraries and international databases. Acquired

Students use acquired knowledge and insights during internship time, analyzing issues related to the industry, developing and implementing solutions for business improvement. Students present research results to RAI Student scientific conference and summarizes master's theses.

We draw your attention to the fact that as a result of studying the existing program, a professional master's degree is awarded, which, unlike an academic degree, is based not so much on scientific achievements and findings, but on the latest trends and achievements in the relevant economic sector. The aforementioned can be learned in such program study courses as "Latvia's national and EU transport policy ", "Global logistics and supply chain management", "Innovative economy and marketing", etc. Taking into account the above, we can conclude that the Professional Master's Degree in Business Management of International Transport relates to the transport sector and corresponds to the field of study "Transport Services".

3.2.3. Assessment of the study programme including the study course/ module implementation methods by indicating what the methods are, and how they contribute to the achievement of the learning outcomes of the study courses and the aims of the study programme. In the case of a joint study programme, or in case the study programme is

implemented in a foreign language or in the form of distance learning, describe in detail the methods used to deliver such a study programme. Provide an explanation of how the student-centred principles are taken into account in the implementation of the study process.

Various methods are used to acquire and evaluate the program's courses and practical skills - situation analysis, group work, problem-oriented studies, use of information technology. By applying individual teaching and study methods and technical means, students are provided with a real operating environment for acquiring practical skills. Professional higher education is provided with a broad view of professional ethics, as well as an understanding of the impact of the industry on the environment and society, and the possibility to choose study courses according to their interests and needs is provided.

The principles of student-centered education have been taken into account in the implementation of the study program - the representatives of the students have participated in the development of the program, its discussion and approval. The schedule of classes and examination times have been developed taking into account the possibilities of students as employed persons. Students are informed about the examination methods, criteria and the procedure for appealing the assessment. This information is presented in the Quality Management Manual <http://rai.lv/lv/doc> . Students in the Senate have a veto right on issues that affect the interests of students.

The main form of study at the university is a lecture. Lectures are implemented in contact classes with students.

The use of different, quite different methods in the study work allows to fully implement the results of the study courses and effectively achieve the goals of the study program.

Study methods are chosen by each lecturer, taking into account the content of the study course, students' preparation, personal experience, academic and scientific qualifications, as well as the recommendations of the study field administration. Teachers usually discuss the chosen study methods and exchange experiences in separate methodological meetings.

There are practically no significant differences in the provision of the study process in full-time and part-time full-time studies.

There are no differences in ensuring the study process in Latvian and English, except that those studying in English must take the "Latvian language for foreign students" study course, and those studying in Latvian - the "Business English" study course. There are no differences in terms of study content between full-time and part-time studies, except that part-time studies are one semester or six months longer.

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

Internships in companies are organized by dividing the total amount by semesters. The director of the study program, a representative of the internship company and the internship sign an internship agreement. For the successful course and management of the internship, a description of the internship has been developed, which includes the purpose and tasks of the internship, the content of the internship and a report on the internship. Internships are intended for companies with which a cooperation agreement has been concluded. The estimated number of internships in each company is 2-3 students per year.

During the internship, an internship supervisor-supervisor is appointed to support the student during the internship, who coordinates the internship, consults the student and solves the issues related to the internship with the respective company.

The total amount of practice in the professional master's study program "Business management of international transport" is 6 CP. The purpose of the practice is mainly related to the governance structure of the company. During the internship, the student gets acquainted with the company's general management scheme, management structure, personnel selection and management policy, requirements for employee education, professional training and employee selection principles.

Negotiates with the company's management and departmental management about the company's place and role in its industry, development opportunities and its competitiveness in both local and foreign markets. Gets acquainted with and analyzes the company's financial situation, remuneration policy and employee motivation system. Based on the performed analysis, the student offers his / her vision for the elimination of shortcomings and deficiencies and further development of the company.

The organization of the internship in all the mentioned three study programs takes place according to a unified scheme. The RAI student for whom the internship is planned, the internship company and RAI enter into a tripartite internship agreement on the implementation of the internship. The internship agreement stipulates that RAI and the internship company prepare an internship program for the implementation of the internship. The student is obliged to keep an internship diary, prepare and submit an internship report to RAI after the internship. The student defends the practice report in the form of a public presentation within the term and in accordance with the procedure set by the director of the study program.

Students who have not completed the professional internship program, have not submitted an internship report or defended a report with an unsatisfactory grade are not admitted to the defense of a bachelor's or master's thesis.

Students usually choose their own internships or use internships offered by RAI.

Internships are not possible without the support of entrepreneurs and various organizations. In previous study years, students in the fields of Transport services were supported and internships were provided by more than 10 companies with which bilateral and tripartite internship agreements were concluded.

Of these, for example, the companies JSC Air Baltic Corporation (airBaltic), SJSC Latvijas Oro satiksme and SIA Havas Latvia are better able to accept foreign students for internships. Due to the specifics of the work, good English communication language is used, foreign students are preferred. The procedure and organization of the internship are the same (See Appendix 8 "Internship Regulations"). Currently (2022) an agreement is being signed with Havas Latvia, where the main priority is for students from India, Uzbekistan and Kazakhstan (based on the experience of SIA Havas Latvia).

Also during the last two years, the program director of the study field Mechanics has concluded new

bilateral Cooperation Agreements on study practice with 4 practice companies. They are closed between the institute and the company for the provision of internships for several years. For a list of concluded internship agreements, see the appendix "List of internship agreements".

Similar to students from Latvia, foreign students do internships in transport companies. Specialists with good knowledge of English are assigned by RAI and the company as internship managers for foreign students. In addition, according to our experience, we can say that the management staff of transport companies can communicate in English well enough, at least at the conversational level. This allows foreign students to achieve the goal of the internship in full and to complete all internship tasks.

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

3.2.6. Analysis and assessment of the topics of the final theses of the students, their relevance in the respective field, including the labour market, and the marks of the final theses.

The student usually chooses the topic of the master's thesis from the list of topics offered by RAI. The list of topics is compiled by the university together with employers, including the managers of student internships, in accordance with the latest trends in the industry and the labor market and current topics recommended by the European Aviation Safety Agency. RAI implements in-service training courses for aviation specialists certified by the European Aviation Safety Agency on current topics.

The development of a master's thesis with a project part is the final stage of professional master's studies. On the basis of the defense of the master's thesis, the relevant professional master's degree is awarded. The master's thesis is an analytical study, the conclusions of which are based on a review of the literature on a problem formulated within the master's study program, creating a technical solution to the problem to be analyzed. Completion of the master's thesis is based on the knowledge, skills and abilities acquired during the acquisition of the study program.

The internship task includes a section on the collection of specific materials on current topics. Students select and coordinate the topics of the master's thesis with the supervisor-consultant and also coordinate the materials obtained in the companies for the work. The topics of master's theses and their supervisors are approved by the RAI Senate.

The master's thesis is prepared in accordance with the Regulations on the elaboration and defense of the bachelor's thesis and the master's thesis <http://rai.lv/en/doc> . The fully completed and bound master's thesis is signed by the student and the supervisor. After reviewing the thesis, the supervisor determines the reviewer of the master's thesis. The master's thesis with the project part is defended at the State Examination Commission, the composition of which is approved by the Rector. One of the representatives of the employers,

usually in the position of the head of the commission or his / her deputy, must participate in the master's thesis defense commission.

RAI has developed and publicly available to students an internal document on assessment principles and procedures.

At the end of each study course and study program, a mandatory assessment must be received. The successful score is not necessarily lower than 4.

The procedure developed by RAI provides for the possibility of reviewing the assessment.

The following types of testing are used in RAI:

- exam;
- test;

Defense of bachelor's and master's theses.

The following topics can be mentioned as examples of students' final thesis topics:

- Analysis of the application of aviation legislation and its impact on flight safety;
- Linear programming of transport cost and delivery time organizations; in the optimization task;
- Use of dynamic programming for optimization of international and local transport routes;
- The role of the human factor in managing an international transport company;
- Innovative operation and investments to increase the competitiveness of the transport company.

3.3. Resources and Provision of the Study Programme

3.3.1. Assessment of the compliance of the resources and provision (study provision, scientific support (if applicable), informative provision (including libraries), material and technical provision, and financial provision) with the conditions for the implementation of the study programme and the learning outcomes to be achieved by providing the respective examples.

Considering that only four study programs are implemented in the study direction, information about program resources and material and technical support, including teaching staff, is practically common to all programs, and it is presented in Section 3 of the second part - Study direction resources and support.

Several laboratories as well as the Scientific Research Platform have been established for practical work as part of the study program.

In recent years, RAI's material and technical base has been significantly expanded, which strengthens the material and technical support of the aviation sector in particular.

The transportation process simulator at RAI's disposal, which has been created on computers connected to a common network, enables real-time modeling of various types of processes,

including international transportation management, its functioning and provision. In the modeling process, various means of displaying and processing information and various types of communication are implemented.

Specialized classes have been created for the study of individual professional specialization courses in the industry.

15 multimedia projectors, 74 sets of computers, 23 printers, 9 scanners, 5 sets of audio speakers, a sound mixing console, 8 sets of computer speakers, 2 sets of wireless communication equipment, 2 video cameras, as well as several overhead projectors are available in the rooms and classrooms for practical work and seminars. , cameras and televisions.

In order to organize and function modern communication systems, obtain information and organize student training, RAI uses optical fiber internet with a transmission speed of 100 Mbit/s.

The institute has 20 Wi-Fi contact points and using high-performance routers, practically the entire territory of the institute is covered with a Wi-Fi zone.

RAI is a mail server with the RAI domain name, which has been modernized on a modern platform, has a high degree of protection and ensures reliable information storage and exchange between structural units of the institute.

Modern learning management tools, including the Moodle system, are successfully used in the student training process. The BigBlueButton system allows teaching staff to cooperate with students online in audio, video, chat, etc. way.

Based on the analysis of the RAI library, it can be concluded that the library has the necessary literature sources in English and Latvian for the implementation of the "BMIT" program, including both books and EU standards and regulatory acts, as well as other documents. More than 342 different information resources are available in the library, including 202 of them in English. To make it easier for faculty and students to use the RAI library, the Moodle system has a special "Library" section. The following sources of information are available to registered users:

1. New books;
2. e-collective catalogue of the library;
3. Open access e-resources;
4. Subscribed databases;
5. Reference databases (encyclopedias, dictionaries);
6. Open access journals;
7. E-book databases;
8. Free access e-databases;
9. Information search in e-resources;
10. A useful study aid for language studies, including 36 textbooks and other materials.

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

3.3.3. Indicate data on the available funding for the corresponding study programme, its

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

Considering that RAI is a private university that does not receive funding from the state budget, its financial resources consist of revenues from studies paid by students, as well as revenues from the implementation of qualification improvement courses and professional education improvement programs. Based on long-term experience in training aviation specialists and qualified personnel, RAI is an internationally certified higher education institution, which has the right to implement advanced training courses in the field of aviation. Such financial synergism allows the university to ensure financial sustainability and stability in conditions when the total number of students decreases.

The above allows the university to provide a competitive salary for academic staff, which corresponds to the norms specified in the Cabinet of Ministers' regulations of July 5, 2016 No. 445 "Teachers' salary regulations". To the extent possible, RAI financially ensures the participation of academic staff in scientific conferences, the preparation of scientific publications, methodological materials, textbooks and teaching aids in accordance with the procedures established by RAI (Rules on the Organization of Scientific Methodical Work at the Riga Aeronautical Institute, <http://rai.lv/lv/doc>).

Number of students in the "Business management of international transport" study program 2021/2022. there is 18 in the academic year.

The annual tuition fee for one student is on average 2300 EUR.

But taking into account the above and the fact that the potential of scholarships is jointly devoted to the realization of each program in the field of study, the structure of funding sources and their use are similar to the principles of funding of the field of study. The cost per student, the distribution between certain positions is similar for all programs.

18 students study in the study program, five of whom study in Latvian, 13 in English. The tuition fee for those studying in Latvian is on average 1500 Euro per year, and for those studying in English - on average 2000 Euro per year. The profitability of studies at RAI is ensured by diversifying the types of income. In addition to income from tuition fees, RAI has income from the implementation of qualification improvement courses and professional education improvement programs. Taking into account that qualification improvement courses, professional development programs and directional study programs represent the transport sector, are implemented in the same premises, use the same infrastructure, equipment and facilities, the same teaching staff basically participate in the implementation of study programs and courses, at least 50 percent of the revenues from the implementation of courses and improvement programs are used to cover the expenses of the study program. RAI does not have a set minimum number of students, which ensures profitability, because the income from the implementation of qualification courses and improvement programs allows RAI to cover its expenses even when there are no students in the study program. Therefore, such financial synergism from various revenue sources allows RAI to ensure financial sustainability and stability in conditions where the number of students is small.

Distribution of finances for the study direction

**According to the study programs
(percentage)**

Study program	Total	Including		
		Remuneration	Facilities, equipment, literature	Taxes
ATC	40	20	14	6
ITEM	38	27	6	5
ITL	11	9	1	1
BMIT	11	9	1	1
Total	100	65	22	13

3.4. Teaching Staff

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

The qualifications of the lecturers employed in the professional master's study program "Business Management of International Transportation" meet the requirements of regulatory acts and the implementation of RAI's strategic goals and tasks, because:

- A total of 9 teaching staff are involved in the implementation of the "Business Management of International Transport" study program, of which 6 teaching staff or 67% are employed in the main work of RAI and 3 guest teaching staff, which is 33% of the total number of teaching staff;
- 3 doctors (3 RAI appointed academic positions) and 6 lecturers with a master's degree participate in the implementation of the study program;
- Of the 60 CP courses of the study program, 85% are provided by RAI's academic staff, while 15% are provided by RAI's guest teaching staff.

The academic and scientific qualification of the teaching staff of the study program, professional work experience in the relevant sector, regular addition and improvement of knowledge in the relevant continuing education program of university teachers fully comply with the conditions of

implementation of the study program and the requirements of regulatory acts.

Two teachers from abroad with very good knowledge of English and local teaching staff with good knowledge of English at least B2 level are involved in the implementation of the program. The theoretical courses of the industry and the professional specialization courses of the industry are usually led by recognized specialists in the transport industry with extensive professional experience. So, for example, Dr. oec. Konstantīns Savenkovs, who has previous professional work experience in a transport company and administrative work experience at an Institute, conducts the study courses Transport and Logistics System Management and International Human Resource Management.

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

During the previous evaluation in 2013, 12 teaching staff worked in the study program, mostly part-time guest lecturers. During this time, the number of teaching staff has decreased to 9. Several teaching staff have left RAI, reaching retirement age, as well as teaching staff who were employed part-time. Some teaching staff have been rehired during the reporting period, including teaching staff from foreign countries and teaching staff with extensive work experience in the aviation industry. This has made it possible to improve the management of the theoretical basic courses of the industry and the professional specialization courses of the industry, taking into account the experience of the invited teaching staff in the industry.

3.4.3. Information on the number of the scientific publications of the academic staff members, involved in the implementation of doctoral study programme, as published during the reporting period by listing the most significant publications published in Scopus or WoS CC indexed journals. As for the social sciences, humanitarian sciences, and the science of art, the scientific publications published in ERIH+ indexed journals or peer-reviewed monographs may be additionally specified. Information on the teaching staff included in the database of experts of the Latvian Council of Science in the relevant field of science (total number, name of the lecturer, field of science in which the teaching staff has the status of an expert and expiration date of the Latvian Council of Science expert) (if applicable).

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

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

The implementation of the professional master's study program "Business management of international transport" is ensured by 9 representatives of the teaching staff, 6 of whom have been elected to RAI docent or lecturer academic positions. 3 of RAI's teaching staff members have a doctorate degree. Most of RAI's teaching staff has extensive academic and professional work experience outside the university, as well as scientific work experience. The qualifications and professional experience of the teaching staff fully comply with the requirements of the regulatory acts and the conditions for the implementation of the study program.

To ensure that the content of the study courses does not overlap, an annual review of the courses of the study programme takes place, as well as seminars in which the academic staff involved in the implementation of the programme present the course outline and academic methods to their colleagues and discuss improvements that would ensure a higher quality of the programme content and meet the current trends in the field.

The ratio of students to teaching staff in the study program is 18/9, or 2,0 students per teaching staff. However, in this regard, it should be taken into account that practically every teaching staff is also involved in the implementation of other study directions and study programs, and in addition to this, also participates in the implementation of qualification improvement courses and professional development programs. In addition, some teaching staff, especially those employed as guest lecturers, work part-time. Taking this into account, for a study program with such a small number of students and, in general, such a small university as RAI, a more objective indicator would be the ratio of the total number of students in the program to the total number of teaching staff, and this in 2020/2021. In the academic year there are 193/20 or 9.7 students per teaching staff. Such a ratio of students and teaching staff is quite appropriate for a university of engineering and technology studies

Self-evaluation of the study programs of the study direction takes place once in a study year. As part of the self-evaluation, a methodological meeting of the teaching staff is usually held at the beginning of the study year. In the methodical meeting, teaching staff, based on the experience gained in the previous year's academic work and the knowledge and insights gained in the pedagogical qualification improvement program, express their ideas, suggestions and proposals regarding the necessary clarifications in the content of individual study courses, both in bachelor's and master's level programs. So, for example, if one of the teaching staff of the master's program detects insufficient knowledge of the students in one of the study courses, he discusses and expresses his proposal to the teaching staff of the relevant study course of the bachelor's program about the need to correct the course content, methodology, literature or another issue. In this way, through the cooperation of teaching staff of study courses and study programs of different study blocks, the content of study courses and study programs is improved and their mutual connection to achieve the goals of the study programs takes place.

Annexes

III - Description of the Study Programme - 3.1. Indicators Describing the Study Programme		
Sample of the diploma and its supplement to be issued for completing the study programme	BMIT(SPUVm)_diploma sample (working translation).pdf	SPUvm_diploma paraugs.pdf
For academic study programmes - Opinion of the Council of Higher Education in accordance with Section 55, Paragraph two of the Law on Higher Education Institutions (if applicable)		
Compliance of the joint study programme with the provisions of the Law on Higher Education Institutions (table) (if applicable)		
Statistics on the students in the reporting period	11_4_annex_SPUVm_Statistical data on students.pdf	11_4_piel_SPUVm_Statistikas dati par studējošajiem.pdf
III - Description of the Study Programme - 3.2. The Content of Studies and Implementation Thereof		
Compliance with the study programme with the State Education Standard	12_4_annex_SPUVm_Compliance national education standard.pdf	12_4_piel_SPUVm_Salīdzin_valsts_izglitiba_standarts.pdf
Compliance of the qualification to be acquired upon completion of the study programme with the professional standard or the requirements for professional qualification (if applicable)		
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	14_4_annex_Professional Master's study programme_Business management of international transport_mapping of study courses.pdf	14_4_piel_SPUVm_Studiju_kursu_kartējums.pdf
The curriculum of the study programme (for each type and form of the implementation of the study programme)	Study program plans_BMIT (SPUVm).xlsx	studiju programmu plāni_SPUVm.xlsx
Descriptions of the study courses/ modules	BMIT(SPUVm).rar	SPUVm.rar
Description of the organisation of the internship of the students (if applicable)	8_annex_Practice regulations.pdf	8_piel_Prakses nolikums.pdf
III - Description of the Study Programme - 3.4. Teaching Staff		
Confirmation that the academic staff of the doctoral study programme includes not less than five doctors, of which at least three are experts approved by the Latvian Council of Science in the branch or sub-branch of science in which the study programme intends to award a scientific degree (if applicable)		
Confirmation that the academic staff of the academic study programme complies with the requirements specified in Section 55, Paragraph one, Clause 3 of the Law on Higher Education Institutions (if applicable)		